

LANDMARK MEWS COMMUNITY ASSOCIATION

Board Meeting

October 14, 2015

Samuel Tucker Elementary School

6:30 p.m.

Board Members in Attendance

Jerry Putman (President)

Noreen Hagerty-Ford (VP)

Chris Dale

Joel Kaplan

Charles Cureton

Board Members Not in Attendance

Bill Gaffney

Vicky Gaston

HOA Staff in Attendance

Loren Scuirba (Covenants Chair) – arrived late

Roger Casalengo (Property Manager)

Call to Order

Noting the presence of a quorum, Jerry Putman called the meeting to order at 6:30 p.m.

Noreen Hagerty-Ford seconded this.

Approval of the Agenda

“I move to approve the October agenda”.

(Jerry Putman, Noreen Hagerty-Ford, **Approved 5-0**)

Approval of Minutes

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

(Jerry Putman, Noreen Hagerty-Ford, **Approved 5-0**)

Treasurer’s Report

Chris started by asking the board members if they had any questions or comments regarding the August financial report. She briefed the board and advised that there were no accounts with Rees Broome for collection. She noted that the delinquency rate for August is down to 0.9% as compared to 3.5% average for the previous quarter. This is due in large part to collection of roughly \$18,000 in outstanding debt. Chris also advised that the August reserve was fully funded by cash and investments. In addition, the Valley Crest credit of \$7,000 is now reflected in the August financial report. Additionally SCS reclassified the \$5,000 grant from Trans Urban as irrigation, repair, and maintenance. As of August 21, 2015 our operating account has just over \$200,000. Chris recommends monitoring this account so that it does not exceed the FDIC insured limit of \$250,000.

Property Manager’s Report

Roger briefed the board that some cables had fallen along Cottingham. Roger contacted COX and a crew arrived the next day to make necessary repairs. Additionally Roger followed up with Fairfax County regarding the utility pole that had been knocked over along Stevenson Avenue. The Fairfax representative stated that the pole will be fixed in the next 2-3 weeks.

The third issue that Roger briefed was the loss of lighting in the cul-de-sac on Landmark Mews Drive. These lights were installed a number of years ago. According to Roger they should fall under Virginia Power for operation and maintenance. However, when Roger called to report the outage he was told these lights are not on their grid. He has made several inquiries to try and resolve this issue. Hopefully the lights will be repaired in the near future. Roger also informed the board that Valley Crest came out to put netting over fall plantings. Finally, Roger presented his proposals for tree work (briefed at last meeting). He followed up with the contractors to ensure the scope of work was identical for each bid. Valley Crest can do all of the work for \$600 which is roughly \$300 less than Yorkshire.

President's Report

Jerry briefed the board on proposed parking changes. The old policy was used as a template for guidance on drafting the new policy. There were no major changes to the introduction. However, changes were made to the penalty provisions and with regard to enforcement and responsibilities.

Summary of changes:

Responsibilities – It is the responsibility of the property manager to monitor visitor parking within the community. The covenants committee is responsible for monitoring homeowner parking within their respective properties. The board, under Virginia Law is responsible for enforcing penalties and imposing fines.

Parking decals – Decals are meant to assist property manager in determining if visitor or resident is parked in visitor parking spaces. Roger advised this is a helpful tool to him in identifying cars and/or their owners. Noreen believes residents could utilize the same “note” system that visitors do to distinguish their cars when temporarily parked in visitor spaces. In her opinion, there are privacy concerns in storing personal information such as names, license plates, and addresses of homeowners on a community database. She is concerned with how this information is gathered, used, and stored. In response to Noreen’s email regarding her concerns, Joel says that he believes the stickers are a vital security tool for the community. Further, a vehicle bearing a LMM decal implies their recognition and acceptance of the community parking policy.

Visitor Parking – There are two proposals. The first proposal is to allow visitor parking for up to 2 days without note. This proposal differs from the current policy which allows parking with a note indicating the name and address of the person being visited OR note indicating the name and address of the homeowner who is using the visitor space due to driveway usage by visitor/contractor.

General Vehicle Restrictions – This policy remains generally the same with regard to parking along curbs/fire lanes, etc.

Parking Penalties – The most important update to the penalty portion of the parking policy is that it now complies with Virginia law. The process for imposing penalties is as follows. For violations, first the LMCA will notify the resident. Up to two warnings may be issued. If the violator does not move, fines can and will be imposed. Fines can range from \$10 per day per violation up to 90 days or \$900 max per year. There is also an option to fine \$50 per offense. Additionally, new recommendations were made to the towing policy. Towing is a measure of last resort. If someone has been fined 3 times for the same offense in a 12 month period, the fourth offense will result in their vehicle being towed. Additionally, if a violator refuses to move their vehicle within 90 days, their vehicle can and will be towed. Further if the vehicle poses a risk to health or safety such as blocking a common area or alleyway, the vehicle will be towed on the first offense. If vehicle is parked in unsafe manner on private property, the matter will be turned over to our attorneys as a means to enter property and remove the vehicle. Finally, denial of access can and will be issued to flagrant violators.

Responsibility for damages – This policy essentially remains the same. Any damage caused by homeowners or their visitors will be repaired by LMCA and expense assessed to homeowners.

The new policy will be posted to website.

Finally, Jerry briefed the board on the upcoming reserve study. Jerry made contact with prior vendor who said they are familiar with LMCA and could do the new study for \$3,800. The board voted to solicit more bids. Vicky Gaston has identified three additional vendors. She reported at the last board meeting she would present her findings tonight. Unfortunately she was unable to attend this meeting. Jerry, based on conversations with SCS, believes there will not be significant differences in the proposals and that it will probably be in the best interest of the community to stick with what we know.

Covenant's Report

Loren provided an update on the fall inspections. Almost all homes are in compliance with the exception of a few. Only a couple of the non-compliant homes are repeat offenders and have been referred to the board. The remaining are first time offenders and the committee is willing to defer any sanctions until spring inspections in order to allow additional time for homeowners to address.

Board Decisions

“I move that the board approve funding for \$600 to Valley Crest for tree work.” Jerry Putman / Joel Kaplan

(For 5, Against 0, Absent 2, Abstain 0)

“I move that the board accept the new parking policy.” Jerry Putman / Joel Kaplan

(For 5, Against 1, Absent 2, Abstain 0) Bill Gaffney **YES** by proxy, Noreen Hagarty-Ford
NO

Other Business

None

Questions/Comments

None

Next Meeting(s)

November:

7:00 p.m. on Wednesday, November 11th, 2015
At the home of Chris Dale, 6270 Masfield Ct

December:

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

Adjournment

The Board agreed by unanimous consent to adjourn the meeting at 7:35 p.m.

Jason Short
Secretary

LANDMARK MEWS COMMUNITY ASSOCIATION
Annual Board Meeting
October 14, 2015
Samuel Tucker Elementary
8:00 p.m.

Board Members in Attendance

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

Board Members Not in Attendance

Bill Gaffney
Vicky Gaston

HOA Staff in Attendance

Loren Sciorba (Covenants Chair)
Roger Casalengo (Property Manager)

Call to Order

Noting the presence of a quorum, Jerry Putman called the meeting to order at 8:00 p.m.

President's Report

Jerry welcomed everyone to the annual meeting. He informed those in attendance that LMCA as a whole is in great shape. The community finances are outstanding! We have a strong reserve balance and are in excellent shape for the 2016 financial year. The road sealing/curb staining, which was deferred this year, is the only major project scheduled for next year. However, that doesn't mean an unexpected project might come up.

The election results were announced...A total of 64 ballots were collected and the two winners were Charles Cureton (61 votes) and Patricia Hughes (60 votes). Please note; several invalid ballots were discarded. Congratulations and welcome board members!

Questions/Comments

Tim Foster thanked Jerry on behalf of the community for his exhaustive work as the LMCA president.

Adjournment

The Board agreed by unanimous consent to adjourn the meeting at 7:15 p.m.

Jason Short
Secretary