

LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING

September 10, 2007

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

7:00 p.m.

BOARD MEMBERS PRESENT:

- Linda Boone President
- Joaquin Tremols Vice-President
- Carl Iddings Secretary
- Kathie French Treasurer
- Jay Jarvis Member-at-large

COMMITTEE MEMBERS PRESENT:

- Susie Lee ACC Acting Chair
- Kristin Murk Communications Chair

MANAGEMENT COMPANY ATTENDEES:

- Phyllis Pryor Property Manager, LMA
- Katie Kissal Minute-By-Minute

I. CALL TO ORDER:

Ms. Boone called the meeting to order at 7:02 p.m. and introduced the members of the Board. She opened the floor for Open Session.

- Lisa Conolly of Byrds Nest Pass inquired about the pine tree brushing against her house. It is old and appears diseased. Susie Lee recommended that she email her request to LMA.
- Mr. Iddings believes that the neighborhood hedges could be better taken care of by the landscaping contractor. Mr. Tremols concurred. Ms. Pryor will look into the issue.
- Mr. Fox of Brunswick Forest lamented the lack of participation in Board meetings by community members and inquired about whether the Board has considered a local school for convenience of attending meetings. He suggested adding a floor to the pool building where HOA meetings could be held. Mr. Iddings reported that a local church was open to having a meeting, but only on a one time basis. Ms. Conolly suggested inviting renters to attend the meetings to increase participation.

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- Ms. Smith of Merrimac Trail recommended encouraging meeting attendance by inviting residents who own their own businesses to promote them during the Annual Meeting. Mr. Fox inquired about the legalities of that situation. Mr. Jarvis suggested discussing that during “Old Business.” Ms. Boone expressed concerns of timeliness for the October Annual Meeting. Ms. Smith offered to look into the feasibility of this and agreed to handle the details. Ms. Pryor suggested including business cards, flyers, etc... on the table along with the meeting agenda. Ms. Pryor will look into holding the annual meeting in the larger room at the Mason District Government Center.
- Mr. Les Shapiro of Hampton Village Pass inquired about the impact to the Association of additional, “HOT” lanes on the Beltway. Ms. Boone noted that a VDOT representative attended a meeting in May to discuss the HOT lanes, but could not offer much detail. She believed that an access ramp would not directly affect the community. She will contact VDOT again about their progress/intention on project and arrange a community forum to discuss the issue. Mr. Iddings reported that he understood that it would affect some property (about 8/10 of an acre) near the basketball courts and that sound barriers would be included for the community. Mr. Fox inquired about funding of the project (private vs. public). He suggested writing to local politicians. Ms. Boone said the community would be updated as soon as she hears from VDOT.
- John Ramsay inquired about a letter from the Association’s Legal Counsel imposing a \$2,000.00 fine for the fence at his property. The Board was not aware of the correspondence but did acknowledge Mr. Ramsey did replace his old fence, but that some elements of the new fence need to be corrected to bring it fully into compliance. Mr. Iddings said the Board will clarify with Legal Counsel that the letter was sent by mistake.

II. COMMITTEE REPORTS:

- **ACC**
Susie Lee reported that there were six new requests from residents last month, 5 of which have been approved. The committee continues to work with Mr. Pryor and Dominion Power on the lights project and they are waiting for bids to make a recommendation to the Board. Mr. Tremols asked Ms. Pryor about individual estimates for lights (per light fixture not per street). Ms. Pryor said she will go back to the contractor to clarify the request. Mr. Tremols expressed concern about getting the project completed. Ms. Boone asked Ms. Pryor to add individual light estimates to the Action Item list.

The Board noted that there was still no action on mail box replacements and expressed frustration on the delays this project has experienced.

91 Ms. Lee requested copy of a partial Board packet that would exclude all executive
92 session items. Ms. Boone asked Ms. Pryor to send partial Board packets to all
93 committee chairs.
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95 • **Pool and Recreation**

96 Ms. Boone, reporting for Ms. Witham, noted that we had a successful year at the
97 pool. Ms. Boone asked Ms. Pryor to look into fixing two chairs that have broken
98 straps and turning off the vending machine. Ms. Pryor reported that she would
99 work with Verizon to disconnect the phones. Ms. Boone reported that
100 refreshments will be provided by the committee at the annual meeting next
101 month.
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103 • **Grounds**

104 Mr. Jarvis reported that the committee will meet on the 4th Tuesday of every
105 month at his house. A special meeting will be held on Saturday, September 15th
106 to walk through the community.
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108 • **Neighborhood Watch**

109 Mr. Jarvis reported that the committee met the previous evening and will meet
110 again on Tuesday, September 11th. Their main goal is to get representatives of all
111 streets in neighborhood on the Committee.
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113 • **Communication**

114 Kristen Walsh reported that information, tips, and requests about Neighborhood
115 Watch will be included in the newsletter. She also requested any other
116 information for newsletter be submitted to her.
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118 • **Finance**

119 Ms. French reviewed the proposed 2008 budget and expressed concern about
120 upcoming capital expenditures. Ms. French is still awaiting budget information
121 from the Pool and Recreation Committee. The Committee will meet Tuesday,
122 September 11th to finalize the budget to be presented at the October 8, 2007
123 Annual Meeting. Mr. Shapiro inquired about the Association's reserves and other
124 funds being held for the association. He wanted to know whether the Association
125 or the Management Company controlled these funds. Mr. Tremols, Ms. Boone,
126 and Ms. Pryor reported all Association money (other than the ability to pay
127 contractors) reserve funds are controlled by the Board. Operating funds are
128 available to LMA to pay Association expenses. Ms. French noted that both the
129 Board and the Finance Committee are reviewing the financial reports and both
130 have concerns about the accuracy of the reports. Ms. French asked Ms. Pryor
131 about the audit report. Ms. Pryor said she will look into seeing if it will be ready
132 in time for the Annual Meeting.
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134 **III. SECRETARY'S REPORT:**
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136 **MOTION: Mr. Tremols moved, Ms. French seconded, to approve the August**
137 **13, 2007 minutes as amended. The motion passed unanimously (5-0-0).**
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139 Mr. Iddings reported on the process of reviewing, revising and preparing the minutes
140 to residents. He noted that once approved, the minutes are posted on the LVCA
141 website.
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143 **IV. OLD BUSINESS:**
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- 145 • Ms. Boone asked Ms. Pryor about erosion work on the Merrimac Trail pipestem.
146 Ms. Pryor said residents had been notified by certified and regular mail and she
147 had not had any responses but noted that the residents had ten (10) days to
148 respond to the letter. Mr. Iddings expressed concern regarding residents not
149 choosing the contractor the Board selected to perform the Association's portion of
150 the driveway repair. Ms. Pryor noted that the contract with Pro-Pave was
151 contingent on the residents also contracting with Pro-Pave to complete their
152 portion of the repair. Ms. Pryor said as of the 11th day, work can be completed,
153 then billed to resident(s), if the Board so decided.
- 154 • Ms. Boone said the Board is reviewing proposals for new Management
155 companies.
156
- 157 • Mr. Jarvis asked if the Board needs to vote on whether community-based
158 businesses would be allowed to promote their businesses at the Annual Meeting.
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160 **MOTION: Mr. Jarvis moved, Mr. Tremols seconded, to allow resident-based**
161 **businesses to attend and promote their services at the Annual Meeting,**
162 **providing a larger meeting room is available and Mrs. Smith handles all of the**
163 **accompanying details. The motion passed unanimously (5-0-0).**
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165 **V. NEW BUSINESS:**
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- 167 • Ms. Boone asked Ms. Pryor about a resident's \$15.00 payment for pool fees,
168 noting that the resident's check has not cleared yet. Ms. Pryor will look into it.
- 169 • Ms. Boone asked Ms. Pryor about two letters sent to residents, one mistakenly
170 citing the resident about painting their shed and another including an apology to a
171 different resident due as a result of miscommunication. Ms. Pryor provided
172 clarification.
- 173 • Ms. Boone noted that too many toys and trash cans are left in front yards, contrary
174 to our guidelines. We have received complaints about this, but enforcement is
175 lacking. Ms. Pryor suggested placing a trash and toys reminder in the Annual
176 Meeting packet.
- 177 • Ms. Boone reported that the Annual Meeting packet will be sent out to residents
- 178 • Mr. Iddings suggested sending an annual letter to renters highlighting issues
179 relating to the upkeep of the property.
- 180 • Ms. Boone reported that the next working session of the Board will take place on
181 September 24th at 7:30 p.m. at Ms. French's house.

- 182 • Two new Board members will be elected at the October 8, 2007 Annual Meeting.
183 Mr. Jarvis noted that a call for candidates has been placed in mailboxes, and that a
184 nominating committee needs to be appointed to interview and recommend
185 candidates. Ms. Pryor asked if the Board would like to include names on proxy
186 forms. Mr. Iddings noted that nominees can also be named from the floor during
187 the Annual Meeting in addition to candidates nominated by the nominating
188 committee.

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190 **MOTION: Mr. Tremols moved, Ms. French seconded, to appoint Mr. Jarvis as**
191 **Chair of Nominating Committee and Ms. Boone and Terry Clarke as members**
192 **of the Committee. The motion passed unanimously (5-0-0).**

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- 194 • Mr. Jarvis asked that “Action Items” be moved above Executive Session.

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196 **VI. ACTION ITEM REVIEW/MANAGEMENT REPORT:**

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- 198 • Mr. Iddings asked about the bank reconciliation report. He inquired about the
199 lack of invoice numbers for items/payments to *Bladerunners*. Ms. Pryor will look
200 to make sure \$5,880.00 is paid monthly rather than having the contractor paid
201 twice totaling twice that amount. Ms. French mentioned that the item may be
202 labeled in the wrong category. Mr. Iddings said that the report needs to be
203 restructured to ensure consistency among the various reports in the monthly
204 financial statements. Ms. French requested electronic copies of the monthly
205 financial reports that she can share with the Finance Committee. Ms. Pryor will
206 address her concerns.

- 207 • Ms. French inquired about two payments on the income statement for
208 maintenance and repair and landscape categories.

- 209 • Mr. Jarvis asked why more than what is budgeted is being paid to the
210 management company monthly. Ms. Pryor will look into the issue.

- 211 • Ms. Boone inquired about a percent variance in the report.

- 212 • Ms. French inquired about additional income from assessments. Ms. Pryor
213 reported that it is due to home sales in the community.

- 214 • Mr. Tremols inquired about a report of home sales in August.

- 215 • Mr. Jarvis inquired about tree removal near the pool house and about cleaning up
216 the after the collapsed repair project. Ms. Pryor will look into these issues.

- 217 • Ms. Pryor requested that financial questions be presented to her via email prior to
218 meetings so she can have answers to the questions prepared for the meeting.

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220 **VII. EXECUTIVE SESSION:**

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222 **MOTION: Mr. Iddings moved, Mr. Tremols seconded, to move into an**
223 **Executive Session for the purpose of reviewing delinquencies, guideline**
224 **violations, and legal issues. The motion passed unanimously (5-0-0) and the**
225 **Board moved into executive session at 8:55 p.m.**

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227 **VIII. ADJOURNMENT:**

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229 The Board moved back into regular session. During executive session, the Board
230 passed two motions, one agreeing to waive fines and attorneys fees assessed to a
231 homeowner after documentation was provided causing doubt as to whether the Board
232 hearing on the matter should ever have been held; and the second directing LMA to
233 review all outstanding ACC violations and all LVCA financial records to ensure the
234 records are correct.

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236 By unanimous consent, the Board adjourned the meeting at 9:30 p.m.