

LANDMARK MEWS COMMUNITY ASSOCIATION

Board Meeting

November 12, 2014

6309 Chaucer View Circle

7:00 p.m.

Board Members in Attendance

Jerry Putman (President)

Bill Gaffney

Tom Craig

Joel Kaplan

Vicky Gaston

Linda Carter

Board Members Absent

Charles Cureton (Vice President)

Officers in Attendance

Roger Casalengo (Property Manager)

Heather McGhee (Secretary)

Homeowners in Attendance

Chris Dale, Simon Bennett, Teresa Kaplan, Tim & Annie Foster, Jennifer Nevius

Call to Order

Noting the presence of a quorum, Mr Putman called the meeting to order at 7: 00p.m. This was seconded by Joel Kaplan.

Approval of the Agenda

“I move to approve the agenda”. (Jerry Putman, Joel Kaplan, **Approved 6-0**)

Approval of Minutes

“I move to approve the October minutes and the Annual Meeting minutes as presented”.

(Jerry Putman, Bill Gaffney, **Approved 6-0**)

Property Managers Report

Roger Casalengo stated that the trimming of about 80 homeowner trees had been completed on November 11th. As a result there are much more open views of the homes throughout the community. The project took about three months. He then said that some lights had been replaced throughout the community. He reminded everyone that it had previously been decided that ballast lights remain where safety was a concern and in other areas lumi bulbs were used.

Presidents Report

2015 Election of Officers

President: Jerry Putman

Vice President: Tom Craig

Operations Treasurer: Chris Dale

Jerry announced that Heather McGhee had resigned and would no longer be serving as Secretary in 2015. Additionally, she would not be able to attend the December meeting on account of a prior commitment. There was discussion on her replacement and it was decided to go with an outside vendor, Word to Word. A representative would attend the monthly meetings and take the minutes at a cost of \$200 per month.

Jerry then reminded everyone of the \$7,589.28 credit LMCA has with Valley Crest, which is a rebate based on LMM association with SCS. The \$7,589.28 is the sum of credits for two years, 2013 and 2014. The funds will be used to defray the landscaping or snow removal costs in 2015.

Jerry then moved on to discuss the Large Area Community Parking District Initiative that Supervisor Penny Gross is hoping to get passed. This initiative would prohibit the parking of RV's, tractors and any vehicle with more than 3 axels from parking on neighbourhood streets. in the Board agreed that LMCA will support this initiative.

Next Jerry brought up the \$7,685 of bad debt for 2014. He asked whether the Board wants to carry it over to 2015 or write it off in 2014? It was decided to write it off and not carry it over to 2015. Next the 2015 budget was discussed and approved. Additionally Jerry went on to explain that there would not be surplus for calendar year 2014.

Jerry then brought up the road resealing and curb staining project. He stated that SCS had gathered four possible vendors to handle the project and that two of the vendors had since provided their bids. One is \$41,000 and the other is \$31,700. The other two bids are expected shortly. As a reminder the work will be done in the spring of 2015.

Next Jerry gave an update on Stevenson Avenue:

- VDOT currently landscaping strip next to sound wall. Will include the installation of soil cells from cul de sac to Manchester Way. Planting is also underway.
- VDOT is installing a VDOT designed/built irrigation system along the same strip.
- VDOT contracted with Fluor to do landscaping & irrigation system.
- Ellen Vogel (Landscaping Head) recommended R&C Landscape to carry out the work.
- LMCA must provide water/electrical service to landscaped area to support the irrigation system.
- Upon I-95 HOT Lane completion (3/1/15), LMCA will assume maintenance of the landscaped area, and operations maintenance of the VDOT provided irrigation system in accordance with VDOT prescribed operation & maintenance procedures.
- LMCA must indemnify VDOT for damage that might arise from landscape maintenance and for damage arising from failure to properly operate & maintain the irrigation system.
- LMCA has retained an experienced attorney, specifically to steer us through the VDOT indemnity provision.

- Currently ERIE is preparing a quote for an insurance policy that will protect LMCA against any claim of liability caused by damage to the sound wall.
- The recommendation from SCS to use AIA as the insurance carrier will not suffice; currently waiting on a quote to determine the cost.
- Insurance for irrigation system pending.

Jerry then updated everyone on the estimated cost for the installation and maintenance of everything on Stevenson.

- Over \$14,387 for the tunnelling under Stevenson Ave (2 holes to be drilled)
- Annual water cost is estimated at \$3,600
- Annual cost of electricity is estimated at \$300
- One time permit cost \$1,000
- One time cost for people working on the permit \$600
- Insurance for Irrigation System and awaiting quote from our insurance carrier.

Jerry stated that none of the above costs can be taken from the Reserve fund and everything must come directly from the budget.

Lastly Jerry reminded everyone that LMCA had currently received two \$5,000 grants from VDOT.

Other Business

Jennifer Nevius asked if she could look into starting up the Social Committee again and there was no objection. She will ask around the community to gauge the interest of homeowners in joining and will report back.

Board Decisions

“I nominate Jerry Putman as LMCA President for 2015.” (Tom Craig, Vicky Gaston, **Approved 6-0**)

“I nominate Tom Craig as LMCA Vice President for 2015.” (Vicky Gaston, Bill Gaffney, **Approved 6-0**)

“I nominate Chris Dale as LMCA Operations Treasurer for 2015.” (Bill Gaffney, Joel Kaplan, **Approved 6-0**)

“I move that Jerry contacts the representative from Word to Word about taking over as LMCA Secretary for 2015.” (Joel Kaplan, Vicky Gaston, **Approved 6-0**)

“I move that we write off bad debt in the amount of \$7,685 in calendar year 2014.” (Joel Kaplan, Tom Craig, **Approved 6-0**)

“I move that we approve the 2015 Budget.” (Jerry Putman, Bill Gaffney, **Approved 6-0**)

“I move that Jennifer Nevius begin the process of gauging the interest from the community in starting up the Social Committee again.” (Tom Craig, Bill Gaffney, **Approved 6-0**)

Next Meeting

The next scheduled Board Meeting will be at 7:00 PM on Wednesday, December 10, 2014, at the home of Charles Cureton, located at 6303 Chaucer View Circle.

Adjournment

The Board agreed by **Unanimous Consent** to adjourn the meeting at 8:30p.m.

Heather McGhee
Secretary

Jerry Putman
President