LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Wednesday, November 20, 2019
Mason Crest Elementary School

BOARD MEMBERS PRESENT:
Donna Jacobson, President
Gina Keating, Secretary
Bob Rosenbaum, Member-At-Large

OTHERS PRESENT:
Anne Sansbury
Amanda Sansbury
Lisa Conoly
Rick Jacobson
Numerous residents were present for the presentation from Mr. Wong
Dale Edwards, Sequoia Management
Maryoly Ayala, Recording Secretary, Sequoia Management

I. CALL TO ORDER:

Ms. Jacobson called the meeting to order at 7:00 p.m. and confirmed a quorum.

II. PRESENTATION:

Ms. Jacobson discussed Mr. Allen Wong and his newly constructed group residential facility on 7816 Trammell Road. Mr. Allen Wong provided a short presentation and attempted to answer residents' questions.

The corporation will employ one registered nurse who will split his/her time between the two facilities and will be on-call after hours. Mr. Wong works with a physician who is located in Reston, however, the residents mainly use their own doctors. At the new facility, he will have three shifts; from 7:00am to 3:00pm with 2 or 3 MedTechs on staff, from 3:00pm to 11:00pm with 2 MedTechs on staff and from 11:00pm until 7:00am with 1 MedTech on staff. The MedTechs will have High School degrees and will be certified as MedTechs. The staff will go through a background check and will be required to be licensed by the Department of Social Services.

Mr. Wong originally applied to build a house for his family to live in, although his intent was to build an assisted living facility with 8 bedrooms and 8 bathrooms for residents in the 60-100 age range (although assisted living residents could be 18 years and older). Most of his residents would be 80-100 years old. He apologized for misrepresenting his plans and for not communicating with the neighbors.

The facility will have a kitchen for meal preparation, a wet bar on the front porch and a small fridge in each room for hydration issues. The facility will also have a basement with a laundry room and a full bathroom. Mr. Allen Wong proposed that a fence and a parking lot will be built. The fence will provide separation from the community and the parking lot will have no more than three parking spaces. Numerous residents complained about the fence and the parking lot. Mr. Wong said that he would rethink the situation and get back to the community with other alternatives.

The occupants of the facility can be from sixty to one hundred years old, however the majority will be eighty to one hundred years old. The occupants may not be ambulatory and may have dementia. Mr. Wong stated that he will not be accepting residents who are wanderers or combative. Mr. Wong stated that many of the occupants of his Beverly Assisted Living Facility did not have any family and no one to visit them. The occupants are charged $6,000.00 to $7,000.00 a month. Mr. Wong stated that many of his occupants are using Veterans Benefits or Long Term Insurance.

Ms. Jacobson reviewed a Use Determination Letter for the facility received from Fairfax County.

There were numerous questions and complaints from residents including the following:

1. The nature of the house will reduce the value of the surrounding houses. Can you consider making the house look more residential and less like an institution?

   Mr. Wong stated that he acquired a strip of land next to the building lot, which he plans to fill with trees. Plus, there will be stone across the bottom and shutters, making it look like a ranch house.

2. With staff, deliveries and visitors there could be many cars at the facility at the same time. How do you plan to deal with the congestion?

   Mr. Wong stated that usually the nurse picks up supplies, so there aren't a lot of deliveries and the residents get very few visitors.

3. There will be a parking lot in front. Neighbors were not happy at having to look at a parking lot. Can anything be done about this?

   Ms. Jacobson stated that according to Fairfax County, a resident can pave up to 25% of their front yard and Mr. Wong has applied to pave 24.7%.

4. There is a difference between a group home and an assisted living facility. This is assisted living facility. There could be ambulances at all hours of the day and night.

   Mr. Wong stated that under current regulations, Fairfax County calls his facility a group residential living facility and the Department of Social Services calls it an Assisted Living Facility.

5. We deserved a hearing for an Assisted Living Facility and didn't get one.

   Mr. Wong stated that there was a Stop Work Order placed on his building permit and he had to get a zoning determination, then re-apply for a building permit. This was the Use Determination Letter from Fairfax County that was discussed earlier in the presentation.

6. How will you make amends?

   Mr. Wong said that he could put a porch in back and on the side. The parking lot can be on the side. There will be two lights at the front door and two lights out back. The trash cans will be 3-4 regular residential trash cans. Supposedly, medical waste is taken separately and not put in with regular trash. He also said that he would put in landscaping. He agreed to look at evergreen trees to be put along the side of the facility.

7. If cars are parked, can an ambulance get to the house?

   Mr. Wong stated that Beverly Assisted Living has only had an ambulance 4 times in the past year. Beverly Assisted Living opened 1 ½ years ago and Mr. Wong thought that three residents have passed in that time.

8. What work will be done on the facility between now and the end of the year? When are you expecting to finish construction of the facililty?

   Mr. Wong stated that he planned to talk to the siding contractors and review his plans for the facility, but no work will be done on the house until January. He stated that he is scheduled to finish construction on the facility around April of 2020, depending on inspections. Mr. Wong has had numerous failed inspections and he stated that Fairfax County has forced him to get another contractor.

9. Can you come back at our next Board Meeting with detailed drawings and renderings so we can see what you will do and make suggestions?

   Mr. Wong stated that he would come back for a second meeting, however, a few days after the Board meeting on November 20th, he contacted Ms. Jacobson and stated that he would not be returning for a second meeting.

II. RESIDENTS' COMMENTS AND FEEDBACK:

It was decided that it would be better to have Mr. Wong return for a second meeting at a date other than a Board meeting. However, shortly after the meeting, Mr. Wong contacted Ms. Jacobson and stated that he would not be returning for a second meeting.

IV. APPROVAL OF MINUTES

MOTION: Ms. Jacobson moved, Ms. Keating seconded, to approve the minutes of the October 07, 2019 Board meeting as presented. The motion passed (3-0-0).

V. PRESIDENT'S COMMENTS:

Ms. Jacobson discussed the 2.21 Solar Panels ACC Guidelines for the detached houses on Merrimac Trail.

MOTION: Ms. Jacobson moved, Ms. Keating seconded, to approve the 2.21 Solar Panels ACC Guidelines for the detached houses on Merrimac Trail. The motion passed (3-0-0).

VI. MANAGEMENT REPORT:

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

VII. COMMITTEE REPORTS:

ACC: Mr. Jacobson discussed action items for the ACC Committee. He stated that management needs to send copies of all violation notices via email upon issuance. He stated that the February newsletter will need to include dates for the Spring Inspection conducted by management.

Communications: Ms. Jacobson stated that the next Newsletter will be the Winter Newsletter and will be issued at the beginning of February. She stated that articles for the Newsletter will probably be due around January 17th.

Finance: Ms. Jacobson read an email from John Alexander, the Finance Committee Chair, which included a brief overview of items discussed during the finance committee meeting. The Finance Committee reviewed the pool contracts for the next three years and recommends the proposal from Atlantic. The Finance Committee did a desk audit of the general ledger and requested some items from Mr. Edwards. The $50,000 CD that matured in September was rolled over into a 3 ½ year CD at 2.0%, plus $25,000 was added to it, for a total of $75,000.

Pool: Lisa Conoly discussed the pros and cons of the various proposals for the pool management for the next three years and also recommends the proposal from Atlantic.

VIII. OLD BUSINESS:

No old business to discuss.

IX. NEW BUSINESS:

Pool Contract: Ms. Jacobson reviewed a proposal from Atlantic Pool Services.

MOTION: Ms. Jacobson moved, Ms. Keating seconded, to approve the 2020-2022 Swimming Pool Management Agreement provided by Atlantic Pool Services. The motion passed (3-0-0).

Action Item Review:

- Send Spring Inspection dates to the Board of Directors and the ACC Co-Chairs to include in the February newsletter.
- Send copies of late charges for $1,084.29 to Finance Committee for review.
- Schedule a special meeting for Mr. Allen Wong.
- Send copies of all violation notices via email upon issuance to Rick Jacobson and Peter Phipps, the ACC Co-Chairs.

X. ADJOURNMENT:

Ms. Jacobson adjourned the Board meeting at 8:40 p.m.

LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
Executive Session of the Board of Directors Meeting
Mason Crest Elementary School Library
Wednesday, November 20, 2019

I. **Call to Order:** 8:40 p.m., quorum not required
II. **Board Member Attendance:**
   a) Donna Jacobson, President – Present
   b) Amy Phipps, Vice President – Absent
   c) John Alexander, Treasurer – Absent
   d) Gina Keating, Secretary – Present
   e) Bob Rosenbaum, Member-at-Large – Absent
   f) Dale Edwards, Sequoia Representative – Present
III. **Issues Discussed:**
   a) Review of Homeowner HOA Dues Aging Report as of November 14, 2019, highlighting four residents in arrears more than three quarters; Dale Edwards plans to suspend their parking privileges. A fifth resident is delinquent nearly $2,500, and that matter is under legal review.
   b) Dale Edwards indicated some residents with recurring delinquencies appear to have a problem understanding their delinquency notices due to a language barrier. He indicated that sending those notices in their native language may aid in understanding them.
   c) No one-off invoices greater than $2,500 discussed during this executive meeting. Board will review ones for December 2019 at the next Executive Session. This is being done to ensure coding of goods and services reflect proper accounting years.
   d) Discussed the possibility of researching legal firms that specialize in attorney services for community associations to review their offerings and rates.
   e) President reported that violation notices are carried by the landlords. Therefore in order to have a hearing, a new violation notice does not need to be sent every time a tenant changes. The original violation notice to the landlord serves the purpose.
   f) Sequoia Management sent budget letter and LVCA dues coupon books to residents during November 2019.
   g) Discussed inviting Greg Wendel, co-owner of Mountchor Technologies, to our December 2019 board meeting to discuss LVCA process automation opportunities. The company has offered to assist us with our automation needs on a gratuitous basis via their intern.
IV. **Action Items:**
   a) President will check with community attorney regarding legal status of non-payment by resident in arrears nearly $2,500.
   b) President will explore options for overcoming language barrier problems with some residents to ensure more timely payment of HOA dues.
   c) Board to review one-off invoices exceeding $2,500 at the December 2019 Executive Session. This should include the invoice for the planting, removal and trimming of community trees. President to ensure that Mike Nutbrown, Grounds

Committee Chair, approves the tree-work invoice prior to its final review by the board.

d) President will check with legal to determine next steps for handling some resident issues.

e) Dale Edwards will send three new violation notices to residents.

f) Dale Edwards will find the initial letter sent to LVCA residents reflecting landlord-tenant relationships and send it to the President. President then will provide that letter to the Secretary. The Secretary will 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. The Secretary will provide the draft to President for review and approval.

g) Dale Edwards will mail letter (reference IV, f) to all LVCA residents and then establish a fresh set of landlord/tenant relationships within the Sequoia Management system based on responses.

h) Secretary will invite Greg Wendel, Mountchor Technologies, to the December 2019 Board Meeting to discuss LVCA process automation opportunities.