

LANDMARK MEWS COMMUNITY ASSOCIATION MINUTES
Board Meeting May 8, 2013

The May 2013 LMCA board Meeting was held on Wednesday, May 8, at 6279 Chaucer View Circle. Board members present were: Jerry Putman (President), Charles Cureton (Vice President – arrived late), Joel Kaplan, Maria Santos, Tom Craig and Linda Carter (arrived late). Also present were Roger Casalengo (Property Manager) and Bill Evinger (Covenants Chair). Absent were Board member Bill Gaffney and Heather McGhee (Secretary). Also in attendance were homeowners Kathleen Ryan, and Simon Bennet. Jerry convened the meeting @ 7:05pm.

Jerry asked if the Board members approved agenda as presented.

Joel Kaplan moved to approve the agenda. Jerry Putman seconded. Approved 4-0. 2 Absent.

Jerry then asked if everyone had gone over the draft of April's minutes.

Tom Craig moved to approve April's draft minutes. Joel Kaplan seconded. Approved 4-0. 3 Absent.

Financial Report

Jerry started by confirming that all residents, with the exception of four (4) sent their monthly dues to the correct address. He also provided an update on the CDs and indicated that SCS will manage the CDs and enter them into the balance sheet. He said that SCS would provide the Board with a financial executive summary and that the first one will be some time in June. Lastly, he asked if anyone wanted to take the boxes of documents and the shredder that Chris had inherited from Marty, and no one volunteered.

Tom Craig moved to accept the Treasurer's report. Joel Kaplan seconded. Approved 4-0. 3 Absent.

Property Report

Roger showed the mobile pet waste sign. Jerry asked if it met Covenants requirements and it was determined since it would be posted in the common areas (instead of on homeowner's property) that the sign was okay to use. Roger also showed the new gate signs and indicated that they would be placed on the gates once the weather cleared up. Charles Curteon arrived to the meeting and said that his wife, Mary, would put the other mobile signage out by their front door. Maria and Roger will place the signage in the problematic areas inside the wall.

Roger stated that the new recycle bins would be delivered on Saturday, June 8. Jerry asked the Roger draft clear instructions that he could email out to the community regarding the new recycle bins and what to do with the old recycle bins (they need to be empty). Roger will check with Rachel at AAA for specific instructions.

Roger wants to put another reminder in the Mews News about parking and the notice that goes on the dashboard. Jerry said to send him the information and that he would include it in the next issue.

Roger then provided an update on the projects, approved the \$450 on fixing the gates, including sign installation. Power washing – all the brick work, landscape timbers and staining. Welcomed new owners and renters this week and passed out four (4) sets of parking decals. Met with the Virginia Paving rep re: separation on Bedlington and the stain on the curbs is peeling, but he doesn't think that it will be covered since it's been past a year and it's the grandfathered stain. He hopes to have more information at the next meeting.

Joel asked about the lighting project and Roger indicated that it was proving to be problematic as the project is too small for most of the vendors he has contacted since it's only replacing the light head, not installing new light fixtures throughout the community. Another alternative would be to install a new light fixture at each mailbox. Jerry told Roger that Mark Bailey at SCS has a complete list of vendors and that Mark guaranteed that their fees will be less than anything that we can come up with and he wanted Roger to follow up with Mark ASAP so that the project could be completed since it's been dragging on for some time. Linda Carter arrived to the meeting.

Landscape Committee

Kathleen Ryan then provided an update on the Landscape Committee's spring walk about around the community on Sunday April 21st, looking at both safety and landscape items. They came up with 33 suggestions, which she passed to Roger and Jerry, which was a lot less than last year's committee report, which was 120 suggestions, so the community is looking good. They did not see a lot of safety issues, rather more aesthetic issues, the big issue being weeds prevalent throughout the common areas and in the main signage at Stulz and Stevenson. The other big issue is dog waste all around the wall, on the common areas (e.g., berm), and we recommend putting the pet waste signage at either end of the berm, which are the main points of access to the common area.

Kathleen went on to talk about the chart of proposals that contained five (5) proposed areas for consideration, two of them are already done, but 3, 4 and 5 we recommended. #3 was the Landmark Mews Drive and the fence and grade the soil and put in sod where they put the fence in and exposed drainage pipe. She also mentioned that while the holly tree was great, but the fence isn't long enough and the holly isn't close enough to the fence or the brush and that people are still walking around the fence, so we do have a security issue and a beaten down path.

Kathleen went on to discuss the other two (2) projects, one on Masefield Court and that a resident complained that there were no flowers there. However, there are hydrangea there and Valley Crest has come up with a proposal to extend the plant bed and put in additional plantings. The other project was behind the fence at Landmark Mews Drive and the drainage issue behind the Tenaglia's house that clogs with leaves and goes all over the sidewalk. Roger will request that Valley Crest clear it every time they come out to do work to ensure proper drainage.

Jerry asked if this was the proposal for 2013 and Kathleen indicated that they still haven't been able to meet with Valley Crest and Linda indicated that it probably wouldn't happen any time soon since it is their busy season. The Landscape Committee has received proposals, but they were either incomplete, exorbitant, and/or redundant. Tom mentioned that the reason for wanting the priced out proposals was to look at the community in a holistic view to ensure that we were not favoring any one particular area. Linda

mentioned that if we were to wait for proposals with pricing, that it would take us into next year, when there are a couple of projects that need to be done this year before the planting season is over. Roger mentioned that in the past, we have always done landscape projects month-to-month. Tom mentioned that project #3 is more of a maintenance issue and that we should move forward with #3 and that #4 is more beautification. He also mentioned that he'd like to get pricing on the proposed beautification projects so that they can be reviewed holistically. After much discussion, the Committee will arrange a meeting with Valley Crest and at the next meeting, provide an updated Master Plan with a prioritized list of projects, with estimates.

Joel Kaplan moved to complete #3 and delay #4 on the Landscape Committee grid. Tom Craig seconded. Approved 6-0. 1 Absent.

Maria asked to revisit #2 regarding the holly tree and the beaten down path due to people walking around the gate. Kathleen suggested planting a thorny plant, e.g. knockout roses. Linda said that would be a short term fix and that we need to consider a long term solution, such as extending the metal part of the fence, which would look nice, but be expensive, or to consider a landscape fence, such as a boxwood hedge, which would complement the colonial landscape. Kathleen mentioned that it would take the holly a while to fill out to prevent people from walking around the fence. Roger didn't think additional work needed to be done, that he could use the money elsewhere. Charles agreed with Kathleen and stated that we needed more plantings and it would make it more attractive. Joel also agreed and stated that the Landscape Committee should come up with permanent recommendations to present to the Board and that a planting would draw less attention than a metal fence solution.

Jerry Putman moved to have the Landscape Committee review this and present options at the June meeting. Charles Cureton seconded. Approved 6-0. 1 Absent.

Covenants Committee

Bill Evinger passed out the Request to Modify updates and Jerry asked about the pending requests. Bill indicated the reasons being neighbor approval, waiting for an estimate, waiting for material sample, etc.

Bill has completed Spring Inspections of all 148 homes, and is typing up the last of them tomorrow. Each member of the Covenants Committee will get a portion of the inspection reports to review, verify or update. Bill plans on sending the final letters out by the end of May via email to the homeowners with email addresses. The ones without email addresses will be sent via USPS. Jerry asked about the status of the homeowners that have reoccurring violations, and Bill indicated that there was only one that is currently being worked on and will be sent directly to the homeowner and to the Board. 145 have cooperated, only a few that ignore the covenants violations.

Jerry asked Bill how the Board has handled noncompliance in the past. Bill said he brought it to the Board, the Board took the information and said that they would do something about it, make demands and that was the last he ever heard about it. The ritual would repeat itself during the next inspection cycle. Bill stated that he had no authority to enforce the rules – once he reports the violations to the Board, it is up to the Board to enforce the rules/regulations. Jerry expressed concern that the violating homeowner(s)

were ignoring the rules and Linda indicated that we've been very lenient as a Board in the past. Jerry asked for feedback on how to handle repeat offenders. Tom said that it's been appropriately handled in the past, and that there are time limits and even the chronic offenders have come around. Linda said that the Board has been very benevolent in giving homeowners every opportunity to correct the problem. Bill said that there are 1-2 residents that require further action and that the Board needs to pursue further to enforce the rules/regulations.

Tom suggested that we could put in the Mews News that the Board is taking action against repeat violators in a way that doesn't identify the homeowner. Bill said that there is a homeowner that there is a home that has been neglected since the last inspection. Joel stated that each covenants violation case should be considered on a case-by-case basis, depending on the homeowner circumstance. Bill said he tries to work with the homeowner by getting written and/or verbal acknowledgement that they will correct the violations. He said that the Board should handle the tough cases where there is no cooperation or acknowledgement by the homeowner.

He then reported that the Architectural Standards were in limbo for the moment due to the Spring Inspections. The committee will be meeting within the next couple of weeks. Jerry asked how the changes, if any, will be handled and Bill said that they would be posted on the web site and Mews News for homeowners to review and comment. The Architectural Standards have to go out for homeowner input and the committee reviews any feedback/comments and tries to incorporate them into the document. At this time, there are no drastic changes, mostly clarification of a few items. There is nothing that the Community votes on once the Board approves the Architectural Standards, which has to be done at a public meeting.

President's Report

Jerry stated that all financial records have been provided to SCS. All of our assets are on the Landmark Mews balance sheet that's being maintained by SCS and the transition audit was completed on May 2, but we won't have a final audit until the end of May. He also stated that the information provided regarding dues payments was pretty clear and that the old PO Box closes at the end of May, but on May 4, 11 checks in that mailbox. The big problem was that those people did not update the address to their banks or online. Jerry is going to post another reminder/instructions in the Mews News. He said that we should get our first financial report in June from SCS. The budget has been transitioned to the SCS format.

Soundwall/Landscape Update. There is a sample panel of 4' x 4' x 6' that needs to be signed off on to begin fabrication of the soundwall. Tim Foster, Dan Aminoff, Roger Casalegno and Jerry Putman will go take a look at the sample and sign off on it. On May 17 at 9:30am, The Fosters, Roger and Jerry will meet with John Lynch of VDOT on Stevenson Avenue to discuss landscaping. There is a proposal to have VDOT extend our irrigation system, however, we are unsure if VDOT will provide the funds necessary to do the extension.

Other Business

Linda brought up the issue of the Stevenson Avenue road closure on Saturday, May 4 and having no outlet from Landmark Mews. Several residents attempted to pass through Watergate at Landmark, but were denied access three times at the back gate by the security guard. It took both Fairfax County and Alexandria City PDs to have him open the gate to allow through access. She asked if we could propose an agreement to the management at Watergate at Landmark requesting through access in the event of a road closure on Stevenson Avenue. Roger is going to talk to the Property Manager at Watergate before writing an official letter.

Joel asked if anything needed to be discussed with regards to the incident that happened and Linda said no. Maria said in relation to that accident, that something similar could happen on Stulz Road with Stevenson Square Park and the playground, especially with children being out on summer break. She sent an email to Alexandria City asking them to revisit the crosswalk, speed bumps request and Linda and Roger are going to talk to Watergate regarding access during road closure.

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.

Joel Kaplan moved that we exit out of Executive Session. Charles Curteon seconded. Approved 6-0. 1 Absent.

There being no further business, Joel Kaplan moved that the meeting be adjourned, and it was seconded by Jerry Putman. Approved 6-0. Absent 1, so the meeting was adjourned at 8:57 PM.

The Board's next regularly scheduled monthly meeting will be on June 12 at Roger Casalengo's home, 6325 Manchester Way at 7:00 p.m.

Respectfully submitted,
Maria Santos