

LANDMARK MEWS COMMUNITY ASSOCIATION MINUTES

Board Meeting June 10, 2009

The June LMCA board Meeting was held on Wednesday, June 9, at the home of Delia Riso, 6269 Chaucer View Circle. Members Present: Bruce Wood (President), Loren Scieurba (Vice President), Bill Gaffney, Joel Kaplan, Linda Carter, and Siham Wehbi. Also present were Marty McDonald (Treasurer), Roger Casalengo (Property Manager), Dick Fiske (Interim Covenants Committee Chair) and Karen Kovach (Recording Secretary). Homeowners present: Lea Abrams, Simon Bennett, Bill Evans, Noreen Ford, and Teresa Kaplan.

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

The minutes of the May 13, 2009 meeting were approved.

Financial Report - Marty presented a thorough briefing on the Association accounting system, tracing its development since the beginning of the Association, and explained the purposes of the Unrestricted and Restricted reserves. Terms and their definitions such as "restricted" and "unrestricted" are original to the time the community builder turned the Association over to the homeowners in the 1990s. (Board financial decisions over the years are tracked in the "LMCA Board Resolutions and Decisions.") In 2003 the American Institute of Certified Public Accountants (AICPA) reviewed the way accounting was done in various associations. The AICPA reviewed and approved Landmark Mews's accounting system. Marty also briefly explained Quick Books, the new accounting software program that will be used. This program determines all accounting numbers (delineating authorized budget lines) and auditing terminology.

Marty summarized significant events related to Association finances: the Reserve Study in 2001, which identified needed work, but provided no financial analysis; the HOA dues increase in 2003 that designated the additional \$25.00 a month collected to maintenance of roads, sidewalks, curbs, and gutters; and the Reserve Study of 2006 that provided both a physical and financial analysis of infrastructure maintenance requirements. The \$25.00 a month was deemed enough to cover all infrastructure maintenance, which has been expanded to include items other than those cited in the 2003 study.

Marty guided the Board members through a line by line review of the Financial Report, pointing out there is a line for social committee expenses; that \$10,000 per year is put in Restrictive Reserve for legal expenses and snow removal; that \$3700 is designated for major infrastructure on the 31st of every month; and the difference between income and expenses goes into the unrestrictive reserve on December 31.

Noting that FDIC insurance has been raised to a \$250,000 limit, Marty suggested dropping the E-Trade Account as no longer needed and recommended transferring the money to Wachovia. He also reported that CD investments are coming due in July and August. He recommended adding to the CD at Wachovia when it comes due on July 9 to renew it as a \$40,000.00 CD and renew the other in August for \$30,000.00. Additionally, Bruce recommended the Board provide

guidance to Marty to invest in a short-term CD (one-year would be acceptable) rather than lock in for too long to a low-interest CD. The Board concurred with all recommendations.

Property Report - Roger reported that the experimental light on Manchester Way has been activated for over a month. He showed a ballast and explained how it worked, saying a pole ballast costs about \$300.00. He also showed a florescent bulb that contains a ballast at a cost of about \$50.00 a bulb. He asked the Board if they wanted to replace currently working ballasts with bulbs, or switch to the bulbs as each ballast dies. Although florescent bulbs use less electricity, it has yet to be determined if the savings would justify replacing all the ballasts now. Simon Bennett is working out a calculation of efficiency. Roger reported that electrical work has begun, starting with lights on the berm.

Roger reviewed the June 09 Projects Sheet (filed with minutes). LMCA will pay for three new trees and two homeowners are paying for two others. Leah Abrams reported that the tree in front of 6335 Chaucer View Circle is very bad; Roger will try to have it taken down when additional work is scheduled.

Roger reported catching a possum behind a home backing to Stevenson Ave and noted a potential rodent problem in alleys that are overgrown and cluttered. The alleys must be cleared and maintained. Roger asked the Board to approve \$500.00 for tree, vine, and shrub removal on Cottingham and cleanup of three alleys. Additionally, Valley Crest has bid \$1,086.00 to carry out grub control, which has been done every other year.

Loren Scieurba moved that the Board approve \$1,586.00 for tree, vine, and shrub removal and grub control. Bill Gaffney seconded the motion. Approved 7-0.

Marty informed the Board that \$13,500.00 has been spent for maintaining the alleys over the past 6 or 7 years. He recommended taking another approach that might reduce or eliminate the yearly cost. Bruce suggested that the Board take up this issue for next year.

Neighborhood Watch - Joel Kaplan has assumed the chairmanship of the Neighborhood Watch. He has prepared information packets to provide to volunteers (sample is filed with minutes). The packets include a list of residents and an application for mobile patrol items, which will cost about \$100.00 per volunteer. One of the items needed is safety vests for volunteers who walk at night. Joel will coordinate with Roger on what is needed in the way of neighborhood signs. He reported that only three of eight block captains attended the meeting.

One of the issues the Committee will address is how to get residents to leave outside lights on. Another issue in publicizing what types of incidents to report either to block captains or police. Joel needs to verify who the block captains will be and encourage them to get committee volunteers from their streets.

Covenants Committee Report - Dick Fiske (Interim Covenants Committee Chair) reported that the inspection letters have been sent out and he has received several calls on various issues that he is addressing. Dick reported that some homeowners have been advised of violations of the Architectural Standards and these cases require the Board's attention in executive session.

Election Committee - Bruce recommended the Board designate Grace Hughes, Paul Littman, Serap Fern, and Bill Fowler to this year's Elections Committee, with Grace Hughes as Chair.

Joel Kaplan moved that the Board approve designation of Grace Hughes (Chair), Paul Littman, Serap Fern, and Bill Fowler to comprise the 2009 Election Committee. Loren Scieurba seconded the motion. Approved 7-0.

Landscape Committee - Bruce reported that Linda Childs, Simon Bennett, and Estella Laguna have volunteered to serve on the Landscape Committee and asked that they be designated.

Joel Kaplan moved that the approve designation of Linda Childs, Simon Bennett, and Estella Laguna to comprise the Landscape Committee. Loren Scieurba seconded the motion. Approved 7-0.

New Business

Trash Contract: Bruce opened discussion on the trash and recycle contract. The current 3-year term contract with AAA expires October 1. Notices of termination must be given 90days ahead or the contract will renew for another 3-year period. Bruce recommended renewing with AAA under new terms and starting the new contract on July 1st to obtain greater savings (by deferring the increase in rates to be enacted July 1). Several meeting attendees expressed great satisfaction with the quality of AAA service.

Bill Gaffney moved that the Board renew the trash and recycle removal contract with AAA starting 1 July 2009. Joel Kaplan seconded the motion. Approved 7-0.

Rules, Grievance Procedures and Noncompliance penalties

Referring to the briefing the Board received last year regarding new requirements under the Virginia Property Owners' Association Act, Bruce reviewed provisions of the legislation and opened discussion on proposed resolutions creating procedures to ensure due process in enforcement cases and in submission and resolution of violation complaints. A proposed complaint form was also reviewed and discussed. Discussion ensued regarding the grievance process and forms and, responding to a question as to who the complaint form would be sent to, Bruce explained that the complaint would be addressed to the Board.

Loren Scieurba moved that the Board approve the procedure for resolving written complaints from residents. Joel Kaplan seconded the motion. Approved 7-0.

Bill Gaffney moved that the Board adopt the resolution approving rules providing due process for resolving resident violations of LMCA rules. Loren Scieurba seconded the motion. Approved 7-0.

Cancellation of Metrobus Service: Siham informed the Board that the Stevenson Avenue bus stops near Landmark Mews were being discontinued. Noreen Ford and Bruce will coordinate an objection and request to Metro to reconsider the decision.

Executive Session

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

Joel Kaplan moved to enter executive session. Bill Gaffney seconded the motion. Approved 7-0.

At the conclusion of the executive session, the Board reconvened in public session, as required by the Property Owner's Association Act. No votes were taken.

There being no further business, the meeting was adjourned at 9:35 p.m.

Karen Kovach
Secretary