

LANDMARK MEWS COMMUNITY ASSOCIATION MINUTES

Board Meeting June 11, 2008

The June LMCA Board meeting was held on Wednesday, June 11, at the home of Delia Riso, 6269 Chaucer View Circle. Members present: Bruce Wood (President), Loren Scieurba (Vice President), Bill Gaffney, Brenda Johnson, and Delia Riso, Absent: Debb Wisnowski and Don Washington. Also present were Marty McDonald (Treasurer), Roger Casalengo (Property Manager), Karen Kovach (Recording Secretary) and Wayne Brewer (Covenants Committee Co-Chair). Homeowners present: Simon Bennett, Chris Dale, Bill Evans, Al Lenhardt, Calvin Springfield, and Norman Taylor. Bruce convened the meeting at 7:30 p.m.

The minutes of the May 14, 2008 meeting were approved without objection.

President Bruce Wood announced that Dominic Mason of Gordon Associates had been invited to the meeting at 8:00 p.m. to discuss the security assessment and answer any questions. Bruce advised the Board that he had designated a task force to review the report and make recommendations as to what measures the Board might adopt and what would be required to implement them. Besides Bruce, the other members of the task force are Loren Scieurba (Board Vice President), Delia Riso, and Al Lenhardt.

The by-laws require the Board to designate an elections committee of at least three individuals at least 60 days prior to the annual meeting. The annual meeting will be held this year on Thursday evening October 16, at 8 PM at the Samuel Tucker Elementary School. Three seats will expire the end of this year. The new terms will commence January 1, 2009 and expire December 31, 2011. Bruce also reported that Serap Fern, and Paul Littman, and Leo Childs, who will chair the election committee, have agreed to serve.

Bill Gaffney moved to adopt the election committee as recommended. Loren Scieurba seconded the motion. Approved: 5; Opposed 0. Absent: 2.

Covenants Committee Report - The Covenants Committee reported that spring inspections have been completed and inspection reports have been sent. The Committee has approved the laying of fieldstone borders around landscaped areas of 6316 Chaucer View Circle. There are currently no pending Covenants enforcement issues.

Financial Report - Marty presented a monthly financial update to include the status of income and expenses, investments, and restricted reserve (see report filed with minutes). He reported that finances were in good shape; although expenditures in Bucket 1 will be almost \$17,000.00 over budget due to fees for the security report (\$5,480.00) and hiring of off-duty police officer (\$10,800). Trash removal will increase .25 cents a month per house, which will add up to a \$260.00 increase for the remainder of the year. Marty recommended that more money will be needed for expenses likely to occur before the end of the year. Bruce advised that since \$6,000.00 was budgeted for snow removal and nothing has been spent, half could be transferred to help cover the contracting expenses. Eventually, the remaining shortfall would have to be transferred from bucket 3.

Bill Gaffney moved to transfer \$3,000.00 from bucket 2 (snow removal) to bucket 1(contract expenses) to cover some of the shortfall. Loren Scuirba seconded the motion. Approved: 5; Opposed 0. Absent: 2.

Infrastructure Analysis -- Marty reported that in the two years since the 5-year infrastructure report was prepared in the spring of 2006, the community has made substantial street and sidewalk repairs. That report provided estimated costs of major infrastructure repairs in 2011. In light of the repairs already made and considering rising petroleum prices and other costs, the estimate likely needs to be revised. Marty requested approval to contract with Facility Engineering Associates for a limited, interim review of major infrastructure needs and reserves at a cost of \$2,200.00.

Loren Scuirba moved to approve funding of \$2,200 for a contract with FEA to review Landmark Mews infrastructure maintenance requirement. Bill Gaffney seconded the motion. Approved: 4; Opposed 1 (Johnson). Absent: 2.

Property Report - Property Manager Roger Casalengo reported that Pine Ridge had been sold to Valley Crest, but the Landmark Mews contract would not be affected. Tyson's Trees has completed trimming, and 68 homeowners, the most ever, participated in having personal property trees trimmed. In response to some concern the trees might die because of the summer heat, Tyson's assured Roger that it was safe to cut back the trees at this time. Furthermore, the heavy rainfall has saturated the ground, which will help keep the trees healthy. Some trees in the conservation easement between Landmark Mews and the Overlook need cutting; however, nothing can be done without approval from the proper authorities. Roger is pursuing the issue with Overlook management which must arrange for the County arborist to inspect and perform whatever work deemed necessary. Additionally, Overlook has not maintained its part of the fence. Roger has contacted the Overlook landscape committee, which has promised to respond.

Roger is developing a refined estimate for resurfacing the berm path and extending the pathway to Chaucer View Circle. A survey of the common property and adjacent properties has been completed.

The Board approved funding for replanting shrubbery along Stevenson Avenue and removing all overgrown juniper on the berm. Replanting along Stevenson Avenue will be done with plants that need very little water. The junipers that will be removed from the berm will be replaced with grass for the time being. Any additional work from the operational budget this year will await a financial review in September.

Delia Riso moved to approve the expenditure of \$3,500.00 for Stevenson Avenue replanting. Brenda Johnson seconded the motion. Approved: 5; Opposed 0. Absent: 2.

Delia Riso moved to approve the expenditure of \$1,100.00 additional funds for removal of all Juniper on the berm. Loren Scuirba seconded the motion. Approved: 5; Opposed 0. Absent: 2.

Security Study - Bruce introduced Dominic Mason, senior security consultant for Gordon Associates. Mr. Mason explained how the information in the report was acquired and discussed

the study's major findings and recommendations. The options are presented as critical, standard, and optional, with the recommendations divided among what homeowners can do and those for which the Association and the County are responsible. He noted that among the more far-reaching recommendations include blocking off the Stultz entrance, gating the street entrances, or hiring a security guard. Access control measures could also be implemented, such as designating entrances as "exit only." Mr. Mason observed that the conservation area between Landmark Mews and the Overlook affords cover to criminals and contains items that could be used to break into homes. One measure LMCA could take would be to continue the wooden fence around Stevenson Avenue cul-de-sac. He suggested that LMCA work with the county to enforce existing parking laws and/or make restricted parking areas.

There also was discussion regarding giving the police authority to stop residents without probable cause - a so-called "free stop" area. "Free stop" would apply only to common property and would not include someone's driveway. Mr. Mason advised that the sign proclaiming a free-stop area is itself a deterrent in that criminals know they can be stopped for any reason and thus it's an area to avoid. He encouraged residents to call and report suspicious activity because the police will respond better than if only one person calls frequently. He stressed that the police are not responsible for crime prevention—they are responsible for responding to calls. He further advised the Board to talk over any security enhancement plans with Fairfax Country Police and to check legal and LMCA covenants documents.

A question arose as to using cameras at entrances. Mr. Mason reported that cameras can record license plates of cars coming and going, and that equipment cost for our two entrances is estimated to be \$700.00 to \$2,000.00. Cameras require maintenance, monitoring, storage of tapes, and are prone to vandalism so they need a special, vandal-proof container. Mr. Mason ended the discussion by saying that most of the recommendations in the study are low- or no-cost and that community awareness is most important: homeowners need to take security measures to safe guard their own homes and property. He noted the lighting in the community was inadequate and suggested that the Board encourage homeowners to leave outdoor lights on. Finally, he commended the Board for its initiative in pursuing better security and actively engaging the community in conversation about safety. General Lenhardt also commended the Board for the look of the community and for landscaping and covenants measures.

Governing Documents -- Bruce advised that the Board will discuss and vote on revisions to the governing documents at the July 9 meeting. If the Board approves these amendments, they will need to be ratified by the community with at least 100 owners assenting. Bruce will seek legal advice on how to best conduct the ratification vote.

Courtney Harden, an attorney with Reese Broome, who specializes in home owner associations and land use practices, has agreed to provide technical assistance.

There was no other business, and an executive session was not held. A motion to adjourn was made by Brenda Johnson, seconded by Delia Riso, and approved unanimously. The meeting adjourned at 9:20 p.m. The next meeting will be Wednesday, July 9, at the home of William Gaffney, 6317 Manchester Way.

Submitted,

Karen Kovach
Recording Secretary