

LANDMARK MEWS COMMUNITY ASSOCIATION

Board Meeting

May 14, 2014

6304 Chaucer View Circle, 7.00 p.m.

Board Members in Attendance

Jerry Putman (President)

Bill Gaffney

Linda Carter

Vicky Gaston

Tom Craig

Board Members Absent

Charles Cureton (Vice President)

Joel Kaplan

Officers in Attendance

Roger Casalengo (Property Manager)

Heather McGhee (Secretary)

Bill Evinger (Covenants Chair)

Homeowners in Attendance

Tim Foster, Annie Foster, Starr Straff

Please note: All motions 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 called the meeting to order at 7.10p.m. This was seconded by Tom Craig.

Approval of the Agenda

“I move to approve the agenda as presented”. (Jerry Putman, Linda Carter, **Approved 5-0, 2 Absent**)

Approval of Minutes

“I move to approve the minutes as presented”. (Jerry Putman, Bill Gaffney, **Approved 5-0, 2 Absent**)

Property Manager’s Report

Roger presented the Board with a hand-out describing several projects:

Maintenance

- Manchester Park (Roger is still obtaining bids from possible vendors)
- Upper/Lower paver walkway to Landmark Mews Dr.
- Berm Fence (Roger is still obtaining bids from possible vendors)
- Fence behind 6287 CVC
- CVC Berm path
- Installation of permanent boundary markers between Landmark Mews and Overlook proffer zone (Roger will verify with the surveyors that replacing their markers with more permanent ones won’t cause a conflict)

- Curb work (Roger will go back to the vendor and get a clarification in writing of the warranty as well as obtain a list of products/materials being used. He will also inquire as to why the curbs are being power washed instead of sandblasted)
- Road re-sealing (As recommended by two engineers from Virginia Paving the work will be deferred until 2016)

Landscaping

- End of Masefield Court (Roger will go back to the vendor and ask for other landscaping options)
- Common area adjacent to Manchester Park, area behind CVC
- Update/replant island at CVC and Chaucer Lane

Tree Replacement

- Replace two trees at Stultz Road entrance
- Common area at Bedlington Terrace
- Replace two trees on the Berm

Covenants' Report

Bill Evinger reported that there were no new requests to modify since the April meeting. He then said that he was almost done with the first round of the spring inspections. Once he has completed inspections on all the homes in the community, he will then pass along his findings to members of the Covenants Committee who will inspect the homes themselves. He continued by saying that all emails updating homeowners on the findings of the Covenants Committee will be sent by the end of May. Once the emails have been sent, those who have items to fix will have until the end of August/early September to do so.

President's Report

Jerry started by explaining the larger than usual amount of expenses being reflected in the March expense report. The increase in cost was on account of a Valley Crest bill that was submitted for work done during the months of January, February and March. He then informed the Board that on account of a new IRS rule LM can only have up to \$250,000 in their primary bank account, so being that there is currently \$418,000 in the account; they are searching for new banks and accounts to disperse the funds into.

He then reminded everyone that the next Board meeting will take place at Bren Mar Park Elementary School, 6344 Beryl Road, Alexandria, VA 22312, @ 6:15 PM. Additionally, immediately following the Board meeting @ 7:00 PM there will be VDOT and landscaping representatives on site to update everyone on the status of the HOT lanes project.

Lastly Jerry informed everyone that Habitat for Humanity had purchased the land at the corner of Stultz and Stevenson and would be building 6 homes. Looking ahead, there may be some possible parking issues, so he asked for a Board member to volunteer to communicate with Habitat for Humanity to find out more details.

Executive Session

An executive session was held from 8:40 – 9:05 for the purpose of discussing a homeowner issue

“I move to enter executive session.” (Jerry Putman, Linda Carter, **Approved 5-0, 2 Absent**)

“I move to exit executive session.” (Jerry Putman, Vicky Gaston, **Approved 5-0, 2 Absent**)

Board Decisions

“I move to approve the projects recommended by the Property Manager, minus that at the end of Masefield Court, pending receipt of additional bids for the fences and improvements to Manchester Park, and pending further analysis on the curb work .” (Linda Carter, Tom Craig, **Approved 5-0, 2 Absent**)

Next Meeting

The next scheduled Board Meeting will be at 6:15 PM on Wednesday June 11, 2014, at Bren Mar Park Elementary School, located at 6344 Beryl Rd, Alexandria, VA 22312

Adjournment

The Board agreed by **Unanimous Consent** to adjourn the meeting at 9.10p.m.

Heather McGhee
Secretary

Jerry Putman
President

Action taken after May Board Meeting

Email from Jerry Putman, President, to the Board on May 30, 2014

Members,

Prior to the last meeting Roger offered to personally take you around the community to show you maintenance was required. Bill G, Linda and Vicky and I took him up on his offer. At the meeting the board requested Roger to locate another Construction and Landscaping firm to get a second bid and he located Able Construction and Landscaping which has done work in Landmark Mews. He took the head of the firm and showed him what was needed and asked for a quote.

Comparison of Specific Quotes:

- *Repair of berm fence and fence behind CVC: Able \$11,300Alfredo \$3500*
- *Upper lower walkway to LMM Drive repair pavers and power wash: Able \$9000...Alfredo \$1800*
- *Manchester Park: Able did not break out cost so bids could not be adequately compared.*

Bottom Line: There is a significant difference between Able and Alfredo quotes which represents a significant cost savings using Alfredo.

Recommend we proceed using Alfredo to do maintenance work briefed at meeting.

Board did not question cost associated with installing boundary markers between LM and Overlook .

Landscaping, tree replacement; or mailboxes which had been previously approved.

One landscaping issue that needs to be resolved is the island at CVC and Chaucer Lane (TBD)

Vicki questioned the difference in cost between Mullins \$8253 and AAA \$18886. Roger went back to Mullins to ascertain the difference in price and the answer was Mullins power washes and AA sandblast the curbs. Mullins offers a two year guarantee and AAA a five year guarantee. Mullins price for the same service offered by AAA is \$14800

The cost for the afore mentioned projects total \$60834. Base on the cost I strongly recommend we defer the curbs until we reseal the roads in 2015/2016.

The board stated that after gaining a second bid I could seek approval by email vote which is authorized under our governing document.

PLEASE RESPOND TO ALL SO WE HAVE AN ADEQUATE AUDIT TRAIL VOTING EITHER APPROVE; DISAPPROVE; OR ABSTAIN WITH THE FOREGOING RECOMMENDATIONS.

Email from Jerry Putman, President, to the Board on June 9, 2014

Board Members,

I have received favorable responses from 6 board members to include mine. Vicky questioned if we had taken sufficient actions to gain additional bids and Rocky did that as reflected below. I believe we have done all required and that the new resolution that I provided Heather this AM covers any concerns she may have had. Roger has the bids for the second contractor and I offered Vicky the opportunity to sit with Roger and review the bids. They talked by phone but reached no decision as to if she would amend her no vote. Notwithstanding, it is time to move on and have Alfredo begin the work as some of the projects, specifically replacing the pavers on the walkways which cause a trip hazard could cause harm to members of the community

Board Decision

“The Board shall require competitive bidding when a need arises for a new community support contractor; for large, infrequent, specialty, “in-and-out” projects such as road paving or sidewalk replacement; or as the Board from time to time might deem appropriate to re-test third-party service pricing.

The property Manager, or any other person authorized by the Board to solicit and receive competitive bids, shall submit the documentation to the Board for source selection. The LMCA Secretary shall memorialize in the community's official records the bids received as well as the Board's decision

For more modest community maintenance and improvement projects, Board policy is to nurture, through non-competitive allocation and contract extension, service and project

providers who have established an LMCA track record of quality work, reasonable pricing, and commitment to customer satisfaction. (Email Vote, **Approved 6-1, 0 Absent**)