

LENOX PLACE SUNNYSIDE

Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, August 1, 2016 (July Meeting)

CALL TO ORDER

Due to scheduling conflicts the **July** meeting of the Board of Directors was held on Monday, August 1, 2016. The meeting was called to order at 6:30 p.m. by Jim Rorke at the Beverley Hills United Methodist Church, Alexandria, Virginia 22305.

BOARD MEETING ATTENDANCE:

Jim Rorke, President (2017) – Present
Margo Gorra-Stockman, Vice President (2016) - Present

Bella Vulchanova, Treasurer (2018) – Present
Heather Herndon, Secretary (2018) – Present
Billy Omohundro, Capitol Companies – Present

COMMUNITY OFFICER

Sgt. Jose Garcia, Alexandria Police Department:

- Three calls for Lenox Place: 3919 Courtland Circle: larceny from car; 3906 Charles Ave: car parked on Courtland Circle was keyed, another call that was not reportable.
- Three cars and a mailbox (3807 Courtland Circle) were marked with graffiti over the past weekend (7/31/2016). Sgt. Garcia will look into it.
- Police non-emergency number is 703-746-4444 – call to ask for service for fire lane violations, illegally parked cars, commercial vehicles (painted sign advertising business), out of state plates, etc.
- Jim has requested that the Alexandria Police provide additional patrolling of Elbert Avenue regarding illegally parked cars.

OPEN FORUM - 5 minutes per household

Homeowners:

Tyler Schmith (3903 Courtland Circle) new resident, just wanted to listen.

Ryan Wismer (3909 Elbert Avenue) No comments

Mark Makaray (3911 Elbert Avenue)

Power line is fenced in area in back yard with tree in fenced in area, growing too large, needs to be trimmed. Would prefer that the tree be removed by HOA.

- 1.) Need grass in the front – only mud there. Has requested this for years. Will water once improved. Needs 8 inches of soil – dig down 8 inches then install soil and sod. All of Elbert Avenue does not need grass, only a few areas.
- 2.) Cars on Elbert Avenue are loud and have bad exhaust. Cars are parking and blocking the driveways.

Board – The car exhaust and parking issues are questions for Alexandria Police. Call and report to Alexandria Police. Jim has requested that the Alexandria Police provide additional patrolling of Elbert Avenue regarding illegally parked cars.

Board – For fall planting there will be a proposal to sod areas on Elbert Avenue. Will have the landscape company review the tree for trimming or removal.

Approved Meeting Minutes – June 27, 2016

Jim moved to approve the amended June 27, 2016 meeting minutes, Bella seconded, motion passed unanimously.

FINANCIAL REPORT – Omohundro /Vulchanova

<u>June 2016 Financial Notes</u>				
	Budget	Actual	Variance	Annual Budget
Income Totals- Monthly	\$12,620.83	\$12,391.95	(\$228.88)	\$151,450.00
Income Totals- Yearly	\$75,724.98	\$73,922.47	(\$1,802.51)	\$151,450.00
			One Year Ago	
Cash Balance	\$42,288.88	\$43,715.38	\$84,846.87	
JMB, BOA & CO- Reserves	\$565,093.34	\$565,091.39	\$519,445.17	
Receivables	\$12,391.95	\$11,522.21	\$12,579.47	

Bella reported that:

- Billy will add the Monthly and YTD Expense Budget Actual Totals and Variances to the summary table which will be provided to the board each month. Billy will remove the Monthly and YTD Income Budget Actual Totals and Variances from the table.
- Landscape bill was not paid for two months due to the transition from Rose to Billy. The invoices have been paid and are up to date.
- This month our net income is negative **(\$3800)** due to deferred landscape invoice and audit expense for 2015.
- No update on the \$1500 refund due from previous snow invoice. This has been sent to legal.

COMMITTEE REPORTS

A. Landscape Committee – Jim Rorke

- *Heather moved to add Annette Gillis and Pam Roberts to the landscape committee, Margo seconded, motion passed unanimously.* Jim will have a landscape committee meeting including Annette and Pam.
- Les Lee will move the paving stones (removed from mailbox locations) from the end of Charles Avenue – to use or store until needed.

- Billy is still looking into proposals for a new fence/sign at the corner of Elbert Avenue and Glebe Road. A lighting study will also be completed for all of Lenox Place.
- Chunk of concrete fence has broken off behind 3902 Charles Avenue– repair is requested.

B. Architectural Review Committee – Margo Gorra-Stockman

- Nick Toaso has noted that there have been fewer ARC requests this year. The homeowners need to be reminded that exterior projects need to have a request sent to the ARC committee.
- Date of next ARC meeting is TBD and will be posted on LenoxPlace.org.

C. Parking – Jim Rorke

- Jim provided some tags for residents on the lower end of Charles.
- The parking regulations will be included in the next newsletter, posted on FB, and emailed.
- Parking regulations are posted on the Lenox Place web site ([summary](#) and [full policy](#)).

D. Community Relations – Bella Vulchanova

- Working on newsletter content with Dianne. We want to create a standard process for the newsletter going out at least every 3 months via hard copy and email.
- Next mailing by USPS – will include information on the parking regulations.

OLD BUSINESS

A. Phase 2 of Asphalt and Sealing

- Phase 2 is scheduled for August 11-12.
- Information posted on Lenox Place web site and Facebook. Letter will be mailed out to all residents to let them know the schedule.

B. Declaration Amendments

- Cover letter has been completed, needs to be mailed out with a copy of the updated bylaws, request that homeowners send comments to Capitol (bomohundro@capitolcorp.com) before the September 26th meeting, if possible.

C. 2015 Audit/Taxes

- Draft audit results have been received. Draft was done as of December of 2015. Recommended higher funding of the Reserve fund based upon the 2011 Reserve study, which is currently being updated and may have some outdated assumptions. Board is currently waiting on new reserve study to be completed prior to deciding on any future action with regard to the reserve fund. Billy will provide, at minimum, two vendors to select from for the new reserve study with the same scope and therefore comparable quotes.
- Board will review and send Billy any concerns.

D. 2016/2017 Audit/Taxes

- Need to review and approve the proposal for the next audit.

E. National Night Out

- August 2, 6 pm to 9 pm

F. Mail Box Replacement Update

- Mailboxes have been installed, if any issues contact Capitol Management for assistance.

NEW BUSINESS

A. Irrigation system Update

- Electrical has been fixed, company will do another review on August 2.

- b. Heads have been fixed, along with water heads. All are working properly now, cycle has been increased by 5 minutes.
- c. Les Lee did manual watering while irrigation was inoperable.

B. Annual Inspection

- a. Billy will complete before the August meeting.

C. Annual Meeting

- a. *Jim moved to have the Annual meeting on Monday, September 26, 2016, starting at 7:00 pm, with registration beginning at 6:30 pm, Margo seconded, motion passed unanimously.*
- b. Billy will confirm that attorney is available on this date, and that the church is available (large room).
- c. This meeting will also include a question/answer for the Declaration Amendments including attorney and notary for those who would like to vote.

D. Drainage and Erosion Proposals

- a. Tabled for August meeting, projects will need to be prioritized (from the May meeting).

E. Sign Cleaning

- a. Signs at West Glebe and Charles and West Glebe and Elbert need to be cleaned, and are not consistent with look of other signs in the community.
- b. Billy is in process of obtaining proposals. Tabled for August meeting.

F. Reserves Study Review

- a. Requesting a new study to be completed before September 26, 2016

G. Access to Association records Resolution will be mailed out to homeowners.

EXECUTIVE SESSION

Jim moved to go to Executive session, Heather seconded, motion passed unanimously at 8:45 pm

Margo moved, Bella seconded, motion passed unanimously to exit Executive session at 8:52 pm

ADJOURN

Heather moved, Margo seconded, motion passed unanimously to adjourn at 9:08 pm

Next Meeting –Monday, August 22, 2016 at 6:30 pm at the Beverley Hills United Methodist Church, Alexandria, Virginia 22305.