

LANDMARK MEWS COMMUNITY ASSOCIATION

Board Meeting

July 08, 2015

6309 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

Board Members Not in Attendance

Vicky Gaston

HOA Staff in Attendance

Loren Sciorba (Covenants Chair)
Roger Casalengo (Property Manager)
Jason Short (Secretary)

Homeowners in Attendance

Simon Bennett
Rita Hare
Star Straff
Kevin O'Sullivan

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 July agenda".
(Jerry Putman, Charles Cureton, **Approved 6-0**)

Approval of Minutes

"I move to approve the June minutes as presented".
(Jerry Putman, Bill Gaffney, **Approved 6-0**)

Property Manager's Report

Roger presented several topics for discussion:

- 1) Welcome Packets – Roger welcomed one new family on Brampton Ct., Kevin & Sandi Rhodes, and presented them with a welcome packet.
- 2) STOP Sign – A new stop sign was installed at the intersection of Manchester Way and Stevenson Ave. Roger noted that he will have the sign rotated slightly for a better viewing angle. Total price incl. installation \$392.84

- 3) Oak Trees – Roger received several proposals to treat diseased oak trees. The low bid came from The Care of Trees, Inc. at \$1390.00. They have also agreed to chip/remove downed tree limbs due to storm damage at NO CHARGE while they are on site. If all goes according to plan, this treatment should greatly extend the life of the trees. The board agreed unanimously to accept this bid and have the trees treated.
- 4) Brick Repointing – Roger pointed out that the mortar joints in the brick wall surrounding LMM are starting to fail in numerous places. He believes that with seasonal freezing/thawing, the problem will only continue to get worse. He noted that a contracting company repointed the wall approximately 6 yrs ago at significant cost to the community. He suggests that LMCA investigate using an hourly worker to repoint the bricks as needed. Board members agreed to have Roger solicit bids from hourly and contractor workers. Board members also expressed an interest in viewing the damaged areas before approving funds for repair.

Covenants Report

Loren updated the board on several issues concerning the community.

- 1) There were 2 requests to modify – one for painting shutters and the other for deck modification. Both of the requests were approved.
- 2) There was a challenge to the spring inspection with regard to how a fence was painted. Loren met with the homeowner and explained the conflict with the architectural standards. The homeowner will rectify the problem.
- 3) Loren suggests that the covenants committee do a comprehensive review of the architectural standards. There are several items that either don't have rules or have inconsistent standards. Examples include deck/fence stain colors, signage (per recent board discussions), non-vehicle parking such as storage PODS, and neighbour notification requirement. Rocky also requested that the committee review the towing policy to ensure it's up to date.
- 4) Loren also made a request to the board for a new external hard drive. The LMCA laptop has passed its useful lifecycle and has become tedious to use. Loren suggests rather than purchasing an expensive new laptop, he could get an external hard drive for the storage of all LMCA Covenants records. He (and future chairs) could use this external hard drive with their personal computers. The board agreed and approved the expenditure not to exceed (NTE) \$200.

President's Report

Jerry gave a brief update on the foreclosure action. It is moving forward, albeit slowly. Jerry will provide more information in Executive Session.

Jerry also gave an update on the new Fairfax residential parking restrictions. The Board of Supervisors approved unanimously, to create a Community Parking District (CPD) for all of Mason District. The CPD prohibits parking of watercraft, trailers, recreational vehicles, motor homes, camping trailers, and any other trailer or semi-trailer, on public streets in residential areas. During July, parking enforcement officers will place information flyers on vehicles that will be affected by the new ordinance. Enforcement of the CPD begins August 1st. Jerry asked for a board member volunteer [Joel Kaplan] to coordinate with Tadross Nevien (VDOT) on parking enforcement issues along Stevenson/Stultz. Charles also raised a concern that as part of the traffic calming efforts made along Stultz, parking was moved back

from the Chaucer View entrance. Unfortunately, the No Parking sign was not relocated to match the new striping.

Treasurer's Report

Chris updated the board on the 2013 financial audit. Goldklang has completed and released the final 2013 audit. LMCA was commended for having a surplus in unappropriated members' equity, however was criticized for not having contracts for those performing services and for not having invoices for disbursements. Jerry reiterated that the [2013] surplus in member equity is due to line item adjustments per the auditors findings. Future audits will show a deficit. Goldklang's final recommendations are as follows:

- Aggressively pursue delinquent accounts
- Budget for bad debt
- Ensure contracts/invoices/disbursements are in effect
- At least one annual meeting with LMCA's insurer to check for sufficient coverage
- Check ratings of all financial institutions used by LMCA

Chris also updated the board on the May financial report. LMCA currently has a surplus of \$1,846 however, some items such as the quarterly water bill have not yet posted. She also noted roughly \$16,000 in delinquent accounts, most of which is attributed to the pending foreclosure which is being aggressively pursued. Finally, Chris pointed out that the reserve fund is \$795.56 short of being "fully supported". Jerry said the line for "contingency reserve" [\$1440] is not a required line item. This line will no longer be added to repair and replacement reserves. Jerry believes this could reduce the total reserves to the point that the accounts will be fully supported. Chris would like to hold off any additional fund reallocations for a couple of months to allow the other changes to go into effect.

Finally Chris presented a letter which she would like delivered to Pro-Pave outlining LMCA's intentions to delay the road-resealing project until 2016. She asked that Roger deliver this by certified mail to the contractor.

Board Decisions

"I move that we approve an expenditure of \$1390 to treat diseased oak trees." Jerry Putman / Joel Kaplan

(For 6, Against 0, Absent 1, Abstain 0)

"I move that we approve an expenditure NTE \$200 for purchase of an external hard drive for the covenants chair." Jerry Putman / Noreen Hagerty-Ford

(For 6, Against 0, Absent 1, Abstain 0)

Other Business

None

Questions/Comments

None

****Board moved to Executive Session at 7:45 pm****

Jerry provided an update on the pending foreclosure action. He met with our attorney and discussed the strategy on how to proceed. Jerry feels the attorney has our best interest in mind and asked that the board accept her recommendations. The board agreed unanimously.

****Board reconvened into regular session at 8:10 pm****

Jerry brought up the topic of the upcoming board elections. He voiced his concerns over the lack of community participation in board meetings and the decline in homeowners running for board positions in recent years. He fears that if this trend continues, LMCA may be forced to explore alternatives such as outsourcing HOA Board duties to a subcontractor.

Next Meeting(s)

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 8:35 p.m.

Jason Short
Secretary