

LANDMARK MEWS COMMUNITY ASSOCIATION MINUTES

Board Meeting

October 9, 2013

6309 Chaucer View Circle, 7:00 PM

Board Members in Attendance

Jerry Putman (President)

Charles Cureton (Vice President)

Linda Carter

Joel Kaplan

Tom Craig

Officers in Attendance

Roger Casalengo (Property Manager)

Heather McGhee (Secretary)

Homeowners in Attendance

Chris Dale, Simon Bennett, Bill Evinger

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 @ 7:10 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, Linda Carter, **Approved** unanimously)

Covenants Architectural Review

Bill Evinger began by saying that the Covenants Committee had recently met and reviewed the comments provided by members of LMCA in regards to the Architectural Standards. The committee then voted unanimously to present the revised Architecture Standards to the Board. Tom Craig asked if there were any significant changes in the revised Architectural Standards and Bill said that the only major item would be the section on solar panels. He continued by saying that the state of VA had passed a law stating that Home Owners Associations must pass rules concerning the size and design of these panels. Jerry then complimented the Covenants Committee for all of their work to improve and revise the Architectural Standards.

Auditor Update

Tom Craig stated that he had spoken to LMCA’s lawyers, as well as conducted research online and now had three proposals from prospective firms who could possible serve as LMCA’s new auditor.

1. OAO Mohn & Allen, PC
 - Good reputation
 - General accounting services, including HOA
 - Decent size (5 partners)

- Not a VA firm
 - Fees range within the industry norms (Audits - \$2,200/yr and Tax Returns - \$350/yr)
2. Ahlberg & Co, PC
- Specialize in community associations and nonprofits
 - Very small (Husband and Wife)
 - Fees range within the industry norms (Audits - \$2,175/yr and Tax Returns - \$500/yr)
3. Goldklang Group, PC
- Highly recommended
 - Specializes in HOA's
 - Good size (30 accountants)
 - Fees range within the industry norms (Audits - \$2,500 for 2013, \$2,600 for 2014 and Tax Returns - \$350/yr)

Tom said that he felt that the Goldklang Group would best be able to serve LMCA's purposes and Jerry stated that SCS, Landmark Mews' Management group, said that 4 out of 5 Home Owners Associations also use the Goldklang Group.

Property Manager Report

Roger started by saying that there are several trees throughout the community that are damaged and might possibly need to come down. He then said that on October 17th the Fairfax County Arborist will be present to determine the extent of the damage to these trees and will recommend their removal or repair.

Roger then moved on and said that the work on the Berm had been completed and that he was pleased with the results. ValleyCrest will be returning to tweak a few areas and this work will be completed at no cost to LMCA.

Next Roger discussed the lighting issues throughout the community. After meeting with a contractor it was determined that the best and most efficient way to improve the lighting would be to install more light poles.

Management Report

Jerry started by reminding everyone that there are two people running for the two open positions on the Board. Jerry then passed out the Annual Meeting agenda and asked the Board if they had any changes. Next he handed out a document containing the Board's Management Objective's as well as a financial review document which will both be presented at the upcoming Annual Meeting.

Next Jerry presented two options for the 2014 budget. Jerry also distributed an Estate Sales Resolution for approval as well as a Multiple Bid Resolution. It was discussed that the purpose of the Multiple Bid Resolution was just so that there was a defined process in writing as for the most part this process was already taking place.

Covenants Committee

Bill Evinger stated that letters had gone out to those with violations and that they had 15 days to respond. Their responses only need to include a schedule of how/when they plan to complete the work needed to get them back in good standing. He asked the Board what his next step should be for those who fail to respond within the 15 day time frame.

Other Business

Jerry brought up that a new Treasurer will need be elected for 2014 and asked Linda Carter if she would be willing to serve in that capacity. Linda said she would think about it and give him an answer by the November Board meeting.

Board Decisions

“I move to approve the Covenants Committee’s review of the Architectural Standards. (Jerry Putman, Joel Kaplan, **Approved** unanimously)

“I move to approve the Goldklang Group as the new auditor for Landmark Mews.” (Jerry Putman, Charles Cureton, **Approved** unanimously)

“I move to approve the 2014 budget proposal where the dues remain at \$150 per month.” (Joel Kaplan, Charles Cureton, **Approved** unanimously)

“I move to approve the Estate Sales Resolution as modified.” (Tom Craig, Charles Cureton, **Approved** unanimously)

“I move to that the Property Manager brings projects to the Board as needed and that the Board will then decide which jobs require multiple bids.” (Joel Kaplan, Charles Cureton, **Approved** unanimously)

“I move that we move forward with the replacement of the river walk on several of the alley ways at a cost of \$3,100.” (Jerry Putman, Tom Craig, **Approved** unanimously)

“I move that Bill Evinger follows up with those homeowners who don’t respond in regards to their Covenants violations within the 15 day time frame by email.” Joel Kaplan, Jerry Putman, **Approved** unanimously)

Next Meeting

The next scheduled Board Meeting will be at 7:00 PM on November 12th at Tom Craig’s home, 6364 Brampton Court.

Adjournment

The Board agreed by **Unanimous Consent** to adjourn the meeting @ 9:40 PM.

Heather McGhee
Secretary

Jerry Putman
President