

**LAFAYETTE VILLAGE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Monday, February 13, 2017  
Mason Crest Elementary School**

**BOARD MEMBERS PRESENT:**

Carl Iddings, President  
James Franklin, Treasurer  
John Alexander, Secretary (arrived 7:19 p.m.)  
Steven Longstreet, Director-at-Large

**BOARD MEMBERS ABSENT:**

Michelle Kloc, Vice President

**OTHERS PRESENT:**

Amanda Sansbury  
Anne Sansbury  
Lisa Conoly  
Angela Cutter  
Linda Boone  
Mike Nutbrown  
Dale Edwards, Sequoia Management  
Chris Collins, Recording Secretary, Northern Virginia Minutes

**I. CALL TO ORDER:**

Mr. Iddings called the meeting to order at 7:02 p.m. and confirmed a quorum.

**II. RESIDENTS' COMMENTS:**

There were no comments from residents.

**III. APPROVAL OF MINUTES:**

**MOTION: Mr. Franklin moved, Mr. Longstreet seconded, to approve the minutes of the January 9, 2017 Board meeting as presented. The motion passed unanimously (3-0-0).**

**IV. PRESIDENT'S COMMENTS:**

Mr. Iddings reported that the spring inspection will begin on March 13<sup>th</sup>, weather permitting. All violation letters will be mailed by March 22<sup>nd</sup>. A second inspection will take place on April 24<sup>th</sup> to verify that corrections have been made from the first round of inspections. On May 1<sup>st</sup>, a second round of violation letters will be sent to homeowners, and another inspection will take place on May 17<sup>th</sup>. The results of that inspection will be shared with the Pool & Recreation Committee and the Architectural Control Committee. Pool passes will be withheld from those homeowners with outstanding ACC violations until those violations are corrected. Hearings will take place on July 10<sup>th</sup>.

Mr. Iddings also reported that he and Mr. Franklin attended a meeting that Supervisor Penny Gross held for HOA leadership. The county department of forest management spoke for part of the meeting. The topic of the other part of the meeting was solid waste management. Mr. Iddings noted that the fee

for county trash removal is \$345 per year per household; and the average fee for private trash removal per household per year is \$435 per year. Mr. Iddings noted that the LVCA homeowner pays about \$150 per year, and that includes pick-up twice a week, as well as recycling.

Mr. Iddings reported that the county has postponed the requirement that yard waste be put out for pick-up in bins or paper bags. Because of the change in county policy, Patriot will keep its current policy of accepting yard waste in bins, paper yard waste bags, or plastic bags. The Board/management will encourage homeowners to use paper bags or bins for their yard waste pick-up.

Lastly, Mr. Iddings reported that Blade Runners will be out to do a spring clean-up later this week, when it will collect the numerous tree branches that came down as a result of the recent wind storms.

## **V. MANAGEMENT REPORT**

Mr. Edwards reviewed various action items from last month. He noted that legal invoices are included in the Board packet. He advised Lisa Conoly that he will change the battery in the smoke detector in the pool house.

## **VI. COMMITTEE REPORTS:**

Architectural Control Committee: Ms. Cutter reported that there have been a few trash violations recently.

Communications Committee: Mr. Iddings reported that the deadline for the next newsletter is February 21<sup>st</sup>. The newsletter will go out the weekend of the 25<sup>th</sup>. He noted that one community email has gone out over the last month.

Grounds Committee: Mr. Nutbrown reported that the committee has discussed the reserve study items. He noted that the committee plans to do \$37,000 worth of retaining wall work this year. He noted that there are two stumps that will need to be grinded the next time that there is tree removal or pruning done. He discussed the need for a plan for spring planting and Mr. Franklin recommended software that he has used that makes recommendations based on information you input. Mr. Franklin also suggested that the Grounds Committee provide a list of what they would like a landscape architect or designer to do by the next Board meeting. This information could be developed into a potential RFP. Mr. Nutbrown also reported that the committee will be contacting homeowners who participated in the garden last year to see if they would like to participate again this year. Lastly, he reported that the grounds contract will be coming up for renewal this year.

Neighborhood Watch Committee: Mr. Longstreet reported that the committee did not meet in January but plans to meet next week. There will be a training session with the Fairfax County police liaison on March 1<sup>st</sup>.

Pool & Recreation Committee: Since the pool is closed for the season, no report was given.

Finance Committee: Mr. Franklin reported that the next committee meeting will take place next Tuesday night. The committee will review the draft 2016 audit. Mr. Franklin discussed the balance sheet reserve amounts and advised Mr. Edwards that he would like to work with Vince to identify a new accounting treatment in relation to the balance sheet reserve amounts to avoid any appearance of discrepancies regarding the Association's reserve fund balance.

Fairfax Federation: Amanda Sansbury reported that Jim McGlone presented on urban forestry during the last Federation meeting. He discussed a new program, Volunteer Tree Steward, that Fairfax County has started.

## VII. OLD BUSINESS:

Adoption of Contracting Policy for Bid Procedures:

**MOTION: Mr. Franklin moved, Mr. Longstreet seconded, to adopt the contracting policy for bid procedures as amended. The motion passed unanimously (4-0-0).**

Policy to Enforce Article VI, Section 6(f): The Board reviewed the resolution regarding enforcement of the covenant article addressing subdivided units or basement apartments. Mr. Franklin proposed several amendments that he would like to incorporate into the resolution. He will edit the resolution and then send it to the Board for review and vote via email.

## VIII. NEW BUSINESS:

Review of Association Welcome Letter: The Board reviewed proposed edits to the current welcome letter. Mr. Iddings will make the edits to the document and send it to Mr. Edwards to finalize.

Review of Replacement Reserves Projects 2017: Mr. Franklin reviewed the replacement reserves projects as attached to the minutes.

Receipt of Draft Fiscal Year 2015/2016 Audit:

**MOTION: Mr. Iddings moved, Mr. Alexander seconded, to refer the draft 2015/2016 audit to the Finance Committee for review. The motion passed unanimously (4-0-0).**

Mr. Iddings noted that Board members should review the audit and pass on any questions they may have to Jim Franklin to allow the Finance Committee to respond to the questions.

Donation to Washington Metropolitan Chapter of the Community Association Institute's Virginia Legislative Action Committee:

**MOTION: Mr. Iddings moved, Mr. Franklin seconded, to contribute \$500 to the Washington Metropolitan Chapter of the Community Association Institute's Virginia Legislation Action Committee. The motion passed unanimously (4-0-0).**

Letter to Fairfax County Supervisors:

**MOTION: Mr. Franklin moved, Mr. Alexander seconded, to authorize the President to write a letter to the Fairfax County Board of Supervisors requesting that they reinstitute the requirement of paper bags or bins for the disposal of yard waste, and that this letter be signed by all five Board members. The motion passed unanimously (4-0-0).**

## IV. ACTION ITEMS:

- Send \$500 to the Washington Metropolitan Chapter of the CAI's Virginia Legislative Action Committee

**IX. ADJOURNMENT:**

**MOTION: Mr. Iddings adjourned the Regular Session of the Board meeting at 9:02 p.m. to convene an Executive Session.**

**X. EXECUTIVE SESSION:**

**The Board entered into executive session at 9:04 and reviewed the aging report of delinquent accounts. Two accounts were found to be 2 quarters past due and the towing company was notified of their addresses as per our policy. Policy governing returned checks was reviewed. Board rose and ended the meeting at 9:21.**

These minutes, having been reviewed and properly approved by the LVCA Board of Directors during the regularly scheduled monthly meeting held February 13, 2017, are hereby submitted as FINAL.

Respectfully,

          // John M. Alexander //  
ATTEST: John Alexander, Secretary