LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
7900 Peyton Forest Trail, Annandale, VA 22003
Thursday, January 23, 2020

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

OTHERS PRESENT:
Anne Sansbury
Amanda Sansbury
Lisa Conoly
Rick Jacobson
Dale Edwards, Sequoia Management
Carolyn Smallwood, Recording Secretary, Sequoia Management

I. CALL TO ORDER:

Ms. Jacobson called the meeting to order at 7:20 p.m. and confirmed a quorum.

II. RESIDENTS' COMMENTS AND FEEDBACK:

Ms. Conoly discussed an issue with pet waste in the community, specifically in a common area space on Butterfield Lane. Ms. Jacobson will send an announcement to the community about cleaning up pet waste.

IV. APPROVAL OF MINUTES

MOTION: Ms. Jacobson moved, Mr. Alexander seconded, to approve the minutes of the December 17, 2019 Board meeting as amended. The motion passed (4-0-0).

V. PRESIDENT'S COMMENTS:

Ms. Jacobson updated the Board on a property located at 7816 Trammel Road. Ms. Jacobson also updated the Board on the status of Virginia House Bills regarding short term rentals and zoning that could affect the association.

VI. MANAGEMENT REPORT:

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

VII. COMMITTEE REPORTS:

ACC: The ACC committee discussed action items. Mr. Jacobson reported that the committee is working on dates for community inspections with management. Mr. Jacobson also reported that the committee has completed the ACC Guidelines for solar panel updates for townhouses and they are ready to be reviewed and voted on by the Board.

Communications: Ms. Jacobson stated that the community newsletter would be sent out at the beginning of February.

Grounds: Nothing to report. Ms. Jacobson recommended that the association hold an event for the 50th anniversary of Earth Day this year.

Finance: Mr. Alexander reported that the association ended the year with an approximate $28,000 surplus and noted a $100,000 CD set to expire at the end of January. He also asked about a $14,434.00 credit for ground maintenance this year.

Mr. Edwards will ask accounting about the ground maintenance credit and follow up with the Board.

MOTION: Mr. Alexander moved, Mr. Rosenbaum seconded, to move the $28,000 year end surplus to the replacement reserves. The motion passed (4-0-0).

MOTION: Mr. Alexander moved, Ms. Jacobson seconded, to roll over the $100,000 CD to another 3-5 year CD based on the financial advisors recommendation. The motion passed (4-0-0).

Pool: Ms. Conoly had no new business to report. The Board discussed visitor passes for the pool and the 2020 pool pass color.

Mr. Edwards to order pink cardstock for 2020 pool passes.

VIII. OLD BUSINESS:

No old business to discuss.

IX. NEW BUSINESS:

Solar Panel Guidelines: The Board reviewed the solar panel guideline updates provided by the ACC

MOTION: Mr. Rosenbaum moved, Mr. Alexander seconded, to approve the solar panel changes to the guidelines. The motioned passed (4-0-0).

Tree Trimming Proposal: The Board reviewed a proposal from Shenandoah Landscape Services to trim trees in the community.

MOTION: Ms. Jacobson moved, Mr. Rosenbaum seconded, to approve the proposal in an amount not to exceed $9,000 to trim various trees in the community.

Pool Parking Lot Security Cameras: Mr. Alexander gave an update on infrared cameras he has researched for the pool parking lot.

Mr. Alexander will reach out to the camera company to get additional information.

Action Item Review:

- Ms. Jacobson will send an announcement to the community about cleaning up pet waste.
- Mr. Edwards will ask accounting about the ground maintenance credit and follow up with the Board.
- Mr. Edwards to order pink cardstock for 2020 pool passes.
- Mr. Alexander will reach out to the camera company to get additional information.

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
7900 Peyton Forest Trail, Annandale
Thursday, January 23, 2020

I. **Call to Order:** 8:45 p.m.

II. **Board Member Attendance:**
   a) Donna Jacobson, President – Present
   b) Amy Phipps, Vice President – Absent
   c) John Alexander, Treasurer – Present
   d) Gina Keating, Secretary – Present
   e) Bob Rosenbaum, Member-at-Large – Absent
   f) Dale Edwards, Sequoia Representative – Present

III. **Special Note:** President expressed thanks to John Alexander for hosting our January 2020 Executive Session of the Board of Directors at his home since the Mason Crest Elementary School Library was unavailable for use.

IV. **Issues Discussed:**
   a) Dale Edwards advised the Treasurer and rest of board that the discrepancy of $23.07 reflected between two January 2019 accounting reports was due to homeowner nonsufficient funds (NSF).
   b) Reviewed Homeowner HOA Dues Aging Report as of January 17, 2020, highlighting one resident in arrears more than three quarters. President requested that Dale Edwards contact legal regarding this delinquent account.
   c) President indicated resident language barrier issue still outstanding.
   d) President provided the Secretary with a copy of the initial landlord-tenant relationship letter sent to homeowners. Secretary used this letter to draft a new request to homeowners for updated relationship information, and then provided it to the President. President will make final edits to the letter, including adding a request for owner mailing addresses, since LVCA does not have a formal process for obtaining this information. At the request of the President, Dale Edwards agreed he would send the letter to all LVCA owners.
   e) Discussion of the poor traffic intersection at Hummer Road and Lafayette Village Drive.

V. **Action Items:**
   a) Dale Edwards will contact legal regarding delinquent owner account (reference IV, b.)
   b) President will explore options for overcoming language barrier problems with some residents to ensure more timely payment of HOA dues (reference IV, c).
   c) Dale Edwards will obtain final landlord-tenant letter from President and send it to all LVCA residents (reference IV, d).
   d) Dale Edwards will establish a new set of landlord-tenant relationships within the Sequoia Management system based on owner responses (reference IV, d).

VI. **Adjournment:** 9:05 p.m.