



down trees and put them in the common area. Mr. Edwards reported that the owner has been sent a notice that included pictures. Mr. Iddings reported that work has begun on the north community gardens. The basketball and all-purpose court has been inspected and there are hairline cracks with grass growing in them. The warranty needs to be checked.

[Mr. Alexander arrived at 7:08 p.m.]

Mr. Iddings explained that Mr. Alexander needs to be appointed to the Board to fill the vacant seat. Nathan Garcia assumed his seat was going to be vacated, but it was actually Jay Jarvis' and Mr. Alexander's seats that were up for election. Mr. Garcia could not serve anymore due to his job and has submitted his resignation, so there is a vacancy on the Board.

**MOTION: Mr. Iddings moved, Mr. Gaston seconded, to appoint Mr. Alexander to the Board to fill the vacant seat, the term of which expires in 2013. The motion passed unanimously (4-0-0).**

#### **IV. APPROVAL OF MINUTES:**

**MOTION: Mr. Iddings moved, Mr. Gaston seconded, to incorporate Mr. Alexander's and Mr. Iddings' changes into the November 12, 2012 meeting minutes. The motion passed unanimously (5-0-0).**

**MOTION: Mr. Iddings moved, Mr. Alexander seconded, to approve the November 12, 2012 regular session meeting minutes, as amended. The motion passed unanimously (5-0-0).**

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

Water Meter: Mr. Edwards reported that the proposal for a low-flow water meter is for \$2,270. The original proposal from the plumber was incredibly expensive so he contacted a second plumber for this price.

Tot Lot Fence: Mr. Edwards ordered wire mesh for use in repairing the tot lot fence and maintenance will install it. It is considerably cheaper than having a contractor do it. Mr. Edwards had maintenance spray paint the gate so it will match. There will be extra vinyl fabric for the fence. Mr. Iddings pointed out areas that could use the extra fabric. Mr. Alexander asked if the fence project will come out of the December budget. Mr. Edwards said that he would send information the following day, but he was not sure how long it would take maintenance to finish the project.

Other Items: The Board now has CAI membership numbers. Mr. Edwards is working on prices for the pool cover. The quarterly association assessment coupon books have been ordered and owners should have received them. Baby changing stations have been installed in the bathrooms of the pool house. The Board has several hearings to consider in Executive Session. Ms. Cutter asked how many outstanding violations there currently are. Mr. Edwards said that he was not

sure offhand, but the violations are categorized in the report by status. Most of the violations are current. The violations sent in March and May of 2012 should be mostly complete.

## **VI. COMMITTEE REPORTS:**

ACC: Ms. Cutter reported that the committee would like to make one amendment to the guidelines that would reinstate the rule that owners must submit an application for window installations, as this has become an issue for the committee. Mr. Iddings said that the Board could hold off on the guidelines resolution to incorporate that change.

Communication: Mr. Iddings reported that the newsletter was sent, but it was late. The next newsletter should be sent at the end of January.

Grounds: Mr. Alexander reported that the committee received the information from the Board and is taking it into consideration. The committee is recommending approving the proposal from Bladerunners. Mr. Iddings said that when he was driving home he noticed a back hoe and other heavy equipment down the street from the monument sign, opposite the basketball court. Mr. Gaston said that the County has been replacing curbs further down that street, which could explain the equipment. No one was sure what work was being done with that equipment. Mr. Iddings will call the park manager to find out.

Neighborhood Watch: The committee is on hiatus until April 2013.

Pool & Recreation: The Board will have to solicit a new pool contract in 2013 for 2014. The Board would like to start the process after the 2013 pool season ends. Mr. Iddings said that the current company has good service, but he is concerned with how they treat the lifeguards. Mr. Edwards said that there is similar treatment across the board with other companies.

Finance: Mr. Terreri asked Mr. Edwards whom he should contact if he has questions about budget variances. Mr. Edwards said to contact him, and if he does not know the answer he will forward the question to accounting. Mr. Terreri said that he is still trying to recruit committee members. There are currently only three members. Mr. Iddings will speak with Jim Franklin who is a private funds manager. The Board officers need to re-sign signature cards for several association accounts to reflect the new Board and new officers. The Board discussed a money market account that was opened without Board approval, but the Board has total control over the account. Mr. Terreri will follow up with the CPA at the corporate office to find out about the account.

## **VII. OLD BUSINESS:**

Grounds Maintenance Contract: Mr. Iddings explained that the grounds maintenance contract expires on December 31, 2012. The grounds committee recommends that the Board renew the contract with Bladerunners. The renewal is for 5 year. The first year is \$72,000 and years 2 through 5 are \$73,000. This contract includes a customer complaint process and requires Bladerunners to reply and resolve any issues within 10 days. If Bladerunners does not follow the complaint process then the Association can make the necessary repairs and charge Bladerunners

for any associated costs. This was added to the contract in response to ongoing complaints with Bladerunners. There was a vigorous discussion at the semi-annual meeting and several owners did not want the Board to even consider Bladerunners. The Board agreed to give the nonrenewal option serious consideration. The Grounds Committee spent much time on the issue, and closely reviewed another, less costly contract, but the vendor was located far from the community and the committee was concerned how that would impact their ability to perform snow removal and emergency work. There were also questions about the large size of that vendor's equipment, which would not work well with the property's smaller areas. The Board reviewed the Bladerunners contract. Bladerunners has become a lot more responsive. The contract can be terminated without cause via a 30-day notice. The price of the contract does not include the fall mulching. The Board will probably end up executing the option for \$275 to put up signage when herbicides are sprayed as it is required for community properties. Ms. Cutter asked which areas the Board will instruct Bladerunners to seed. Mr. Iddings said that the grounds committee is going to look into the issue because there are many areas with bare dirt. The Board may need to consider a separate contract for serious turf repair. The snow removal contract is also separate. That contract will include clearing the walkways, especially on Lafayette Drive, because of problems with snow piles and ice melt.

**MOTION: Mr. Gaston moved, Ms. Cutter seconded, to approve the Bladerunners grounds maintenance contract. The motion passed unanimously (5-0-0).**

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

Proposed Club House: Josh McKendrick, an engineer with Middleburg Associates, explained to the Board that his company has built three pool houses of several sizes for various types of spaces. Mr. Iddings said that the Board is still in the planning phase and they are not sure about zoning regulations. The Board wants to get to a point where they can get some pricing, but are not sure how to proceed. Possible uses of a club house would be for Board meetings, it could be rented as a party room, or used during summer months as a place to eat since residents cannot eat at the pool. The building would need to be heated and cooled year round with bathrooms. Mr. McKendrick said that the Board will need a civil engineer to research easements and zoning issues and he can recommend a company as his company does not do that in-house. With that information, the Board would know what size and type of building could be built in that area. Once they know the size of the building pad, they can build to fit.

He explained that the early stages are about dimensions and height restrictions. The Board will need to consider accessibility issues, which takes up space. Any room that gathers more than 10 people requires accessibility. The cost of a civil engineer could be about \$25,000 to \$50,000 depending on how in-depth the work needs to be.

Mr. Gaston asked if it would be possible to get estimates so the Board could determine if the project is even worth pursuing. Mr. McKendrick said that the civil engineer should be able to consult and conduct a site visit. He estimated that the cost per square foot to build a club house could be in the range of \$100 - \$120, but the price is dependent on details particular to each project. Mr. Iddings explained that the Board is currently considering an auxiliary building about 1,600 to 1,800 square feet. Mr. Gaston said that the Board may need to consider a separate

building that is just for meetings or a social room in order to fit in the available space, including possibly taking over a couple of parking spaces to make more room. Mr. McKendrick offered to forward a couple of names for civil engineers to Mr. Terreri so the Board could get an initial consultation to hold a preliminary feasibility discussion.

Resolutions: Mr. Iddings explained that the Board needs to amend the budget to reflect the increase to \$72,000 from \$70,000 in the landscaping contract.

**MOTION: Mr. Alexander moved, Mr. Terreri seconded, to adopt a resolution to amend the 2013 budget to accommodate the landscaping contract. The motion passed unanimously (5-0-0).**

Mr. Iddings deferred the resolution for the revised ACC guidelines in order to include a revision to require applications for window replacements. The guidelines have been updated to reflect changes in trash collection. When the resolution is passed, it will be the first time there has been a formal resolution for ACC guidelines that cite Virginia state code in order to ensure the Association is authorized to assess violation fines.

Mr. Iddings explained that excess assessment income will be applied to the following year's assessments. This is a resolution the Board adopts each year on the advice of accountants and auditors.

**MOTION: Mr. Iddings moved, Mr. Gaston seconded, to adopt a resolution regarding the treatment of excess assessment income. The motion passed unanimously (5-0-0).**

Tree Maintenance: Mr. Iddings said that he had hoped the tree maintenance would have been done earlier so it would be paid out of 2012 funds. There will be a significant surplus because the Association has not spent the money it budgeted. Since the work would not be done by the end of December, the contract award can be deferred. The Association has a grant for \$5,000 to do landscaping by the S-curve. The design was delivered in September and bids need to be issued in January for work to be done in the spring to plant the recommended trees and creeper plants to cover the sound barrier wall. The trees will probably cost more than the \$5,000 grant, especially if watering is included.

Authorization for Low-Flow Garden Meter: The Association has a \$4,000 grant from the County. Mr. Edwards has been getting estimates for running a water line to the community garden. The original proposal was prohibitively expensive, so the Board may discuss renting a trenching machine instead, which would cost significantly less. Mr. Edwards said this would still require some boring to get a pipe under the sidewalk and the pine trees. There will also be other costs, such as for topsoil, use of a rototiller for site preparation, and deer-proof fencing.

**MOTION: Mr. Gaston moved, Ms. Cutter seconded, to table the water meter authorization until the Board receives definitive quotes on the water line. The motion passed unanimously (5-0-0).**

Paving Project: Mr. Gaston explained that he was supposed to attend a large project lunch, but he was not able to attend. He asked them for minutes or information about what happened at the meeting and he will pursue the issue to determine if they discussed topics such as best practice bids. Mr. Gaston said that CAI has training specifically for paving projects. Mr. Edwards said that the CAI memberships are already renewed and that there is an expo in DC in March at which vendors offer classes on a variety of subjects.

Reserve Study: The reserve study will look at issues of street repair, since the Association will need to do milling, repair and resurfacing, and restriping. Mr. Iddings said that he asked Ms. Baldry to consider whether the paving should be done in one year or if it should be phased. If the project is done at once, then the Association would need to set up an ongoing program for crack repairs and seals to extend the life of the pavement. He stressed the importance of quality work, because the last time the property was crack-filled and seal-coated, the work was not done well. Mr. Gaston said that the Board needs to consider the response of owners at the last meeting and ensure that the work is well-done.

#### **IX. ACTION ITEM REVIEW:**

Mr. Edwards reiterated the following items on his action item list:

- Contact company on crack filling warranty
- Send email to Mr. Alexander regarding fence cost
- Send tree maintenance bid to third company
- Send another bid out for the water line. Mr. Gaston asked that the proposal be detailed so the Board may understand where the costs are coming from.

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

Mr. Iddings adjourned the regular session at 8:31 p.m.

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

The Board entered Executive Session at 8:40 p.m to discuss ACC violations, general ledger accounting topics, and legal matters. During Executive Session, the Board reported that six hearings were held though no homeowners attended despite being properly notified to appear. One homeowner had previously corrected their infraction, two homeowners were fined for outstanding infractions, two homeowners would be fined for any repeat infractions, and one homeowner's current fine circumstance was unchanged. The Board also discussed recent legal opinions regarding parking space assignment, HOA fining authority and pending legal matters. The President will arrange a meeting in January with our attorney for the Board to further discuss recent rulings and their potential impact to our association.

There being no further business, the Board rose from Executive Session at 9:24 pm.

**LVCA Board of Directors Meeting**  
**December 17, 2012**  
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These minutes, having been reviewed and properly approved by the LVCA Board of Directors during the regularly scheduled monthly meeting held January 15, 2013, are hereby submitted as FINAL.

Respectfully,

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ATTEST: J. Gaston, Secretary