

LANDMARK MEWS COMMUNITY ASSOCIATION MINUTES

Board Meeting March 3, 2004

The March LMCA Board Meeting was called to order at 7:30pm by Board President Virginia Addison at the home of Tim and Annie Foster. Members Present: Bruce Wood, Eve Holtzman. Others Present: Karen Kovach, Marty McDonald, Roger Casalengo, Annie and Tim Foster, and Don Washington.

1. Minutes of 4 February 2004 meeting were approved with correction to paragraph 3 (Casalenga to Casalengo).

2. Marty McDonald presented the financial report. After Pineridge was contacted regarding the snow removal, the bill was paid in full. New financial software has been installed for \$177.60. The 2003 audit of books was completed with only minor issues that were resolved (e.g., amount of interest reported by First Virginia Bank statement (form 1099) differed from the amount Marty had entered, but that amount was based on an estimate of the Certificate of Deposit interest to end of year; auditor made necessary corrections to this and another interest posting. Final report is being prepared and a copy will be provided to all Board members. The new commercial checking account is now in use. The Capital account has been closed and CD moved from SunTrust to Wachovia.

In response to query from Bruce Wood regarding how discretionary funds are spent (totally or keeping a balance to carry over to following year), Marty explained how the budget breaks down into operating funds and discretionary (i.e., funds previously not allocated but this year have been dispersed as estimates against planned projects). Funds can be transferred among non-operating account areas to finance projects that arise during the year that may exceed estimates. Also, LMCA has "rainy day" funds set aside. (See financial report filed with minutes). Tim Foster summed up the traditional approach has been to finance projects during the year because completing maintenance and improvement projects is a higher priority than carrying over funds to the following year. The financial situation was reported as "healthy."

3. Property Manager prepared and distributed a report laying out projects by categories (e.g, capital improvement, landscaping, electrical, etc). See CY2004 PROJECTS filed with minutes. Reported that walkthru of the community for Board members went well and was informative. There was lengthy discussion on the drainage projects that included a discussion of the causes, contributing factors, and severity of problems and various possible corrective measures. One of the contributing factors is the exceptionally heavy rainfall (55") that exacerbated the problem on Chaucer View Circle. Residents on CVC will be notified of the necessity to be connected to the french drain. Roger will do more research before the project is started. Agreed upon intent is to ensure that the project is carried out thoroughly, to which end all the means of accomplishing the repairs will be reviewed

Since the meeting lacked a quorum, maintenance projects that could not be voted on will be handled on line because they are time-sensitive and delaying decisions until the April Board meeting would adversely affect these scheduled projects.

Roger reiterated a goal, previously expressed by some Board members, of having an attractive perimeter around Landmark Mews, which included the moving of the fence along Stevenson Avenue and beautification of Landmark Mews Drive. On all contracts he tries to obtain the best contract service at the lowest cost; for example, the electrician provides excellent service for minimum cost.

The Stevenson Ave project (see CY2004 Landscape Projects) was voted on, with votes from 3 absentee Board members having been sent to the Board President by email. Eve Holtman moved to approve funds to proceed with the work. Bruce Wood seconded. Vote was 4 for and 1 against.

Voting will be conducted via email on the following projects: Bradford Pear trees replacement, Landscaping the wall on Manchester Way, and street and sidewalk cleanup (spring street cleaning).

4. Covenants: Don Washington has submitted his resignation as Covenants Committee Chairman. He will continue until a replacement is found. Virginia took names of potential Committee appointees, including Adrian Polk, Don Evinger, Bill Gaffney, Harold Daveler, Paul Edgell, Rita hare, Shirlee Conley, and Marge LeTourneau.

The white windows on home on Covington have been fixed; owner has been notified about the white front door and has promised to have it replaced. Back of home has been painted in 2 different colors, and this violation has also been brought to the homeowner's attention. If all corrections aren't made within 10 days, an inclusive letter citing all the architectural guidelines violations will be sent.

Old Business: Illegal Parking: Board discussed the continuing problem of parking along yellow curbs. Property Manager will begin to place warnings on cars. Board members will be given a supply of the warnings that they can issue as well. Next step will be to send letters to repeat offenders.

Bruce Wood reported that he is in the process of convening a group to explore options and make recommendations regarding an investment strategy.

New Business: The Board received a proposal from a resident to put up a 4-way stop sign at Chaucer Lane/Chaucer View Circle, and Bedlington Terrace. Proposal is likely the result of a traffic accident that occurred during the last snow storm. Those present at the Board meeting generally shared the opinion that the accident was more the result of the weather conditions and lack of caution and that the potential for another accident is extremely low and doesn't warrant additional stop signs; however, the proposal will be addressed formally at the April meeting.

There being no further business, the meeting was adjourned at 9:30 pm.

Submitted by:

KAREN KOVACH
SECRETARY, LMCA