

**LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Monday, June 8, 2015
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, Director at Large

OTHERS PRESENT:

Anne Sansbury
Amanda Sansbury
Mike Nutbrown, Grounds Committee Chair
Lisa Conoly, Pool Committee Chair
Doug Stewart, Neighborhood Watch Chair
Gustavo Vega
Dale Edwards, Sequoia Management
Chris Collins, Recording Secretary, Northern Virginia Minutes

I. CALL TO ORDER:

Mr. Iddings called the meeting to order at 7:07 p.m. and confirmed a quorum.

II. CITIZENS' COMMENTS:

Amanda Sansbury expressed concern about the erosion around the newly installed drain on Brunswick Forest Trail. Mr. Iddings stated that he has called Finley Paving about warranty work but has not heard back from them yet.

III. APPROVAL OF MINUTES:

The approval of minutes from the May Board of Directors meeting was postponed until the July meeting.

IV. PRESIDENT'S COMMENTS:

Mr. Iddings reported that he and Mr. Gaston recently walked the property to identify warranty work that needs to be completed by Finley Paving. Some of the issues are a sink hole, deteriorating spalling concrete sidewalks, and miscellaneous cracks in the asphalt. The next step will be to compile the issues to be corrected in a document to send to Finley and request that the work be completed.

Mr. Iddings thanked the Architectural Control Committee for its great work on getting homeowners in compliance with policies on bushes. He also thanked Lisa Conoly for getting the pool opened smoothly.

V. MANAGEMENT REPORT

Mr. Edwards reported that he has received a few complaints about not receiving pool passes and about violations regarding bushes. He noted that he has received a proposal for pool umbrellas. The association's attorney has confirmed that there is not a liability issue concerning the cicada killer wasp traps. The traps were ordered and have been received. Mr. Edwards noted that he has included a list of home owners who are missing bushes on their property in the Executive Session packet. Lastly, he reported that second violation notices from the spring inspection have gone out.

VI. COMMITTEE REPORTS:

Architectural Control Committee: Ms. Cutter reported that the committee continues to work on resolving violations. Mr. Edwards is preparing a comprehensive list of outstanding violations. The committee will meet in two weeks to work on clarifying the language in the guidelines.

Communications Committee: Mr. Iddings reported that the newsletter is in process and will go out on Wednesday or Thursday.

Grounds Committee: Mr. Nutbrown reported that the RFP for the sidewalk work will go out at the end of next week. He is about halfway through with identifying trees that need to come down. The committee will remove the dog run. The committee will develop a plan for plantings at the pool house. He inquired about the distribution of cicada killer wasp traps to residents. Mr. Iddings responded that he will be working on this with Pam Paraline. Mr. Nutbrown discussed the tot lot. Mulch will need to be added and the playhouse needs to be replaced. The picnic table needs to be replaced as well. The bench on Butterfield Lane also needs to be replaced. Lastly, Mr. Nutbrown reported that committee meetings will be moved to Mondays, pending agreement of committee members.

Neighborhood Watch Committee: Mr. Stewart reported that there were about eight incidents in the community during the month of May. However, the police only have three of these incidents on record. Mr. Stewart encouraged residents to notify the police if they see something. Mr. Stewart also reported that he met with the police officer who is the Neighborhood Watch liaison and learned about a program for training Neighborhood Watch committees. In order to go through the program, association's need to agree that homeowners need to patrol in pairs and also need to wear something that identifies them as members of the Neighborhood Watch.

Pool & Recreation Committee: Ms. Conoly reported that the pool season is off to a good start and that she is pleased with the lifeguards so far. She noted that she has a list of

residents who are in need of pool passes. Mr. Edwards responded that he has dropped off thirteen pool passes at the pool. Ms. Conoly reported that there will be a “swim under the stars” event at the pool on Saturday, June 13th from 8:00 p.m. to 10:30 p.m. The rain date for that event is June 27th. Mr. Edwards stated that he will request lifeguards for the event. Ms. Conoly noted that there are currently three residents who have reserved the picnic pad so far for this summer. She noted that she has received positive feedback regarding the book exchange, as well as the landscaping around the pool. Lastly, she informed the Board that recently guests of the owners of 4020 Lafayette Village Drive parked at the pool during a party the residents hosted. Mr. Edwards responded that he will send the homeowners a letter.

Finance Committee: Mr. Franklin reported that the association is earning decent funds on its investment account. The association experienced its first cash flow management event this month, but it was expected. Mr. Franklin noted that the committee is looking for another member. He also noted that committee chairs should work with management to acquire equipment that they need (i.e., umbrellas for the pool, items for the tot lot). Mr. Franklin stated that the cost of non-emergency tree removal is considered infrastructure maintenance and should be charged to replacement reserves. He requested that the Grounds Committee submit funding requests for work on retaining walls and other committees prepare their budget requests for the upcoming 2016 fiscal planning sessions.

Fairfax Federation: Amanda Sansbury reported that she attended the last Federation meeting, where hurricane preparedness was discussed.

VII. OLD BUSINESS:

There was no old business to discuss.

VIII. NEW BUSINESS:

Appointment of Grounds Committee Members:

MOTION: Mr. Franklin moved, Mr. Gaston seconded, to appoint Steven Longstreet to the Grounds Committee. The motion passed unanimously (5-0-0).

MOTION: Mr. Iddings moved, Mr. Alexander seconded, to appoint Gustavo Vega to the Grounds Committee. The motion passed unanimously (5-0-0).

Review of Association Insurance Policies: The association’s insurance agent was present to discuss the association’s proposed policy. She noted that there are no unusual exclusions in the policy. She presented an application for an umbrella policy with CNA.

Approval of Pool Picnic Pad Contract:

MOTION: Mr. Gaston moved, Ms. French seconded, to adopt the pool picnic pad agreement as presented. The motion passed unanimously (5-0-0).

Resolution Allowing Purchase of Wine for Adult Swim Night:

MOTION: Mr. Franklin moved, Mr. Gaston seconded, to allow the purchase of wine for the adult swim night at the pool on July 11th. The motion passed (4-1-0). Ms. French objected.

Consideration of Homeowner Developed Backyard Access Walkway:

MOTION: Mr. Franklin moved, Mr. Gaston seconded, to approve the homeowner developed backyard access walkway at 7815 Butterfield Lane, assuming it passes an engineering inspection to be conducted in the near future. The motion passed unanimously (5-0-0).

Reserved Parking Signs: Mr. Edwards will order the updated and compliant signs from Banana Banner and the Grounds Committee will install them.

Additional Pool Umbrellas:

MOTION: Mr. Franklin moved, Ms. French seconded, to authorize Mr. Edwards to purchase five pool umbrellas and new bases at a cost not exceed \$3,000.00 with a five year warranty and to be charged to the replacement reserves, Pool Infrastructure and Furniture. The motion passed unanimously (5-0-0).

IX. ACTION ITEMS:

- Order rectangular picnic table for the tot lot and bench for Butterfield Lane
- Check all vendors' insurance certificates
- Coordinate for lifeguards for the "swim under the stars night" and the adult swim night
- Send 4020 Lafayette Village Drive a notice regarding parking at the pool
- Send the most recent insurance policy to Board members
- Purchase pool umbrellas and bases
- Coordinate with Mike Nutbrown regarding the reserved parking signs
- Send Atlantic Pools a copy of the pool pad agreement
- Fix the visitors parking sign on Byrd's Nest Pass

X. ADJOURNMENT:

There being no further business, Mr. Iddings adjourned the Regular Session of the Board meeting 8:59 p.m. to convene an Executive Session.

XI. EXECUTIVE SESSION:

The Board entered into executive session at 9:01 pm and reviewed the Aging Report for homeowner dues and late accounts. The Board was very pleased to see the list be so short. Though no hearing was called, the Board entertained discussion from two residents of a community townhome regarding front yard landscaping requirements. Following discussion with the ACC Chair, Board, and the residents, the President referred the matter back to the ACC for disposition. If the residents are dissatisfied with the eventual disposition, they may appeal the ACC's decision to the Board at a future meeting. There being no further business, the Board rose from Executive Session at 9:58 pm, reported its deliberations and adjourned the meeting at 9:59 pm.

These minutes, having been reviewed and properly approved by the LVCA Board of Directors during the regularly scheduled monthly meeting held July 13, 2015, are hereby submitted as APPROVED.

Respectfully,

//Gilbert J. Gaston, Jr.//

ATTEST: J. Gaston, Secretary