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2 LAFAYETTE VILLAGE COMMUNITY ASSOCIATION

3  
4 **BOARD OF DIRECTORS MEETING**

5  
6 **March 13, 2006**

7  
8 **Mason District Government Center**  
9 **6507 Columbia Pike**  
10 **Falls Church, Virginia 22042**  
11 **7:00 P.M.**  
12

13  
14 **BOARD MEMBERS AND COMMITTEE MEMBERS PRESENT**

15  
16 **MARY MCFADDEN** **PRESIDENT**  
17 **JOAQUIN TREMOLS** **VICE PRESIDENT**  
18 **CARL IDDINGS** **SECRETARY**  
19 **LINDA BOONE** **TREASURER**  
20 **KATHIE FRENCH** **MEMBER AT LARGE**  
21

22 **COMMITTEE CHAIRS**

23  
24 **HATTIE WALDEN** **ACC/GROUNDS**  
25 **LINDA WITHAM** **POOL/RECREATION**  
26 **BRENT THOMPSON** **WEBMASTER (Absent)**  
27

28 **MANAGEMENT COMPANY ATTENDEES**

29  
30 **BETH HARRISON** **MANAGEMENT AGENT**  
31 **DAVE CICCARELLI** **MANAGEMENT AGENT (Absent)**  
32 **LAURA WILSON** **RECORDING SECRETARY**  
33

34 **SEVEN HOMEOWNERS IN ATTENDANCE**

35  
36 **I. CALL TO ORDER**

37  
38 Ms. McFadden officially called the meeting to order at 7:00 p.m. She introduced the  
39 Board Members, committee chairs and management attendees.  
40

41 **II. HOMEOWNER INQUIRIES**

42  
43 **A.** Ms. Witham won the drawing at the Annual Meeting for a free quarterly assessment  
44 but has not seen a credit yet. HOA fees continue to be deducted from her account. Ms.  
45 Harrison said she would talk to Mr. Ciccarelli about it.  
46

47 **III. COMMITTEE REPORTS**

48

49 **A. ACC CHAIR**

50

51 **ACC Status:** Ms. Walden said that at the last meeting two requests were approved. A  
52 homeowner asked if they could change the color of their siding. The Committee met and  
53 decided that the homeowner can change the color as long as it is similar to siding colors  
54 in the community and the homeowners on either side of them do not have the same color.  
55 Homeowners must obtain approval from the ACC Committee to change their siding. One  
56 of the other subjects the Committee talked about was homeowner violation letters. The  
57 Committee wants to ensure that future notification letters have more detail as to what the  
58 actual violations are. The Committee had a request for a drainage issue on Hampton  
59 Village Pass and the owner was told the Committee would follow up. Ms. McFadden  
60 said that the Board is taking an overall look at the neighborhood to put a plan together  
61 and hire an engineering company to develop an erosion management plan.. Ms. Walden  
62 wants to know how long it will take for a homeowner's request to be reviewed/approved.  
63 Mr. Tremols said that the Board discussed this at their last meeting and decided not to  
64 fund the request in question because it did not need to be done prior to the development  
65 of the comprehensive erosion management plan.. Ms. Boone reiterated that point. Ms  
66 Harrison said that she feels as though she did place a call to Mr. Shapiro and said she will  
67 call him back to tell him that we've put it on hold for the time being. Ms. McFadden  
68 asked if the townhome ACC guidelines have been completed. Ms Walden said she  
69 would email them to the Board once the ACC Committee has reviewed the document.

70 **Tree Management Plan:** Ms McFadden said that at the last work session, the Board  
71 discussed the tree management plan prepared by the ACC. The Board decided to obtain  
72 estimates for a professional tree management plan that would provide the Board with a  
73 better understanding of the costs over time of managing the trees in Lafayette Village.  
74 The Board is concerned about the condition and viability of the aging trees in our  
75 community, some of which may pose a hazard and need to be replaced. Ms Harrison  
76 reported her results in getting bids for estimates. There was further discussion on this  
77 issue between the ACC Chair and the Board, which turned into an extended conversation  
78 between homeowners, the ACC Chair and the Board on why there is a need to have an  
79 engineering or tree management group develop a professional plan on how to manage the  
80 community's trees over the next several years. After a lengthy discussion, the Board,  
81 while acknowledging the value of the ACC plan and its basic review of the needs of the  
82 community, decided to proceed with obtaining a professionally developed plan to  
83 supplement the ACC plan. There is \$7,000.00 in this year's budget for tree maintenance.  
84 A homeowner stated that he feels as though the Board and a Committee Chair don't see  
85 eye to eye on the subject and as a homeowner he feels frustrated that the Board and  
86 Committee aren't working together. Ms. McFadden stated that the Association is running  
87 out of money to do some of the work necessary in the community and therefore it is  
88 sometimes difficult for all to be in agreement. The ACC did a great job of pulling the  
89 information together but upon closer examination the Board determined that professional  
90 advice was needed to determine which trees to remove and how to replace them. There  
91 was extensive discussion on tree removal and replacement and how to augment the  
92 ACC's tree management plan with a professionally detailed plan.

93

94 **MOTION: Mr. Tremols moved, Ms. French seconded, that the Board of Directors**  
95 **accept the ACC Tree Plan as proposed, authorize the ACC to proceed on**  
96 **prioritizing and implementing the action plan presented to the Board, and fund out**  
97 **of capital reserves a formal, professionally-developed plan to augment the ACC**  
98 **Tree Plan with a detailed tree inventory and a prioritized, 5-year replacement plan,**  
99 **the cost of which shall not exceed \$2,000. The motion passed unanimously (5-0-0).**

100

101 Ms Boone asked if the Committee intended on using Boyers Tree Service for tree  
102 removal. The Committee Chair stated that they were because Boyers is the least  
103 expensive. Ms. McFadden expressed concern with using Tyson's Tree Service again as  
104 the Board was not happy with the work Tyson's had performed on the property. ACC is  
105 to take the action item log, remove the items that have been addressed and then prioritize  
106 the remaining items on the list, obtain pricing and proposals, and begin implementing the  
107 action item log up to the budget limit.

108

109 **B. POOL/RECREATION/SOCIAL COMMITTEE:**

110

111 Ms. Witham said that she emailed the 2006 Pool rules and regulations and the Pool  
112 registration form and brought hard copies. The form looks good and she will send them  
113 on to Ms. French to include them in the newsletter mailing. She also had prices for the  
114 fence proposal. Ms. Harrison said that there has been some confusion over the proposals  
115 that were sent out. It was stated that the Flores Fencing quote is correct and that at the  
116 last meeting it was noted that the quote should be for a four (4) foot fence. Ms. Witham  
117 stated that a quote is needed for a three (3) foot fence as well and noted that the poles and  
118 the frame also need to be replaced. Regarding the lifeguard chair, she spoke with  
119 Atlantic Pool who agreed to lower the price of the lifeguard chair to our budgeted  
120 amount. Ms Witham proposed that the Board go ahead and purchase the one chair.

121

122 **MOTION: Ms. Boone moved, Mr. Tremols seconded, to accept the proposal from**  
123 **Atlantic Pool to replace one lifeguard chair at a total cost of \$2,500.00. The motion**  
124 **passed unanimously (5-0-0).**

125

126 Ms. Witham presented three additional proposals from Atlantic Pool to perform required  
127 pool maintenance. Ms. Witham explained each proposal and noted that these proposals  
128 in total exceed amount budgeted for pool maintenance. A discussion ensued about the  
129 feasibility of a volunteer, "pool maintenance party" to complete some of these repairs,  
130 but that did not seem feasible. Ms. Boone stated that she is hesitant to approve these  
131 proposals, as they would be over budget by \$200. Moreover, Ms. Boone pointed out that  
132 Ms. Witham stated there remained other maintenance items that need to be completed at  
133 the pool and those will be addressed later in the year. Mr. Tremols pointed out that we do  
134 have excess funds in our snow removal budget, which could cover these expenses.

135

136 **MOTION: Mr. Tremols moved, Ms. French seconded, to accept three proposals**  
137 **from Atlantic Pool to perform required maintenance to the pool and pool house for**  
138 **a total cost not to exceed \$2,200.00. The motion passed unanimously (5-0-0).**

139

140 **C. YARD SALE**

141

142 The tentative date for the community-wide yard sale is May 6, 2006. The ACC  
143 guidelines prohibit individuals from having yard sales so the Board needs to make a  
144 motion and approve a community-wide yard sale.

145

146 **MOTION: Mr. Iddings moved, Mr. Tremols seconded, that the Board of Directors**  
147 **authorize a community-wide yard sale to occur on Saturday, May 6, 2006 allowing**  
148 **residents to sell from their front yards. The motion passed unanimously (5-0-0).**

149

150 **D. NEIGHBORHOOD WATCH:**

151

152 No one from the Committee was present.

153

154

155 **E. COMMUNICATIONS/MEDIA COMMITTEE:**

156

157 Ms. French needs articles by the 15<sup>th</sup> for the upcoming newsletter. She is talking to  
158 people about looking at our website and making suggestions on what we can do to  
159 improve it. Mr Iddings said he could provide some wireframes as a means of showing  
160 the board some design options. A homeowner asked why the web desinger isn't in  
161 charge of this. The Board said that the webdesigner is maintaining the website but the  
162 Board and Management are looking at all available options to improve the website.

163

164 **F. FINANCE COMMITTEE:**

165

166 The next Committee meeting will be held March 23<sup>rd</sup> at 7pm at the Chairman's house.  
167 The Committee has not met since the last Board meeting. The Committee's goal is to  
168 look at the reserves to determine where they are review the financials, develop a  
169 recommended budget process for 2007 as well as review anything new on the tree and  
170 erosion plans or estimates.

171

172 Ms. Harrison said that she is working at obtaining quotes from engineers on correcting  
173 the erosion problems in the neighborhood. Ms. Harrison spoke about some of the  
174 referrals she has received. Discussion ensued between the Board and homeowners on  
175 what exactly the Board is looking into. Ms Harrison asks for the ACC to send her the  
176 pictures of the erosion areas so she can show the engineering companies.

177

178 Mr. Iddings asked Ms. Boone if we looked into other financial institutions to compare  
179 rates for the Associations money market account. LMA said that she has not looked into  
180 it yet but will and will report back at the next Board meeting.

181

182 **G. TRAFFIC COMMITTEE:**

183

184 Mr. Iddings said that there is nothing to report on the traffic calming. There will be an  
185 article in the March/April newsletter discussing the neighborhood parking district and  
186 requesting volunteers to assist with the petition.

187

188 **H. SECRETARY'S REPORT:**

189

190 Mr. Iddings presented the February draft minutes to the Board.

191

192 **MOTION: Mr. Iddings moved, Mr. Tremols seconded, to approve the minutes as**  
193 **amended for the Board meeting held on February 13, 2006. The motion passed**  
194 **unanimously (5-0-0).**

195

196 **I. TREASURER'S REPORT:**

197

198 Michele Krahn, a member of the Finance Committee, asked Ms. Harrison if she could  
199 meet with Ms. Boone and herself to go over the actuals in the budget. Ms. Boone wants  
200 an explanation of all the financials. Ms. McFadden asked if LMA and the Finance  
201 Committee can set up a time to meet. Ms. McFadden said that Dave, Linda and Michele  
202 must get together so everyone understands the financial paperwork that LMA is  
203 providing and that LMA is executing the LVCA budget as the Board desires.

204

205 **IV. OLD BUSINESS**

206

207 **A. VISITOR'S PARKING:**

208

209 Ms. Harrison said that she just found the map that reflects the parking spaces in the  
210 community only recently and it's going to take some time in order for her to determine  
211 which ones are visitor spaces. Ms. McFadden said that the plan is to send out the  
212 questionnaire with the newsletter and list all the parking spaces that are now up for sale  
213 asking residents to check off the spots in which they are interested. The price per space  
214 would be \$500.00 per year.

215

216 **MOTION: Mr. Tremols moved, Ms. Boone seconded, that the Board of Directors**  
217 **implement the visitor parking spaces program, allowing the annual leasing of all**  
218 **visitor parking spaces in the community to interested residents, with all funds**  
219 **realized by this program dedicated to the LVCA reserve funds. The motion passed**  
220 **unanimously (5-0-0).**

221

222 Ms. McFadden requested that the board packet pages be numbered for easier use and  
223 discussion during meetings.

224

225 **B. EROSION PROPOSAL:**

226

227 The Association has a proposal for \$9,485.00 from Earthworks to address the erosion.  
228 Ms. Boone said that she doesn't feel like this bid provides enough detail for the Board to  
229 understand exactly what work would be performed. Ms. Harrison reminded the Board

230 how difficult it is to obtain bids in the first place. Upon further discussion, the Board  
231 decided it would like to proceed with Earthworks but needs a more detailed proposal  
232 before moving forward.

233

234 **MOTION: Mr. Iddings moved, Mr. Tremols seconded, that the Board of Directors**  
235 **authorize LMA to negotiate a contract not to exceed \$10,000.00 with D & L**  
236 **Earthworks to correct four major erosion problems in the community.**  
237 **Aforementioned contract is to include a detailed plan on how the work will be**  
238 **accomplished, what materials will be used, a warranty, a statement of liability or**  
239 **insurance coverage, and standard terms and conditions, and upon completion, said**  
240 **contract to be sent to the Board for review and approval, which being granted, will**  
241 **authorize the President to execute said contract. The motion passed unanimously**  
242 **(5-0-0).**

243

244 **C. SPRING CLEAN UP/DOODY CALLS PROPOSAL:**

245

246 There was mixed feedback on the job Doody Calls did in the community. Mr. Iddings  
247 said initially he thought they had done a poor job, but on further inspection, noted that  
248 there were areas that were cleaner and that the tot lot had been cleaned up. Some  
249 cleaning had definitely occurred. Unfortunately there is much general trash in the  
250 neighborhood that needs to be picked up.

251

252 Lisa Connelly said that there are times when she notices that the recycling company lets  
253 the bins spill out onto the street. Ms McFadden asked her if she would head up a spring  
254 neighborhood cleanup and she said no. Ms. McFadden said that if no one will volunteer  
255 then we would need to pay to have it taken care of. Ms. Witham suggested that Jay Jarvis  
256 might lead a spring cleanup. Ms. McFadden agreed to call Jay Jarvis and ask him to lead  
257 the cleanup.

258

259 **D. SAFETY AND SECURITY:**

260

261 Ms. McFadden asked Ms. French if she had made any headway on the security  
262 study/feasibility study that was done in January 2006 by an ad hoc group of homeowners.  
263 Ms. French said that she had not done anything on that and that she wasn't aware she had  
264 signed up but will do it and get back to the Board. Ms. McFadden asked Ms. French to  
265 put a note in the newsletter that it is very inexpensive to leave your outdoor light on and  
266 is a great preventative safety move.

267

268 **V. NEW BUSINESS**

269

270 **A. SPECIAL ASSESSMENT:**

271

272 Ms. McFadden said that the Association is investigating the possibility of a special  
273 assessment on the community to fully fund some of our outstanding projects, noting that  
274 a special assessment requires 2/3 approval from the owners. Since the Association is  
275 under funding the reserve account a special assessment would help better fund projects in

276 the community. Michele Krahn said that she was irate when she heard the idea and stated  
277 that she wants a detailed plan regarding the special assessment. Ms. McFadden said the  
278 Board isn't anywhere near making a decision on the matter, noting that they are looking  
279 at their options. Ms. McFadden stated that she hopes that after hearing about the tree  
280 plan, visitor parking, etc. Ms. Krahn and other homeowners have to realize that the Board  
281 does not do anything without getting very detailed information upon which to base its  
282 decisions.

283

284 **B. SIDING REPLACEMENT:**

285

286 One Board member is in the process of replacing the siding on his house and discovered  
287 that that is a very expensive thing to have done. The Board noted that many homes in  
288 Lafayette Village will need siding replacement in the near future, and since this is an  
289 aging community, there will be many other maintenance issues homeowners are going to  
290 need to address, often at the same time. These issues will frequently be identified during  
291 the ACC Guidelines enforcement walkthroughs, and will result in costly repair citations.  
292 The Board wanted to adopt a policy that allows homeowners an extended compliance  
293 timeframe for replacing or repairing cited items costing more than \$5,000.00. Mr.  
294 Iddings read the resolution and made a motion.

295

296 **MOTION: Mr. Iddings moved, Ms. Boone seconded, to adopt the resolution**  
297 **pertaining to certain compliance deadlines for homes in violation of ACC guidelines.**  
298 **The motion passed unanimously (5-0-0).**

299

300 **C. DOMINION TOWING CONTRACT**

301

302 **MOTION: Mr. Iddings moved, Ms. French seconded, that the Board authorize the**  
303 **President of the LVCA to execute a contract with Dominion Towing, subject to**  
304 **changes correcting the effective dates of the contract, the Association's management**  
305 **company, and the towing company's liability insurance underwriter. The motion**  
306 **passed unanimously (5-0-0).**

307

308 **D. MULCHING**

309

310 Management has a list of people who do not want any mulching done to their yards,  
311 which needs to be given to Springfield Nursery (SNI) to ensure that those homeowners'  
312 yards are not mulched. Ms. Harrison asked if something could be put in the newsletter  
313 notifying homeowners to alert Management if they do not want SNI to perform landscape  
314 maintenance in their yards. Ms. French will put an article in the newsletter on the issue.

315

316 **E. RESOLUTION TO MANAGEMENT COMPANY ON HOW TO HANDLE**  
317 **REQUESTS FOR PROPOSAL**

318

319 Ms. Boone presented a resolution that LMA is authorized to buy services for less than  
320 \$2,500.00 without competition. For goods and services that are anticipated to cost more  
321 than \$2,500.00 rigorous attempts will be made to obtain 3 quotes. If three vendors are

322 not available, justification will be made as to why 3 quotes could not be obtained. After  
323 some discussion to clarify the resolution, Ms. Boone withdrew it; she will re-write it and  
324 present it at next month's meeting.

325  
326 Discussion ensued regarding having LMA create a contract template that can be sent to  
327 contractors as an RFP (request for proposal).

328

329 **VI. MANAGEMENT REPORT**

330

331 The Board reviewed the management action report.

332

333 **VII: EXECUTIVE SESSION**

334

335 **The Board agreed by consensus to move into an Executive Session at 10:45 p.m. to**  
336 **discuss delinquent Association dues and questions regarding contracts.**

337

338

339

340

341

342

343

344 **VIII: ADJOURNMENT**

345

346 **There being no further business, the Board agreed by consensus to adjourn the**  
347 **February 13, 2006 Board of Directors meeting at 11:00 p.m.**

348

349 **Respectfully submitted:**

350

351

352 **Laura C.T. Wilson**