

**LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING**

**Monday, November 8, 2010
Mason District Center**

BOARD MEMBERS PRESENT:

Jay Jarvis
Sean Walsh
Hattie Walden
Terri Clark

BOARD MEMBERS ABSENT

Shawn Howard

OTHERS PRESENT:

Diane Tschirhart Property Manager, KPA
Chris Collins Recording Secretary, Minute-By-Minute

I. CALL TO ORDER:

Mr. Jarvis called the meeting to order at 7:00 p.m.

II. CITIZENS COMMENTS:

Carl Iddings discussed the draft budget for 2011. He recommends that the homeowners be able to review it and provide feedback before the Board adopts it. He'd like the vote to be postponed until the December Board meeting and that the draft is published in the next newsletter.

Lisa stated that the visitor parking sign on Byrds Nest is again leaning toward the sidewalk. Ms. Tschirhart responded that she will take care of it.

III. APPROVAL OF MINUTES:

MOTION: Ms. Clark moved, Mr. Walsh seconded, to approve the minutes of the October 18, 2010 Board meeting as amended. The motion passed unanimously (4-0-0).

MOTION: Mr. Walsh moved, Mr. Jarvis seconded, to approve the minutes of the September 13, 2010 Board meeting as presented. The motion passed unanimously (4-0-0).

IV. PRESIDENT'S COMMENTS:

Mr. Jarvis stated that the Board will discuss whether or not to vote on the draft budget.

Under Bylaws Article VI, Section 6, all Board members agreed outside of a Board meeting to allow a previous agreement with FLOULANE granting a temporary easement to certain LVCA land, to be extended until the end of January, 2011.

V. MANAGEMENT COMPANY REPORT:

Ms. Tschirhart reviewed the items that need to be addressed by the Board during the meeting.

VI. COMMITTEE REPORTS:

Communications Committee: Carl Iddings reported that the next newsletter will be ready the first weekend in December. The deadline for articles is November 29th. He proposed printing the draft budget in the December newsletter. He also stated that the website is being updated as events require. Lastly, he discussed his committee budget request.

Grounds Committee: John Alexander reported that the committee met last week. He thanked Ms. Tschirhart for her efforts in obtaining proposals for the replacement of the retaining wall at Birds Nest, and the work that will need to be done to help alleviate the drainage and erosion around Byrds Nest and Butterfield. He also discussed his committee budget request. Mrs. Walden requested that the bids submitted for the two projects be given to the board for review. She stated that it would be helpful, if the grounds committee would provide a detailed list of projects, in priority order, for review by the board.

MOTION: Mr. Jarvis moved, Mr. Walsh seconded, to approve the two proposals from Bladerunner to do the replacement of the retaining wall at Birds Nest and work on the drainage and erosion issue at Byrds Nest and Butterfield. The motion passed (3-0-1). Mrs. Walden abstained as the information in the proposals for the two projects were not given to the board for review prior to the meeting.

Pool and Recreation: Linda Witham reviewed the pool survey results. She discussed her experience with Atlantic.

MOTION: Mr. Walsh moved, Ms. Clark seconded, to accept the pool contract from Atlantic, with the early open hours beginning on June 13, 2011. The motion passed unanimously (4-0-0).

Neighborhood Watch: Carl Iddings reported that the Mason District has a new crime prevention officer. He also reported that the neighborhood has been essentially crime free for the last 6 months.

Finance Committee:

MOTION: Mr. Walsh moved, Ms. Walden seconded, to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion. The motion passed unanimously (4-0-0).

Mr. Walsh presented the Finance Committee Recommended 2011 Budget as follows:

Acct		FY11 Proposed Budget
	Income:	
	Assessments - Single Family	
4010	\$167/qtr	14,028
	Assessments - Townhomes \$328/qtr	385,728
4030	Late Charges	1,300
4050	Pool Passes	850
4060	Interest	1,900
4070	Garden Plot Income	525
4090	Miscellaneous	<u>100</u>
4596	Total Income	404,431
	Operating Expenses:	
4610	Administrative	77,165
4620	Pool	44,360
4630	Maintenance	200,115
4635	Utility	3,500
4640	Fixed	7,500
4650	Replacement Reserves	<u>71,791</u>
4643	Total Operating Expenses	404,431
4710	Net Surplus (Deficit)	0
	Administrative Expenses:	
5020	Office	4,200
5040	Legal	13,000
5045	Audit & Accounting	3,525
5050	Management Fees	40,490
5055	Bad Debt	10,000
5069	Community Events	1,200
	Communications	
5070	(Website/Newsletter)	1,750
5093	Meetings Support	2,500

5125	Neighborhood Watch	<u>500</u>
	Total Administrative Expenses	77,165
	Swimming Pool Expenses:	
5510	Pool Contract	30,885
5540	Pool Telephone	375
5550	Pool Electricity	3,800
5560	Pool Water	2,800
5570	Pool Gas	200
5580	Pool Supplies	3,300
5583	Pool Maintenance	<u>3,000</u>
5696	Total Swimming Pool Expense	44,360
	Maintenance Expenses:	
6045	Grounds Upkeep Contract	70,680
6047	Grounds Maintenance/Repair	20,400
6055	Tree Removal	22,000
6056	Emergency Tree Fund	5,000
6058	Tot Lot Maintenance	300
6065	General Maintenance	1,200
6075	Trash and Recycling Service	50,785
6095	Snow Removal & Supplies	10,000
6160	Mailboxes (4)	5,000
6170	Lights (4)	<u>14,750</u>
6296	Total Maintenance Expense	200,115
	Utility Expenses:	
6330	Electricity for Street Lights	<u>3,500</u>
6336	Total Utility Expense	3,500
	Fixed Expenses:	
6340	Insurance	4,700
6365	Income Taxes	<u>2,800</u>
6596	Total Fixed Expenses	7,500
6900-0001	Replacement Reserve	<u>71,791</u>
6920-0000	Total Replacement Reserve	71,791

MOTION: Mr. Walsh moved, Ms. Clark seconded, to adopt the Finance Committee Recommended 2011 budget with these amendments: change the amount for line item 6170 Lights, to \$6,000; 5510 Pool Contract to \$31,400; 6047 Grounds Maintenance/Repair \$23,500; leaving an unallocated amount of \$4,885; and to change the name of Line item 6055 from “Tree Removal” to “Tree Maintenance.”

MOTION: Ms. Walden moved, Ms. Clark seconded, to table the vote on the 2011 budget until the December Board meeting. The motion passed unanimously (4-0-0).

Fairfax Federation: No report was given.

Mason District Council: Mr. Jarvis reported that there are 24 members (associations and federations). He stated that there is a blog for idea sharing.

VII. OLD BUSINESS:

Cell Phone Tower Contract: There was no update.

Traffic Calming: There was no update.

VDOT Land Taking:

MOTION: Mr. Jarvis moved, Mr. Walsh seconded, to allow a temporary easement for drilling under the Beltway. The motion passed unanimously (4-0-0).

VIII. NEW BUSINESS:

Discussion of Board Operating Procedures: Ms. Walden discussed the operating procedures outlined in Mr. Jarvis' October 23rd email. Mrs. Walden had concerns that the procedures, as outlined, gave the perception that full autonomy was given to a single board member. And that a precedent was being set that would not be in the best interest of LVC. All other Board members stated that they did not view the e-mail in that regard.

October 23rd email: “----- Original Message -----

From: Jay Jarvis

To: Hattie M. Walden; Terri Clark; Shawn Walsh; Jay Jarvis; Shawn Howard-home

Cc: Diane Tschirhart

Sent: 10/23/2010 8:16:14 PM

Subject: LVCA Board

I want to again welcome our two new Board members; Terri Clark and Hattie Walden.

I provide a few items of that may help you in your new role. Our Board operates as a team, with the President as the leader and facilitator. I ask that you read and familiarize yourselves with our governing documents which are attached.

The president appoints all committee chairs. I am asking all of the Chairs in place as of the Annual meeting to remain in the respective positions. All new committee members must all be approved by the Board.

Our Communications Chair is responsible for our communications, but he runs everything through the President before he puts things on the website and/or sends an official email out. In addition, the newsletter is reviewed by all Board members to insurance accuracy. No individual Board member can direct any committee chair or committee. That is the role of the President.

I prepare an agenda for each Board meeting about one week ahead of time and ask each Board member for additional input before giving it to Diane.

Only the President or Diane can direct vendors on behalf of LVCA.

One of the worst jobs we have as Board members is towing cars not parked in authorized parking spaces. Diane will be notifying Dominion Towing [(703) 978-7990] next week of the two latest Board members. Any Board member is authorized to have a car towed if it needs to be done. You must give them the exact location, license number, description of the vehicle and the reason you are asking for the tow. Once done, notify Diane as she usually gets the phone calls with complaints.

If I can help in anyway to make you a productive Board member, please let me know. Together we can do much to help our community.

Jay

E.J.(Jay) Jarvis II
President
Lafayette Village Community
<http://www.lafayettevillage.org/>
571-235-5420
LVCA Management Company
Klingbeil, Powell and Alrutz, Inc.
Diane Tschirhart
6400 Arlington Blvd., Suite 700
Falls Church, VA 22042-2336
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IX. ADJOURNMENT:

Mr. Jarvis adjourned the regular session of the Board meeting at 8:14 p.m.

X. EXECUTIVE SESSION

Upon a motion duly moved and seconded, the Board moved into Executive Session. Mr. Jarvis recessed the meeting while the room was cleared of all but those authorized to participate in the Executive Session.

The Board rose from Executive Session and reported it had directed the management company to send a letter to Segan, Mason & Mason agreeing to a write off of certain debts.

XI. ADJOURNMENT:

Mr. Jarvis adjourned the Regular Session of the Board meeting at 8:41 p.m.

Respectfully Submitted

**Hattie M. Walden
Secretary**