

**LAFAYETTE VILLAGE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Monday, March 14, 2011  
Mason District Government Center**

**BOARD MEMBERS PRESENT:**

Jay Jarvis  
Hattie Walden  
Terri Clark  
John Alexander

**BOARD MEMBER ABSENT:**

Sean Walsh

**OTHERS PRESENT:**

Diane Tschirhart	Property Manager, KPA
Lauren DeLaCruz	Recording Secretary, Minute-By-Minute

**I. CALL TO ORDER:**

Mr. Jarvis called the meeting to order at 7:01 p.m.

**II. CITIZEN'S COMMENTS:**

A resident suggested modifying the resident comment policy to allow the residents to speak when the relevant agenda item is up for discussion.

A resident asked for clarification on the window fan provision in the guideline revision draft. He said he objected to a ban on window fans that do not protrude from the window as they are a cost effective and environmentally friendly way to cool the house.

A resident asked for clarification on the fencing stain provision in the guideline revision draft. She said she realized that some stains are clearly inappropriate, but that the committee could pick specific stains similar to how the guidelines include approved paint colors for the houses.

A resident asked if those in attendance could ask questions during that portion of the agenda where ACC rule proposed changes would be discussed. After discussion among Board members, the Board agreed residents would be allowed reasonable time to ask questions and discuss proposed rule changes.

Mrs. Walden asked about the policies regarding houses that have been physically subdivided or sub-let. Mr. Jarvis said that those practices are against community rules and county laws. However, it is difficult to document and take action. The Association

can send notice to the homeowner and hold a hearing, but cannot prove without proper documentation.

### **III. APPROVAL OF MINUTES:**

**MOTION: Mr. Alexander moved, Ms. Clark seconded, to approve the minutes of the February 14, 2011 Board meeting as presented. The motion passed unanimously (4-0-0).**

### **IV. PRESIDENT'S COMMENTS:**

Mr. Jarvis noted that he contacted Legal Counsel regarding the possible conflict of interest with his landscaping company and that Legal Counsel determined there is no conflict of interest.

Mr. Jarvis reported that Mr. Gerry Connolly is scheduled to be the speaker for the semi-annual meeting, if the meeting is not in conflict with any votes.

### **V. MANAGEMENT COMPANY REPORT:**

Ms. Tschirhart reported that the pool company asked that nonslip matting be installed in the pool house. She said it was a discretionary item. The Board agreed to get input before voting.

### **VI. COMMITTEE REPORTS:**

Architectural Control Committee: Ms. Cutter reported that there were no resident requests to consider at the last ACC meeting and that the meeting was devoted to amending the guidelines. The Board reviewed the draft guidelines with Ms. Cutter and asked for clarification on several items. Mr. Jarvis explained the ACC has recommended that the management company conduct two inspections to determine that corrections were completed. During that period, the weekly inspections will be done by volunteers on the Board and the ACC. Mr. Jarvis said that this was not part of the contract with the management company so he had contacted the KPA President who has agreed to the change at no charge. He noted the Board would also need to agree to the change.

**MOTION: Mr. Alexander moved, Ms. Walden seconded, to approve two inspections by KPA to include the annual inspection and one follow up inspection. The motion passed unanimously (4-0-0).**

The Board discussed with the residents the recommended changes to the guidelines, including lawn timbers, fence stain, flags and flag poles, political signs, exterior lights, and window fans. Mr. Jarvis thanked the ACC for their hard work.

Communications Committee: Mr. Iddings reported that the newsletter is due March 28, 2011 and will be distributed April 2, 2011. The newsletter will focus on Earth Day and

Arbor Day and the semi-annual meeting. The website has been updated and announcements have been sent out.

Grounds Committee: Mr. Alexander distributed the proposed project list to the Board and asked the Board to review the list. He reported that a moon bounce has been reserved for the April 23, 2011 Arbor Day celebration. The County sheriff and State delegate will both be attending the celebration.

Neighborhood Watch: Mr. Iddings reported that the Residents Meeting will resume in April and will begin planning for National Night Out. He said there has been some crime in the community including car tampering and theft. There were noise violations in January and February and a sex offense in February.

Pool & Recreation: Ms. Witham reported that there were no changes to the forms or rules and regulations, but wanted to confirm that with the Board. Ms. Witham said that she needs to resign from the committee because she is moving. She said she would print the passes but would not be able to continue after that.

Finance Committee: Ms. Walden asked for clarification about an expense because there was neither support documentation nor an explanation for the budget line charge.

Fairfax Federation: Mr. Iddings reported that at the meeting they discussed the planning process regarding the metro stop in the Reston Town Center. They have planned about 50 years into the future. The metro will not be available until about 2018. They discussed county-wide disaster planning. The Federation is involved in the County budget. The Federation stressed that due to a change in state law, homeowners associations must have a proper complaint process or the resident can take the association to court. He suggested discussing this with Legal Counsel. Mr. Jarvis said that the Association's Legal Counsel is on the Board involved in determining those changes and will give the Association recommended language to adopt.

Mason District Council: Mr. Jarvis reported that the Council discussed the code enforcement compliance task force regarding multiple occupancies and overcrowding.

## **VII. OLD BUSINESS:**

Traffic Calming Update: Mr. Iddings reported that the County is identifying underground utilities. The review process should take about 10 days and then construction will begin after approval is received from the utility agencies.

VDOT Update: Mr. Jarvis reported that the community is next on the list. The Board extended the temporary easement and the property should be finished by the end of March.

Standard Operating Procedures Manual: Ms. Walden reported that she received good feedback on the draft. She said she would like to include more history on the community and is waiting for comments from a homeowner. She discussed recordkeeping in the

community, and suggested fireproof file cabinets or online storage. She said she has not looked into the cost of online storage. She said that the By-laws mentions a community seal. She will investigate costs for board consideration.

#### **VIII. NEW BUSINESS:**

There was no new business to discuss.

#### **IX. ACTION ITEMS:**

The Board agreed to table the pool matting proposal until next month.

Ms. Tschirhart will check with the Insurance Company about a dog park, order pool stickers, and provide support documents for non-fixed expenses.

#### **X. ADJOURNMENT:**

Mr. Jarvis ended the Open Session of the Board meeting at 8:12 p.m. to move into Executive Session to discuss the KPA contract, homeowner delinquencies, and the roles and responsibilities of Board members. Mr. Jarvis recessed the meeting while the room was cleared of all but those authorized to participate in the Executive Session.

[The recording secretary was dismissed at 8:12 p.m.]

#### **XI. EXECUTIVE SESSION:**

**Upon a motion duly moved and seconded, the Board moved into Executive Session. The Board rose from Executive Session and reported it had directed the management company to clear certain fees for a delinquent homeowner. The adjustment would bring the account current with payment of the April assessment. Mr. Jarvis was of the impression that the management company had been instructed to write off all homeowner delinquent account balances rolled over from the previous management company. Hattie Walden was asked to assist the homeowner in completing a Do Not Touch Form.**

**The management company was directed to request additional advice from Legal Counsel on options for publishing a homeowner directory.**

**(The Ms. Tschirhart left executive session at approximately 8:40 p.m.)**

**The Board discussed plans for a management company search. Hattie Walden offered to take the lead on the project and the Board unanimously agreed.**

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**There was some discussion regarding a question on a State Law that required the Board to solicit feedback from members of the Association on ACC Rule changes. The discussion led to Legal Counsel involvement.**

**Mr. Jarvis adjourned the Regular Session of the Board of Directors at 9:00 p.m.**

**Respectfully Submitted,  
Hattie M. Walden**