

**LAFAYETTE VILLAGE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Monday, May 9, 2016  
Woodburn Elementary School  
3401 Hemlock Drive, Falls Church, VA 22042**

**BOARD MEMBERS PRESENT:**

Carl Iddings, President  
John Alexander, Vice President (arrived at 7:07 pm)  
James Franklin, Treasurer  
J. Gaston, Secretary

**BOARD MEMBERS ABSENT:**

Kathie French, Director at Large

**OTHERS PRESENT:**

Angela Cutter, ACC Chair  
Amanda Sansbury, Fairfax Federation  
Lisa Conoly, Pool Committee Chair  
Michael Nutbrown, Grounds Committee Chair  
Courtney Gorham  
Suzer Sachs  
Nathan Switzer  
Dale Edwards, Sequoia Management  
Chris Collins, Recording Secretary, Northern Virginia Minutes

**I. CALL TO ORDER:**

Mr. Iddings called the meeting to order at 7:03 p.m. and confirmed a quorum.

**II. CITIZENS' COMMENTS:**

Amanda Sansbury inquired as to whether a parking sign will be installed in the pool parking lot that indicates who is permitted to park there and at what times. Mr. Iddings said that one has not been created but that the Board will direct Management to do so.

Angela Cutter inquired as to whether a discernible pattern has been established regarding the recent auto break-ins. Mr. Iddings responded that there appears to be no discernible pattern.

**III. APPROVAL OF MINUTES:**

**MOTION: Mr. Gaston moved, Mr. Franklin seconded, to approve the minutes of the March 14, 2016 Board meeting as corrected. The motion passed unanimously (4-0-0).**

**MOTION: Mr. Gaston moved, Mr. Franklin seconded, to approve the minutes of the April 11, 2016 Board meeting as corrected. The motion passed unanimously (4-0-0).**

#### **IV. PRESIDENT'S COMMENTS:**

Mr. Iddings thanked the Grounds Committee for its contributions to a successful Arbor Day/Earth Day celebration. He also thanked Imran Amin as well. Lastly, Mr. Iddings thanked Helene Jospietre for organizing the yard sale.

Mr. Iddings reported that CAI/Washington Chapter has been following the proposed House Bill HR 4696 that would allow HOAs to deduct fees/assessments from homeowners' federal income taxes up to \$5,000.00.

Lastly, Mr. Iddings reported that the FCRP Committee, on which he serves, has written a letter to Senator Marsden regarding plantings near the sound barrier. There is still much work to be done and some of the work that has been done was not done correctly. VDOT personnel have inspected the Accotink Creek area and have identified work to be corrected over the next six to nine months. They will do another walk-through in April of 2017.

#### **V. MANAGEMENT REPORT**

Mr. Edwards reported that the pool company has set out the pool chairs. Re-strapping of some of the chairs will take place next week. The work has begun inside the pool house. The second round of violation notices from the spring inspection have gone out.

#### **VI. COMMITTEE REPORTS:**

Architectural Control Committee: Ms. Cutter reported that there are currently sixty-five violations. She suggested that Management begin scheduling hearings. Ms. Cutter recommended that documentation regarding windows in violation be kept in a file for a homeowner on Butterfield Lane.

Communications Committee: Mr. Iddings reported that the deadline for the June/July newsletter is May 31<sup>st</sup>. He noted that Nextdoor.com is working out well.

Grounds Committee: Mr. Nutbrown reported that Concrete Jack will be back to demolish and re-pour concrete work next week. There are several street lights that need to be painted. He also noted that there are proposals for plantings that will be discussed later in the meeting.

Neighborhood Watch Committee: Mr. Iddings reported that there have been several car break-ins over the last couple of weeks. He discussed the importance of reporting incidents to the police when they occur.

Pool & Recreation Committee: Ms. Conoly reported that the pool opens on May 28<sup>th</sup>. There will be a cook-out on Sunday, May 29<sup>th</sup>. She is looking for volunteers and for gas grills. Lastly, she noted that pool passes are being mailed to owners. All passes are being replaced, and the old passes will not be honored after the first week of June.

Finance Committee: Mr. Franklin reported that the audit indicated that there was an insufficient amount of member equity in the replacement reserves to cover the amount designated in the reserve study. He noted that funds were reassigned and the issue has been resolved. This was an issue of accounts, not an issue of a lack of funding. He noted that the reserves are adequately funded and there is a 15% surplus in the cash account. Mr. Franklin stated that there are a number of projects coming up in future years and that the Board may want to consider funding the replacement reserves in a significantly higher amount. He discussed a cash flow shortfall experienced last week due to some large payments. The purchase of an additional CD will be postponed a month as a result. Lastly, Mr. Franklin noted that there have been no significant changes on the balance sheet. Critical financial statements will be discussed at the next Board meeting.

Fairfax Federation: Ms. Sansbury reported that she was unable to attend the last meeting.

Lafayette Village 2025: Mr. Franklin reported that the committee has not met recently.

## **VII. OLD BUSINESS:**

The Board had no old business to address.

## **VIII. NEW BUSINESS:**

Approval of Audit Correction Letter:

**MOTION: Mr. Gaston moved, Mr. Alexander seconded, to approve the letter that directs Sequoia to implement a number of financial transactions and accounting changes to bring LVCA's financial management practices into compliance with the audit and best practices. The motion passed unanimously (4-0-0).**

Reserve Study Update:

The Board discussed the possibility of conducting a reserve study this year. It was last performed in 2012. Reserve Associates performed the study and used some national benchmarks rather than local benchmarks. The Board discussed potentially paying Reserve Associates to update the current study for \$5,000.00, or to engage another company to perform a new reserve study in early 2017. The Board agreed to add this item to the agenda for the June Board meeting.

Water Aerobics Class for the 2016 Pool Season:

**MOTION: Mr. Franklin moved, Mr. Gaston seconded, to approve the proposal for a water aerobics class for the 2016 pool season. The motion passed unanimously (4-0-0).**

Retaining Wall Contract:

This discussion was postponed in order for Mr. Nutbrown to obtain additional information.

Tree Maintenance Contract:

**MOTION: Mr. Iddings moved, Mr. Franklin seconded, to approve the contract from Santa Elena Tree Service for tree maintenance in an amount not to exceed \$5,185.00. The motion passed unanimously (4-0-0).**

Contract for Planting at the Pool House and Meadows Bridge:

**MOTION: Mr. Franklin moved, Mr. Alexander seconded, to approve the contract from G & V Tree & Landscaping Services for planting at the pool house and the meadows bridge, for items 7, 8, 13, and 14, in the amount of \$5,740.00 pending receipt of insurance liability certificate. The motion passed unanimously (4-0-0).**

Appointment of Finance Committee Member:

**MOTION: Mr. Franklin moved, Mr. Alexander seconded, to appoint Nathan Switzer to the Finance Committee. The motion passed unanimously (4-0-0).**

Stream Bed Restoration in Annandale Community Park:

Mr. Iddings discussed the possible county action to restore the Coon Branch stream bed due to serious erosion issues. He noted that the County will start design work for the stream bed. There will be public hearings during the design process.

**XIII. ACTION ITEMS:**

- Send the April Board meeting minutes to J. Gaston
- Keep the file open regarding the windows of the home on Butterfield Lane
- Street light maintenance
- Print out pool pass applications and bring to the pool
- Send March legal invoice to Card Iddings and Jim Franklin
- Discuss payment process with Vince Hughes re: Concrete Jack

**X. ADJOURNMENT:**

There being no further business, Mr. Iddings adjourned the Regular Session of the Board meeting 9:17 p.m. to convene an Executive Session.

**XI. EXECUTIVE SESSION:**

The Board entered into Executive Session at 9:23 pm. The Board approved an appeal by one resident regarding an ACC violation. The Board reviewed the aging report, and revoked parking privileges for a resident no longer in good standing due to failure to pay assessments.

There being no further business, the Board rose from Executive Session at 9:39 pm, reported its deliberations and adjourned the meeting at 9:40 pm.

These minutes, having been reviewed and properly approved by the LVCA Board of Directors during the regularly scheduled monthly meeting held June 13, 2016, are hereby submitted as APPROVED.

Respectfully,

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