

LANDMARK MEWS COMMUNITY ASSOCIATION

Board Meeting
November 11, 2015
6270 Masefield Ct
7:00 p.m.

Board Members in Attendance

Jerry Putman (President)
Noreen Hagerty-Ford (VP)
Chris Dale
Joel Kaplan
Charles Cureton
Bill Gaffney
Vicky Gaston

HOA Staff in Attendance

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

Homeowners in Attendance

Tim & Anne Foster
Simon Bennett
Linda Carter
Mike Dale

Call to Order

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

Approval of the Agenda

“I move to approve the November agenda”.
(Jerry Putman, Charles Cureton, **Approved 7-0**)

Approval of Minutes

“I move to approve the October minutes as presented”.
(Jerry Putman, Noreen Hagerty-Ford, **Approved 7-0**)

**Vicky Gaston asked that assumptions by SCS regarding cost benefit analysis for the reserve study be stricken from the minutes. Jerry agreed. October minutes have been updated to reflect this change.*

Covenant's Report

Loren reported that the majority of violations noted in the fall inspections have been remedied or are in the process of repair. Of the three repeat offenders, one property (wires across community wall) has made necessary repairs. The other two (dormer issues and dilapidated property) remain in default. Letters were sent to these homeowners giving them until November 22nd to address their deficiencies. Loren noted one new violation regarding a

door color not in conformance with HOA guidelines. A notice has been sent to the homeowner.

Loren also received two requests to modify – 1) replacement windows which was approved
2) wall to replace party fence which is pending.

Finally, Loren informed the board that he received a call from a realtor who was ready to close. The realtor stated that SCS found an issue with the property being out of conformance with HOA standards. Based on the nature of the violation and the fact that SCS does not perform inspections for LMCA, Loren believes there was a mix up between the realtor, another HOA and SCS. Loren and the committee were able to get the situation straightened out quickly. It did not delay the home sale.

Treasurer's Report

Chris reported that the September 2015 operating account is almost at the FDIC threshold of \$250k. She will continue to monitor. She also noted that we are in the fourth consecutive month of our financials being fully supported by cash and investments. She also noted that there are no accounts for collection with our attorneys. However, there is one account that is delinquent, but is in the pre-attorney stage. There is no action needed by the board at this time, as SCS and our attorneys are following procedures. Finally, Chris noted that line items 5115 and 7000 will both be over-budget as fees are paid.

Property Manager's Report

Roger briefed the board on efforts by Valley Crest. As of the meeting, the irrigation systems have been secured for winter and leaf collection has begun. Roger reminded the board that per our contract, leaf collection will continue in the coming weeks until all leaves have fallen and been collected.

Roger also mentioned that he will be notifying residents via Mews News that Water Line Insurance is available through Dominion Product and Services for \$4.99/mo. In the event of a water line rupture outside the house, the cost to replace the line can range from \$3,000-\$5,000 without insurance.

Next Roger mentioned that he had contacted VDOT regarding the large pile of asphalt that was dumped in the Stevenson Ave cul-de-sac.

Note: the asphalt has subsequently been removed.

Roger informed the board that the brick wall repointing project is complete. LMCA received great service at a great price from our contractor.

Roger also informed the board that Valley Crest had accidentally damaged 2 landscape lights beyond repair near his house. Roger followed up with VC headquarters and filed a claim for the \$300 repair.

Finally, Roger presented a proposal from Valley Crest for \$875 for tree work in the common area between 6287 and 6335 Chaucer View Circle. The work will include pruning two willow oaks, one maple, and four crepe myrtles. The board approved this request.

President's Report

Jerry briefed the board on the status of 2016 board positions (President, Vice President, Treasurer, and Secretary) as well as an upcoming vacancy. Jerry informed the board that Noreen has fulfilled her obligation to the board to serve out remainder of the 2015 term for Tom Craig. However, due to work and family commitments, she is unable to serve out the entirety of his term (through December 2017). Therefore, per our governing documents, the board is now looking for volunteers to fill this unplanned vacancy beginning January 1, 2016 through December 31, 2017. The board is immensely grateful to Noreen for volunteering her time in this interim period. Jerry asked those in attendance to reach out to their fellow community members to solicit volunteers for this vacancy. An announcement will be made in the upcoming Mews News.

The next order of business was to elect the 2016 officers and staff. Chris Dale volunteered and was elected LMCA President, effective January 1, 2016.

Next, Jerry asked if there were any board members who wished to serve as Vice President. The board agreed to postpone this vote until the next board meeting when new member Patricia Hughes is in attendance.

As our current Operations Treasurer position is now vacant, it will need to be backfilled. Jerry asked if there were any volunteers who wished to serve as treasurer. Tim Foster stated he has a neighbour with a financial background who he would reach out to. Additionally, Mike Dale (in attendance) expressed his willingness to serve as treasurer. The board discussed the implications and possible appearance of a conflict of interest, given that Chris (President) and Mike (volunteer for Treasurer) are married. Most agreed there is no conflict of interest because SCS manages our financial accounts, the treasurer reports to the board not the President, and the board must agree by vote to exercise any expense. However, Mr. Dale, out of an abundance of caution, respectfully withdrew himself from consideration. The board will reach out to the community and its members to fill this position at the next board meeting.

Note: since this meeting, another volunteer has stepped forward. Angus McElroy is currently being interviewed by the board and will be discussed at the December board meeting.

Other Business

Vicky Gaston presented her findings on the 2016 Reserve Study. She reviewed five firms, in addition to the PM+ (who completed our last study), who are capable of preparing our required reserve study. She identified their strengths and weaknesses as well as their costs. The board discussed the matter at length. Ultimately, the board agreed to stay with our previous vendor, at higher cost, given their familiarity with Landmark Mews.

Jerry presented a matrix outlining proposals from our current insurance carrier, Erie Insurance and an additional one from AIAI/Philadelphia for 2016. Chris recommended accepting AIAI/Philadelphia due to better coverage and lower premiums. The board agreed and approved funding.

Chris presented the 2016 LMCA Budget to the board. There were no additional questions or concerns and as such approved by the board. Chris will submit to Gay Bridges at SCS.

Board Decisions

“I move that the board approve funding for \$875 to Valley Crest for tree work along Chaucer View Circle.” Jerry Putman / Joel Kaplan

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

“I move that the board accept Chris Dale as LMCA President effective January 1, 2016.”

Jerry Putman / Joel Kaplan

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

“I move that the board accept the proposal at \$3,500 for a required 2016 level 2 Reserve Study from PM+.” Jerry Putman / Joel Kaplan

(For 4, Against 3, Absent 0, Abstain 0)

“I move that the board select AIAI/Philadelphia as our insurance carrier for 2016 at a cost of \$5,457.” Joel Kaplan / Chris Dale

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

“I move that the board approve \$267,797 for the 2016 LMCA operating budget as presented.”

Chris Dale / Jerry Putman

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

Questions/Comments

All members are encouraged to solicit community members to fill the vacant board position and/or treasurer.

Thank you to Chris Dale for volunteering to be the next LMCA President.

Next Meeting(s)

December:

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

At the home of Noreen-Hagerty Ford, 6271 Chaucer View Circle

****It is important that all board members be in attendance at the next board meeting to select officers and staff for 2016.**

Adjournment

The Board agreed by unanimous consent to adjourn the meeting at 7:30 p.m.

Jason Short
Secretary