

LANDMARK MEWS COMMUNITY ASSOCIATION MINUTES

Board Meeting August 8, 2007

The August LMCA Board Meeting was held on Wednesday, August 8th at the home of Bruce Wood, 6262 Brampton Court. Members present: Bruce Wood (President), Delia Riso, Simon Bennett, Loren Scieurba (Vice President), Don Washington, and Brenda Johnson. Absent: Jason Bachelor. Also present: Marty McDonald (Treasurer) Roger Casalengo (Property Manager). Homeowners present: Bill Evans, and Chris Dale.

President Bruce Wood convened the meeting at 7:33 p.m. and noted for the record business that was conducted by email between the July and August meetings, as authorized by the by-laws: the Board had voted to appoint to the Board Jason Bachelor to Dan Ferezan's remaining term, expiring at the end of 2008, and two additional members of the Elections Committee – John Hopper (6361 Brampton Court) and Bea Taylor (6315 Manchester Way). .

Approval of Minutes of July 2007 Meeting – The minutes of the July 11th meeting were approved with a motion by Loren Scieurba, seconded by Simon Bennett.

Financial Report

Treasurer Marty McDonald submitted the monthly financial report which is posted on the LMCA website.

- Marty opened the ING on-line account so LMCA can benefit from the higher interest rates ING pays.
- In accordance with a resolution approved by the Board in 2005, requiring a minimum balance in the unrestricted (operational) reserve of \$150,000, and recognizing that our balance remains above that level, Bruce Wood moved that Marty transfer funds in the amount of \$9,855 to Bucket III, representing interest earned to date and to be accrued through the end of the year on CD and money market deposits. Delia Riso seconded and the motion carried unanimously.
- Marty discussed the options of rolling over the Wachovia CD and at the next window to compare to current ING money market rates, depositing the funds where we can receive the highest rate of interest.
- Marty reported on his inquiry into residents' use of Automatic Clearing House (ACH) debits through Wachovia. There is a per-transaction charge of \$1.14. Opinion was divided on whether the Board should make the ACH option available, given the cost as well as an alternative means currently utilized by over 30 homeowners of having their banks automatically sending a check monthly to cover dues. At Bruce's recommendation, the Board deferred further discussion.

Property Report

- Property Manager Roger Casalengo discussed the responsibility of homeowners to maintain their property. As this is a covenants issue, Roger was asked to refer any locations where the property is not maintained to the Covenants Committee so a letter can

be sent out to the homeowner. Roger will be assisting Acting Covenants Committee Chairman, Adrian Polk in inventorying problem properties, so letters can be sent to owners to address deficiencies.

- Roger presented projects for consideration by the Board: re-grading the drainage ditch behind Loren Scieurba's home on Manchester Way, powerwashing and treating the berm fence behind Chaucer View Circle, and tree-pruning. Bruce moved to approve funding for the projects in the amount of \$3,200, which was seconded by Delia. The motion carried unanimously.
- Roger will provide at the September meeting options and prices for individual homeowner sidewalk and driveway snow removal from the contractor..

Multi Year Budget Plan

Bruce presented a final draft of a revised 2007 multi-year budget plan, based on modifications presented by Simon and Brenda, and moved the Board to adopt it. Loren seconded and the motion carried unanimously.

Consideration and Adoption of Covenants Operating Procedures.

The Covenants Operating Procedures documents were circulated prior to the August meeting. Bruce moved the Board adopt the document, seconded by Loren. The Board adopted the Covenants Operating Procedures unanimously, subject to Simon Bennett's edits, which clarified several issues. These Procedures formalize the responsibilities of the Covenants Committee, consistent with the Declaration of Covenants and By-Laws, and establish a protocol for assessing compliance. The revised Covenants Operating Procedures will be posted on the LMCA website and published in the Mews News.

Disability and Fair Housing Policy

The Board reviewed a draft LMCA Disability and Fair Housing Policy, in response to the Board's rejection earlier this year of a resident's appeal seeking permission to erect an elevator that would alter the home's exterior structure. However, in rejecting the appeal, the Board stated it would adopt policy governing future requests. The policy applies to all residents protected by the Virginia and Federal Fair Housing Acts, which applies to individuals under those statutes with a disability. Simon's inquiry on how the Board will handle verification of disability led to a discussion of the custody and control of medical records related to certification of disability. The policy provides for confidentiality of medical records, while assuring the Board has information on which to make an informed judgment. The policy was adopted unanimously with a motion by Bruce, seconded by Delia. The Disability and Fair Housing Policy will be posted on the LMCA website and published in the Mews News.

New Trash Contract

Bruce recommended adoption of the proposed trash contract to reduce association trash removal fees. He suggested that LMCA give AAA, the current contractor, 30 days notice of termination of the contract as opposed to the 90 days notice specified in the contract, but to accede to the terms of the contract if AAA insists. Delia seconded the motion and it passed unanimously.

There was no other business. A motion to adjourn was made by Simon Bennett and seconded by Loren Scurba, and the motion to adjourn passed without objection. The meeting adjourned at 9:35 p.m.

Brenda Johnson
LMCA Secretary