

## LANDMARK MEWS COMMUNITY ASSOCIATION MINUTES

Board Meeting August 9, 2006

The August LMCA Board Meeting was called to order at 7:37 pm at the home of Eve Holtzman at 6311 Chaucer Lane. Members present: Lou Wagner, Bruce Wood, Simon Bennett, Dan Ferezan, Suzann Evinger, Don Washington and Brenda Johnson. Officers/Committee Members present: Annie Foster, Roger Casalengo, Marty McDonald Lauren Scieurba, Tony Dropp and Robert Ridgley. Other Homeowners present: Chris Dale, Bill Evans, Estella Laguna and Michelle Dropp. Guests present: James J. Davis.

1. **Briefing By Security Expert.** As agreed in the July meeting regarding LMCA security options for Stevenson Road and Landmark Mews Drive, Don Washington invited Mr. James J. Davis, President, James J. Davis and Associates Inc, a security management consultant, attended the meeting. Mr. Davis has agreed to perform a neighborhood security assessment for the Landmark Mews Community Association. Lou Wagner asked Don Washington to collect information on crime statistics, maps, charts and LMCA footprint and volunteered Annie Foster to assist and Roger Casalengo to do a walk-thru of the property with Mr. Davis.
2. **Minutes** – The minutes of the July 12, 2006 meeting were approved – motion by Lou Wagner and seconded by Simon Bennett.
3. **Financial Report – Marty McDonald**
  - o Marty purchased a \$25,000 Wachovia CD as agreed at the July meeting.
  - o The 2nd payment on the asphalt repairs will be made in September.
  - o The final bill for sidewalk trip hazard elimination escalated by \$2,000 due to the requirement for 6” depth of cement, which was always a possibility.
  - o Because of the timing of paying bills and receiving monthly homeowner dues, we might temporarily fall below the minimum liquidity level. Lou Wagner indicated there is no problem because Wachovia allows ready access to the CD funds and every 6 months all but \$1,000 can be withdrawn without penalty.
4. **Property Manager Report/Recommended Projects**
  - o Fountainhead has been non-responsive during the summer, in servicing our irrigation system, and as a result Roger has contracted with an alternative source to repair the drainage problem behind Manchester Way and backing up to the berm. The cost is \$2,500 versus \$5,000 price from Fountainhead.
  - o Mailboxes are not effectively illuminated because the design of the lights shines up and outward rather than down. Down-directed lighting was installed a few years ago as a test at the mailboxes by Marty’s house, with a marked improvement in illumination. Roger has asked for a quote for these lights for all 6 mail stations.
  - o Berm Walking Path – The berm walking path is in poor condition and needs to be repaired. A design plan is needed with surfacing options (e.g., pavers, concrete or asphalt) and that addresses bedding, soil, drainage and maintenance. Bruce Wood suggested that a plan consider extending the berm path between two homes to link with Chaucer Lane. A landscape architect can provide required information and the plan can be used for an RFP. Lou appointed Dan, Roger, Marty and Brenda to

develop a simple RFP to see design and cost with various materials and provide for options such as a Chaucer Lane spur and see what comes in. Need draft of RFP and quotes in writing. It was suggested that we contact a potential contractor for a broad RFP and revise it to reflect specific LMCA criteria. The berm walking path would be a 2007 project. If we begin now we can be ready to execute next year. Based on the RFP responses we would hire a landscape architect to design the path. It is expected that the architect fee should be about \$1,000 for a plan. Roger received an estimate of \$50,000 using pavers similar to those used for the Masefield Court pathway in 2004.

- Trash collection – AAA has changed drivers and is not taking many oversized items that were previously removed. Residents need to be reminded of what items will be picked up. Roger will provide this information which will be posted on the website and included in the newsletter.
- New Landscape Contract – Roger said that Pine Ridge and Rupert landscape contractors both want the LMCA business. He worked with both on 2007 quotes with Rupert coming in at \$65,000, which is \$400/month above Pine Ridge's quote. Both contracts have provisions for cost increases based on increased fuel cost and/or increase in the minimum wage. Pricing for snow removal is comparable. Pine Ridge does snow removal and Rupert contracts to Fountainhead. Although the contract is paid in monthly installments, the preponderance of the work is done April – September. Roger wants a winter presence to pick up debris and for the contractor to continue leaf pickup as required until all leaves have fallen and been removed.

Lou asked for best and final proposals to be brought to the September board meeting for a vote so that the contract will be firmed up and not subject to increases if left open. Lou appointed Simon, Roger and Brenda to resolve for September.

- Existing Landscape Contract, fall mulch – Based on the newspaper article provided by Suzann Evinger and supported by Pine Ridge management, it was agreed that LMCA should discontinue with fall mulching. Roger will ask Pine Ridge not to mulch for fall and to ask for a corresponding credit.

#### 5. **Long-Term Mews Budget Plan – Bruce Wood**

At the July LMCA meeting Lou Wagner appointed Bruce Wood, Dan Ferezan and himself to look at the long-term budget and present at the August meeting. Bruce and Dan provide a 7 year Long Range Budget Plan and emphasized the importance of understanding it is a plan and not a budget. Dan Ferezan explained the purpose of long-range planning is to show the ripple effect of what happens when expenses change and to be able to make decisions about where the funds will come from to support the expenditures. Additional comments and discussion included:

- The plan is programmed according to the reserve study.
- The bucket III discretionary entries are based on input from Roger and Marty.
- The programmed reserve study for 2011 will highlight future needs for dues and whether the last dues increase of \$25 will need revisiting.

- The budget resolution of 2005 provided a set aside of 2 times interest until a sum of \$150,000 is accrued in the unrestricted reserve fund.
- The long-range plan allows the interest funds to be available for the following year budget if needed. Suzann questioned whether the previous \$25 dues increase expires after 5 years, citing homeowner expectation that infrastructure improvements would be complete in 5 years. There is no sunset provision for the current dues.

It was agreed that the annual meeting should include a discussion on the long term budget, populated with actual numbers as they become available. Bruce moved for a resolution on the overall plan which was seconded by Simon Bennett. A discussion followed on the title of the plan and a motion was made by Bruce Wood and seconded by Simon Bennett to rename the original resolution to **Long Range Financial Estimate 2007 – 2014**. The motion carried.

Action on the 2007 budget, however, was deferred until October when the Board is required to adopt the budget for the succeeding year.

6. **Covenants Committee -- Robert Ridgely**

The annual covenants inspection letters went out in July and the Bradford Pear letters will go out in 10 – 14 days. Want to put in the Mews News that no letter equals no deficiency.

7. **Old Business**

**Dealing With Local Communities – Annie Foster**

There is continued concern with current and future Van Dorn/Duke to Beauregard traffic congestion. Tim and Annie Foster and Roz McKinnon attended an Alexandria planning session that reviewed a transportation model based on Portland, Oregon to move people around which turned out to be a very positive meeting. It was decided to go back to Representative Hall to find out if anything exists to remediate traffic. Annie will revisit next month. The report submitted by Annie Foster is available with the records and on the website.

8. **Close for executive session**

The Board went into Executive Session at 9:40 p.m. and reconvened in open session at 9:49 p.m. The board meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Brenda Johnson  
LMCA Secretary