

## LANDMARK MEWS COMMUNITY ASSOCIATION MINUTES

Board Meeting March 10, 2010

The March LMCA board Meeting was held on Wednesday, March 10, at the home of Joel Kaplan, 6309 Chaucer View Circle. Members Present: Loren Sciurba (President), Linda Carter, Bill Gaffney, Joel Kaplan, and Dan Aminoff, who arrived shortly after the first vote. Also present were Marty McDonald (Treasurer), Roger Casalengo (Property Manager), and Heather McGhee (Secretary). Homeowners present: Simon Bennett, Bill Evans, Richard Fiske and Bill Menzies. Absent: Delia Riso (Vice President).

Loren convened the meeting at 7:00 p.m.

The minutes of the February 17, 2010 meeting were approved.

### **Appointment of New Board Member**

Loren began the process of appointing a new Board member to fill the vacant seat left by Siham Wehbi's resignation. He stated that there were two volunteers, Bill Menzies and Simon Bennett.

*Joel Kaplan moved to appoint Bill Menzies to the Board. Bill Gaffney seconded the motion. Approved 3-1, 2 Absent.*

Linda stated that she wasn't comfortable with the current method of appointing new Board members. She asked that a change be made to the by-laws stating that any vacant seats on the board that occur during the year are filled by the person who had the next number of votes in the previous election. Loren brought up the fact that more often than not, there are not enough people running for vacant seats to have an extra person be appointed as the alternate to exiting Board members, and that nothing prevents a former candidate from being appointed. In addition, he noted that if a sitting Board member fails to be re-elected, it seems contrary to then re-appoint that same person once a seat is vacated. Marty said in previous elections there used to be a committee chairperson who would round up homeowners who were interested in running for a seat on the board. Linda explained that she was simply frustrated with the lack of structure in the current board member elections and appointments process. Marty said that possibly one important change that could be made is to change the bylaws to state that in order to be a board member; you must be a member of LMCA. Loren said that changing the entire appointment process would be a huge change for a non-existing problem. Roger Casalengo added that he thinks he would be a good idea to strengthen the role of the election chair. Bill Gaffney stated that a nominating chair needs to be established and that anyone who runs for election should have to agree to serve as an alternate if a position later becomes vacant, but Dan noted that the Board could not compel a candidate to do so.

Everyone agreed that the election chair should also play a role in recruiting candidates. Loren asked that a more specific proposal be drafted and presented at the next meeting.

## **Financial Report**

Marty McDonald distributed the following handouts:

- LMCA Composite Financial Report (February 28, 2010)
- LMCA Investments and Savings (February 28, 2010)
- LMCA Actual Expenses vs. Budget (February 28, 2010)
- LMCA Balance Sheet (February 28, 2010)
- LMCA CD Investments (March 10, 2010)
- LMCA Composite Financial Report (February 28, 2010)
- LMCA Budget History

Marty started the report by directing everyone to the new composite financial report and reminding everyone that the other handouts will continue to be emailed out to board members prior to the meetings and also posted on the website. He continued to say that he had planned to renew the February CD for 12 months, but being that the interest rates were so low he decided to purchase a 6 month CD instead, which is set to expire on August 24, 2010. He stated that he felt it was important to keep the liquidity up at this time of the year. In total, LMCA has \$250,208 in CD's, \$60,805 in savings, and \$12,516 in checking. He concluded the financial report by informing the residents that the audit report has not been completed, but he should have it at the April meeting.

## **Property Report**

Roger Casalengo reported sewer line repair is being offered by Dominion for a cost of \$5.00 per month, but noted that he was not aware of a sewer line replaced in Landmark Mews since 1984.

Roger referred residents to the email correspondence between Tim Foster and VDOT concerning the damage to landscaping caused by plows during snow removal after the last storm. The damage along Stevenson includes 24 pieces of vegetation, including 6-8 arbor vitae trees and several other broken trees and branches. In addition, the area across from Manchester entrance was scraped of dirt and grass that was left in piles that must be removed and re-sodded. The last communication, according to the handout, was with Delegate Kay Kory who left a voicemail apologizing but said she was in Richmond and that she had passed along the info to VDOT explaining that LMCA had a problem. Loren said that any response from VDOT was a good thing. Linda pointed out that having those items fixed was not only to beautify and enhance the community, but also served as an acoustical abatement to the noise of the highway. Roger will follow up with VDOT

Roger requested approval for two upcoming projects. The first of which is the removal of two Cyprus trees. Valley Crest quoted Roger a price of \$500 for the removal of the 2 trees and their stumps. The second project is to address the ongoing drainage issues at the Plockmeyer and Gore residences. The quote for these repairs is \$1600. Roger requested \$2,100 to complete both projects.

*Bill Gaffney moved to approve both projects. Dan Aminoff seconded the motion. Approved 6-0, 1 Absent*

## **Covenants Committee**

Richard Fiske reported that one of the three current members of the Covenant committee will be leaving this summer and a new member will need to be appointed. Simon asked what would be required and Richard responded that that the new member would be asked to assist with the transition to commercial inspections which are scheduled for April 1-2, 2010.

*Dan Aminoff moved that Simon Bennett be appointed to the Covenants Committee. Linda Carter seconded the motion. Approved 6-0, 1 Absent*

## **Other Business**

Joel Kaplan suggested that the Social Committee throw a mixer for single homeowners. Everyone agreed that it was a wonderful idea. Joel agreed to relay the recommendation to the Social Committee.

Marty noted that LMCA pays \$964 a year for document storage (records must be retained for 7 years), and suggested possibly building an onsite storage facility to house all files and records. Marty offered to research the cost for such a facility. Loren noted that the location of the facility would have to be agreed upon by everyone and that it would also have to be waterproof. Bill Menzies suggested that the building would also need some form of climate control if it was to house paper documents for 7 years. Dan suggested digitizing all records so that a storage facility would not be needed. Marty stated that digitizing all the current records would be very pricey. Loren added that cost would be greater up front, but after the initial year, the price would be significantly less each year. Bill Menzies suggested simply beginning to digitize this and future year's records as opposed to all the previous years to reduce the cost, as older documents would be destroyed after 7 years, reducing the number of documents. Dan and Linda offered to look into the cost of digitizing the records and will report back to the board.

## **Executive Session**

As policy is not discussed in executive session, Loren closed discussion and the Board entered executive session.

*Joel Kaplan moved to enter executive session. Dan Aminoff seconded the motion. Approved 6-0, 1 Absent*

At the conclusion of the executive session, the Board reconvened in public session, as required by the Property Owner's Association Act.

*Dan Aminoff moved that legal action be taken to collect delinquent fees. Bill Gaffney seconded the motion. Approved 6-0, 1 Absent*

There being no further business, Loren moved that the meeting be adjourned, it was seconded by Linda and the meeting was adjourned at 8:25 p.m.

The Board's next meeting will be Wednesday April 14, at Delia Riso's home, 6269 Chaucer View Circle, beginning at 7 PM.