

**LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Monday, November 14, 2016
Mason District Government Center
6507 Columbia Pike, Annandale, VA 22003**

BOARD MEMBERS PRESENT:

Carl Iddings, President
Michelle Kloc, Vice President
John Alexander, Secretary
James Franklin, Treasurer
Steven Longstreet, Director-at-Large

OTHERS PRESENT:

Amanda Sansbury
Anne Sansbury
Lisa Conoly
Mike Nutbrown
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:

There were no comments.

III. APPROVAL OF MINUTES:

MOTION: Mr. Franklin moved, Mr. Longstreet seconded, to approve the minutes of the October 12, 2016 Board meeting as presented. The motion passed unanimously (5-0-0).

IV. PRESIDENT'S COMMENTS:

Mr. Iddings reported that he is concerned that with a new U.S. Presidency, there could be a financial downturn that could potentially affect the association. Mr. Iddings also noted that a meeting location for 2017 Board meetings has not been secured yet. He asked Mr. Edwards to check with several schools in the area for availability. Lastly, Mr. Iddings reminded everyone that this will be his last year on the Board of Directors.

V. MANAGEMENT REPORT

Mr. Edwards reported that the hearing notice regarding parking violations went out. He also noted that legal invoices are included in the Board package.

VI. COMMITTEE REPORTS:

Architectural Control Committee: Mr. Iddings reported on behalf of Ms. Cutter that there has been no significant committee activity recently. The committee will be addressing a security camera provision.

Communications Committee: Mr. Iddings reported that the deadline for the next newsletter is November 29th. He also noted that Nextdoor.com has been working out very well for the association.

Grounds Committee: Mike Nutbrown reported that the volunteer seeding has been completed, and that only one area seems to be “taking.” He has received a quote for tree trimming and removals. He noted that he has not received quotes for tree planting. He pointed out various locations where other plantings will be done.

Neighborhood Watch Committee: Mr. Longstreet reported that the committee met last month and discussed various issues in the neighborhood. The committee has discussed having champions for each street. Mr. Longstreet encouraged residents to remove valuables from their vehicles and to keep their porch lights on during the night. The committee will meet during the third week of December.

Pool & Recreation Committee: Ms. Conoly reported that the pool is closed and there has been no activity to report.

Finance Committee: Mr. Franklin reported that the budget needs to be adopted. The new reserve study requires that the reserves be funded with an additional \$6,000.00 and the budget before the Board has been adjusted accordingly. He noted that the committee meeting scheduled for tomorrow evening has been cancelled.

Fairfax Federation: Amanda Sansbury inquired as to whether it might be more valuable for the association to be a member of the Mason District Council. Mr. Iddings responded that the association has opted to not be a member of the Council as it tends to be highly politicized. The Board asked Ms. Sansbury to attend the next meeting of the MDC and report back to the Board with a recommendation.

VII. OLD BUSINESS:

Adoption of 2017 Budget:

MOTION: Mr. Franklin moved, Mr. Iddings seconded, to approve the 2017 budget as amended. The motion passed unanimously (5-0-0).

Mr. Franklin will email the updated budget to Mr. Edwards to be mailed to the members.

VIII. NEW BUSINESS:

Overview of New Reserve Study:

MOTION: Mr. Iddings moved, Mr. Alexander seconded, to instruct the Finance Committee to review the new reserve study, and with their recommendation the Board will vote to accept the reserve study at the December Board of Directors meeting. The motion passed unanimously (5-0-0).

Resolution re: HOA Fees:

MOTION: Mr. Franklin moved, Mr. Alexander seconded, to approve HOA dues for 2017 as follows: \$328.00 per quarter for townhouses, and \$167.00 per quarter for detached homes. The motion passed unanimously (5-0-0).

Resolution re: Deferred Assessments:

MOTION: Mr. Iddings moved, Mr. Franklin seconded, to apply any excess assessment income to the following year's assessments in an amount to be determined by the Board, and to apply all or part of the excess assessment income to the following year's assessments and such final amount shall be at the Board's discretion. The motion passed unanimously (5-0-0).

Our accounting firm recommends this resolution be passed annually.

Discussion – Snow Removal Options: The Board discussed various options for snow removal during the upcoming winter. Bladerunners has informed management that they will be using a box plow for better snow removal. Peters has also submitted a proposal and will use a box plow as well. Mr. Franklin will do a side by side comparison of the two proposals and make a recommendation to the Board.

Martin Luther King Day Celebration Project: The Board agreed to hold a food drive at the pool house and will solicit volunteers to work at the pool house, as well as to drive the food to the food bank.

Discussion – Association Bid Procedures: Mr. Franklin recommended that the Board establish a standard RFP format to use when seeking bids for various projects. Mr. Edwards will provide a standardized RFP to use for grounds, pool, trash, snow and trees.

Award Tree Maintenance Contract:

MOTION: Mr. Franklin moved, Mr. Longstreet seconded, to accept the proposal from Santa Elena as amended (with items 8 and 9 removed) in the amount of \$10,615.00. The motion passed unanimously (5-0-0).

Approval of Gardening Contract Amendments:

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

IV. ACTION ITEMS:

- Check with schools for availability for 2017 Board meetings
- Have pool contract ready for next Board meeting
- Check with insurance company regarding coverage for weather damage
- Eft count for HOA payments
- Peters snow removal agreement for next Board meeting
- Provide RFP template

IX. ADJOURNMENT:

There being no further business, Mr. Iddings adjourned the Regular Session of the Board meeting 9:00 p.m. to convene an Executive Session.

X. EXECUTIVE SESSION

The Board entered into executive session at 9:00. At 9:10 p.m. it rose and reported that it had reviewed the aging report and identified several properties whose homeowners were two or more quarters delinquent in HOA Fees. The Board rescinded parking privileges for those properties effective November 28 if payments were not received before then. The Board also required that the owners of two properties that have been consistently delinquent in HOA Fees must pay the entire 2017 HOA fees by January 15, 2017, per the Association's Delinquent Collections Resolution.

XI. ADJOURNMENT

The meeting was adjourned at 9:10pm.

These minutes, having been reviewed and properly approved by the LVCA Board of Directors during the regularly scheduled monthly meeting held December 12, 2016, are hereby submitted as FINAL.

Respectfully,

ATTEST: John Alexander, Secretary