

LANDMARK MEWS COMMUNITY ASSOCIATION MINUTES

Board Meeting October 13, 2005

The October LMCA Board Meeting was called to order at 7:30 P.M. by Board President Lou Wagner at this home. Members present: Virginia Addison, Simon Bennett, Suzann Evinger, Dan Ferezan. Officers/Committee Members present: Roger Casalengo and Marty McDonald. Other homeowners present: Chris Dale, Bill Evans, Annie Foster, Tim Foster and Christina Duffy, who took minutes in the absence of Secretary Carole Trimble.

President Lou Wagner opened the meeting with a brief announcement of major agenda items for the November and December Board meetings. The focus of the November meeting will be the 2006 engineering study to assess repair and replacement needs and costs of LMCA infrastructure. Lou indicated that his goal is to have the study completed in the first quarter of calendar year 2006. In December, the primary topic of conversation will be the recommendations of the special review group appointed to assess the LMCA covenants standards and process. Lou commended the review group for its excellent work.

1. Minutes

Minutes of the September 12, 2005 meeting were approved unanimously on a motion by Dan Ferezan that was seconded by Simon Bennett.

2. Financial Report – See report filed with minutes.

Treasurer Marty McDonald reported that he had made slight adjustments to the 2006 budget. As directed by Board members during the September 2005 meeting, the trash removal line item was increased by \$150 per month to account for anticipated increases likely to result from increased gasoline prices. Additionally, Marty increased the \$4,000 allocated for the 2006 infrastructure review study to \$4,500 after contacting five companies on a list of CAI-certified companies to obtain a price range for the study. The only response he received from the companies contacted quoted a price of \$4,500 for a standard study. The Board voted unanimously to approve the budget as presented by Marty.

Marty also indicated that the companies he contacted requested that the community complete a survey form describing the infrastructure elements to be assessed in order for companies to provide an accurate cost estimate. If LMCA asks for anything out of the normal scope of a typical reserve study, the cost may increase. Because LMCA does not have any extraneous buildings, such as facilities for events, parties and meetings, additional costs are unlikely to be incurred. Lou asked that Marty provide the completed survey to Simon and Dan so they could compare it to the request for proposal (RFP) that Simon had developed to solicit bids for the study and determine if any changes in the RFP were needed. Roger asked that he be allowed to participate in the survey/RFP review. Lou concurred with Roger's request. Lou emphasized the need for every infrastructure component owned by LMCA to be included in the study. Marty then proceeded with a detailed discussion of the LMCA financial report and how it was organized. Materials presented included the:

- monthly financial report;
- income and expense pie/line chart that reflected spending in various categories from January 1 – October 8, 2005;
- actual expenses vs. budget;
- where we stand on LMCA investments and savings;
- the monthly balance sheet;
- anticipated bills for October – November 2005;
- projected end-of-year expenditures, and;
- projected end-of-year cash balance.

As of October 8, 2005, LMCA had total savings of \$209,726 in various accounts, including both restricted and unrestricted reserves. The unrestricted reserves will increase by \$11,100 at the end of the year using unexpended funds from deferred 2005 maintenance projects. This tracks with the plan agreed to by the Board last month to put into savings two times the amount of interest earned on LMCA investments (~\$5,000 and some pennies). Cash on hand in the LMCA checking account totaled \$23,138. Total income received thus far for 2005 was \$196,541 and expenses to date totaled \$131,743.

For the remainder of the 2005, expected cash available to pay bills is \$84,716 from homeowner dues and cash in checking and savings accounts. Expected bills for the remainder of the year total \$90,134. This leaves a shortage of \$5,418 to fund anticipated expenditures. Marty suggested that the Board agree to take \$5,400 from the LMCA Vanguard account (for treasury bonds) to cover the shortfall. Board members present unanimously agreed with Marty's recommendation.

Marty also indicated that he plans to send a letter to the auditor with instructions on what to do with the anticipated \$134,336 in unrestricted reserves at the end of the year. Lou emphasized that no funds above planned amounts should be added to the restricted reserves until completion of the reserve study and the Board has projections for future capital improvement projects.

Dan introduced the topic of what budget information should be provided to the homeowners at the annual meeting. The Board agreed that the charts should be simple, at a top-line level, and reflect the status as of September 30, 2005. Too much detail may cause confusion and get the annual meeting off track in the pursuit of unimportant matters. Dan asked the homeowners present about their opinion on this subject and Bill Evans concurred that top-line information should be presented. Lou asked that detailed budget information be made available for interested parties who can talk to Marty about any questions they may have at a later time. Homeowners should view this material on the LMCA website. Virginia Addison discussed the type of information that was presented at past board meetings. Lou requested Marty provide him with a copy of that material. Marty requested that the color pie/line chart be presented once a year for the annual budget instead of monthly as production of the chart and copies consume a great deal of ink and add costs. The same information can be gleaned from the other material presented. Lou agreed with this request.

Tim Foster suggested that the information be presented at the annual meeting using an LCD projector instead of an overhead projector, making it easier for homeowners to view the materials. Marty indicated that Estella Laguna planned to provide a projector. He said that he

would check back with her when she returns on Monday, October 17th. If that arrangement fails, Christina Duffy said she could provide a projector.

Marty brought to everyone's attention that the new *Farmer's Almanac* moved the DC metropolitan area into the northeast zone. According to the almanac, two snowstorms are predicted for December in this zone. Members wryly noted that storms in New York don't mean storms will take place in Washington.

The budget report was approved unanimously on a motion by Dan that was seconded by Simon.

3. Property Manager Report

Roger thanked homeowner Chris Dale for assisting with watering the replacement trees planted along Stevenson Avenue. Of the 30 trees that needed to be replaced, 20 new ones have been planted, but 10 dead ones still need to be replaced. The window for planting the remaining trees has closed. Further work must wait until spring. The cost to plant the 20 trees and add mulch was \$700.

The notice to homeowners about proper alley maintenance and usage was completed by Bruce Wood, approved by Lou and posted on LMCA website. In summary, the notice requests that homeowners keep the alleyway behind their homes clear of debris, vegetation, and other items. Lou asked that the website notice information on this subject be included in the *Mews News*. Roger indicated that most of the alleyways are looking fairly good with the exception of the one on Chaucer Lane which has vegetables planted and is accumulating debris.

Roger is finishing up electrical projects in the community. Lights are being installed in the Manchester entrance and three light sensors were relocated.

He has arranged for a tree-trimming company to come in to trim homeowner trees as has been the practice in past years. Roger plans to ask homeowners to identify the trees they want trimmed (to include rear trees) and then will arrange for the homeowners to be billed individually. Trees cannot be removed without approval from the Covenants Committee.

Power washing of the brick wall has begun. Portions of the top have been sealed. No additional patches of crumbling brick have been discovered. Roger will remind work crews to do a better job of cleaning up after themselves.

4. Covenants Committee

No covenants report was presented at the meeting. Lou reminded members that the report of covenants review group is scheduled for a thorough review by the Board at the December meeting. The Covenants Committee also needs new members so the Board needs to look for volunteers.

5. Old Business

Annie Foster provided a Zoning Committee Report to the Board with an update on the committee effort to get the developer, city, county, and VDOT officials working together to mitigate the potential impacts resulting from the Landmark Mall redevelopment project. (*Please see report filed with minutes.*) Lou commended Annie Foster on the excellent letters she wrote to state and local officials. Annie informed the Board that the letters she sent to these agencies were having some impact. On October 12, 2005, Virginia Transportation Secretary Homer called her to get up to speed on the problem and to learn more about LMCA's concerns. He agreed that traffic patterns, particularly Exit 3A where I-395 necks down from four lanes to three is a potential problem. Mr. Homer agreed that coordination amongst the affected parties needs to occur now. He committed to exploring this matter more fully and getting back with Annie later.

6. New Business

Lou discussed the format for the annual meeting on October 20, 2005. He will lead off with a President's report, followed by the Treasurer's report. He will then open the meeting for questions from homeowners and will announce the results of the election for three open seats on the board.

Marty indicated that there was a past requirement to put LMCA funds into FDIC accounts. Marty does not have an account with a bank with amounts over \$100,000. Suzann Evinger noted that Board Resolution 95-13 required the funds be placed in FDIC accounts; the Vanguard fund is not FDIC insured. Simon believes the resolution should be changed. No action was taken on this item.

Marty mentioned that he received a letter from the county requesting a list of the LMCA Board officers to put into a central registry. He will send a response letter back shortly with the requested information.

Lou offered the homeowners present an opportunity to speak. Chris Dale asked that homeowners not be referred to as "guests" at the board meeting, but instead as "homeowners." Lou acknowledged that that was the proper thing to do and would in the future identify homeowners as such on the agenda.

7. Executive Session

The Board moved into Executive Session at approximately 8:30 P.M. and reconvened in open session at approximately 8:50 p.m.

Dan moved to adjourn the meeting at approximately 8:55 p.m. Simon seconded the motion.

Respectfully submitted,

Carole Trimble
LMCA Secretary

LANDMARK MEWS COMMUNITY ASSOCIATION
ANNUAL MEETING MINUTES
Thursday, October 20, 2005

President Lou Wagner called the annual meeting of the Landmark Mews Community Association to order at 8:15 p.m. Thursday, October 20. The meeting was held at the Samuel W. Tucker Elementary School. Other Board members present were Simon Bennett, Dan Ferezan and Bruce Wood. Officers present were Carole Trimble, Secretary, and Marty McDonald, Treasurer. Also present were Roger Casalengo, Property Manager; Dennis Flynn, Election Committee Chairman; Karen Kovach, *Mews News* Editor; Estella Laguna, Webmaster, and Paul Edgell and Tim Foster, Election Committee members. Approximately 20 other homeowners attended.

Lou opened the meeting with a review of the agenda. (*See PowerPoint presentation filed with the minutes.*) He explained that the final item on the agenda – a presentation of the new LMCA Website – would not take place because the meeting site was not equipped for a wireless Internet connection. He praised the quality of the website, described the contents of the “Homeowners Only” section and encouraged homeowners to check it out. He said the Board of Directors intends to use the website more and more frequently as a primary source of news and information for homeowners.

Lou then presented the “President’s Report” on the state of Landmark Mews, describing it as good. He said that the community had lost some good neighbors in the past year, but welcomed more. A Welcoming Committee, staffed by two homeowners who are not Board members, was appointed in the past year to greet newcomers.

According to Lou, the community currently has no severe problems. Property values are continuing to increase with inside units selling at around \$700,000 and end units approaching \$800,000.

Financially, Lou said Landmark Mews is sound with reserves standing at close to \$200,000. He reminded homeowners that the special infrastructure reserve fund, established with the \$25 monthly fee increase in 2003, was tapped for the first time this year to finance repair of the surrounding wall. He said that the firm contracted to perform the work was a well-known Alexandria company that presented a good bid and quality recommendations. He told homeowners that the contractor projects the work done on the wall this year is of a quality that no further maintenance should be required for another 10 years.

Reserve funds, according to Lou, are in safe, secure investments such as U.S. Treasury bonds and securities. He said the Board had adopted a resolution this year requiring that an increased portion of community income be dedicated to reserves. He explained that adoption of the resolution was prompted by the fact that the Board had been drawing down reserves by \$5,000 or \$6,000 for each of the past few years. The objective of the Board’s action, Lou said, was to prevent the need for future assessments to finance major infrastructure repairs.

Lou praised the quality of the work done by the many homeowner volunteers and paid staff on behalf of Landmark Mews. He encouraged homeowners to attend Board meetings and to bring any concerns to the Board in advance of meetings so those issues could be properly addressed.

Key Board actions of the past year that were reviewed by Lou included the following.

- Development of the new website. Lou acknowledged the fine work done by Estella Laguna in creating the site.
- Updating of the Architectural Standards.
- Revisions to the investment strategy designed to achieve a higher rate of return.
- The budget resolution mandating increased savings in reserve funds.
- The repair of the wall.
- Clean-up of common areas.
- Completion of a public access path from Masefield Court to Stevenson Avenue.
- Upgrades of the electrical system. Lou said that the system is being well maintained through the services of an electrician working at \$35 per hour. He explained that the electrician's schedule makes scheduling work inconvenient at times, but that the savings are worth the inconvenience.
- Completion of the Bradfield Pear tree removal and replacement project. Lou explained that the Board had begun this project before determining that the breezeway areas between homes actually were homeowner rather than community property. In fairness to homeowners whose trees had not been removed and replaced prior to this discovery, the Board agreed to complete the replacement project. From this point forward, any other maintenance required for trees located in the breezeways will be the responsibility of the homeowner on whose property the tree is located. The association will continue to maintain the breezeways in a manner similar to front areas, but it is the homeowner's responsibility to keep those areas clear.
- Replacement of dead trees along Stevenson Avenue. Lou thanked residents along Masefield Court for allowing the property manager to access their water in order to water the trees and especially those homeowners who also watered the trees.
- Installation of a stop sign at the intersection of Bedlington Terrace and Chaucer Lane to increase safety.
- Installation of additional accent lighting on Manchester Way.
- Membership in the Community Associations Institute, an information resource covering a range of needs concerning homeowner association management.
- Appointment of a special committee of homeowners to evaluate LMCA covenants procedures and systems. Lou appointed Paul Edgell, Dennis Flynn and Tim Foster as committee members because of their wealth of experience in managing LMCA.
- A financial settlement with Pulte Homes regarding plantings in a buffer zone between Landmark Mews and Overlook. Efforts to landscape the area have failed repeatedly because of lack of water. Therefore, Lou said the Board had decided to accept a financial settlement from Pulte and leave the area as a natural habitat, as preferred by Fairfax County. He said the settlement money would be used elsewhere to beautify Landmark Mews.

For the balance of the year, Lou said the priorities for the Board will be completion of the wall repair project, analyzing the recommendations of the special covenants review committee to

determine appropriate next steps and producing a Request for Proposals to retain an engineering firm to conduct an infrastructure repair and replacement cost study. Lou explained that this study is required by law to be conducted every five years to ensure that a community association has adequate reserves to meet anticipated capital repair and replacement needs. When the previous study was completed five years ago, Lou said the report was not received until the fall, too late for any action to be taken that year. According to Lou, the Board intends to begin the process in the remainder of this year so that the report can be received earlier in the coming year.

Lou praised homeowners for the high quality of the Landmark Mews ambience. He said that homeowners are being more aggressive and proactive in maintaining the appearance and condition of their homes. He announced that approximately 30 homes were found to have no covenants discrepancies during the spring inspections this year as compared to just one – the home of the treasurer – in 2004. Additionally, Lou said there were very few homeowners who had not acted on even minor issues and that there were only a few properties with major issues. He said that the Board intends to take action to address those situations.

One problem that Lou called to the attention of homeowners is the continuing issue of rodent infestations. He said that traps are not the solution to the problem. He urged homeowners to be proactive in preventing rodent infestations by not feeding birds and other wild animals, ensuring there is no standing water around their homes and removing potential breeding areas, such as stacks of old firewood and wooden surround planters.

On the good news front, Lou announced that LMCA had received a “Friends of Trees Award” from the Virginia Department of Forestry during the Fairfax County Arbor Day celebration for the work LMCA has done to clear and replant the VDOT right of way along I-395. This resulted largely from the hard work of Roger Casalengo and Ann and Tim Foster. Lou said LMCA was the only community association to receive an award out of the seven that were presented.

Lou again praised homeowners for their contributions to making Landmark Mews better than ever. He said the Board always is seeking volunteers and encouraged homeowners to offer their services. Homeowners singled out for praise were as follows.

- Anne and Tim Foster for their representation of Landmark Mews with other communities, their personal community maintenance efforts and their campaign to call the attention of local public officials to the potential traffic impact of a proposed redevelopment of Landmark Mall.
- Kathy McGuth for 20 years of service as the social committee chair.
- Karen Kovach for her service as secretary and editor of the Mews News.
- Estella Laguna for creating and maintaining the web site as well as for her creation of the PowerPoint presentation for the annual meeting.
- Covenants Committee members Bill Evinger, Adrian Polk and Mecky Putman for the outstanding job they have done. Lou announced that the term of service for these committee members has elapsed and that the Board is seeking new volunteers to serve on that committee.
- Members of the Board for their ongoing contributions.
- Carole Trimble for serving as secretary.
- Marty McDonald for his service as treasurer.
- Roger Casalengo for his good work as property manager.

- All the other homeowners who have served in the past year as members of ad hoc committees.

At the conclusion of Lou's remarks, Marty presented the treasurer's report, explaining a chart that showed income and expenses for Landmark Mews from January through September 2005. He also explained a new accounting system adopted this year by the Board. Expenses have been divided into three categories – termed “buckets” by the Board – to make it easier to track expenditures and analyze finances.

- Bucket # 1 is Contract Expenses, representing fixed costs such as management and accounting fees, insurance, records storage, landscape maintenance and trash removal.
- Bucket # 2 is Mandatory Supplies and Services, covering the costs of items necessary to the management of the community such as production of the homeowner association packets purchased by new home buyers, office supplies, legal fees, printing and duplicating of information materials, postage, taxes, bank service charges, fees and subscriptions, telephone service, snow removal, electricity, water and other miscellaneous expenses.
- Bucket # 3 is Other Maintenance and Service Costs, including new landscaping projects, infrastructure maintenance and capital improvement projects.

The largest area of expense for Landmark Mews, according to Marty, is Bucket #1. Expenditures in this category increased in 2005 because of an increase in trash removal fees. Additionally, Marty explained that the Board had cut back expenditures in Bucket #3 this year in order to dedicate more funds to reserves. He anticipated that the community will have more than \$118,000 in operating reserves by year's end.

According to Marty, the community is in good shape financially. He said the first major expenditure of monies from the special reserve fund established with the \$25 homeowner dues increase in 2003 would come this fall. A bill for about \$46,000 is anticipated for the repair work on the wall. The bill will be paid from the \$77,000 accumulated, to date, over the past two years in that special fund.

Marty then reviewed the budget for 2006 that was approved by the Board during the regular October meeting. The budget is set at \$128,486 for Bucket #1, \$24,825 for Bucket #2 and \$20,409 for Bucket #3.

At the conclusion of the treasurer's report, Lou called on Dennis Flynn, Election Committee Chairman, to announce the results of the election for three Board members. Dennis announced the winning candidates in alphabetical order. Dan Ferezan was re-elected for a new three-year term. The two new Board members are Carole Trimble and Don Washington. Lou congratulated the winning candidates.

During the homeowner question and answer portion of the agenda, only one homeowner asked a question. The homeowner was concerned about reports in the *Mews News* about future potential power outages caused by Dominion Virginia Power's plan to replace aging cable and transformers that would disrupt power like the nearly 12-hour outage that occurred in early August. Roger explained that that particular outage was caused by a power line break near the Gray home on Chaucer View Circle. He said the power company is supposed to be sending a

crew to determine electrical cables that still need to be replaced so that potential outages caused by replacement and repair efforts can be better anticipated.

Lou adjourned the annual meeting at approximately 9 p.m.

Respectfully submitted,
Carole Trimble
Secretary