

**LAFAYETTE VILLAGE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Monday, January 11, 2016  
Woodburn Elementary School  
3401 Hemlock Drive, Falls Church, VA 22042**

**BOARD MEMBERS PRESENT:**

Carl Iddings, President  
John Alexander, Vice President  
Jim Franklin, Treasurer  
J. Gaston, Secretary  
Kathie French, Director at Large

**OTHERS PRESENT:**

Angela Cutter, Architectural Control Committee Chair  
Anne Sansbury  
Ted Mayo, Mt. Airey Lane resident  
Amanda Sansbury, Fairfax Federation  
Mike Nutbrown, Grounds Committee Chair  
Lisa Conoly, Pool 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 7:00 p.m. and confirmed a quorum.

**II. CITIZENS' COMMENTS:**

Amanda Sansbury commented that a lot of residents are using nextdoor.com.

**III. APPROVAL OF MINUTES:**

**MOTION: Mr. Alexander moved, Mr. Franklin seconded, to approve the minutes of the December 14, 2015 Board meeting as presented. The motion passed unanimously (5-0-0).**

**IV. PRESIDENT'S COMMENTS:**

Mr. Iddings reported that Martin Luther King, Jr. Day is Monday, January 18<sup>th</sup> and the Association will observe the holiday as a day of service with a food drive. The food drive will take place Sunday and Monday at the pool. He will be soliciting volunteers to receive donated food at the pool house. The donations will go to Annandale Christian Community for Action (ACCA). ACCA is also soliciting donations for diapers and baby food.

Mr. Iddings also discussed nextdoor.com and noted that about 200 residents have signed up, representing about 150 homes. Good feedback is being posted.

## **V. MANAGEMENT REPORT**

Mr. Edwards reported that he has spoken to Blade Runners regarding the issue of leaves being blown on to the yard of 7811 Byrd's Nest Pass. Blade Runners is not sure that it was responsible but will be sure to be careful when blowing leaves around the property.

## **VI. COMMITTEE REPORTS:**

Architectural Control Committee: Ms. Cutter reported that the committee has been receiving requests for approval of repairs due to damage from ground water leaks. Mr. Iddings asked Ms. Cutter to write a recommendation for the contractor that she used for these types of repairs.

Communications Committee: Mr. Iddings reported that the deadline for the next newsletter is February 2<sup>nd</sup> and that the newsletter will go out that weekend. The lead article for that issue will be about the March inspections.

Grounds Committee: Mr. Nutbrown reported that due to the holidays, the committee did not hold a meeting since the last Board meeting, so he had nothing to report.

Neighborhood Watch Committee: Mr. Iddings reported that there have been incidents of theft of packages around Christmas time. Local police will be using nextdoor.com to post information of interest in the community, including crime in the area.

Pool & Recreation Committee: Ms. Conoly reported that recently a light was left on in the pool house so she went inside to turn it off and to make sure everything was in order. Mr. Iddings responded that he had been in the building and probably left the light on accidentally. Ms. Conoly inquired about potential renovations to the pool house. Mr. Iddings responded our reserve study has recommended improvements to the pool house be this year, and he suggested that these improvements should be done prior to the opening of the pool in May. If possible. Ms. Conoly has started a list of items to be repaired or replaced in the pool house and will send her list to Mr. Iddings and Mr. Franklin.

Finance Committee: Mr. Franklin reviewed a document that was provided to all meeting attendees. He discussed the 2015 statement of income and noted that the Association spent \$8,000 less than was budgeted leaving a surplus of \$27,000 for the year. Mr. Franklin also discussed the 2015 balance sheet and noted that the Association's cash reserves are very healthy. He also reported that he may be re-forming the Finance Committee. Lastly, Mr. Franklin stated that the next committee meeting will be rescheduled as he will be out of town.

Fairfax Federation: No report was given.

Lafayette Village 2025: Mr. Franklin reported that the committee will be sorting through the various ideas that have been brought forward, and will determine the most practical ones to pursue. The next committee meeting is scheduled for January 14<sup>th</sup>. The committee will review its action plans at that time and Mr. Franklin will bring forward a list of feasible ideas to the Board at its next meeting.

## **VII. OLD BUSINESS:**

### Status of Concrete Jack Contract:

Mr. Nutbrown informed the Board that the signed contract has not yet been given to Concrete Jack as he is still trying to negotiate the homeowner component of the project.

## **VIII. NEW BUSINESS:**

Financial Reserve Fund Status: Mr. Franklin reviewed the attached replacement reserve fund report. He stated that the capital reserve account is in good shape and that the Wells Fargo representatives are doing a good job. He asked Mr. Edwards to obtain a report of all replacement reserve account transactions in 2015.

## **IX. ACTION ITEMS:**

- Ask Vince Hughes of Sequoia Management for a report of all replacement reserve account transaction in 2015 and provide to Jim Franklin
- Email the December statement from the Association's attorney to Carl Iddings

## **X. ADJOURNMENT:**

There being no further business, Mr. Iddings adjourned the Regular Session of the Board meeting 7:43 p.m. to convene an Executive Session.

## **XI. EXECUTIVE SESSION:**

The Board entered into Executive Session at 7:46 pm. The Board reviewed the aging reports and outstanding legal issues.

There being no further business, the Board rose from Executive Session at 7:59 pm, reported its deliberations and adjourned the meeting at 8:00 pm.

These minutes, having been reviewed and properly approved by the LVCA Board of Directors during the regularly scheduled monthly meeting held February 8, 2016, are hereby submitted as APPROVED.

Respectfully,

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

# Lafayette Village Community Association

## REPLACEMENT RESERVE FUND TREASUER'S REPORT (January 11, 2016)

**Note:** The following report contains financial data provided from the unaudited end of year statements and is subject to change when final accounting entries and end-of year adjustments are made. Additionally, the 2015 audit, when performed will require a number of journal entries that may change these figures.

**Overall:** Starting 2016 we have excess funds available in Replacement Reserves in both the Asset-Based and Equity-Based accounts.

- Cash Reserves (Balance Sheet Assets): \$491,282
- Replacement Reserve (Balance Sheet Equity) \$475,130
- Reserve Study Requirement \$452,284

**Historical and Projected Reserves (Equity-Based):** The Replacement Reserve account in the balance sheet equity represents the year-over-year status of our capital reserves available for preservation of the community infrastructure. Following is a table showing the two (2) year historical activity and the 2016 projected reserve equity account.

Historic and Projected Reserves (Equity-Based)				
Status	2014	2015	2016	Notes
	Actual	Actual	Budget	
Beginning of Year	\$ 788,298	\$ 484,821	\$ 475,130	Equity Accounts
Uses of Funds for Capital Projects	\$ 638,078	\$ 48,844	\$ 115,171	Capital Projects
End of Year	\$ 378,401	\$ 475,130	\$ 666,142	Equity (Reserve, Surplus, Comm. Maint.)
Reserve Study Requirement	\$ 389,108	\$ 462,824	\$ 482,684	2012 Reserve Study
Surplus/(Shortfall)	(\$9,708)	\$ 22,306	\$ 72,658	

- The equity account performed well in 2015 reversing the 2014 shortfall due to cost overruns on the paving and milling project restoring the reserve equity account to study required levels.
- 2016 is projected to have adequate funds for anticipated projects while maintaining funds as required by the 2012 Reserve Study.

**Projected Cash Reserve Position (Asset-Based):** The Cash Reserve accounts carried in the asset section of the balance sheet differ slightly from the equity reported above, but the cash reserves show the ability of our association to meet the obligations of the reserve study. The following table provides a projection of the cash accounts for 2016.

Projected Cash Reserve Position (Asset-Based)		
	Amount	Notes
As of January 1, 2016	\$ 491,282	Cash Reserve Accounts
Annual Contributions	\$ 82,000	2016 Budget
Interest Earned	\$ 6,000	Estimated
Surplus	\$ 8,683	2016 Budget
Capital Project Uses	\$ (115,171)	2016 Budget
As of December 31, 2016	\$ 472,794	
Reserve Study Requirement	\$ 482,584	2012 Reserve Study
Surplus/(Shortfall)	(\$9,790)	

- We show a slight shortfall in the cash position due to a large projected capital budget and a conservative annual surplus.
- If the association exceeds budget projections for the surplus and/or reduces the capital project spending, the end of year cash position could exceed requirements of the 2012 study.

**End of Year Cash Reserve Account Report (Wells Fargo Advisor Accounts):** The cash reserves managed by Wells Fargo Advisors is invested in stable certificates of deposit and a conservative (FDIC Insured) money market account. The following table shows the 2015 end of year accounts with their maturities.

Cash Reserve Account Summary		
	Amount	Maturity
Money Market Account	\$ 191,282	
Capital One CD (3-Year)	\$ 50,000	Matures 10/1/18
Discover CD (3-Year)	\$ 50,000	Matures 3/26/18
Goldman CD (2-Year)	\$ 50,000	Matures 9/25/17
Goldman CD (2-Year)	\$ 50,000	Matures 3/27/17
Discover CD (1-Year)	\$ 50,000	Matures 9/26/16
Everbank CD (1-Year)	\$ 50,000	Matures 3/30/16

- The next Certificate of Deposit that matures is the Everbank CD on March 30, 2016. This CD will be reinvested in a 3-Year CD by Wells Fargo Advisors.
- The Money Market total will exceed \$200,000 by March 2016 and an additional \$50,000 CD with a 3-Year maturity will be purchased to keep the Money Market account at roughly \$150,000 as required by our financial management policy placing our association reserve cash in the following:
  - Federally Insured Certificates of Deposit: \$350,000
  - Money Market Account: \$150,000