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

4  
5 **WEDNESDAY, FEBRUARY 13, 2008**

6  
7 **Mason District Government Center**  
8 **6507 Columbia Pike**  
9 **Falls Church, Virginia 22042**

10  
11 **7:00 p.m.**

12  
13 **BOARD MEMBERS PRESENT:**

14 **Joaquin Tremols**                   **President**  
15 **Jay Jarvis**                         **Secretary**  
16 **Kathie French**                   **Treasurer**  
17 **Michele Krahn**                   **At-Large**  
18 **Carl Iddings**                   **Vice President**

19  
20 **COMMITTEE CHAIRS PRESENT:**

21 **Susie Lee**                         **ACC Chair**  
22 **Kristin Walsh**                   **Communications Chair**  
23 **Linda Witham**                   **Pool and Recreation**  
24 **Jay Jarvis**                         **Grounds**

25  
26 **MANAGEMENT COMPANY ATTENDEES:**

27 **Diane Tschirhart**               **Property Manager, KPA**  
28 **Cathy Trocchia**               **Recording Secretary, Minute-By-Minute**

29  
30 **I. CALL TO ORDER**

31  
32 Mr. Tremols called the meeting to order at 7:04 p.m.

33  
34 **II. APPROVAL OF MINUTES**

35  
36 Mr. Jarvis submitted revised meeting minutes for January 14, 2008. Ms. Tschirhart asked that  
37 the minutes reflect her proper company, KPA, instead of LMA. Mr. Iddings noted that Bowers  
38 Tree Service should be corrected to read Boyers Tree Service.

39  
40 **MOTION: Mr. Iddings moved, Ms. French seconded, to accept the January 14, 2008**  
41 **Board meeting minutes as amended. The motion passed unanimously (4-0-0).**

42  
43 *Ms. Krahn joined the meeting at 7:11 p.m.*

44  
45  
46 **III. OPEN FORUM**

**Minute-By-Minute**

47 Ms. Julietta Terrazas, Byrds Nest Pass, stated that she had called KPA to request payment  
48 coupons back in January and spoke with the manager who stated they would send her a bill. The  
49 homeowner stated she received a paper asking what amount she would be paying, but not the  
50 coupon book she was looking for. The homeowner stated she then went to the office to speak  
51 with the manager but he/she was not there and called the office back in a few days to follow up.  
52 She stated that she has never received her coupon book. Mr. Tremols explained that invoices  
53 have replaced coupon books for payment. The homeowner stated she has not received an  
54 invoice as of yet. Ms. Tschirhart gave the homeowner her card and asked her to call her to  
55 follow up regarding the invoice. The Board agreed that since Ms. Terrazas was confused by the  
56 elimination of coupon books, the late fee normally assessed for late payments would be waived  
57 in this instance. The homeowner submitted a letter to the Board that she had received from the  
58 previous management company. Mr. Iddings explained that LMA did not keep organized  
59 records and that this would not occur in the future with KPA. Ms. Terrazas also noted that her  
60 house was subject to flooding and presented a list of improvements she needed to make due to  
61 her basement flooding whenever there were heavy rains. Ms. Terrazas asked that the Board look  
62 at the grading around her house to prevent this flooding from happening in the future. Mr. Jarvis  
63 stated he would come to look at the area tomorrow.

64

65 Lisa Connolly, Byrds Nest Pass, asked if the Grounds Committee could look at a tree on the  
66 corner by 7825 Birds Nest Pass that requires trimming. Mr. Tremols stated that this tree is on  
67 her property. The homeowner stated she did not realize this was considered her property. Mr.  
68 Jarvis stated he would come by her house to discuss the issue.

69

#### 70 **IV. MANAGEMENT REPORT**

71 Ms. French ask if there was still a problem with the common trash receptacles not being emptied.  
72 Mr. Iddings stated that an invoice was found in one trash bag and that he would speak to this  
73 homeowner before requesting a violation notice be sent.

74

75 Mr. Iddings asked if addresses could be added to the delinquency report. Ms. Tschirhart stated  
76 that their software will not allow adding the address. Ms. Tschirhart stated that she would  
77 produce a separate master list by address so Board members could cross reference the  
78 delinquency reports to street address.

79

#### 80 **V. COMMITTEE REPORTS**

81

##### 82 • **ACC**

83 Susie Lee, ACC Chair, stated that she and Ms. Tschirhart will meet to determine where  
84 the new street lights should be installed.

85

86 It was noted that mailbox repairs were completed on February 12<sup>th</sup>, after a lengthy delay.  
87 Ms. Lee noted that replacement mailboxes would be installed upon receipt of a check for  
88 payment in full. Ms. Tschirhart stated that she would drop off the check at Post Office  
89 tomorrow (Feb. 14) for the replacement. Mr. Iddings noted that when mailboxes are  
90 replaced, residents will receive new keys that need to be picked up at the Post Office.  
91 Mr. Iddings noted that the Post Office will sometimes agree to tape the new keys to the  
92 resident's door but they prefer that residents pick them up at their office. Mr. Jarvis

93 suggested that Ms. Tschirhart ask the Post Office manager if he or she could have a  
94 representative come to the pool house to distribute the keys instead of requiring residents  
95 to go to the Post Office during their business hours. Ms. Tschirhart stated she would  
96 make the request.

97  
98 Ms. Lee stated that the next ACC meeting would be Monday February 18, 2008 at her  
99 house. Mr. Iddings asked that committee members email the dates of their meetings so  
100 he can include them in the newsletter.

101  
102 • **Grounds Committee**

103 Mr. Jarvis reported that the committee met on January 22, 2008. Mr. Jarvis reviewed the  
104 maintenance contract. Mr. Jarvis stated that Carrie McCall has volunteered to join the  
105 committee.

106  
107 **MOTION: Mr. Jarvis moved, Mr. Iddings seconded, to appoint Carrie McCall as a**  
108 **member of the Ground's Committee. The motion passed unanimously (5-0-0).**

109  
110 Mr. Jarvis noted that Arbor Day was approaching and the Grounds Committee felt that  
111 the community should participate in Arbor Day activities. The committee recommended  
112 the Board adopt a resolution for Arbor Day. Accordingly,

113  
114 **MOTION: Mr. Jarvis moved, Mr. Iddings seconded, adoption of the following**  
115 **resolution**

116  
117 *Whereas; In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a*  
118 *special day be set aside for the planting of trees, and,*  
119 *Whereas; this holiday, called Arbor Day, was first observed with the planting of more than a*  
120 *million trees in Nebraska, and*  
121 *Whereas; Arbor Day is now observed throughout the nation and the world, and*  
122 *Whereas; trees can reduce the erosion of our precious topsoil by wind and water, cut*  
123 *heating and cooling costs, moderate the temperature, clean the air, produce life-giving*  
124 *oxygen, and provide habitat for wildlife, and*  
125 *Whereas; trees are a renewable resource giving us paper, wood for our homes, fuel for our*  
126 *fires and countless other wood products, and*  
127 *Whereas; trees in our community increase property value, enhance the economic vitality of*  
128 *business areas, and beautiful our community, and*  
129 *Whereas; trees, wherever they are planted, are a source of joy and spiritual renewal.*  
130 *Now Therefore Be It Resolved; Saturday, April 26, 2008 be observed as Arbor Day in*  
131 *Lafayette Village Community, and all citizens are urged to celebrate Arbor Day and to*  
132 *support efforts to protect our trees and woodland and*  
133 *Further; all citizens are urged to assist LVCA in planting trees in the common area to*  
134 *gladden the heart and promote the well-being of this and future generations.*

135  
136 **The motion passed unanimously (5-0-0).**  
137

138           **MOTION: Mr. Jarvis moved, Mr. Tremols seconded, to accept the list of**  
139           **recommendations submitted from the Ground's Committee.**  
140

141           *Recommended List of Policies, Improvements and Projects for Common Grounds*  
142

143           **1. OVERALL**

- 144           a. *The Board should adopt a policy in dealing with the grounds to consider first native*  
145           *Virginia plants and on any materials purchased consider first what is good for the*  
146           *environment, such as purchasing benches made of recycled plastic.*  
147           b. *Adopt the attached as a list of trees and shrubs (Attachment A) that will be used in*  
148           *the common area.*  
149           c. *The chair of the Grounds Committee may work directly with vendors to direct details*  
150           *of work authorized by the Board.*  
151           d. *The Grounds Committee has the authority to spend or obligate funds on grounds*  
152           *projects so long as there are unused budgeted funds for that purpose.*

153           **2. TREES**

- 154           a. *Most Pine tree limbs less than six foot from the ground are to be removed, on all*  
155           *trees on common grounds that are not in wooded areas and are at least 25 feet tall.*  
156           b. *Add to the grounds maintenance contract the job of each September to clean up the*  
157           *dropped apples on common grounds.*  
158           c. *Remove trees tagged by the Grounds Committee as either dead or inappropriate for*  
159           *the area they are located. The latter usual mean Pine Trees that were planted under*  
160           *other trees and have not grown. Grind stumps of trees only when necessary plant a*  
161           *new tree or for appearance if very visible areas.*  
162           d. *Over a 15 year period, replace most white pines with evergreens from the new*  
163           *approved list. The Grounds Committee will tag trees to be removed and replaced*  
164           *each year by an outside vendor.*

165           **3. WALKWAYS, PAVEMENT, BENCHES AND TABLES**

- 166           a. *Repair the bench and picnic table in the park behind the swimming pool. This area*  
167           *is used for birthday parties at the pool, since no food is allowed in the pool area.*  
168           b. *Add steps from Trammel Road sidewalk down to the sidewalk at the end of*  
169           *Yorktown Village Pass. [completed]*  
170           c. *Recommend to Pool & Recreation Committee that they consider conversion of the*  
171           *asphalt volleyball court to a skateboard park, add another basketball hoop to that*  
172           *area, or convert it to a tennis court.*

173           **4. LANDSCAPING**

- 174           a. *Remove invasive plants along the west side of Lafayette Village Drive along the "S"*  
175           *curve leading into LVC. Remove dead and dieing pines and replace some of them*  
176           *with evergreens form the new approved list. [This area is LVCA property.] [project*  
177           *in progress]*  
178           b. *Use appropriate chemicals to control the growth of invasive plants.*  
179           c. *Work towards eradication of bamboo behind Byrds Nest Pass by first cutting it*  
180           *down and donating the bamboo to the National Zoo for the Pandas. Then with a*  
181           *combination of digging up the roots and using chemicals. [LVCA newsletter might*  
182           *consider a story on the donation of the bamboo to the zoo]*  
183           d. *Extend the wooded area on the west side of homes next to Colonial Village Row*  
184           *north behind Trammel Court. This extension would be limited to no more than 50*  
185           *feet east of the power lines. The vast majority of the grass area should remain open*  
186           *and mowed regularly.*

- 187 e. *Cut out and add a retaining wall at bottom of hill to allow for a sidewalk between*  
188 *Hancock Forest and Hampton Village along Lafayette Village Drive.*  
189 f. *Encourage our County Supervisor's office to work toward an asphalt trail from*  
190 *LVCA along Lafayette Village Drive out to Hummer Road.*  
191 g. *Add ground cover on steep hill areas. This will reduce both erosion and the amount*  
192 *of grass that needs mowing.*  
193 h. *The Grounds Committee will monitor the work preformed by the grounds*  
194 *maintenance contractor to insure the contract is being followed.*  
195 5. **VOLUTEERS**  
196 a. *Add a walking trail system through out the area to the west of LVCA homes along*  
197 *the beltway and under the power lines. This project should utilize volunteers for*  
198 *most, if not all, of the work. Volunteers would be sought from Scouts and schools*  
199 *that need community service projects.*  
200 b. *Organize a corps of volunteers who agree to take on limited grounds projects to be*  
201 *handled on a schedule convenient to each volunteer.*  
202 c. *With assistance of residents, develop landscaping plans for neighborhood area,*  
203 *such as that at the end of Butterfield Lane around the mail boxes. As part of this*  
204 *approach add park benches through out the community.*  
205 6. **EROSION-** *Identify erosion problem areas using report prepared by civil engineer on April*  
206 *27, 2006 (Attachment B) and if needed seek additional professional advice on solutions.*  
207 *Some areas identified are:*  
208 a. *Area behind 7801 Byrds Nest Pass and behind last house on Yorktown Village Pass.*  
209 b. *Area starting between Byrds Nest Pass (BNP) and Butterfield and drains down to the*  
210 *erosion area behind 7801 BNP*  
211 c. *The wooded area surrounded by BNP, Butterfield, and Mt. Airey.*  
212 d. *The area between the homes on Butterfield and Ashley Glen.*  
213

214 Mr. Jarvis stated that the list of trees was given to the ACC in October but that they felt it  
215 was not their place to approve because these trees are on common grounds. Mr. Iddings  
216 stated that many of the trees on the list are not readily available at nurseries. Mr. Tremols  
217 stated that the list should be approved with the assumption that the Grounds Committee  
218 would use their best judgment when selecting specific trees.  
219

220 Mr. Iddings suggested that the Grounds Committee submit a work plan along with the list  
221 that was submitted. Ms. French stated that she would like to know what is planned for  
222 this year from the list. Mr. Jarvis expressed concern that in the past when the Committee  
223 brought each task to the Board to approve it slowed down the process considerably. Ms.  
224 French stated that she did not feel the Committee needed every task approved but the  
225 Board would like the plan up front.  
226

227 **MOTION: Mr. Jarvis moved, Ms. French seconded, to table any decision regarding**  
228 **items from the list submitted by the Grounds Committee until the next Board**  
229 **meeting. The motion passed unanimously (5-0-0).**  
230

231 Mr. Iddings stated that many of the common area grass areas may need special attention  
232 come spring time. Mr. Idding suggested that Blade Runner make some suggestions on  
233 better care for these areas. Mr. Jarvis stated he would follow up on this issue.  
234

235 • **Finance**

236 Ms. French reported that the Finance Committee met on January 30, 2008 and the next  
237 meeting would be February 28, 2008. Ms. French stated that the 2006 audit was  
238 reviewed and the committee prepared an explanation of the auditing changes  
239 incorporated into the audit. Ms. French asked that KPA obtain three bids for the Reserve  
240 Study, including one from the company that conducted our last reserve study in 2003.

241  
242 After reviewing the delinquency reports provided to the Board, Ms. French asked if KPA  
243 could separate the delinquencies into delinquent assessments and compliance violation  
244 fines. Ms. Tschirhart reported that KPA's software could do that, particularly since the  
245 data received from LMA did not make the distinction. Ms. French expressed concern and  
246 stated she felt these costs needed to be separated. Mr. Idding stated that many of the past  
247 fines are suspect. Ms. Krahn stated that documents handed over by LMA were sparse  
248 and not conclusive. Ms. Tschirhart agreed that the LMA's files were very disorganized.

249  
250 **MOTION: Ms. French moved, Ms. Krahn seconded, to accept the 2006 audit as**  
251 **presented. The motion passed unanimously (5-0-0).**

252  
253

254 • **Neighborhood Watch**

255 Mr. Tremols reported that the Board is looking for a new Neighborhood Watch  
256 Chairperson.

257

258 • **Communications**

259 Kristen Walsh, Communications Committee Chair, brought extra newsletters to be sent to  
260 owners and gave them to Ms. Tschirhart. Ms. Walsh stated that she will follow up on a  
261 spring yard sale. Ms. Krahn stated that the Arbor Day resolution should be included in  
262 the newsletter. Mr. Iddings suggested a spring house cleaning day with a rented  
263 dumpster where residents could dispose of their "junk."

264

265 • **Pool and Recreations**

266 Linda Witham, Pool and Recreation Committee Chair, reported that Atlantic Pool has  
267 everything needed to perform the bathroom vanity replacement. Ms. Witham reported  
268 that she asked that the Board to approve the pool management contract. Ms. Tschirhart  
269 stated that the Board received pool management proposals from three vendors, Atlantic  
270 Pool, Continental and Winkler. Ms. Witham recommended the Board re-sign with  
271 Atlantic Pool based on their price and past experience.

272

273 **MOTION: Mr. Iddings moved, Mr. Jarvis seconded, to accept Atlantic Pool's**  
274 **proposal and to authorize Mr. Tremols as the Board President to execute the**  
275 **contract with Atlantic Pool. The motion passed unanimously (5-0-0).**

276

277 Mr. Iddings reported that the latch on the storm door to the pool house is broken. Ms.  
278 Witham stated she would follow up.

279

280 Ms. Witham asked that Ms. Tschirhart obtain concrete decking bids.

281

282 **V. OLD BUSINESS**

283

284 Mr. Jarvis reported on two lights that burn 24 hours a day and need a light sensor, one being at  
285 the end of Colonial Village Pass and the other behind the pool house. Mr. Jarvis stated that this  
286 was something that LMA was supposed to take care of. Kolb Electric installed the light on  
287 Colonial Village incorrectly, so LVCA should not be a charged to correct it.

288

289 Mr. Tremols reported that the pipe stem at the end of Merrimac Trail needs to be repaired and  
290 erosion corrected where the pipe stem meats community property. Mr. Tremols stated that the  
291 work needs to be completed & KPA needs to charge the costs back to owners. Ms. Tschirhart  
292 stated she will follow up and have a status report at the next Board meeting.

293

294 **VI. NEW BUSINESS**

295

296 No new business was discussed.

297

298

299 **VII. ACTION ITEM LIST**

300

301 Ms. Tschirhart reviewed the action item log list with the Board.

302

303 **MOTION: Mr. Jarvis moved, Ms. French seconded, to convene into Executive Session at**  
304 **8:34 p.m. The motion passed unanimously (5-0-0).**

305

306 The Board came out of Executive Session at 9:00 p.m. and directed KPA to send violation and  
307 hearing notice letters to specific owners and to pursue court ordered redirection of rent on two  
308 specific properties that are in serious arrears with the Association.

309

310 **VIII. ADJOURNMENT**

311

312 There being no further business to discuss, Mr. Tremols adjourned the Board meeting at 9:01  
313 p.m.

314

315 Respectfully Submitted,

316

317

318 E.J.Jarvis II

319 Secretary

320