

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

**Monday, February 14, 2011  
Mason District Government Center**

**BOARD MEMBERS PRESENT:**

Jay Jarvis  
Sean Walsh (arrived at 7:06 p.m.)  
Hattie Walden  
Terri Clark  
John Alexander

**OTHERS PRESENT:**

Diane Tschirhart                      Property Manager, KPA  
Sarah Tyson                              Minute-By-Minute

**I.        CALL TO ORDER:**

Mr. Jarvis called the meeting to order at 7:00 p.m.

**II.       CITIZEN'S COMMENTS:**

A resident stated that she noticed four cars, that she believed were on parking restriction, parking in visitor spaces while their parking spaces were covered with snow. The Board asked her to please contact them if she noticed something like this happening again. Ms. Tschirhart stated that vehicles on parking restriction should not be parking anywhere on the property.

**III.      APPROVAL OF MINUTES:**

**MOTION: Ms. Clark moved, Mr. Jarvis seconded, to approve the minutes of the January 10, 2011 Board meeting as amended. The motion passed (2-1-0) with Mrs. Walden opposing.**

**IV.      APPOINTED TO FILL THE UNEXPIRED TERM OF EMPTY BOARD SEAT:**

Mr. Jarvis stated that John Alexander has agreed to serve on the Board.

**MOTION: Ms. Walden moved, Ms. Clark seconded, to approve John Alexander to fill the unexpired term of Sean Howard. The motion passed unanimously (3-0-0).**

**V. PRESIDENT'S COMMENTS:**

Mr. Jarvis did not have any comments.

**VI. MANAGEMENT COMPANY REPORT:**

Ms. Tschirhart stated that the only items she had were for Executive Session. Ms. Walden inquired about some tree limbs she reported that were hanging dangerously low over the mailboxes on Hampton Village Pass. Ms. Tschirhart stated that she had forwarded the concern to the Grounds Committee so they could decide how to proceed.

**VII. COMMITTEE REPORTS:**

Architectural Control Committee: Angela Cutter reported that the Committee has received routine requests and has discussed the Spring Inspection and grandfathering. She stated that the Spring Inspection should get underway in the beginning of March. She said that the Committee is having on-going discussions on how to revise the guidelines. Ms. Clark encouraged people to become involved with the Committee.

Communications Committee: Mr. Jarvis provided Mr. Iddings' report. Mr. Iddings reported that the February/March Newsletter was distributed the weekend of February 5<sup>th</sup> and 6<sup>th</sup>. There were a number of errors in the committee schedule that have been corrected on the website version of the newsletter. He has sent out 4 LVCA announcements since the last meeting, some of which were time sensitive. He stated that the deadline for the next newsletter is Monday, March 28<sup>th</sup>, and the lead article should be about the semi-annual meeting.

Grounds Committee: Mr. Alexander reported that the Committee met last month. At that meeting the Committee came up with a preliminary list of projects for the Grounds Committee to complete this year. All Committee Members need to review the list before it is submitted to the Board for review. The Committee is also working on compiling a database of the work that has been done in the community; there should be a draft available at the next Board meeting. The Committee has also discussed the community garden. Anyone interested in obtaining a plot should contact Anne Sansbury.

Neighborhood Watch: Mr. Jarvis provided Fred Saah's report. He reported that there had been some car break-ins on Merrimac Trail.

Pool & Recreation: A resident reported that the next newsletter would hopefully include pool paperwork.

Finance Committee: Mr. Walsh reported that the Finance Committee would meet on February 24<sup>th</sup> to discuss the year-end numbers that are unaudited.

Fairfax Federation: Carl Iddings will attend the meeting this Thursday, February 17<sup>th</sup>.

Mason District Council: Mr. Jarvis reported that there will be a membership meeting on March 3<sup>rd</sup>. The Mason District Council is encouraging HOAs to designate clean-up days.

#### **VIII. OLD BUSINESS:**

Traffic Calming Update: Mr. Jarvis reported that there is one project ahead of LVCA's, so work will begin once the first project is completed. Our project should begin in early March, weather permitting.

VDOT Update: Mr. Jarvis reported that they are still working on putting the line beneath the Beltway. They are about 60% of the way done with the work. They have not used The Lafayette Village land yet and would like an extension of the easement through the end of March.

**MOTION: Mr. Walsh moved, Ms. Walden seconded, to approve the extension of the easement through the end of March. The motion passed unanimously (5-0-0).**

Standard Operating Procedures Manual: Ms. Walden emailed the second draft of the manual and is looking for input. She would like to have it completed by the Semi- annual Meeting.

#### **IX. NEW BUSINESS:**

There was no New Business.

#### **X. ACTION ITEMS:**

Ms. Tschirhart will follow-up with the trash company about sending a letter to the people on Merrimac Trail.

Mr. Jarvis said there is a light that needs to be fixed; the top appears to be about to fall off.

#### **XI. ADJOURNMENT:**

Mr. Jarvis ended the Open Session of the Board meeting at 7:23 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.

#### **XII. 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 accept an offer from a delinquent homeowner; also to continue to monitor another delinquent homeowner until the end of the year.**

**The Board reviewed the management company contract and directed the management company to look into what it would cost for KPA to conduct follow up inspections after the annual homeowner site inspections. Also, look into other penalty options for ACC homeowner violations, after the maximum fines have been implemented. After the review of the KPA contract Ms. Tschirhart left the meeting.**

**The Board unanimously agreed to conduct a search for services offered by other property management companies and to include KPA in the RFP process.**

**Detailed discussions regarding Board duties and responsibilities led to an Attorney Opinion requesting confirmation and clarity on this issue.**

**Mr. Jarvis adjourned the Regular Session of the Board meeting at 8:55.**

**Respectfully Submitted,  
Hattie M. Walden**