

**LANDMARK MEWS COMMUNITY ASSOCIATION**

**Board Meeting**

**August 12, 2015**

**6317 Manchester Way**

**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**

Loren Scieurba (Covenants Chair)

Roger Casalengo (Property Manager)

Jason Short (Secretary)

**Homeowners in Attendance**

Tim & Anne Foster

Simon Bennett

Linda O'Sullivan

Patricia Hughes

James Brosky

**Call to Order**

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

**Approval of the Agenda**

"I move to approve the August agenda".

(Jerry Putman, Joel Kaplan, **Approved 7-0**)

**Approval of Minutes**

"I move to approve the July minutes as presented".

(Jerry Putman, Joel Kaplan, **Approved 7-0**)

**Covenants Report**

Loren reported that he had three requests to modify – two approved, and one in progress.

Loren also purchased an external hard drive for the covenants committee records with the approval of the board at the last meeting.

Finally, in September the covenants committee will re-inspect homes that were cited for violations as part of the spring inspections. All homeowners received letters describing the inspection results for their homes, and were given until September 1 to correct any violations

that were identified. Many homeowners have already corrected their deficiencies. Any homes still in violation will be brought to the attention of the board and recommendations made for further enforcement action.

### **Treasurer's Report**

Chris presented the June financial report. At this time the LMCA reserves are fully supported by cash & investments. The water bill has been paid, however it is not reflected in the June financial report. Additionally, a landscaping bill of roughly \$7,000 will be charged against a Valley Crest credit. Both of these items will be reflected on future financial reports.

Finally, Chris reported that a check in the amount of \$19,672.55 was received (and cashed) which satisfies all outstanding debt accrued at 6335 Chaucer View Circle through July 31, 2015. This matter, as it stands, is closed. This credit will show on future financial reports.

### **Property Manager's Report**

Roger presented several topics for discussion:

- 1) Parking Fine – A homeowner was issued a \$50 parking fine. In accordance with HOA parking regulations and with board approval, the fine and the regulations were submitted to SCS for verification and enforcement. After a brief discussion, Loren and the board members agreed to revisit the guidelines to ensure uniformity in parking and towing policy. Additionally, Roger agreed to notify the board members before having any vehicle towed from the property.
- 2) Trip Hazard – All 148 water meter covers were inspected for potential trip hazards. A total of 19 covers were found and reported to Fairfax County Water Authority for repair.
- 3) Grub/Tick Control – Roger presented a quote from Valley Crest in the amount of \$1,140.00 to treat all Landmark Mews common areas for grubs and ticks. The treatment is non-toxic to humans and pets; however, signs will be posted throughout the community to notify homeowners. If approved by the Board, the treatment will take place August through October. This work should be done as part of yearly maintenance as needed. Vicky raised the question of whether this type of work is already covered under our current maintenance contract. If not, should we add it to future contract renewals? Vicky and Noreen agreed to review the current Valley Crest contract and report back to the board their findings. The board agreed to approve funding for grub/tick control *if* it is not already included in the Valley Crest Contract.
- 4) Liriope Plants – Roger presented a quote from Valley Crest in the amount of \$220.02 to replace 18 liriope plants (monkey grass), which have died along the outer brick wall. The board agreed to replace these plants.
- 5) Drainage Problem – A homeowner requested that the board investigate a drainage problem between Chaucer View Circle and Chaucer Lane, which is allowing water to drain onto his property. The homeowner attended the board meeting and explained that he had hired a company (at his own expense) to try and address the issue himself; however, he is still receiving water onto his property. After a site visit by the property manager and the board members, Roger solicited bids from 2 companies to address the drainage problems. The contract proposes installing 3 new drain boxes, clearing debris from French drains, installing new pipe to connect to existing sewer lines, re-locating the emitter behind the property, and re-contouring the alley to alleviate the low point. Valley Crest is the low bidder at \$1,255.69. The board approved funding to address the drainage problem.
- 6) Noreen brought up another drainage issue in berm area along the walk from Chaucer. Roger notes that all the roof and sump pump drains empty into the rear yard drainage

ditch before reaching the storm drain. The drainage ditch and pipe under the berm path appear to be inadequate to carry heavy rainfall to the storm drain. The board asked Roger to have Valley Crest investigate the drainage problem.

- 7) Wall Pointing – Roger has solicited 4 bids to repoint the brick wall around the community. He will report back once received.

### **President's Report**

Jerry gave an update on the foreclosure property. Through the exhaustive efforts of several board members and with the help of our legal team, a check was received in the amount of \$19,672.55. This amount satisfies all outstanding debt accrued by the owners of 6335 Chaucer View Circle through July 31, 2015. Jerry thanked all those involved in the process and hopes this account will remain in good standing in the future. He has asked SCS to keep an eye on the account and report back to him if the account slips.

Jerry also updated the board on the coming elections, scheduled for October 14. Linda Carter will serve as the Chairperson for the 2016 Election. This year, there will be two vacancies (Charles Cureton and Jerry Putman). Information packets will be sent out in the coming weeks via email to homeowners. All board members and homeowners are encouraged to participate in the elections.

Next, Jerry noted that he and Chris are currently developing the 2016 budget and hope to have it completed by October. It will be presented to the board for approval prior to submission to SCS.

Jerry also noted that the 2013 audit is complete and the 2014 audit is underway. The board needs to select an auditor for 2016. Based on past performance and a favorable view by SCS, Jerry recommended that the board renew the contract for 2015 at a minimal increase in price.

Finally, Jerry notified the board that VA homeowner statues require every community to have a Reserve Study completed, at a minimum, of every 5 years; our last study was conducted in 2011. The purpose of this study is to determine the upkeep and maintenance of common property to ensure funds are available for necessary repair and replacement in future years. Our previous auditor has offered to do the 2016 audit at a reduced rate given his past knowledge of Landmark Mews. In order to ensure we have covered all of our bases, Vicky Gaston volunteered to conduct a search for potential firms to conduct this study and present her findings to the board with a best value recommendation.

### **Board Decisions**

“I move that the board approve the action to assess a \$50 parking fine in accordance with HOA parking guidelines.” Jerry Putman / Joel Kaplan

**(For 7, Against 0, Absent 0, Abstain 0)**

“I move that we approve funding in the amount of \$1,140.00 to treat grubs/ticks in LMCA common areas *if* after review it is not included in the current Valley Crest contract.” Jerry Putman / Noreen Hagerty-Ford

**(For 7, Against 0, Absent 0, Abstain 0)**

“I move that we approve funding in the amount of \$220.02 to replace 18 lirioppe plants (monkey grass), which have died.” Jerry Putman/Joel Kaplan  
**(For 7, Against 0, Absent 0, Abstain 0)**

“I move that we approve funding in the amount of \$1,255.69 to address drainage issues in the alley way between Chaucer View Circle and Chaucer Lane.” Jerry Putman/Joel Kaplan  
**(For 7, Against 0, Absent 0, Abstain 0)**

“I move that we have Valley Crest investigate drainage problems in and around berm path culvert and offer suggestions at the next board meeting.” Jerry Putman/Joel Kaplan  
**(For 7, Against 0, Absent 0, Abstain 0)**

“I move that we continue using Goldklang Group for the 2016 audit.” Jerry Putman/Vicky Gaston  
**(For 7, Against 0, Absent 0, Abstain 0)**

### **Other Business**

Milling and paving will begin on Stevenson Ave on/about October 1, 2015. Parking instructions will be provided in advance.

### **Questions/Comments**

None

### **Next Meeting(s)**

#### **September:**

7:00 p.m on Wednesday, September 9<sup>th</sup>, 2015  
At the home of Roger Casalengo, 6325 Manchester Way

#### **October: \*\*Annual Meeting\*\***

7:00 p.m on Wednesday, October 14<sup>th</sup>, 2015  
Samuel Tucker Elementary School

#### **November:**

7:00 p.m on Wednesday, November 11<sup>th</sup>, 2015  
At the home of Chris Dale, 6270 Masefield Ct

#### **December:**

7:00 p.m on Wednesday, December 9<sup>th</sup>, 2015  
At the home of Noreen-Hagerty Ford, 6271 Chaucer View Circle

### **Adjournment**

The Board agreed by unanimous consent to adjourn the meeting at 8:35 p.m.

Jason Short  
Secretary