LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Monday, October 7, 2019
Mason Crest Elementary School

BOARD MEMBERS PRESENT:
Donna Jacobson
Amy Phipps
John Alexander
Bob Rosenbaum
Gina Keating

OTHERS PRESENT:
Anne Sansbury
Amanda Sansbury
Lisa Conoly
Mike Nutbrown
Leigh Nutbrown
Rick Jacobson
Dale Edwards, Sequoia Management
Chris Collins, Recording Secretary, Northern Virginia Minutes

I. CALL TO ORDER:

Ms. Jacobson called the meeting to order at 8:40 p.m. and confirmed a quorum.

II. ASSIGNMENT OF BOARD POSITIONS:

MOTION: Ms. Jacobson moved, Mr. Rosenbaum seconded, the following nominations:

- **Donna Jacobson – President**
- **Amy Phipps – Vice President**
- **John Alexander – Treasurer**
- **Gina Keating – Secretary**
- **Bob Rosenbaum – Member at Large**

The motion passed unanimously (5-0-0).

III. APPROVAL OF MINUTES

MOTION: Ms. Jacobson moved, Mr. Alexander seconded, to approve the minutes of the September 9, 2019 Board meeting as presented. The motion passed unanimously (5-0-0).

IV. PRESIDENT'S COMMENTS:

Ms. Jacobson thanked Mr. Alexander and Ms. Keating for volunteering to serve on the Board. She also thanked Steven Longstreet for his service.

V. MANAGEMENT REPORT:

Mr. Edwards reviewed his report as included in the Board packet. He provided an update of action items from the September Board meeting.

VI. COMMITTEE REPORTS:

Grounds Committee:

MOTION: Ms. Jacobson moved, Mr. Rosenbaum seconded, to approve an amount not to exceed $16,000 for fall plantings. The motion was approved unanimously (5-0-0).

Finance Committee:

MOTION: Mr. Alexander moved, Ms. Jacobson seconded, to purchase a three-year CD in the amount of $75,000. The motion passed unanimously (5-0-0).

VII. OLD BUSINESS:

There was no old business to discuss.

VIII. NEW BUSINESS:

2020 Budget:

MOTION: Ms. Jacobson moved, Mr. Alexander seconded, to approve the 2020 budget. The motion passed unanimously (5-0-0).

HOA Quarterly Coupon Books: Mr. Edwards will work with the Sequoia accounting team on this.

IX. ACTION ITEMS:

- Send pool contracts to Lisa Conoly and the Board by the end of October
- Send violation letter copies to ACC chairs
- Consult with accounting department regarding coupon books for 2020

X. ADJOURNMENT

Ms. Jacobson adjourned the Board meeting at 9: 16 p.m.

LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
Executive Session of the Board of Directors Meeting
Mason District Government Center
Monday, October 7, 2019

I. Board Member Attendance:

a) Donna Jacobson, President – Present
b) Amy Phipps, Vice President – Present
c) John Alexander, Treasurer – Present
d) Gina Keating, Secretary – Present
e) Dale Edwards, Sequoia Representative

II. Issues Discussed:

a) Review of Homeowner HOA Dues Aging Report as of October 4, 2019, highlighting some residents behind at least two quarters; Dale Edwards to send letter to these residents if still in arrears by October 15th.
b) Review of four HOA violations. Dale Edwards is addressing them.
c) Violation fees need to be assessed for residents not in compliance with HOA regulations. Need to determine if violation notices need to be filed for each new tenant before fines can be accessed.
d) Will explore possibility of requesting current landlord/tenant information and reviewing for its currency.
e) One-off invoices greater than $2,500 will be discussed at November and December 2019 Executive Sessions to ensure coding of goods and services reflect proper accounting years.

III. Action Items:

a) Residents still in arrears with HOA dues by October 15th will receive a letter from Dale Edwards.
b) President will check with legal to determine next steps for handling some resident issues.
c) Regarding landlord/tenant situations, President will check with legal to determine if violation notices need to be filed for each new tenant before fines can be accessed.
d) Dale Edwards will send violation letters to residents.
e) President to draft letter to all LVCA owners requesting current landlord-tenant relationships (if any) and reminding landlords of their responsibilities to ensure tenants comply with HOA regulations.
f) President to complete budget letter and send to Sequoia Management by November 1st.