

**LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Monday, October 20th, 2014
Woodburn Elementary School
3401 Hemlock Drive, Falls Church, VA 22042**

BOARD MEMBERS PRESENT:

Carl Iddings, President
John Alexander, Vice President
James Franklin, Treasurer
J. Gaston, Secretary
Kathie French, Member at Large (following nomination and Board approval)

BOARD MEMBERS ABSENT

Jay Jarvis, Member at Large (Prior to nomination and Board approval of Ms. French)

OTHERS PRESENT:

Anne Sansbury
Amanda Sansbury, Fairfax Federation Representative
Lisa Conoly, Pool Committee Chair
Dale Edwards, Sequoia Management
Tina Snapp

I. CALL TO ORDER:

Mr. Iddings called the meeting to order at 7:00 p.m. and confirmed a quorum.

II. CITIZENS' COMMENTS:

None.

III. APPROVAL OF MINUTES:

MOTION: Mr. Alexander moved, Mr. Franklin seconded, to approve the minutes of the September 8, 2014 Board meeting as amended. The motion passed unanimously (4-0-0).

Mr. Iddings nominated Ms. Kathie French to serve out the remainder of Jay Jarvis' term, ending in 2016.

MOTION: Mr. Franklin moved, Mr. Alexander seconded, to approve the nomination of Ms. French. The motion passed unanimously (4-0-0).

Mr. Iddings next stated that at the October Annual Meeting, a quorum of the then sitting Board did not exist in order to elect Board members to serve in the various offices of the Association.

MOTION: Mr. Iddings moved that the current assignment of positions remain in place with Mr. Iddings serving as President, Mr. Alexander serving as Vice President, Mr. Franklin serving as Treasurer, Mr. Gaston serving as Secretary, and Ms. French serving as Member at Large. The motion passed unanimously (5-0-0).

IV. PRESIDENT'S COMMENTS:

Mr. Iddings stated that Mr. Jarvis is in the process of relocating and will be leaving the position of Chair of the Grounds Committee. Mr. Iddings appointed Mr. Michael Nutbrown to assume the role of Grounds Committee Chair, stating Mr. Nutbrown has done an exemplary job as a member of the committee.

Mr. Iddings provided an update on the property at 7842 Ashley Glen Road, which has been vacant for 7-8 years. He discussed the history of the foreclosure and that a new mortgage holder is in place as the property was sold in August 2014 to a division of Wells Fargo. There is a realtor sign in front of house, but he has not been able to actually contact the realtor. The asking price is \$435K and the house will likely require significant work to make habitable. The Association's attorney is checking on the validity of the real estate company.

Since there is a new owner of record, the Association may now issue violation notices since there are over 30 violations. The ACC Chair will provide an updated violations list to the management company so it may forward the list of violations to the owner of record along with a bill for all Association dues in arrears. The Board will consider next steps based on the owner's response. Mr. Franklin emphasized the need to separate the arrearages notices from the violation notices. Ms. Tina Snapp commented that there have been workmen in the unit recently.

V. MANAGEMENT REPORT

Mr. Edwards reported that only the usual routine had occurred since the last board meeting. The decision to eliminate late fees for late dues has been implemented; the pool cover was installed over the pool; the 2015 draft budget was provided to Mr. Franklin; hearing notices were sent with two being scheduled for this meeting; a lamp post on Byrds Nest Pass, which had a bad ballast, was finally repaired after it took longer than expected to receive the necessary parts.

VI. COMMITTEE REPORTS:

Committee reports were omitted as these were presented at the annual membership meeting.

VII. OLD BUSINESS:

Updated Collections Policy Resolution:

The Board continued the discussion that Mr. Franklin presented at the annual meeting regarding the new collections policy. Mr. Franklin noted that there was mild reaction from the assembled owners, but those who attended the annual meeting were typically not the group who pay their HOA ownership fees late. (A copy of the policy is presented as an addendum to these minutes and incorporated by reference herein. This includes a table describing the event/occurrence, the consequential action, and timing of those actions.) Mr. Alexander requested confirmation from the management company that it could successfully implement this new policy, noting the increased complexity of the process, and the need to provide to affected home owners a breakdown of the different cost components, such as penalties and interest. Mr. Edwards stated that it would be able to implement the new policies but he would have to discuss implementing the requested reporting with Mr. Vince Hughes of Sequoia. The Board decided that the 8% simple interest on late payments would be applied monthly.

Mr. Alexander requested that the Board be able to review some individual statements to inspect how assessments were charged and interest and late payments were applied in order to verify that the procedure is being implemented properly.

The Board also discussed implementation timing and how the policy would be applied to current delinquencies. Ms. French and Mr. Alexander will prepare a list of implementation questions for discussion between Mr. Franklin and Mr. Vince Hughes.

MOTION: Mr. Franklin moved, Mr. Alexander seconded to adopt the resolution as amended. The motion passed unanimously (5-0-0).

Concrete Jack Proposal:

Mr. Iddings explained background about how the Association is planning to have some sidewalk repair work done. Some homeowners had requested to take advantage of this opportunity to have personal work done on their homes while the contractor was in the community. Concrete Jack has expressed the desire to bill the Association at one time for all work in the community and have the Association bill homeowners for their individual work. Mr. Franklin commented that this would make the Association Concrete Jack's pay agent. Mr. Gaston expressed concern about this arrangement that the Association be placed in the middle of a private transaction between home owners and a vendor. Mr. Franklin commented that, from a fiduciary perspective, the Association is not authorized to spend money on behalf of individual owners.

MOTION: Mr. Franklin moved, Mr. Alexander seconded to authorize spending \$4,092 to perform repairs on Association sidewalks to be performed by Concrete Jack. The motion passed unanimously (5-0-0).

VIII. NEW BUSINESS:

2015 Draft Operating Budget:

The Board reviewed the draft 2015 Budget providing comments to Mr. Franklin on particular items.

Review of Parking Regulations:

Mr. Iddings distributed photos of the pool parking lot being filled with unauthorized cars. What counts as being a guest as well as enforcement of visitor parking has been sporadic. Some tickets are being issued. Mr. Iddings requested that Mr. Alexander review the current parking regulations and return to the Board with recommendations at the November or December meeting.

Expanded Recycling Options:

An owner had asked if recycling pickup could be expanded to twice a week. Mr. Iddings asked Patriot if they could do this but they said no due to inadequate capacity. They do have larger bins, which owners have the opportunity to purchase from Patriot for \$30.

Grounds Committee Appointment:

Mr. Iddings appointed Mr. Jarvis to serve on the Grounds Committee since his resignation as the Chair also removed him from the Committee.

Basement Apartments:

Mr. Iddings requested to postpone discussion on this topic until December since our attorney had not yet responded with information on this subject. The topic was tabled until the November or December meeting based on when we get a response from the attorney. Mr. Iddings commented that our governing documents state that no portion of the dwelling may be rented other than the entire dwelling.

IX. ACTION ITEMS:

- Include notice of collection policy with notice to new Ashley Glen owner of record
- Include new policy (two pieces) with November delinquency notices
- Mr. Franklin and Sequoia to provide explanation of implementation details regarding new delinquent collections policy at Nov board meeting

X. ADJOURNMENT:

There being no further business, Mr. Iddings adjourned the Regular Session of the Board meeting 8:27 p.m. to convene an Executive Session.

XI. EXECUTIVE SESSION

The Board entered into Executive Session at 8:30 pm and held two hearings. Owners or representatives were present to be heard in both hearings. Both situations were resolved and closed without requiring further action by the Board.

Following the hearings, the Board reviewed violations and penalty aging reports and discussed how we can improve the resident relationship and communication process. There being no further business, the Board rose from executive session at 9:02 pm 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 November 10, 2014, are hereby submitted as APPROVED.

Respectfully,

//Gilbert J. Gaston, Jr.//

ATTEST: J. Gaston, Secretary