

LANDMARK MEWS COMMUNITY ASSOCIATION MINUTES

Board Meeting December 1, 2004

The December LMCA Board Meeting was called to order at 7:35 p.m. by Lou Wagner at the home of Annie Foster. Members present: Dan Ferezan, Eve Holtzman, Bea Taylor, and Bruce Wood. Members elect present: Simon Bennett and Suzann Evinger. Officers/Committee Members present: Roger Casalengo, Bill Evinger, Annie Foster, Karen Kovach, Marty McDonald and Mecky Putman. Others present: Chris Dale, Bill Evans, Tim Foster, Norman Taylor, and Carole Trimble.

1. Minutes of November 3, 2004 meeting were approved.
2. Covenants Report: Bill Evinger reported that some homeowners have not corrected deficiencies and some action will be required (to be further discussed). Mecky Putman brought samples of the address plaque selected by the Committee. The plaque is sold by Whitehall, and offered the best price. Order to be placed after the holiday. It was suggested that another announcement be placed in the Mews News that the plaques are for sale now at a discounted price (\$65.00). Mecky will find out if both the black and the bronze can be ordered so that homeowners can have their choice (the bulk purchase may limit the order to the same color for all).
3. Financial Report: Marty McDonald reviewed the checkbook expenditures for November. The largest bill was for the insurance. A change was made to the budget due to AAA increasing their rates 5% beginning January 1 (from \$2400 to \$2454.00 per month, for a total of \$648 for the year.). The insurance bill came in \$679.00 over budget; insurance budget increased from \$6500 to \$7000 because of the increased cost this year. The total increase of \$648 for trash collection and \$500 for insurance (\$1,148) was taken from the 2005 Capital Improvements budget line. Marty discussed reserve funds. LMCA infrastructure was itemized (see report filed with minutes). **Vanguard Fund:** Will not invest in the fund until after the December bills are paid.
4. Property Manager Report: Roger Casalengo reported that stop signs are available from Web Signs at a cost of \$622.00, which includes installation. The Brampton Court drainage project will cost LMCA \$8,900.00; owners involved are paying \$200.00 per home.
5. Old Business: Draft of revised Architectural Guidelines was reviewed. Plan is to appoint a committee to look closely at specific areas and discuss possible changes. The current revision is primarily editorial for clarity and readability. Some new additions include statements on hot tubs, privacy fences, and lawn sculptures. Additionally, a section was added providing express authority for variances, and timelines for consideration and approval of proposed architectural changes were clarified. Covenants Committee needs comments by 13 Dec in order to address them for the next meeting. Suggestion was made to run a statement monthly—as a permanent feature in the Mews News—regarding the requirement to obtain approval from the Covenants Committee before making changes. Suggestion was also made to include a statement prominently in the front of the new homeowner manual that new homeowners will see. Question was raised that if major changes are made to the Architectural Guidelines, does

approval/implementation require a vote of all homeowners. Board agreed to check the requirement before issuing any new guidelines that may be proposed.

The Board discussed and agreed to have a small focus group of residents look at the redesigned website before it is launched.

6. New Business: An individual who is experienced in designing community websites has been contacted. A community resident has volunteered to work with the website developer in rebuilding the website and to update the site monthly at no cost to the Association. Bea Taylor made a motion to allocate up to \$1,000.00, funds to be released after 1 January, for redesign of the LMCA website. Dan Ferezan seconded. Motion passed unanimously.

Annie Foster will reserve a meeting room at the Alexandria Library (Duke Street) for the first Tuesday in February (Wednesdays are not available). In the meantime, the search will continue for another nearby location that is also free of charge. The Alexandria Library room is only available until 8:30pm.

Bruce Wood explained the statutory requirements under the Virginia Property Owners' Association Act for reviewing the status of reserves and presented a proposed statement prepared by the Association attorney to certify that a reserves study has been conducted and that the level of reserves is sufficient. Eve Holtzman made a motion to approve the statement. Bea Taylor seconded. Motion passed unanimously. The statement reads:

In accordance with Section 55-514.1 of the Virginia Property Owners Association Act, the Board has reviewed its reserves required to repair, replace, and restore the Association's Capital components and, to the best of their knowledge, information and belief, has determined that the current level of reserves and funding appear to be sufficient based on the reserves study conducted by the Board of Directors.

Board discussed "meeting protocol." At issue is the use of executive sessions. Some Board business is sensitive and involves information that is advisable to be kept confidential. The use of executive sessions is covered by the Virginia Property Owners' Association Act. Bruce covered what types of business should be discussed in Executive Session, as had been explained to him by the Association attorney. The Board will decide when a matter requires that an executive board session be called and the correct protocol will be followed.

Tim Foster reported on the LMCA archive review. He explained the 3 file boxes of material that he has organized and distributed a table of contents. He recommends that an updated Board handbook be prepared that captures the history of past major actions. He also urged that a formal hand-off procedure be developed for out-going officers/committee chairs to pass on Association records to the incoming officers.

Meeting opened to comment/questions from guests.

Next meeting will be on 5 Jan at Eve Holtzman's.

There being no further business the meeting was adjourned at 9:50 p.m.

Respectfully Submitted,
Karen Kovach
LMCA Secretary