

LANDMARK MEWS COMMUNITY ASSOCIATION MINUTES

Board Meeting

August 14, 2013

6364 Brampton Court, 7:00 PM

Board Members in Attendance

Jerry Putman (President)
Charles Cureton (Vice President)
Tom Craig
Bill Gaffney
Linda Carter
Joel Kaplan
Maria Santos

Officers in Attendance

Roger Casalengo (Property Manager)
Heather McGhee (Secretary)

Homeowners in Attendance

Chris Dale, Simon Bennett, Starr Straff, Annie Foster

Please note: All motions below are shown in quotes, followed by the Board Member who made the motion, the Board member who seconded the motion and the vote result all in parentheses.

Call to Order

Noting the presence of a quorum, Mr. Putman call the meeting to order @ 7:00 PM

Approval of the Agenda

“I move to approve the agenda as presented.” (Jerry Putman, Joel Kaplan, **Approved** unanimously)

Approval of Minutes

“I move to approve the minutes as presented.” (Jerry Putman, Joel Kaplan, **Approved** unanimously)

Due to an error on the reporting of the vote taken at the July meeting, which incorrectly stated that the Board had voted to have no more than 3 months worth of assessments in the Operating Funds, when in fact that Board had actually decided to have no more than 4 months worth of assessments in the Operating Funds, the Board discussed and clarified the decision with a new vote.

Stultz Road/Health Hazards Initiative

Maria Santos reported that in regards to the complaints concerning speeding on Stultz Road, bicycle lanes were now being added. Maria, along with several other residents of LMCA don't feel that these lanes will do anything to curb the speeding on Stultz Road and have since complained on behalf of LMCA.

In regards to the vacant home at 6335 Chaucer View Circle, Fairfax County has been contacted about health and safety concerns relating to the lack of upkeep and state of the home. On account of the fact that the electricity is still on in the home, it is illegal to enter and the only thing that was able to be done was on the outside of the home where 40 bags of undergrowth were removed from the yard.

Covenants Committee

In Bill Evinger's absence, Jerry reported that the Covenants Committee had met 3 times and would be meeting again on 8/27 to finalize their recommendations for the architectural standards. At that time, the architectural standards would be sent to the Board, then on to homeowners for their comments, and finally presented at the Annual Meeting in October.

Property Manager Report

Roger reported that the issue of payment to the handyman/day workers had been resolved and that in the future he would pay them and then submit for reimbursement to SCS. He then brought up that the sensors and lights that were out throughout the community would soon be replaced and also stated that he would pursue ordering some river rock for some of the muddy pathway's and alley's throughout the community as well.

He then moved on and questioned the Board's decision at the July meeting to spend \$4,000 on the redo of the island at Chaucer Land and Chaucer View Circle. He felt that the bed could be improved at lower cost of only a couple hundred dollars and it was decided that the Board would review and discuss at the September meeting.

Roger then brought up the lighting project and based on the response that he had gotten from contractors, he felt that the best solution may be to screw sensors into resident's existing lights, and ask them to keep their light switches on to improve the quality and intensity of lighting throughout the community. Maria suggested that the Board find out the cost of purchasing these sensors, and also research how it might change resident's electricity bills and present to homeowners at the Annual Meeting in October. Roger will also update residents on the cost and process of possibly fixing/replacing the mailboxes in the community at the Annual Meeting.

Auditor Report

Tom Craig reported that he would have the names of three possible auditors by the September meeting.

Management Report

1. Jerry reported that the expenses were currently in line with the budget.
2. Jerry reminded everyone on the process of electing officers and that the final vote would be tallied at the Annual Meeting taking place at Samuel Tucker Elementary School on October 17th. Jerry stated that there are 2 upcoming vacancies on the Board and the election committee (Steve Rochon, Chris Dale, & Suzann Evinger) needs to be appointed by 8/17. Starr Straff then volunteered to serve as a back-up to help count votes at the Annual Meeting if needed. Linda Carter will coordinate with Samuel Tucker Elementary to confirm that LMCA has a meeting location.
3. Jerry reminded everyone of the requirement to conduct a Reserve Study every 5 years. The last Reserve Study was completed for LMCA in 2011 and the results are reviewed annually in order to make adjustments the Board deems necessary to maintain the reserves properly. It was decided that Tom Craig will participate in the budget planning process to make sure that it complies with the Reserve Study.
4. Jerry reported on a security issue where a resident had had a check stolen from their check book and then forged for use. The suspect of the theft, who lives in an area near LMCA, was found, admitted fault as well as to having a drug problem.

Jerry then said that the suspect could be banned from the community's roads and sidewalks because they were public property, but not from resident's individual homes and yards. Additionally, LMCA would need to install "no trespassing" signs at all entrances to the community.

Homeowner Comments/Questions

Starr Straff asked about some dead trees and Roger said that those trees were actually owned by Overlook so there was nothing LMCA could do to remove them. Annie Foster then updated everyone and said that the sound wall was on track to be completed by December 2014.

Mari Santos then announced that she would be moving in October, and therefore her last Board meeting would be in September. She apologized for leaving so close to the end of her term and the Board expressed their gratification for her service.

Board Decisions

"I move to adopt SCS's recommendation to maintain no more than 3 months worth of assessment in the Operating Funds (Unrestricted Reserves)." (Bill Gaffney, Joel Kaplan, **Approved** unanimously)

"I move that the prior year's bad debt in the amount of \$13,540 be written off." (Bill Gaffney, Charles Cureton, **Approved** unanimously)

"I move that the suspect in the check stealing/forging case be barred from the community." (Charles Cureton, Bill Gaffney, **Approved** unanimously)

Next Meeting

The next scheduled Board Meeting will be at 7:00 PM on September 11th at Linda Carter's home, 6304 Chaucer View Circle.

Adjournment

The Board agreed by **Unanimous Consent** to adjourn the meeting @ 8:29 PM.

Heather McGhee
Secretary

Jerry Putman
President