

LANDMARK MEWS COMMUNITY ASSOCIATION

Board Meeting

June 10, 2015

6303 Chaucer View Circle

7:00 p.m.

Board Members in Attendance

Jerry Putman (President)

Noreen Hagerty-Ford (VP)

Charles Cureton

Chris Dale

Bill Gaffney

Joel Kaplan

Vicky Gaston

HOA Staff in Attendance

Roger Casalengo (Property Manager)

Jason Short (Secretary)

Homeowners in Attendance

Simon Bennett

Tim & Annie Foster

Rita Hare

Call to Order

Noting the presence of a quorum, Jerry Putman called the meeting to order at 7:00 p.m. Charles Cureton seconded this.

Approval of the Agenda

“I move to approve the June agenda”.

(Jerry Putman, Charles Cureton, **Approved 7-0**)

Approval of Minutes

“I move to approve the May minutes as presented”.

(Jerry Putman, Bill Gaffney, **Approved 7-0**)

Covenants Report

Jerry presented the Covenants Report in Loren’s absence. The spring inspections are complete and the reports were mailed to the homeowners. Loren reports a significant improvement in property maintenance by the individual homeowners this year. There are however, three properties which have failed to meet the requirements set forth in the LMCA architectural standards. The board may eventually fine these homeowners should the deficiencies persist. There were no new requests to modify.

Property Manager's Report

Roger provided an update on the road & curb project status. The subcontractor ProPave will perform the road sealing on July 21-23. Work will begin on the East side of Landmark Mews (Chaucer Lane, Chaucer View Circle, Bedlington Terrace, Masefield Ct, and Cottingham Place) and will continue on July 23rd through the western half (Manchester Way and Brampton Court). Prior to the sealing, Nviro-Clean will hydro blast the old paint from the curbs. No date has been set for the hydro-blasting at this time. Finally, Capital Enterprises will come in to stain the curbs. Anyone who needs access to their personal vehicles during the sealing process will need to move their vehicle outside the community. Residents will be notified via email and through message "sandwich" boards throughout the community.

Roger also provided updates on 3 additional projects.

- 1) Oak Trees – There are 4 Oak Trees along Manchester Way with *Black Oak's Disease*. Valley Crest has provided an estimate of \$1600 to trim dead branches and treat soil. This project is not an "emergency" at this time however; Roger suggests addressing the issue before it becomes a bigger problem. The board would like more information on the disease ...Pros & Cons with trying to save the tree. The board requests that Roger solicit at least one other bid in addition to Valley Crest.
- 2) Broken Curb – There is a section of damaged curb along Masefield Ct. that needs repair. Roger believes our handyman Alfredo Izara can make the necessary repairs. He also suggests completing this project ahead of the curb staining in order to provide a uniform appearance.
- 3) Stop Sign – Roger talked to the city engineer in charge of signage. His opinion is that a stop sign is not required exiting Manchester onto Stevenson Ave. He believes them to aesthetically unpleasing and that we have "gotten by" without a sign there since 1985. The board members discussed the pros and cons of installing the sign. Their conclusion is that a) the issue was brought to the board as a potential safety concern and therefor presents some level of liability for LMCA should and accident happen b) the cost to install the sign is relatively low compared against the potential liability ...*an ounce of prevention is worth a pound of cure*. The board agreed to install a stop sign exiting Manchester Way onto Stevenson Ave. Board member Vicky Gaston abstained due to insufficient information to support the need for a stop sign. An opinion or conclusion was formed that LMCA would bear some level of liability (if a stop sign is not erected) on the basis of incomplete information and/or the absence of that information being presented to the board.

President's Report

Budget:

Jerry provided a budget brief to the board. This brief looked at where we are today, how we got here, and where we're going noting that we will have a budget shortfall at the end of the year.

Jerry first presented the year to date (YTD) income vs expenses for the month of April. It shows that our current income exceeds expenses by \$2,502. However, this does not mean the

budget is back on track. Jerry attributes April's positive change to several factors such as vendors not reporting expenses in a timely manner. For example our community water bill has not been invoiced at this time. Jerry reiterates that you need to look at the budget holistically not as a snapshot in time.

Next, Jerry presented two recent "surprise" expenses which have contributed to the budget overrun. Both of these payments are reflected in the budget as paid expenses for March.

- 1) A \$5,000 letter of credit to VDOT for any potential damage to the soundwall caused by the irrigation system. He noted this amount was negotiated down from approximately \$20,000. This was given to VDOT as cash from SCS and will stay in escrow for as long as LMCA maintains the landscaping/irrigation along Stevenson Ave.
- 2) An upfront payment of \$3,500 for the foreclosure attorney.

Jerry also presented two pending transactions based on the auditor findings. Both transactions are reflected in the April financial report.

- 1) Moving \$38,161 from member equity to the reserve fund for an entry that was not recorded.
- 2) A \$17,056 reduction in the reserve fund and an increase in the cash-on-hand for an entry that was recorded twice.

Jerry's next slide provided an update on potential income and planned expenses for the remainder of the year.

- 1) Income: We may be able to offset some expenses through a) foreclosure reimbursement (\$14,767), landscaping not executed (\$12,200) and tree maintenance not executed (\$2500) for a total of \$29,467.
- 2) Expenses: Planned expenses include a) maintenance of irrigation (\$9,168) which is an addendum to our current Valley Crest contract and amortized over 12 months b) connection of water/electric for irrigation (\$6,700) c) road sealing & curb staining project (\$26,000) for a total of \$41,868.

Roger noted that he received the most recent invoice from Valley Crest. It contained a line item of roughly \$2,000 for workers to hand water the landscape using a nearby fire hydrant. He believes this cost is in addition to the \$9,168 addendum item we already owe. Tim Foster provided a synopsis of the irrigation project and subsequent delays with MISS Utility, VDOT & Valley Crest attorneys, etc...none of which were due to negligence by LMCA. In his opinion, LMCA should not incur any expenses due to delays by others that were beyond our control. *[UPDATE: Tim Foster prepared a memo for consideration to Valley Crest explaining why LMCA should not incur the \$2,000 expense. Valley Crest reviewed the claim however; they have not relieved LMCA of the expense.*

Next Jerry elaborated on recurring expenses. Those expense include things like Property Manager salary, Covenants Chair salary, post office box, website maintenance, etc. In addition, \$4,473 is deducted from monthly income and applied to the reserve funding. As for major infrastructure expenses; we have already completed the Manchester Park, walkways & fences project (\$26,000) and the mailbox replacement (\$26,000) in FY 2014 and have tentatively scheduled the road sealing & curb sealing (\$26,000) for FY 2015.

In terms of board funding, the current Repair and Replacement Reserve Fund is robust at \$355,586. This amount has grown substantially since 2013 due to a transfer of funds from the Emergency Fund. SCS determined that LMCA only needed 3 times monthly revenue which is roughly \$66,000. At the time LMCA had close to \$180,000 in the Emergency Fund. Therefore approximately \$120,000 was transferred to the Repair and Replacement Reserve Fund.

Given how robust the reserve fund is, Jerry recommends that we reduce our expenses by deferring the monthly contribution (\$4,473) to the Reserve for the period of July-Nov 2015 for a total of \$22,365 in order to balance the budget.

The board had a lengthy discussion about the budget overruns. Several board members including the treasurer voiced strong concerns over not funding the reserve for any amount of time. As an alternative Chris suggested postponing the road seal & curb staining project for one year. Noreen noted that we're currently overfunding the reserve account. Based on a previous board decision, LMCA is only required to contribute 15% of income to the reserve. We are currently contributing over 20%. Her suggestion is to reduce the reserve contributions to the approved 15% for the year to help offset the overruns. The board ultimately decided to have Roger to contact ProPave and see if they are amenable to deferring the contract for one year. If not, the board will revisit the issue at the next meeting. *[UPDATE – Roger contacted ProPave after the meeting and they agreed to postpone the project until 2016.]*

Pending action - the board agreed [vote not required] the monthly contribution to the Repair and Replace Reserve should be rolled back to the previously determined amount of 15%. Jerry will meet with SCS to discuss. *[UPDATE: Jerry and Chris met with SCS on 23 June. The decision was made to wait until the 2016 Reserve Study is conducted to ensure this action is necessary.]*

Chris strongly encouraged board members to thoroughly review the monthly financial statement from SCS before the next meeting (and moving forward) in order to make informed decisions.

Stevenson Ave Irrigation:

The irrigation project along Stevenson Ave/Soundwall is complete. A number of (dead) shrubs are marked for replacement by Flour at no cost to LMCA.

Stevenson Ave Parking:

Tim Foster gave an update on efforts to delineate no parking areas along the west side of Stevenson Ave adjacent to Landmark Mews. In discussions with VDOT officials, they do not paint curbs yellow. Parking and no parking areas are designated with signage at 60 ft. or less intervals. At this time we do not have a clear decision from Fairfax on what will be done. Tim will continue to follow up with officials from the county and press for yellow curbs over signage.

Vice President Position:

Jerry was pleased to inform the board that Noreen Hagarty-Ford's schedule has cleared up and she will be able to finish out Tom Craig's position.

October Elections:

Jerry reported that Linda Carter has agreed to be the election committee chairman this year. There will be two vacant seats this upcoming election - Jerry Putman (President) and Charles Cureton. Jerry reiterated that the position of LMCA President requires some level of commitment by the individual. Simply showing up to the board meeting once a month will not suffice. Collectively, Jerry and Chris put together a list of roles & responsibilities of the LMCA President.

Foreclosure Action:

Jerry has presented the board members with all correspondence from the foreclosure attorney. The parties concerned are still trying to make contact with the individual responsible for the trust. Jerry recommends that board keep pursuing the foreclosure action. This would result in an ad being listed in The Washington Post within the next 7-10 days, then again once a week for four weeks. Jerry is confident we will get restitution once this action is finalized. Prior to the vote for the foreclosure Noreen asked if LMM counsel/Rory Nugent recommended moving forward. Jerry advised that he did. The board agreed to move forward with the foreclosure action. [UPDATE: The first ad listed in The Washington Post on July 24th, 2015 at 12:00 p.m.. For additional information please visit

<http://mypublicnotices.com/washingtonpost/PublicNotice.asp?Page=PublicNotice&AdId=3845606>

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Treasurer:

After a brief discussion, Chris Dale agreed to stay on as LMCA Treasurer. She respectfully requests support from the board members by coming to meetings prepared and knowledgeable on financial matters.

Other Business

Jerry requests that Vice President (Noreen) and Treasurer (Chris) prepare their respective roles & responsibilities.

Questions/Comments

None

Board Decisions

“I move that we install a new stop sign existing Manchester Way onto Stevenson Ave.” Bill Gaffney / Joel Kaplan

(For 6, Against 0, Absent 0, Abstain 1 – Vicky Gaston)

“I move that the board should continue to move forward with the foreclosure action.” Joel Kaplan / Charles Cureton

(For 6, Against 0, Absent 0, Abstain 1 – Noreen Hagerty-Ford)

Next Meeting(s)

July:

7:00 p.m. on Wednesday, July 8th, 2015

At the home of Joel Kaplan, 6309 Chaucer View Circle

August:

7:00 p.m. on Wednesday, August 12th, 2015

At the home of Bill Gaffney, 6317 Manchester Way

September:

7:00 p.m. on Wednesday, September 9th, 2015

At the home of Roger Casalengo, 6325 Manchester Way

Adjournment

The Board agreed by **Unanimous Consent** to adjourn the meeting at 9:15 p.m.

Jason Short
Secretary