

LANDMARK MEWS COMMUNITY ASSOCIATION MINUTES  
Board Meeting April 10, 2013

The April 2013 LMCA board Meeting was held on Wednesday April 10, at 6287 Chaucer View Circle. Board members present were: Jerry Putman (President), Charles Cureton (Vice President), Joel Kaplan, Bill Gaffney, Maria Santos and Tom Craig. Also present were Roger Casalengo (Property Manager), Chris Dale (Interim Treasurer), Heather McGhee (Secretary), and Bill Evinger (Covenants Chair). Absent was Board member Linda Carter. Also in attendance were homeowners Courtney Harden, Ladd and Kathleen Ryan, and Simon Bennet. Jerry convened the meeting @ 7:02pm.

Jerry asked if the Board members approved agenda as presented.

*Bill Gaffney moved to approve the agenda. Charles Cureton seconded. Approved 6-0. 1 Absent*

Heather then asked if everyone had gone over the draft of March's minutes.

*Jerry Putman moved to approved March's draft minutes. Charles Cureton seconded. Approved 6-0. 1 Absent.*

### **Book of Resolutions Compliance Issues**

Courtney Harden, of Rees Broome, PC then went over and discussed three Policy Resolutions. Please click on the below links for more details on these resolutions. In order to access these resolutions you will need to log in to the website. If you don't know your log in information please contact Chris Dale.

1. Requests for Examination and Copying of the Association's Records

[http://www.landmarkmews.com/wp-content/uploads/2013/04/13-15\\_Requests-for-Examination-and-Copying-of-Records.pdf](http://www.landmarkmews.com/wp-content/uploads/2013/04/13-15_Requests-for-Examination-and-Copying-of-Records.pdf)

2. Procedures Related to the Submission and Resolution of Complaints

[http://www.landmarkmews.com/wp-content/uploads/2013/04/13-16\\_Procedures-Related-to-the-Submission-and-Resolution-of-Complaints.pdf](http://www.landmarkmews.com/wp-content/uploads/2013/04/13-16_Procedures-Related-to-the-Submission-and-Resolution-of-Complaints.pdf)

3. Procedure for Collection of Assessments

[http://www.landmarkmews.com/wp-content/uploads/2013/04/13-17\\_Procedure-for-Collection-of-Assessments.pdf](http://www.landmarkmews.com/wp-content/uploads/2013/04/13-17_Procedure-for-Collection-of-Assessments.pdf)

*Jerry Putman moved to accept all the resolutions. Tom Craig seconded. Approved 6-0. 1 Absent.*

### **Financial Report**

Chris started by confirming that \$75,000 had been transferred out of the Unrestricted Reserves to the Restricted Reserves. She also wanted to draw everyone's attention the abnormally high amount of funds spent on the website but reminded everyone that it was

only because of the website restoration. She also stated that all vendors had been notified of the switch over to SCS handling the billing and payments. Additionally she said that the resident email list was as up to date as possible and reminded everyone that the Lincolnia Post Office box would be closing in May. She then asked what she should do with the boxes of documents and the shredder that she had inherited from Marty, and it was decided that she should hold on to them for now

*Charles Cureton moved to accept the Treasurer's report. Joel Kaplan seconded. Approved 7-0. 0 Absent.*

## **Property Report**

Roger began by saying that the gate issue was fixed the day of the April Board meeting. He then said that Valley Crest had just completed the first cut of the season and stated that it had gone well. He then told everyone that Alfredo was currently working on fixing the lights that were out throughout the community.

Roger then moved on to discuss some projects that he would like the Board's permission to move forward on. The first of which was the gate repair in the amount of \$450.

*Jerry moved to approve the \$450 to repair the gate. Joel Kaplan seconded. Approved 6-0. 1 Absent.*

The next project included the power washing of the brick paths and walls which needs to be done every 2 years. In addition, repair work was needed on some pavers and staining was needed on some of the timbers. All of the above could be completed for \$1,600.

*Jerry moved to approved the \$1,600 for the power washing, paver repair and staining. Joel Kaplan seconded. Approved 6-0. 1 Absent.*

Roger then moved on to discuss the proposals to install keypads on the gates. The cost to complete this project, depending on which vendor would be doing the work, ranged from \$6,100-\$15,000. There was discussion as to whether the cost was worth it and several Board members agreed that there was no need creating a problem where one didn't exist and recommended that research on this project end.

*Jerry moved to not proceed with the gate key pads. Charles Cureton seconded. Approved 6-0. 1 Absent.*

Roger then reported on the results of the poll asking residents as to what their preferred method of delivery for the Mews News was. He stated that out of those who responded, only one requested to receive a paper copy. As a result, the newsletter will now be posted on the website as well as emailed to residents.

Kathleen Ryan then provided an update on the Spring Clean-Up that was scheduled for Saturday, April 13<sup>th</sup> from 9:00 AM-11:00 AM. She asked that any residents wanting to participate simply show up with gloves and all of other materials/supplies would be provided by the Landscape Advisory Committee. She also said members of the LAC would be conducting their spring walk about on Sunday April 21<sup>st</sup> and that another would take place in the evening at an unknown later date and time.

Kathleen then reported that Valley Crest's proposal to add flowers to a plant bed on Masefield Court, where there's already a water source would run about \$1,390. Tom

Craig said that he would prefer to wait until Valley Crest had gotten back to Kathleen on all the other proposals so that they could vote on all the projects at once.

*Jerry moved to wait and get a complete proposal from Valley Crest before approving projects piece by piece. Joel Kaplan seconded. Approved 6-0. 1 Absent.*

### **Covenants Committee**

Bill Evinger began by saying that the spring inspections are underway and that upon completion, the committee members would inspect Bill's findings before letters would go out to residents in early May.

He then reported that the Architectural Standards committee had successfully completed their first meeting. Bill then said that the new PO Box was in place and Bill Gaffney offered to take ownership of the second key.

### **President's Report**

Jerry started by reminding everyone that SCS's contract would go into effect on May 1<sup>st</sup> and that a welcome letter would be sent to residents on April 11<sup>th</sup>. He then reported that LMCA was doing well in remaining within the budget for the first 4 months of 2013.

### **Other Business**

Maria asked about the chipping of the curb paint she's noticed throughout the community and Roger explained that unfortunately because the curbs have been painted over and over again, that was a side effect. Roger then asked if anyone had in details on where the parking decals were ordered from when the parking program had first been initiated as he was quickly running out.

As policy is not discussed in executive session, Jerry closed discussion and the Board entered executive session to discuss a homeowner issue.

*Tom Craig moved to enter Executive Session, and it was seconded by Joel Kaplan. Approved 6-0. 1 Absent.*

At the conclusion of the executive session, the Board reconvened in public session, as required by the Property Owner's Association Act.

*Charles Cureton moved that the homeowner issue discussed in Executive Session be passed along to the legal team if a positive response hasn't been received or if a meeting is unable to take place by April 19<sup>th</sup>. Joel Kaplan seconded. Approved 6-0. 1 Absent.*

Heather then reminded the Board members that they need to sign the three Resolution Action Records discussed by Courtney Broom at the beginning of the meeting.

*There being no further business, Charles Cureton moved that the meeting be adjourned, and it was seconded by Tom Craig. Approved 6-0. Absent 1, so the meeting was adjourned at 9:12 PM.*

The Board's next regularly scheduled monthly meeting will be on May 8th at Maria Santos' home, 6279 Chaucer View Circle at 7:00 p.m.

Respectfully submitted,  
Heather McGhee