

**LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING**

Monday, November 12, 2007

**Mason District Governmental Center
6507 Columbia Pike
Falls Church, Virginia 22042**

7:00 p.m.

BOARD MEMBERS PRESENT:

| | |
|------------------------|-----------------------|
| Joaquin Tremols | President |
| Carl Iddings | Vice President |
| Jay Jarvis | Secretary |
| Kathie French | Treasurer |

COMMITTEE CHAIRS PRESENT:

| | |
|----------------------|-----------------------------|
| Susie Lee | ACC Chair |
| Kristin Murk | Communications Chair |
| Linda Witham | Pool and Recreation |
| Jay Jarvis | Grounds |
| Kathie French | Finance |

MANAGEMENT COMPANY ATTENDEES:

| | |
|------------------------|------------------------------|
| Dave Ciccarelli | Property Manager, LMA |
| Katie Kissal | Minute-By-Minute |

I. Call to Order

Mr. Tremols called the meeting to order at 7:00 p.m. and introduced the board members.

MOTION: Mr. Jarvis moved to elect members of the Board to the following positions:

| | |
|------------------------|-----------------------|
| Joaquin Tremols | President |
| Carl Iddings | Vice President |
| Jay Jarvis | Secretary |
| Kathie French | Treasurer |

Mr. Iddings, after noting the vacancy for the Member at Large position, seconded the motion. The motion passed unanimously (4-0-0).

II. Approval of Agenda

47 **MOTION: Mr. Jarvis moved to add “Open Forum” to the agenda. Ms. French**
48 **seconded the motion. The motion passed unanimously (4-0-0).**
49

50 **MOTION: Mr. Iddings moved to hold the Executive Session following the Action**
51 **Item Review. Ms. French seconded the motion. The motion passed unanimously**
52 **(4-0-0).**
53

54 The agenda was approved as amended above.
55

56 **III. Open Forum**

57

58 Michele Krahn of Yorktown Village Pass reported that the Board meeting announcement
59 signs were missing. It was noted that the community members who normally put out the
60 signs were both out of town.
61

62 **IV. Committee Reports**

63 • **ACC**

64 1) Susie Lee, ACC Chair, Butterfield Lane, reported that the ACC met to consider
65 ACC requests and approved them all. She further reported that the ACC is
66 working on lighting project and is waiting for the final proposal from Dominion
67 Virginia Power to install three lights on Yorktown Village Pass, Butterfield Lane,
68 and Colonial Village Row, respectively. Mr. Tremols noted that when the
69 proposal is received, it can be discussed during the work session scheduled for
70 November 26th.

71 2) Dave Ciccarelli wants to arrange a meeting with the postmaster and Michele
72 Krahn this week regarding the mailbox project. Ms. Krahn reported on her
73 conversations with the postmaster and supervisor.

74 3) Ms. Lee reported while reviewing the covenants violations log, she noted that
75 both 3716 and 3722 Mt. Airey were incorrectly cited for violations and should be
76 removed from the log.
77

78 • **Pool and Recreation**

79 1) Linda Witham, Pool and Recreation chair, Colonial Village Row, reported that
80 she is working with Atlantic Pool on the concrete decking project. The Reserve
81 Study had allotted \$40,000.00. Atlantic Pool now estimates the total cost of the
82 project at \$80,000.00, versus the \$60,000 estimate the Board had received
83 previously. The Board had previously planned to split the project into a 2-year
84 project, at a cost of \$30,000.00 each year. The concrete contractor has
85 determined that the damage has gotten worse and that the trees at shallow end of
86 the pool are overgrown against the fence. In addition, there was more decking to
87 be replaced than previously thought, and requires significant additional caulking.
88 The following options were provided:
89

- 90 • Move fence in by one foot. The total cost of the project would be about
91 \$80,000.00, including the price of moving the fence. The project would
92 be broken into a 2-year project at a cost of \$40,000.00 each year.

- 93 • Cut down existing trees and plant new trees. This would be far more
94 expensive and would seriously affect those residents on Brunswick Forest
95 facing the pool.
96

97 Mr. Tremols requested more bids.
98

99 2) Ms. Witham received a bid for \$3,700.00 from Atlantic Pool for both pool
100 bathroom vanities. The vanities will be made of a long-lasting and maintenance-
101 free composite plastic material. Mr. Ciccarelli reported that two additional bids
102 are coming from other vendors. He will use Atlantic Pool's bid as a frame of
103 reference.
104

105 3) Mr. Iddings noted that the pool management contract expires at the end of the
106 year. Ms. Witham noted that a new contract should be in place no later than the
107 beginning of March 2008.
108

109 • **Communications**

110 1) Kristen Walsh, Communications chair, of Ashley Glen Road, reported that
111 newsletter articles are due November 21st and that the newsletter will go out on
112 December 1st. The newsletter will include information from other committees and
113 information on the change of assessments. She requested information for other
114 articles.
115

116 • **Grounds Committee**

117 1) Mr. Jarvis provided a detailed report of suggestions from the November 11,
118 2007 meeting of the Grounds Committee. He recommended the Board approve
119 the installation of steps leading from Trammel Road down to the sidewalk at the
120 end of Yorktown Village Pass. Mr. Jarvis will receive bids for the steps project
121 and picnic table/bench projects to circulate to the Board before the end of the
122 year. Residents had questions about the proposed walking trail and about mailbox
123 areas needing erosion control treatments.
124

125 • **Nominating Committee**

126 Mr. Jarvis reported that the committee was still waiting for candidates to review.
127

128 • **Finance Committee**

129 1) Ms. French reported that KPA has the 2008 budget. There was general
130 agreement by the Board that the new assessments should be rounded down to the
131 nearest whole dollar amount and asked Ms. French to make that change. The
132 updated budget could then be adopted at the Board's December.
133

134 2) Ms. French is still waiting for the final audit. Mr. Ciccarelli will forward
135 management's letter to Mr. Tremols for signature for the final audit. The Finance
136 Committee will not meet in December.
137

138 3) Mr. Iddings suggested soliciting bids for the 2007 audit in early 2008, the audit
139 serving as both a transition audit and the 2007 audit.
140

141 E. Neighborhood Watch:

142 1) Mr. Iddings noted that Dale Clark, committee chair, was ill, and asked him to
143 provide the committee report. The committee continues its efforts seeking
144 residents to volunteer for the Committee. Volunteers are being sought via flyer as
145 the request via newsletter got no responses. The committee is working with police
146 liaison Officer Thibault about posting signs for Neighborhood Watch. The next
147 Neighborhood Watch Committee meeting is scheduled for Thursday, November
148 15th.
149

150 V. President's Report

151
152 Mr. Tremols reported that a representative from VDOT, Teresa DeFore, will attend the
153 January 14, 2007 Board meeting to discuss issues related to the HOT Lane project that
154 will add toll lanes to the beltway and include the putting up of sound barriers to shield the
155 community from traffic noise.
156

157 VI. Secretary's Report

158
159 **MOTION: Mr. Iddings moved to accept the September 10th minutes as edited. Mr.**
160 **Jarvis seconded the motion. The motion passed unanimously (4-0-0).**
161

162 VII. Treasurer's Report

163 The Treasurer's report was presented as part of the Finance Committee report.
164

165 VIII. Old Business

- 166
- 167 • Upcoming Contracts
168 The Board discussed upcoming contracts for Pool Management, the pool decking
169 repair and the 2007.
 - 170 • 2008 Budget
171 Ms. French will adjust the quarterly assessments to round them downward to the
172 nearest whole dollar. Ms. French will also adjust the budget to reflect the new
173 pool expenditures discussed this evening.
174

175 IX. New Business

176
177 **MOTION: Mr. Jarvis moved to appoint the following residents to membership on**
178 **the corresponding committees:**

| | | |
|-----|----------------------------------------|----------------------------|
| 179 | Sheila Kyer | Pool and Recreation |
| 180 | Evelyn Lombardo, Butterfield | ACC |
| 181 | Angela Cutter, Yorktown Village | ACC |
| 182 | Susan Dudley, Yorktown Village | Grounds |
| 183 | Terri Clark, Byrds Nest | Grounds |

184 **Jim Lester, Mt. Airy Lane** **Neighborhood Watch**

185

186 **Mr. Iddings seconded the motion. The motion passed unanimously (4-0-0).**

187

188 **X. Action Item Review**

189 Mr. Ciccarelli reviewed the action item log to identify those items that could be closed.

190

191 Mr. Jarvis asked Mr. Ciccarelli for a copy of the grounds maintenance contract and
192 information on the status of burnt out street light on Lafayette Village Drive. Ms. French
193 requested a copy of the financial reports.

194 Mr. Iddings inquired about the Board's account at Kinko's. Mr. Ciccarelli said it could be
195 handled with KPA over the phone.

196

197 **XI. Adjournment**

198

199 There being no further business to discuss, Mr. Tremols adjourned the Board meeting at
200 8:21 p.m.