LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Monday, April 23, 2020
Via Teleconference

BOARD MEMBERS PRESENT:
Donna Jacobson, President
Terri Clark, Vice President
John Alexander, Treasurer
Gina Keating, Secretary
Bob Rosenbaum, Director-at-Large

OTHERS PRESENT:
Adrian Sobie
Anne Sansbury
Amanda Sansbury
Carl Iddings
Cheryl Ryefield
Christine Prucker
John Wolken
Lisa Conoly
Mike 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 7:11 p.m. and confirmed a quorum. The meeting was conducted via teleconference due to Governor Northam's Executive Order #55, which requires residents to stay at home through June 10, 2020 due to the COVID-19 pandemic.

II. RESIDENTS' COMMENTS AND FEEDBACK:

Lisa Conoly stated that residents are parking in visitor parking spaces on Byrds Nest Pass. Ms. Jacobson will send out a reminder to all residents regarding parking. The Board agreed that parking rules will be enforced during the pandemic and parking tickets will be issued if necessary.

Donna Jacobson stated that she has received several complaints from residents about the basketball courts being closed. The Board agreed that the courts will remain closed until the governor's stay-at-home order is lifted.

III. APPROVAL OF MINUTES

MOTION: Ms. Jacobson moved, Ms. Keating seconded, to approve the minutes of the February 27, 2020 Board meeting as presented. The motion passed unanimously (5-0-0).

IV. PRESIDENT'S COMMENTS:

Ms. Jacobson reported that Amy Phipps resigned her Board position. The Board appointed Terri Clark to complete Ms. Phipps' term (ending October 2020) by a unanimous vote. Ms. Jacobson also noted that Alexa McKenrick has resigned as the Chair of the Recreation Committee.

The Board has unanimously appointed Adrian Sobie as Chair of the Neighborhood Watch Committee.

Ms. Jacobson also reported that the Board has approved the 2020 Swimming Pool Rules, regulations, and documents unanimously.

The Board approved the establishment of the LVCA Volunteer Network and appointed Kathie French as Chair of unanimously.

The Board unanimously approved sending the LVCA Spring Newsletter as a PDF file via the LVCA email list and Nextdoor, due to the problems of printing and distributing the newsletter during the pandemic.

The Board unanimously approved the purchase of Zoom Pro for one year at a cost of $149 in order to have Board and Committee meetings, due to the pandemic or other issues that may arise.

The Board unanimously approved waiving late fees and penalties for the second quarter of 2020 to those who are suffering financial distress due to the pandemic.

V. MANAGEMENT REPORT:

Mr. Edwards reviewed his report as included in the Board packet. He provided an update of action items from the February Board meeting. He added that he has completed the second round of spring inspections and violation letters will be mailed. Extensions for deadlines to comply will be granted due to the pandemic.

VI. COMMITTEE REPORTS:

Architectural Control Committee: Rick Jacobson reported that the committee has received forty-two requests for approval of exterior improvements to date. He asked that Mr. Edwards share the updated list of violations from the second inspections done earlier in the week.

Communications Committee: Ms. Jacobson thanked Ms. Ryefield for her work on the recent newsletter that was distributed electronically. Ms. Ryefield reported that nine residents asked to have a hard copy version. Mr. Edwards stated that his staff printed the newsletter and mailed it to those residents. Ms. Jacobson will poll the residents about permanently distributing the newsletter electronically. Ms. Ryefield noted that she will talk to Brittany about how to track click-throughs on the website.

Finance Committee: Mr. Alexander reported that the committee recently met to discuss the audit report. The auditors provided a favorable report, commending the association for very low receivables and unappropriated members' equity in the 10 – 20% range. They recommended only two adjusted journal entries. Mr. Alexander also reported that there is a $75,000 CD maturing in May.

MOTION: Mr. Alexander moved, Mr. Rosenbaum seconded, to approve the 2019 audit. The motion passed unanimously (5-0-0).

Grounds: Mike Nutbrown reported that Dominion has temporarily suspended the tax credit that the committee was going to use to help fund the lighting project. The committee is looking into how much that credit would be before determining how to move forward. Mr. Nutbrown noted that the Earth Day/Arbor Day celebration was cancelled and may be held in the fall depending on the status of the pandemic. He added that the committee is still working on the erosion project and has received two quotes.

Recreation Committee: No report was provided.

Neighborhood Watch Committee: Adrian Sobie reported that he has done a couple patrols of the neighborhood. He added that he will be reaching out to Board members in the next couple of weeks and will seek volunteers to patrol the community.

Pool Committee: Ms. Conoly reported that the pool has been filled and the furniture is out. She noted that the gutters at the pool house need to be cleaned. Mr. Edwards reported that pool passes will be mailed on Friday in case the pool does open this summer. Ms. Jacobson will send a reminder to residents that the application for pool passes was included in the electronic newsletter.

Fairfax Federation: No meetings have been held due to the pandemic.

Mason District Council: No meetings have been held due to the pandemic.

VII. OLD BUSINESS:

There was no old business to discuss.

VIII. NEW BUSINESS:

Swimming Pool: The pool will not be opened until June 11th at the earliest per the governor's executive order. The Board discussed terms of the Atlantic contract in relation to paying for services that may not be utilized in the coming years. Ms. Jacobson will discuss her concerns with Atlantic's owner.

Grounds Issues:

MOTION: Ms. Jacobson moved, Mr. Rosenbaum seconded, to approve the proposal from Shenandoah Landscape Services for miscellaneous landscape issues. The motion passed unanimously (5-0-0).

Community Waste Stations: Ms. Jacobson will contact Patriot regarding services in relation to the proposed new waste stations. She will also share photos of the proposed new waste stations and the Board will select a color and vote electronically.

IX. ACTION ITEMS:

- Follow up regarding gutters and trees at 3967 Hancock
- Email Rick Jacobson updated list of ACC violations
- Have gutters at the pool house cleaned
- Send out pool guest pass information
- Seek 2 insurance quotes

Ms. Keating discussed an issue of drivers speeding over a speed hump on Brunswick Pass. Ms. Jacobson will sound out an announcement to residents concerning this issues and Mr. Sobie will discuss the issue with his Fairfax County Police contact.

X. ADJOURNMENT

Ms. Jacobson adjourned the Board meeting at 8:53 p.m.

LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
Executive Session of the Board of Directors Meeting
Via Teleconference Due to Governor's EO #55
Thursday, April 23, 2020

I. **Call to Order:** 8:59 p.m.

II. **Special Note:** Executive Session of Board of Directors Meeting held via teleconference due to Governor Northam's Executive Order #55, which requires residents to stay-at-home through June 10, 2020, due to COVID-19 pandemic.

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

IV. **Issues Discussed:**
- a) Reviewed Homeowner HOA Dues Aging Report as of April 16, 2020, highlighting seven resident accounts reflecting overdue payments in excess of 60 days, and one resident account that continues to be tracked by our association attorney for multi-year delinquency. During the pandemic, the President has directed Dale Edwards not to impose late-payment fees on residents who have requested extensions to pay their quarterly dues.
- b) President discussed a letter with the board she drafted for Lafayette Village Community Association (LVCA) residents. Letter highlighted her desire to update contact sources to facilitate the communication of important information during emergencies, including the current COVID-19 pandemic. The letter encourages residents not yet on NEXTDOOR to sign up on that application. It also requests that residents consider sending their email addresses to the President to ensure receipt of timely, relevant communications. President indicated that she received some feedback from the board regarding the letter, including the Vice President and Secretary.
- c) President mentioned that she still needs to finalize the landlord-tenant letter that will be sent to all LVCA residents.
- d) The Secretary mentioned that the crosswalk adjacent to Brunswick Forest Pass routinely is ignored by car traffic and that pedestrians trying to cross there cannot be assured that cars will stop. The President said she would send an email out to the residents and remind them to respect the crosswalk and yield to pedestrians who are walking within it.
- e) The Treasurer mentioned that the Fairfax Water Authority invoices still do not reflect evidence of LVCA receiving exemption credit for filling the community pool with water by the May 15th deadline.

V. **Action Items:**
- a) Dale Edwards will obtain final landlord-tenant letter from President, and then send it to all LVCA residents (reference IV, c).

b) Dale Edwards will establish a new set of landlord-tenant relationships within the Sequoia Management system based on owner responses to the landlord-tenant letter (outstanding from previous meeting).

c) Dale Edwards will contact Fairfax County Water Authority regarding the issue of LVCA receiving a discount for its timely completion of filling the pool with water. (reference IV, e).

VI. Adjournment: 9:11 p.m.