

LENOX PLACE SUNNYSIDE

Homeowners Association, Inc.
Board of Directors Meeting Minutes
Sunday, September 25, 2016

CALL TO ORDER

The special meeting of the Board of Directors to discuss the Annual Meeting Agenda was held on Sunday, September 25, 2016. The meeting was called to order at 6:10 p.m. by Jim Rorke in the Courtland Circle Park.

BOARD MEETING ATTENDANCE:

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

Mark Makary (2016) – member at large - Present
Bella Vulchanova, Treasurer (2018) – Present
Heather Herndon, Secretary (2018) – Present

Email Motions

A motion to accept the audit proposal for next year, 2016-2017 presented in the last meeting was made by Bella on 9/21/2016, 11:00 am, Margo seconded and voted yes, 9/22/2016, 1:26 pm, Heather voted yes on 9/22/2016, 5:05 pm, and Jim abstained on 9/22/2016 at 9:00 pm. Mark abstained, motion passed by a majority.

A motion to hold a meeting before the Annual meeting to discuss the Annual Meeting Agenda and the Reserve Study was made by Heather on 9/11/2016, 8:26 pm, seconded and yes vote by Margo on 9/12/2016 7:33 am, yes vote by Mark 9/12/2016, 12:34 pm, yes vote by Jim 9/12/2016, 9:23 am, yes vote by Bella 9/12/2016, 6:26 pm, motion passed unanimously.

On 8/31/2016 at 2:01 pm Jim moved that we change the time of the 2016 LPAS HOA Annual Meeting to be held on Monday, September 16, 2016 to 7:30 pm, with sign-in registration beginning at 7:00pm, Mark seconded and voted yes on 8/31/2016, 2:57 pm, Margo voted yes on 8/31/2016 at 3:37 pm, Heather voted yes on 8/31/2016 at 8:56 pm, Bella also voted yes at 8:56pm, motion passed unanimously.

Heather motioned to accept the annual inspection results and have Billy send out the cover letter and findings to the homeowners on the list, amending the due date to 45 days on 8/30/2016, 1:34 pm, Bella seconded and voted yes on 8/31/2016 at 5:29 pm, Margo voted yes on 8/31/2016 at 6:49 pm, motion passed by majority.

On 8/25/2016, 12:46 pm Jim moved that a letter be sent to the owners of the motorcycle that is parked without a parking hang tag, in the Courtland Circle reserve space informing them that the Board has granted an exemption to our Parking Policy, Section E. 1. "Residents may only park one (1) vehicle within each parking space..." Thus they may park a motorcycle within the boundaries of that reserved space along with their other vehicle. And, they should also be informed that all vehicles parked on HOA property must use a valid parking pass and comply with all other Parking Policy rules, Margo seconded and voted yes on 8/25/2016 at 4:05 pm, Heather voted yes on 8/25/2016, 10:56 pm. Mark abstained on 8/28/2016 at 4:46, Bella abstained. Motion passed by majority.

OPEN FORUM - 5 minutes per household

Lynn Smith – looking forward to the Annual meeting tomorrow night.

At 7:25 Lewis Jackson stopped by and asked for a copy of the agenda for the meeting.

Board – two agenda items already discussed; Annual Meeting Agenda and Reserve Study review, board is currently in Executive Session.

REVIEW ANNUAL MEETING AGENDA

- Discussed the agenda for the Annual Meeting scheduled the next night. Each board member is to give a brief introduction and what position they hold.
- Request volunteers for the various committees
- Remind homeowners of the parking policy.
 - Cars without proper, current, hang tags will be towed
- 2016 Accomplishments
 - Mailboxes were replaced on Shorter Lane, Charles Avenue, and Courtland Circle
 - Board has completed walk-around to inspect landscaping
 - Landscaping has been improved
 - Asphalt repair and sealing
 - Successful yard sale (after two rain delays)
 - Successful National Night Out

RESERVE STUDY

- Billy provided two Reserve Study proposals by email on 9/13/2016, 10:57 am. After reviewing the proposals, the board responded with several questions for each vendor on 9/19/2016 and 9/21/2016. Billy provided response from both vendors on 9/21/2016.
- Board considered both proposals for completing a Reserve study, including inflation rates, costs, and pros/cons for each vendor. Capital Corp informed that both TDL and Mason & Mason are reputable companies with quality work.
- Mason and Mason has historical records for LPAS, could just repeat previous study, used 3% inflation rate in the last study which some found questionable. Price for Mason and Mason is \$2,400 and \$2,825 if you include the additional \$425 to meet for one hour.
- TDL – could be fresh, company does not concentrate on Reserve studies but has broader background. Price for TDL is \$2,100 with additional hourly fee if a meeting with the homeowners is needed.
- *Heather moved to accept TDL proposal for \$2100 to complete a reserve study, with an option for an hour phone call. Bella seconded, motion passed unanimously.*

EXECUTIVE SESSION

Heather moved to go to executive session, Margo seconded, motion passed at 7:20 pm.

Margo moved, Jim seconded, motion passed unanimously to exit Executive session at 8:23 pm

NEW BUSINESS

Financial Audit: Bella presented a brief overview of the audit result findings and recommendations:

- The audit report showed no significant findings on any of the financials, all statements were reported within the ranks of GAAP, though there was a suggested lack of resource on separation of duties within Capitol and it was explained to be a common factor in the industry.
- The board discussed that Capitol Management has not performed as expected in several areas specifically during the difficult transition from Rose Bailey to Billy Omohundro
- The board was informed by management that there was a loss of papers during the transition from representatives including some electronic records. The database for previously submitted requests was mentioned.
- The Board would like to see improvement from Capitol on two fronts: The first being the management of Vendors making enough proposals and on time as well as providing at least three proposals for projects that are over \$2000 and two for proposals less than \$2000

Other items:

The Resolution for research needs a cover letter and needs to be sent out. Capitol has lost the document.

The Board is requesting three proposals for snow removal vendors to be presented at the October 24, 2016 meeting.

Need to have discussion with Jeff Lawrence on these issues.

ADJOURN

Heather moved, Margo seconded, motion passed unanimously to adjourn at 8:31 pm

Next Meeting – Annual Meeting, Monday, September 26, 2016, registration beginning at 7:00 pm with the meeting to begin at 7:30 pm at the Beverley Hills United Methodist Church, Alexandria, Virginia 22305