

**LAFAYETTE VILLAGE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Monday, May 12, 2014  
Mason District Government Center**

**BOARD MEMBERS PRESENT:**

Carl Iddings, President  
John Alexander, Vice President  
James Franklin, Treasurer  
Jay Jarvis, Member at Large (arrived at 7:20 p.m.)

**BOARD MEMBERS ABSENT**

J. Gaston, Secretary

**OTHERS PRESENT:**

Anne Sansbury  
Amanda Sansbury  
Lisa Conoly, Pool Committee Chair  
Angela Cutter, Architectural Control Committee Chair  
Dale Edwards, Sequoia Management  
Chris Collins, Recording Secretary, Northern Virginia Minutes

**I. CALL TO ORDER:**

Mr. Iddings called the meeting to order at 7:13 p.m. and confirmed a quorum.

**II. CITIZENS' COMMENTS:**

A resident stated that the Board is doing a very good job.

**III. APPROVAL OF MINUTES:**

**MOTION: Mr. Alexander moved, Mr. Franklin seconded, to approve the minutes of the April 14, 2014 Board meeting as presented. The motion passed unanimously (3-0-0).**

**IV. PRESIDENT'S COMMENTS:**

Mr. Iddings reported that there have been some change orders to the street milling and paving project. Three significant changes to date are the development of a plan to address additional damage in the pavement base layer, replacement of curbs damaged by snowplows, and additional striping and curb painting. The total of this additional work is approximately \$35,000.00 as of this date.

Mr. Iddings updated the residents on the status of the property at 4020 Lafayette Village Pass. The owner has accepted the association's request for the continued use of the

grassy flat area near the basketball courts and access to the path near the sound barrier wall. In return the association will allow her and her family use of the LVCA pool and their residence will be included in LVCA trash and recycling collection.

Mr. Iddings noted that eight vehicles have been towed so far in relation to the street milling and paving project. The cost to each owner for the towing is \$40.00. The bills will be posted to the homeowners' accounts.

## **V. MANAGEMENT REPORT**

Mr. Edwards reported that the pool pumps are running and the pool is ready to go. He is looking into a cost for a storage box for the pool cover. He also reported that the 2012-2013 audit representation letter is ready to be signed. The insurance agent will attend the next Board meeting to discuss the association's insurance policy. A second round of inspections has been done. Re-strapping of pool chairs has been completed. Some spot painting needs to be done in the men's room of the pool house. There are also some holes in the fence that maintenance will repair.

## **VI. COMMITTEE REPORTS:**

Architectural Control Committee: Ms. Cutter stated that there wasn't much to report. Mr. Edwards noted that homeowners have been complying with the notifications they have received, or they have requested extensions.

Communications Committee: Mr. Iddings reported that the June/July newsletter will go out the first Saturday in June. The deadline to submit an article is June 3. He noted that homeowners' email addresses have been added to the list and there are now about 220 email addresses on the list. Mr. Iddings also reported that mini newsletters have been going out to the owners of the townhouses regarding the street milling and paving. A smaller one will go out for the phase 3 streets.

Grounds Committee: Mr. Jarvis reported that he has received several proposals for the tree planting. Work on the erosion projects continues. The pool pad is almost finished and looks great. The committee is working on a monarch butterfly way station, and milkweed will be planted on the hill to encourage butterflies to land. The committee is waiting on a proposal from another company to do the restricted parking signs, as the original vendor would only do the street signs in green text.

Neighborhood Watch Committee: Mr. Iddings reported that Doug Stewart is still trying to coordinate a meeting time for the committee. National Night Out will take place on the first Tuesday in August.

Pool & Recreation Committee: Ms. Conoly reported the pool will open on Saturday, May 24 at 11:00 am. Passes can be picked up that day at the pool house. Pool pass enforcement will begin on May 31. A cookout will be held on May 25. The association will provide hot dogs and hamburgers. Residents are asked to bring a side dish or dessert

to share. There will be two "Swim Under the Stars" sessions this summer. Furniture for the pool pad needs to be ordered. Ms. Conoly will work with Mr. Edwards to select and order the furniture. Mr. Franklin asked Mr. Edwards to code the purchase of the new pool furniture to the reserves account.

Finance Committee: Mr. Franklin reported that the association only has Wells Fargo bank accounts now. He will discuss the members' unappropriated equity later in the meeting. He noted that there are pending invoices for the paving and milling project, tree planting, pool pad, and pool furniture. He discussed the issue of the garden budget, stating that he will work on this issue and bring a solution to the next Board meeting.

Fairfax Federation: Mr. Iddings reported that Linda Boone's term on the Federation Board expires in June and she has decided not to run again. He will be looking for someone to serve as the representative of LVCA.

## **VII. OLD BUSINESS:**

### Street Milling & Paving Update:

Mr. Iddings reported that phase 3 has started. The concrete work should take about two days. The project is on schedule and the quality of work has been good so far.

## **VIII. NEW BUSINESS:**

### FY 2013 Audit:

Mr. Franklin presented his response to the audit and discussed recommended actions to address the audit findings and assessments. He developed a financial action item checklist for himself, as follows.

- President sign representation letter
- President and Treasurer sign response letter
- Treasurer send guidance letter to Sequoia Management
- Treasurer to work with Sequoia Management on: statement of reserve accounts, statement of paving project payments, and a checklist for monthly reporting.

Mr. Franklin also developed a list of action items for Sequoia Management, as follows.

- Account name changes
- Reserve account reconciliation
- Verify income tax receivable
- Correct entry errors to Replacement Reserves versus Community Maintenance /Improvement Fund
- Provide full accounting schedule of paving project expenditures
- Report on Replacement Reserve balance in relation to reserve study requirements

**MOTION: Mr. Jarvis moved, Mr. Alexander seconded, to approve the response letter and the actions it represents. The motion passed unanimously (4-0-0).**

**MOTION: Mr. Jarvis moved, Mr. Alexander seconded, to approve the representation letter and the actions it represents. The motion passed unanimously (4-0-0).**

Tree Plantings:

**MOTION: Mr. Jarvis moved, Mr. Franklin seconded, to award the contract for tree and shrub planting to Bladerunners in the amount of \$20,280.72, to be charged to the Community Maintenance/Improvement Fund. The motion passed unanimously (4-0-0).**

Crosswalk at Intersection of Lafayette Village Drive and Trammell Road:

VDOT refused the request of the association to place a marked crosswalk at the intersection of Lafayette Village Drive and Trammell Road. The association will submit a formal request to Supervisor Gross and Senator Marsden to intervene with VDOT on the association's behalf. Mr. Iddings has drafted a letter to send under Mr. Gaston's signature.

**MOTION: Mr. Franklin moved, Mr. Alexander seconded, to approve and send a letter to formally request that Supervisor Gross and Senator Marsden intervene with VDOT on the association's behalf to request that a marked crosswalk be placed at the intersection of Lafayette Village Drive and Trammell Road. The motion passed unanimously (4-0-0).**

**IX. ACTION ITEMS:**

- Send Mr. Franklin's email to the auditor
- Purchase wrist bands for the pool pad
- Have maintenance remove the bars where trees used to be at the pool and replace where needed

**X. ADJOURNMENT:**

There being no further business, Mr. Iddings adjourned the Regular Session of the Board meeting at 8:53 p.m. to convene an Executive Session.

**XI. EXECUTIVE SESSION**

The Board entered Executive Session at 8:59 PM. It reviewed the expected cost of the milling and paving project compared to the Reserve Study. While the project will cost more than the estimate in the Reserve Study, the Reserve Replacement Fund is still

adequately funded as per the guidelines in the Study. In addition, the Board removed a fine for one ACC violation and authorized towing for an additional 3 units who are in arrears. The Board rose from executive session at 9:20 and adjourned the meeting.

These minutes, having been reviewed and properly approved by the LVCA Board of Directors during the regularly scheduled monthly meeting held June 9, 2014, are hereby submitted as APPROVED.

Respectfully,

*//Gilbert J. Gaston, Jr.//*  
ATTEST: J. Gaston, Secretary