

LANDMARK MEWS COMMUNITY ASSOCIATION MINUTES  
Board Meeting July 10, 2013

The July 2013 LMCA board Meeting was held on Wednesday, July 10th, at 6309 Chaucer View Circle. Board members present were: Jerry Putman (President), Charles Cureton (Vice President), Joel Kaplan, Linda Carter, Tom Craig and Bill Gaffney. Also present were Bill Evinger (Covenants Chair) and Heather McGhee (Secretary). Absent were Board member Maria Santos and Property Manager Roger Casalengo. Also in attendance were homeowners Chris Dale, Kathleen Ryan, Simon Bennett, Wai Lee and Ashawn Campbell. Jerry convened the meeting @ 7:00pm.

Jerry asked if the Board members approved agenda as presented.

*Jerry Putman moved to approve the agenda. Joel Kaplan seconded. Approved 6-0. 1 Absent.*

Heather then asked if everyone had gone over the draft of June's minutes and Simon asked that the spelling of his last name be corrected.

*Tom Craig moved to approve June's draft minutes with the corrected spelling of Simon's name. Linda Carter seconded. Approved 6-0. 1 Absent.*

**Landscape Advisory Committee (LAC)**

Kathleen Ryan, chair of the LAC, began by saying that there were 10 projects and proposals that the LAC would like to see completed. The first that she discussed was to add flowers @ the end of Masefield Court next to the community wall that backs up against the sidewalk on Stultz Road where there is already a pre-existing water source.

*Jerry Putman moved to approve the improvement of the flower bed at the end of Masefield Court at a cost of \$1,390.56. Charles Cureton seconded. Approved 6-0. 1 Absent.*

The second project was stump removal on the berm as well as the planting of some azaleas and a Japanese Weeping Maple.

*Jerry Puman moved to approve the stump and debris removal on the berm as well as the planting of additional azalea's and the Japanese Weeping Maple at a cost of \$1,005.99. Linda Carter Seconded. Approved 6-0. 1 Absent.*

The third project up for discussion was to re-configure the island at Chaucer Lane & Chaucer View Circle.

*Joel moved to approve the re-configuration of the island at Chaucer Lane and Chaucer View circle with velvet boxwood, dwarf crepe myrtle's, variegated lirope, fireglow maple, coconut vinca and red vinca at a cost of \$4,434.44. Charles Cureton Seconded. Approved 5-1. 1 Absent.*

After some discussion it was decided to table the below projects on the berm recommended by the LAC.

- Removal of 4-5 declining burning bush and reduce the size of the beds by turning sodded areas into turfed areas. Plant 1 sunset maple and the existing mulch will be scrapped off the top of the mulch beds to allow good soil for sod to grow.

- Remove aging shrubbery and reduce the size of the beds by returning sodded areas to turfed areas. Plant 1 Red Crepe Myrtle and 9 daylilies. Tree rings will be created around the holly staying and the new crepe myrtle being planted. The existing mulch will be scrapped off the top of the mulch beds to allow good soil for sod to grow.
- Removal of aging shrubbery and reduce the size of the beds by replacind sodded areas with turfed areas. One shrub/tree will be left to supplement new planting behind the butterfly bushes. Existing mulch will be scrapped off the top of the mulch beds to allow good soil for the sod.
- Remove the turf along the fence at the dead ends of Cottingham and Bedlington and install shredded hardwood mulch and other flowers.
- Planting of 8 Green Giant Arborvitae evergreens on the berm.

Conversation then moved on to the new Yard of the Month program and the possibility of the photo of the current yard of the month being placed on the public, and not private, portion of the website. Many felt that since it was a positive selling point of the community it would make more sense to make it known and available to everyone, and not just the current residents.

*Jerry Putman moved that the winner each month be asked if they have any objections to their yard being displayed on the public section of the website, and if there was an objection, no picture would be displayed. Joel Kaplan Seconded. Approved 6-0. 1 Absent.*

Jerry closed discussion and moved to enter Executive Session to discuss a homeowner Covenants' violation appeal and it was seconded by Charles Cureton. At the conclusion of the Executive Session, the Board reconvened in public session, as required by the Property Owner's Association Act. The Board discussed the appeal and decided to deny the homeowner's appeal by a vote of 5-1, 1 absent.

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### **Covenants**

Bill Evinger began by passing out the Request to Modify sheet and said that it was up to date. He then said that the Covenants Committee was still in the process of reviewing the architectural standards and that they would be holding a meeting to continue the review process the following week.

### **President's Report**

Jerry started by saying that the first monthly financial report had come in from SCS. He went on to explain that it was the recommendation of SCS to reduce the total amount of money in the Operating Funds (Unrestricted Reserves) to no more than 3 months of assessments.

*Jerry moved to adopt SCS's recommendation to maintain no more than 3 months worth of assessments in the Operating Funds (Unrestricted Reserves). Charles Cureton Seconded. Approved 6-0. 1 Absent.*

Jerry then moved on to discuss SCS's recommendation to make a one-time additional contribution from the Operating Account to the Repair and Replacement Reserves via an intra-equity transfer in the amount of \$126,000. This recommendation was made because industry auditors recommend that a healthy association maintain 10-20% of its annual operating expenses in Unappropriated Equity and LMCA currently stood at 67%.

*Jerry Putman moved to approve the transfer of \$126,00 from the Operating Account to the Repair and Replacement Reserves via an intra-equity transfer. Charles Cureton Seconded. Approved 6-0. 1 Absent.*

Next Jerry brought up SCS's recommendation to re-align the budget so that G/L #4025 is included in #4000 as opposed to split into two separate categories as it was previously done in the LMCA budget.

*Charles Cureton moved to re-align the budget so that G/L #4025 was included in #4000. Jerry Putman Seconded. Approved 6-0. 1 Absent.*

Lastly Jerry discussed the possibility of "expensing" the Jan.-Apr. expense allocation to the Balance Sheet immediate as opposed to waiting until the end of the year.

*Tom Craig moved to expense the Jan-Apr expense allocation to the balance sheet immediately. Jerry Putman Seconded. Approved 6-0. 1 Absent.*

Jerry then addressed the possibility of changing auditors. He stated that SCS recommended changing auditors every 2-4 years and asked if anyone would be able to research new possible auditors. Tom volunteered to talk to LMCA attorneys and see if they had any recommendations.

*There being no further business, Charles Cureton moved that the meeting be adjourned, and it was seconded by Joel Kaplan. Approved 6-0. Absent 1, so the meeting was adjourned at 8:40 PM.*

The Board's next regularly scheduled monthly meeting will be on August 14 at Tom Craig's home, 6364 Brampton Court at 7:00 p.m.

Respectfully submitted,  
Heather McGhee