



47 needed to be added. She reiterated that the visitor parking situation needs to be  
48 addressed. Residents cannot call the towing company, the only people who can authorize  
49 a tow are Board Members. Ms. McFadden said that Butterfield Lane was also having  
50 problems with visitor parking. Three new residents have apparently been using the  
51 visitors' space as one of their own. Ms. McFadden and Loudoun Management decided  
52 that a letter would be sent out to all residents reiterating visitor parking regulations and  
53 this letter would be included in the next mailing to the residents. Ms. McFadden stated  
54 that Board Members need to be called so that license plates can be taken down and  
55 towing situations can be addressed on a case by case basis.

56

57 **IV. REPORTS OF OFFICERS AND COMMITTEE CHAIRS:**

58

59 **A. ACC/Grounds Committee:**

60

61 Ms. Walden addressed the Armstrong inspections. She has granted an extension  
62 to homeowners that requested them. She has copies of some of them with her so that the  
63 Board could have a record. Ms. Walden was waiting until she spoke with Loudoun  
64 Management (LMA) to see how they plan on doing the inspections. She would utilize  
65 the report she got from Armstrong to crosscheck violations and make notes to see if  
66 they've been handled. She said the updated guidelines for townhomes and single family  
67 homes would be completed shortly. There was discussion between Ms. Walden and  
68 LMA as to when they were going to do the walkthroughs.

69

70 Ms. McFadden asked Ms. Walden when the revised guidelines would be ready.  
71 Ms. Walden said she will have that answer ready on Monday after the ACC meeting.  
72 Ms. McFadden requested that Ms. Walden send the draft guidelines to the Board so that  
73 Board members can review them.

74

75 With regard to Lafayette Village Drive, Tyson Tree Company did a great job  
76 clearing out the kudzu vine that was killing the trees. There was discussion on other trees  
77 that needed work and what was available in the budget to do the work. Ms. Walden  
78 consulted with Boyers Tree Service and they declined handling the tree service request.  
79 A few other tree companies were looked at and ultimately Ms. Walden went with Tyson  
80 Tree Company and again is happy with their work on Lafayette Village Drive. There was  
81 discussion on whether there was a contract with either of the tree companies and it was  
82 stated that there should be a contract set up with Tyson Tree Company.

83

84 Ms. Walden discussed the Dominion Virginia Power contract regarding  
85 streetlights, noting that the Board approved 3 lights to be installed. There was discussion  
86 on the status of this contract and Ms. McFadden requested that Ms. Walden hand the  
87 matter over to LMA.

88

89 There was a brief discussion on the trash receptacle situation. Ms. Walden and  
90 LMA will work on the matter together.

91

92 Ms. Walden brought up the ditch behind 7801 Byrds Nest Pass and expressed her  
93 concern over the safety of the area. Springfield Nursery looked at the ditch and said the  
94 project was too big and they suggested she contact an engineering company. LMA  
95 inquired about the ditch and Ms. Walden went into detail on the situation. LMA said  
96 they would look into how this occurred and felt they had a few ideas of where to start due

92 to previous experiences with other communities. Ms. Walden reiterated that it was a  
93 serious liability.

94 There was discussion on Armstrong Management and Springfield Nursery's  
95 handling of the trimming of hedges and bushes throughout the community. LMA and the  
96 Board discussed the matter and will look into it further.

97

98 **B. Pool/Recreation Committee:**

99

100 Ms. Witham discussed several items with regard to the pool including the white  
101 coating and the tot pool fence. LMA suggested some companies that have done a great  
102 job with other communities and gave the information to Ms. Witham.

103 The pool party was a huge success and the only issue she had was that 35 people  
104 RSVP'd yet over 80 people were in attendance. Ms. Witham made note that for future  
105 reference and from her planning perspective it would be helpful to have a better idea of  
106 attendance prior to the event. Ms. McFadden said she heard nothing but great things and  
107 she thanked Ms. Witham for all of her hard work on behalf of the Board.

108 There was a brief discussion on the pool management company and the lifeguard  
109 situation. Everyone is very happy with the quality of the lifeguards but feel as though  
110 there were times at the end of the summer where there was only one lifeguard standing  
111 watch and did not believe that was in accordance with the contract.

112

113 **C. Finance Committee:**

114

115 Mr. Iddings discussed the latest draft budget. The version being discussed was  
116 already distributed at the pool party. The Board will need to go through this and point  
117 out what really are reserve items and what are not. LMA asked if a reserve study had  
118 been conducted. There was discussion between the Board and LMA regarding the last  
119 two reserve studies that had been done and how different the two had been. LMA  
120 suggested having someone take a look at the two studies to find any discrepancies and  
121 hopefully might find that there is not as big a crunch as it seems at this point. Ms.  
122 McFadden discussed some emails she had received from residents saying that it is  
123 important to point out must haves vs. nice haves and stated that it certainly varies from  
124 person to person.

125 There was discussion about a possible working session on September 26<sup>th</sup> for the  
126 Board to meet on the budget. LMA stated that they had several revenue ideas that they  
127 would email to the Board.

128 Ms. Witham and LMA discussed the pool furniture situation with regard to the  
129 budget and what was allocated and they were going to look into a few companies that  
130 LMA had worked with recently and had been very happy with the results.

131

132 **D. Neighborhood Watch:**

133

134 No report was provided.

135

136 **E. Newsletter/Website Committee:**

137

138 No report was provided.

139

140 **F. RFP Committee:**

141

142 No report was provided.

143

144 **V. OLD/UNFINISHED BUSINESS:**

145

146 **A. Transition from Armstrong to LMA:**

147

148 LMA discussed the transition from Armstrong and stated that they were ready and up and  
149 running. LMA plans to talk to Linda Boone about budget vs. actuals for this year. They  
150 stated that they would like to see an improved budget by a month by month breakout. All  
151 in all they feel things are moving along fine.

152

153 **B. Minutes:**

154

155 There was discussion on the editing of the minutes process. LMA and the Board want to  
156 have the edits made prior to the meeting so that time is not wasted going over the edits  
157 line by line. LMA requested that Minute-by-Minute please use line numbering for future  
158 meetings in order to make it easier for editing.

159

160 **VI. NEW BUSINESS:**

161

162 **A. 2006 Bids:**

163

164 Discussion was made on the 2006 bids, LMA wanted to follow up to make sure there  
165 wasn't anything they had missed that Armstrong was working that still needed to be  
166 addressed. The snow removal contract needs to be reviewed by LMA.

167

168 **B. Late Fee Resolution:**

169

170 Ms. McFadden stated that there was nothing that could be done on this matter because  
171 there is no quorum present. The Board then went into discussion with LMA to bring  
172 them up to speed on the late fee situation. Ms. McFadden then stated that Linda Boone  
173 has a resolution on this matter but since she is not present the late fee resolution will be  
174 handled at the October meeting.

175

176 **C. Annual Minutes:**

177

178 Ms. McFadden discussed the compilation of the Annual Meeting Minutes. There was  
179 discussion on how to make the meeting minutes from the prior year available to the  
180 community and LMA suggested having them all printed and available to the residents at  
181 the Annual Meeting.

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**D. Action Item list:**

LMA and the Board discussed how to handle the action item list for each meeting. LMA stated that they would like to address the action item list at the end of each meeting and then send out the list to the Board Members the following day to ensure nothing was forgotten. At this point, the Board and LMA went through the list of items and made sure they were all covered and addressed.

**VII. MANAGEMENT REPORT:**

No report was provided.

**VIII. EXECUTIVE SESSION:**

**Upon a motion made by Ms. McFadden, the Board convened an Executive Session at 9:00 p.m.**

**IX. ADJOURNMENT:**

**Upon a motion made by Ms. McFadden, the Board of Directors unanimously agreed to adjourn the September 12, 2005 meeting at 9:15 p.m.**

**Respectfully submitted:**

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**Laura C.T. Wilson**