

## LANDMARK MEWS COMMUNITY ASSOCIATION MINUTES

Board Meeting July 14, 2010

The July LMCA board Meeting was held on Wednesday, July 14, at the home of Dan Aminoff, 6360 Brampton Court. Members Present: Loren Scieurba (President), Linda Carter, Joel Kaplan, Bill Menzies, Bill Gaffney and Dan Aminoff. Also present were Marty McDonald (Treasurer), Roger Casalengo (Property Manager), and Heather McGhee (Secretary). Homeowners present: Simon Bennett, Bill Evans, Noreen Hagerty-Ford, Estella Laguna and Chris Dale. Absent was Vice President, Delia Riso. Loren convened the meeting at 7:05 p.m.

### **Secretary's Report**

Heather McGhee began by updating everyone on the projects she'd been working on. She stated that the Book of Resolutions was completely up to date up to the June meeting and that she was working on reorganizing the vehicle decal spreadsheet. She also stated that she will begin working on the directory once receiving additional information from Marty McDonald. Bill Gaffney asked whether there is a way to tell who all the renters are in LMCA and Marty McDonald responded that he knew which houses were rented out but that he didn't have contact information for all the renters. Loren Scieurba suggested that a letter be sent to all homeowners who have renters in their homes asking that they provide their renters' contact information. Heather then continued by asking whether everyone had reviewed the minutes and asked if there were any changes. Linda Carter pointed out an error in the first sentence stating that the minutes were for the June meeting and not the May meeting as written.

*Joel Kaplan moved for approval of the minutes with the change from May to June, Linda Carter seconded. Approved 6-0.*

### **Financial Report**

Marty began by saying the only unusual expense for the last month was the cost of the power washing of the preserve wood fence and the power washing and re-sanding of the pathways and patio at a cost of \$3,700. He continued by saying that there was a total of \$81, 674 in savings and that because the savings account's interest rate was better than that of a cd, he would leave the money where it is. The total combined in LMCA's checking and savings accounts are \$102,319. He also pointed out that the interest rates are lower this year than the last. Simon Bennett asked where the bad debt allocation of \$2,700 came from and Marty stated that it was a reserve estimate based mostly on the possibility of failed collection of fee's for homes that were foreclosed upon, or those who started the foreclosure process then became back in good standing.

Marty moved on to a bill for \$300 he received from Valley Crest for the installation of sod in a resident's yard and was confused as to why LMCA was paying for private landscaping of a resident. Loren explained that a homeowner had complained that their grass was ruined by LMCA maintenance and that the replacement sod, at LMCA's expense, was approved by the previous president, Bruce Wood. Marty said he did not have a record of that, so Loren said he

would locate the email approval or authorize the expense himself. Marty said the expense should be approved by the Board, in a public meeting, not the President, and not by an email vote. Loren said the under LMCA rules, both the President and Property Manager had limited spending authority that did not require a Board vote. Marty said that authority was intended only for emergencies and that under his interpretation of the Virginia Property Owners Association Act, no funds should be committed outside of a public Board meeting. Loren disagreed with this interpretation of LMCA rules and Virginia law and said he would provide copies of the appropriate authorities to the Board so they could make an informed decision. Marty then said that according to Roger Casalengo there still isn't sod in the resident's yard so paying the bill seems a bit premature. Roger then stated that he will call Valley Crest and check on the status of the sod replacement.

Marty brought up the topic of another bill from Valley Crest for the watering done to the plantings on Stevenson Avenue and wondered whether the watering had been approved by the BOD. He continued to say that the cost is \$150 each time and that the total cost is already higher this year than last. Loren asked whether the BOD had changed their opinion on the watering of the plants on Stevenson. Bill Menzies asked what the BOD authorized previously concerning this topic. Marty stated that \$1,200 had been approved by the BOD for the planting and Loren added that the BOD had made the decision to water the plants because not only did they beautify the entrance, but they also reduce the appearance and noise of interstate 395. Bill M. asked whether the decision to water the plants should be made on a yearly basis and Roger said that luckily the plants are very close to becoming self sustaining and that this might be the last year it is necessary to water them. He also brought up the fact that several years ago it was discussed whether an underground watering system might be necessary. Bill M. wondered what the ramifications of putting an infrastructure and maintaining it on property that wasn't owned by LMCA would be. Loren stated that that was one of the objections the last time it was discussed. Bill Evans then said that there might be an issue with asking the homeowners to pay for something that LMCA doesn't own. Noreen Hagerty-Ford then suggested contacting the state of Virginia, who owns the land, and asking them to split the cost of the sprinkler system and all agreed it was a good idea. Roger reminded everyone of the huge effort that had been put into Stevenson Avenue over the years to improve its appearance. Estella Laguna said that she had personally made an effort to pick up trash and clip the hedges on Stevenson Avenue because even though LMCA didn't own it, it still reflects on the community as a whole. Dan asked whether there was an estimate for the cost of the watering system and Roger said no, there wasn't.

*Joel moved to continue watering Stevenson Avenue as necessary for the remainder of the year while Roger looked into the cost of the watering system. Bill G. seconded the motion and Bill M. abstained. Approved 5-0.*

## **Property Report**

Roger reported on the replacement of a light in one of the darkest areas of LMCA on Brampton and Manchester streets at a cost of \$60. The bulb has a five year guarantee, but it is a ballast based bulb which the BOD had previously decided to move away from. Loren suggested

discussing the light bulb issue at a future meeting and that in the mean time Roger, Joel and Bill M should collaborate on the light issues of LMCA.

Roger continued the report by asking for approval to fix the drainage issue on Cottingham Place which would cost \$3,500 and would be completed by Alfredo as well to remove a tree stump and the landscaping to be done in its place at a cost of \$1,400.

*Joel moved to approve the \$3,500 for the drainage project. Bill G. seconded the motion. Approved 6-0*

*Linda Carter moved to approve the \$1,400 cost for the stump removal and planting. Dan Aminoff seconded the motion. Approved 6-0*

### **Social Committee**

Estella reported that National Night Out would take place @ 7:00 pm on August 3rd and that ice cream would be provided. She stated that the price to rent an ice cream cooler and the ice cream novelties would be \$300.

*Bill M. moved to approve the cost of the ice cream cooler rental. Linda seconded the motion. Approved 6-0*

Estella also reported on behalf of the Landscaping Committee and suggested the seeding of the areas outside the brick walls.

Linda asked whether the sign for the community had been purchased yet and Estella said that it had not.

Estella finished the report by saying that members of the Social Committee will be submitting their receipts for items purchased for Rolling Thunder in order to be reimbursed.

### **Electronic Records Storage**

Dan Aminoff reported that he had gone to the storage facility with Marty and that there were significantly fewer documents housed there than originally thought. The quote from GRM is for nine cents per page and once scanned, the documents would be stored on an ftp site. Joel asked whether there would be an annual fee for this service and Dan said he didn't know, but would look into it. Loren also added that all scanned documents should be available to residents on the website. Marty said that the cost for storage this year is \$940 and that if the cost of the electronic storage is less than \$2,000 then it was a good idea. Estella suggested that perhaps LMCA should adopt a document retention policy to cut back on what needs to be save and what doesn't.

*Bill G. moved to proceed with electronic storage of LMCA records provided the cost is less than \$2,000. Joel seconded the motion. Approved 6-0*

### **Other Business**

Chris Dale asked for an update on the covenants issues and Loren said that the homes that were cited were given 90 days to comply and that as far as he knew all the letters had been sent out. Joel suggested that in the future, all residents should receive a letter, whether a violator or not, to avoid any confusion. Loren said they should discuss this with Bill Evinger at the next meeting.

There being no further business, Joel moved that the meeting be adjourned, it was seconded by Dan and the meeting was adjourned at 8:40 p.m. The Board's next meeting will be Wednesday August 11, at Bill Menzie's home, 6313 Chaucer Lane, beginning at 7:00 p.m.

Respectfully submitted,

Heather McGhee  
Secretary, LMCA