

Lenox Place at Sunnyside
Homeowner's Association
Board of Directors Meeting Minutes
Monday, May 23, 2016

CALL TO ORDER

The May meeting of the Board of Directors was held on Monday, May 23, 2016. The meeting was called to order at 6:40 p.m. by Jim Rorke at the Beverly Hills United Methodist Church, Alexandria, Virginia 22305.

BOARD MEETING ATTENDANCE:

Jim Rorke, President (2017) – Present
Margo Gorra-Stockman, VP (2016) - Present
Bella Vulchanova, Treas (2018) – Present (by telephone)

Heather Herndon, Secretary (2018) – Present
Rose Bailey, Capitol Companies – Present

COMMUNITY OFFICERS

- **Sgt. Jose Garcia**, Alexandria Police Department:
 - Sgt. Garcia will have Charlie Lloyd look at the lighting within Lenox Place at Sunnyside.
 - Reported City of Alexandria and Lenox Place at Sunnyside crime statistics; none in Lenox Place at Sunnyside.
 - 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.

OPEN FORUM

Homeowners:

Joe and Allison Gunta (3801 Elbert Avenue) have submitted a proposal to ARC requesting that the HOA erect a brick wall with wrought iron on the corner of Elbert and West Glebe road on the east side. They are requesting that the Board take a look at what can be done.

Rose and Jonathan Greger (501 Shorter Lane) Brothers Paving did work at 7:00 in the morning, parking on Shorter Lane. They had two challenges with this: 1) this seems to be too early for vendors to be working. 2) Shorter Lane is a fire lane.

Board - Sgt. Garcia confirmed that the city noise compliance allows for work to begin at 7:00 a.m. Vendors doing work on the community streets must have access in order to complete the work on the street.

Homeowner has noticed that many cars are parked in driveways that stick out into the street more than 2 feet. This is a fire violation and can be called in to the non-emergency police number.

Board – will include a notice in the newsletter that cars should not hang over into the street from driveways.

Nick Nalli (3804 Charles Avenue) maintains the Facebook page which is a closed community and is now approaching 70+ members. Nick ensures that new members are residents of Lenox Place at Sunnyside. There are postings that get 40+ views, including posts for garage sale, community events, annual meeting and other general news items. The Facebook site is not moderated; any of the members can post at any time; posts should provide accurate information and remain civil. Nick confirmed that he can remove items if necessary.

Board - Facebook site is not the official site of Lenox Place at Sunnyside; the HOA Board will not respond to individual posts on behalf of the Board. The Board will not post or respond to opinions from homeowners as this creates a liability for the board.

Homeowner suggested Nick post a disclaimer that the site is not the official website of Lenox Place at Sunnyside and provide the link to the Lenox Place at Sunnyside website.

Homeowner reported dead tree – 3804 Charles Ave – and West Glebe. Needs to be removed. Rose and Jim will look into the removal.

Mike Dodson (3906 Elbert Avenue) requested update from the Board regarding his proposed landscaping contracts.

Board - The pine tree removal proposal has been approved by recent email. Additional proposals are still pending.

ITEMS MOVED FORWARD DURING May BY EMAIL:

APPROVAL OF MEETING MINUTES

- Meeting minutes from April 25, 2016 were sent out by email for review, *Margo motioned to approve the minutes, as amended, Bella seconded, motion passed unanimously via email, May 16, 2016.*
- On May 23, during the monthly HOA Board meeting, *Margo motioned to approve the minutes of the April 25, 2016 as approved through email, Bella seconded, motion passed unanimously.*

Dodson ARC landscape proposal

- *With regard to the proposal for work to be completed at 3906 Elbert Avenue, Margo motioned that we accept Quality Tree Care's proposal to LPAS HOA in the amount of \$2,225 for the removal of three pine trees at 3906 Elbert Avenue, Heather seconded, motion passed unanimously, through emails on May 19, 2016*
- Acceptance of this proposal will be contingent on the receipt of a check to LPAS HOA for that amount. Rose will help facilitate this transaction and communicate with the Dodsons
- On May 23, during the monthly HOA Board meeting, *Margo motioned to confirm the approval of the proposal for work at 3906 Elbert Avenue as approved through email, Heather seconded, motion passed unanimously.*

FINANCIAL REPORT – Bailey/Vulchanova

- Bella reports that we have a loss of \$2,677 for the month of April, as opposed to the gain of \$2,703 in March. Most of the variance in April is due to paying the remainder of the snow invoices from earlier this year. The YTD actual variance is less than \$30,000, but again mostly due to the snow invoice from

January of this year. Bella pointed out a need to set aside a meeting to discuss reserves; she will provide material for discussion so the board can prioritize line items for further expenses as identified by community homeowners. Bella mentioned some items may need to be moved to into the next fiscal year.

- Management will purchase the new CD in the amount of \$87,000.

COMMITTEE REPORTS

A. Landscape Committee – Jim Rorke

- *Jim motioned to accept Ariel Matz as a member of the landscape committee, Margo seconded, motion passed unanimously.*
- Palmers has been working to execute the planting items approved in the April meeting.
- *Jim motioned to have Les Lee complete 4 hours of labor to work on Elbert Avenue, as, several homeowners have reported a need for grass spot control. Margo seconded motion passed unanimously.*

B. Architectural Review Committee – Margo Gorra-Stockman

- Meeting was held on May 22, 2016, Margo provided a copy of the notes and approvals that have been completed.
- The ARC committee has a proposal to amend the specifications for hardware finishes to include 2 additional options. An open meeting will be scheduled to review.

C. Parking – Jim Rorke

- No report

D. Community Relations – Bella Vulchanova

- Garage sale has been postponed until June 18 due to bad weather on May 21 and 22.
- Homeowners should report any problems with backyard fencing to HOA for review and repair.

OLD BUSINESS

A. Declaration Amendments

- a. Rose will send out the packet by May 31, 2016.
- b. An open “town hall” meeting will be held during the regularly scheduled June meeting on June 27 at 6:30 to have homeowners come and ask questions. An attorney will be present.*

B. Parking Lot Seal Coat Schedule

- a. Work by vendors can begin at 7:00 am.
- b. *Jim moved to approve Brothers Paving & Concrete Corporation’s Change Order Form for splitting the site into two phases for the sealing over two separate two days for an additional \$1,800 (to be paid from reserves) in order to not inconvenience the entire community at once (and as recommended by Brothers Paving. Weather permitting paving will happen June 13-14 and June 16-17 Margo seconded, motion passed unanimously.*

C. Mail Box Replacement Update

- a. Mailboxes have been ordered, expect installation in June.

D. ARC Liaison and Improvements

- a. ARC PROPOSAL – Dodson’s proposal at 3906 Elbert Avenue

- i. As previously mentioned, the proposal to remove three pine trees has been approved. The second proposal will require a formal survey to obtain the official plat. Rose will make arrangements for a surveyor to determine the property lines.

NEW BUSINESS

A. Drainage and Erosion Proposals

- a. Tabled for discussion in the next meeting.

B. Landscaping Enhancement Request – 3832 Elbert Avenue

- a. Jim will review the email request from Eric Kempen and make a recommendation.

C. Entry Stone Signs –east side of Elbert Avenue

- a. Proposal for adding new sign and brick/wrought iron fence. Rose will find some options for that area (landscaping and/or fencing).
- b. Discolored Entry Stone Signs, Elbert Avenue and West Glebe Rd: Tabled for discussion at the next meeting. Rose will obtain quotes for updating.

D. Access to Association Records

- a. Homeowners are frequently requesting copies of many association documents. Rather than pass along the labor and material cost to fulfill the individual requests to all homeowners, management has proposed that the costs for providing the documents be calculated and the requestor be charged. The costs include review of the request, printing and mailing.
- b. *Jim moved to adopt the policy resolution # 16-1 Access to Association Books and Records & Cost Schedule, Margo seconded, discussion: most associations have a similar policy to ensure that requested documents are provided to individual homeowners without burdening the HOA. Motion passed unanimously.*

EXECUTIVE SESSION – none

ADJOURN

Heather moved to adjourn, Margo seconded, motion unanimously passed, meeting adjourned at 10:15 pm.

Next Meeting –Monday, June 27, 2016 at 6:30 pm

*Due to change in property management personnel the mailing regarding the Declaration Amendment and the town hall meeting did not occur as planned. These items have been delayed by one month.