

LANDMARK MEWS COMMUNITY ASSOCIATION MINUTES

Board Meeting July 9, 2008

The July LMCA Board meeting was held on Wednesday, July 9, at the home of Bill Gaffney, 6317 Manchester Way. Members present: Bruce Wood (President), Debb Wisnowski, Don Washington, Bill Gaffney, and Brenda Johnson. Absent: Delia Riso and Loren Scirba. Also present were Marty McDonald (Treasurer), Roger Casalengo (Property Manager), Karen Kovach (Recording Secretary). Homeowners present: Simon Bennett, Chris Dale, Bill Evans, Al Lenhardt, Bea Taylor, Norman Taylor, and Courtney Harden. Bruce convened the meeting at 7:30 p.m.

The minutes of the June 11, 2008 meeting were approved without objection.

President Bruce Wood announced that Ms. Leslie Brown, an associate with Rees Broome, had been invited to the meeting at 8:00 p.m. to discuss the 2008 legislative changes affecting community associations. Ms. Brown would be accompanied by Courtney Harden, an attorney with Rees Broome and Landmark Mews homeowner.

Covenants Committee Report - Bruce reported that Wayne Brewer could not attend. There are currently no pending Covenants enforcement issues.

Financial Report - Marty presented a monthly financial update and reported that he had transferred \$3,000.00 from bucket 2 (snow removal) to bucket 1 (contract expenses), but bucket one still remains over \$12,000.00 short. About \$11,000 will be billed in the next week by Pine Ridge for Stevenson Avenue and berm projects, in addition to an expected bill for electrical maintenance, all of which are payable out of bucket 3.

Marty reported on the results of the FEA update to the reserve study on major infrastructure - streets, sidewalks, gutters and curbs - pursuant to the Board's direction taken at the June meeting. The new analysis concludes we are safely able to defer complete street replacement and extensive concrete work until 2014. This is the result of spending about \$40,000.00 in 2006 and 2007 on sidewalk, asphalt, and concrete repairs and crack-sealing. In 2007 all asphalt pavement was seal coated along with restriping and curb painting. These repairs have slowed the deterioration. Ms. Taylor inquired if there's an alternative to asphalt that wouldn't need as frequent maintenance. Marty responded that he was only familiar with a fabric and asphalt material that makes asphalt last longer, but that asphalt is the most cost effective, and long-lasting material, noting that asphalt has been in Landmark Mews for more than 26 years. Another analysis will be done in 2011, when a revised comprehensive reserve analysis is completed, as required by law every five years.

Property Report - Property Manager Roger Casalengo reported that all the junipers on Manchester Way and the berm will be removed, and burning bush will be planted on Stevenson. Blue Princess Holly will be planted on the berm along the pathway leading to Manchester Way. Pine Ridge will water the new plants on Stevenson for three weeks. Roger is still waiting to hear from the urban forester regarding the trees in the conservation easement between Landmark

Mews and the Overlook. Roger explained that to trim and top the trees, an arborist must be appointed and supervised by the urban forester.

Roger is completing plans for resurfacing the berm path and extending the pathway to Chaucer View Circle, work that likely will not be done until late August or September. He reported that extensive work is needed to replace underground electrical wiring along Manchester Way and Brampton Court that has shorted out lighting behind these homes. The wire had not been laid in conduit, which is why sensors and fuses have shorted out. New wire will be placed inside conduit, which will be more costly but longer lasting. Cost will be about \$3,000.00 plus materials. Bruce recommended authorizing up to \$3800.00 so Roger can go ahead and get this work done in two to three weeks. In response to inquiry from Brenda Johnson regarding lights that are staying on well past daylight, Roger advised that the vegetation that is shading the sensors needs to be cut and/or sensors need to be relocated.

Bruce Wood moved that the Board allow an amount not to exceed \$3800.00 for electrical maintenance. Bill Gaffney seconded the motion. Approved: 5; Opposed 0. Absent: 2

Common Interest Community Association Legislation - Leslie Brown and Courtney Harden briefed and answered questions on the Virginia General Assembly's enactment of far-reaching changes to the Condominium and Property Owners Association Acts. Leslie noted that LMCA is classified as a "managed for compensation" association. Not all provisions apply to Landmark Mews, as we are not a professionally managed association, but some provisions do apply to us even though we are self-managed. We are exempted from licensing but still have to satisfy some requirements, such as annual reporting requirements to a new Common Interest Community Board. As an association, we must have association Fidelity coverage; officers must have liability coverage that protects them if sued for work carried out on behalf of the association. Other changes include:

New rules governing resale packets and inspections preliminary to resale;
Certification/education requirements for certain compensated individuals (treasurer and property manager);
Creation of a state Common Interest Community Association Board with jurisdiction to investigate and adjudicate resident complaints against an association. Decisions would be non-binding; and
Creation of an Office of CIC Ombudsman, as an informational resource to association members.

All associations will be required to establish an internal complaint procedure for resolving written complaints from residents and "other citizens" (read: realtors). The Board will, in consultation with counsel, take steps necessary to be in compliance.

All handouts, including a paper copy of the briefing slides, are filed in the LMCA minute book.

Security Update - Bruce summarized the recommendations of the task force created last month to distill those made by the Gordon Associates study. The task force recommended a focus on three areas: (1) securing our perimeter; (2) improving lighting; and (3) identifying (and distinguishing) residents, guests, and intruders.

Securing perimeter - closing gaps in walls; locking pedestrian gates;

Improving lighting - in alley areas and along walls/fencing; and

Identifying residents, guests, intruders - implementing vehicle decal identification system, numbering visitor parking slots, enforcing use of guest vehicle permits; and installation of closed circuit camera system at entranceways and monitoring of perimeter areas. Camera system would have to be carefully designed, tailored to meet our specific requirements, and responsive to legitimate privacy concerns. The system would not be monitored in real time but would be reviewed for evidence upon reporting of an incident and at other agreed intervals to ascertain suspicious activity. This review would be conducted by a security professional, not a resident.

Marty advised that we look beyond installation costs of any option to include any costs associated with life-cycle maintenance.

Bruce had distributed prior to the meeting a memorandum for the Board -- subject: Security Study: Follow-Up Steps, dated July 3, 2008, that elaborates on the task force's recommendations (filed with minutes). After discussion, Bruce asked for a motion.

Bill Gaffney moved that the Board accept the recommendations of the task force as well as the additional recommendations set out in Bruce Wood's memo dated 3 July 2008 and pursue developing options and cost estimates. Brenda Johnson seconded the motion. Approved: 4; Opposed 0. Absent: 3 (Don Washington had left the meeting).

Bruce asked that a list of steps homeowners can take to improve security be published in the newsletter.

There was no other business, and an executive session was not held. A motion to adjourn was made by, Bill Gaffney, seconded Brenda Johnson, and approved unanimously. The meeting adjourned at 10:00 p.m. The next meeting will be Wednesday, August 13, at the home of William Gaffney, 6317 Manchester Way.

Submitted,

Karen Kovach
Recording Secretary