

# LENOX PLACE SUNNYSIDE

*Homeowners Association, Inc.*  
*Board of Directors Meeting Minutes*  
**Monday, October 24, 2016**

## **CALL TO ORDER**

The October meeting of the Board of Directors was held on Monday, October 24, 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 (2019) – Present  
Mark Makary (2019) – member at large - Present

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

## **COMMUNITY OFFICER**

**Sgt. Jose Garcia**, Alexandria Police Department reported the following:

- Lenox Place had one fire lane violation, car was cited.
- Elbert Avenue will be added to the Lenox Place report once a new computer system is put in place, date unknown.
- Phone (703-746-4444) or online ([www.alexandriava.gov/police](http://www.alexandriava.gov/police)) reporting of non-felony crimes is now available, caller will receive an email with case number for insurance reporting.
- Police non-emergency number is 703-746-4444 – call if something is stolen from a car or garbage can is stolen or to ask for service for fire lane violations, illegally parked cars, commercial vehicles (painted sign advertising business), out of state plates, etc.

## **OPEN FORUM - 5 minutes per household**

### **Homeowners:**

**Annette Gillis** – (3815 Courtland Circle) – No comments

**Allison and Joe Gunta** (3801 Elbert Avenue) – Would like to have response on the proposal submitted in April regarding fence/wall; volunteered for committees, need better communication. Need assistance with wiring going over HOA property, down the alleyway with trees that are interfering. Have already called electric company, they responded that the wiring is not theirs.

**Jennifer Dodson** (3906 Elbert Avenue) – Landscape is completed, many positive comments. They will mow the grass.

## Approved Meeting Minutes –

The August 22 2016 minutes have an error; the financial totals should have shown a negative \$2000 rather than positive \$2000.

*Jim moved to approve the September 25 (Pre Annual Meeting), 2016 minutes as amended, Bella seconded, motion passed unanimously.*

Heather apologized for the board holding an additional executive session, without an open meeting, to review the previously completed Declaration document so that the current Board can understand the changes for discussion with the community. The Board is seeking a better way to notify the community that the Board is spending additional time trying to resolve issues that have been pending for the last 4 years.

### **FINANCIAL REPORT – Omohundro /Vulchanova**

Draft budget for 2017 has been included to be finalized by mid November. Snow removal was \$33,934 for the year with only \$6,132 budgeted. We have gained some ground on offsetting this as by end of september we are showing a loss of \$23,245 and change.

<b>September 2016 Financial Notes</b>				
	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Annual Budget</b>
Income Totals- Monthly	\$12,620.83	\$14,153.13	\$1,532.30	\$151,450.00
Income Totals- Yearly	\$113,587.47	\$112,869.07	(\$718.40)	\$151,450.00
Expense Totals- Monthly	\$12,620.83	\$11,274.53	\$1,346.30	\$151,450.00
Expense Totals- Yearly	\$113,587.47	\$136,114.91	(\$22,527.44)	\$151,450.00
	<b>This Month</b>	<b>Last Month</b>	<b>One Year Ago</b>	
Cash Balance	\$37,239.15	\$42,817.61	\$97,802.48	
JMB, BOA & CO- Reserves	\$566,873.01	\$565,097.38	\$519,780.84	
Receivables	\$14,153.13	\$12,421.45	\$12,035.96	

## **COMMITTEE REPORTS**

### **A. Landscape Committee – Jim Rorke**

- o Annette Gillis is representing landscape committee – The committee did a walk-through of the community and provided a report.

- o Jim is the board liaison to the landscape committee, the committee members run their own meetings, report out to the board.
- o Annette will call a landscape committee meeting – the time will be posted. The committee will propose standards; examples of good plantings, how to take care of front yards, etc.
- o Allison Gunta would like to be on the landscape committee.

**B. Architectural Review Committee – Margo Gorra-Stockman**

- o Two comments/requests approved in the past month
- o The committee is discussing wording on paint colors and other items
- o Status on inspection violations that were sent out in September:
  - Most people have responded that they will be complying
  - Second review will be completed to determine if people have complied – by November 14, 2016.

**A. Parking – Jim Rorke**

- o *Jim moved to send information that the current parking pass will be extended until December 31, 2016, new out parking pass request will be effective for two years (2017 and 2018), Margo seconded, motion passed unanimously.*

**B. Community Relations – Bella Vulchanova**

- o Newsletter will be going out tomorrow by mail, email, and posted on Facebook and LenoxPlace.org.
- o *Bella motioned to begin a Community relations committee, Jim seconded, motion passed unanimously.*
- o The committee will look out for community actions, create letters that need to go to the city council (e.g., school boundaries and other issues which may impact Lenox Place at Sunnyside).
- o Allison Gunta will be a charter member.
- o Mark will manage that the charters from committees will be posted to the website

**OLD BUSINESS**

**A. Erosion Proposals**

- a. Tabled to discuss in greater detail at a future meeting.

**B. Landscape Proposals**

- a. Jim did a walk through with Palmers.
- b. Jim presented a proposal from Palmers which does not seem to fully match with expectations for improving Elbert Avenue. More clarification is needed on details
- c. Landscape proposals will be tabled until further notice to ensure that the budget is considered.

**NEW BUSINESS**

**A. 2017 Budget**

- a. Billy presented the management proposal, used 3% inflation and 5 year averages for baseline projections

- b. Budget committee will meet and propose changes in the November 14<sup>th</sup> meeting. The Board will review and finalize the budget.
- c. Billy will break out irrigation expense for the new budget
- d. Bella -
  - i. As a start, the committee and management are to consider revisiting existing vendor contracts for finding savings for the next fiscal year
  - ii. Items like the non-contractual landscaping will be important for Elbert Avenue as more of these proposals have come up. Savings can be considered to be applied there.
  - iii. There will be more discussion around whether \$2,868 is enough of an increase to the snow budget line item

**B. Elbert Avenue/West Glebe Road Wall Proposal**

- a. One proposal for a matching wall on the Elbert Avenue/West Glebe Road has been provided – cost of \$18,562 for the brickwork (CM, hardscape specialist) plus \$4480 for the railing (Reliable Rails, Inc.) – total of \$23,042. This cost is prohibitive at this time given the current budget situation.
- b. There may be other options with smaller fence, wrought iron fence only, landscaping, or a wooden sign. Perhaps solar lighting, bush hedge, other landscaping. Allison and Joe Gunta will consider and propose other options.

**C. Tree Removal Proposal**

- a. The walk around for the trees that need to be trimmed and removed has not been completed to date. A walk through will be planned – proposals for removing all dead trees and trimming those that are touching houses will be prepared for the November 14<sup>th</sup> meeting.
- b. Several homeowners have reported dead trees and trees that are touching their house – these will be included in the proposals.

**D. 2017 Irrigation Proposal**

- a. Winterization has been completed. *Jim moved to accept the 2017 irrigation proposal for \$760, Heather seconded, motion passed unanimously.*

**E. Reserves Study Review**

- a. Draft Reserve Study has been received, updates will be sent to TDL for inclusion.

**F. Snow proposals**

- a. Three companies have been asked for proposals, none have been received so far.
- b. Billy will forward to the Board to review ASAP via email

**G. Website**

- a. Billy provided a proposal for a Website solution all in one package for Website, payments and host. Board would compare this price and effort to using the existing via Microsoft and renewing with GoDaddy.
- b. Mark will provide instructions for Google Docs so that documents can be shared in real time. He is also updating the LenoxPlace.org site.

## **EXECUTIVE SESSION**

*Heather moved to go to Executive session, Jim seconded, motion passed unanimously at 8:25 pm.*

*Margo moved to exit Executive session, Bella seconded, motion passed unanimously at 10:00 pm.*

## **2017 Officer Selection**

After discussion the following will serve as officers for 2017: Margo Gorra-Stockman - President, Jim Rorke – Vice President, Bella Vulchanova – Treasurer, Heather Herndon – Secretary, and Mark- Member-at-Large.

## **ADJOURN**

*Heather moved, Margo seconded, motion passed unanimously to adjourn at 10:16 pm*

Next Meeting – Monday, November 14, 2016, 6:30 pm at the Beverley Hills United Methodist Church, Alexandria, Virginia 22305