LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Wednesday, December 18, 2019
Mason Crest Elementary School

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

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

I. CALL TO ORDER:

Ms. Jacobson called the meeting to order at 7:05 p.m. and confirmed a quorum.

II. PRESENTATION:

Ms. Jacobson introduced Greg Wendel and David Ellis who discussed a free and open source service available for various HOA applications.

II. RESIDENTS' COMMENTS AND FEEDBACK:

Ms. Jacobson discussed mailboxes that may need repair or replacement, trash and recycle holiday schedule, and a tree removal on Ashley Glen Road.

IV. APPROVAL OF MINUTES

MOTION: Ms. Jacobson moved, Mr. Rosenbaum seconded, to approve the minutes of the November 20, 2019 Board meeting as presented. The motion passed (4-0-0).

V. PRESIDENT'S COMMENTS:

Ms. Jacobson acknowledged all the effort demonstrated during 2019 from the Board of Directors as well as committees. Ms. Jacobson discussed the 2019 Christmas Decoration winners. Ms. Jacobson discussed the dates for the 2020 Spring Inspection.

VI. MANAGEMENT REPORT:

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

VII. COMMITTEE REPORTS:

ACC: The ACC committee discussed action items. Mr. Jacobson stated that management needs to send copies of all violation notices via email upon issuance. Mr. Jacobson also requested the Spring Inspection Schedule so that he could include it in his newsletter article.

Grounds: Anne Sansbury discussed that they had sent Shenandoah Landscaping information concerning trimming trees on community property and will be receiving a proposal shortly.

Finance: John Alexander discussed that the Association's finances are in good shape.

Pool: Lisa Conoly discussed a sign at the pool that needs to be repaired or replaced and making sure that all invoices for 2019 events have been turned into Dale.

VIII. OLD BUSINESS:

No old business to discuss.

IX. NEW BUSINESS:

Martin Luther King Food Drive: Ms. Jacobson and Mr. Alexander discussed the Martin Luther King Food Drive.

MOTION: Ms. Jacobson moved, Mr. Alexander seconded, to approve the Martin Luther King Food Drive. The motion passed (4-0-0).

CAI Membership: Ms. Jacobson discussed renewing the CAI membership for the Board of Directors.

MOTION: Ms. Jacobson moved, Mr. Rosenbaum seconded, to approve renewing the CAI membership for all Board of Directors. The Motion passed (4-0-0)

7816 Trammell Court: Ms. Jacobson discussed the following Board of Directors Resolution for the assisted living property on Trammell Court:

Resolution of the Board of Directors of Lafayette Village Community Association

As a result of the information received from Fairfax County and the information received from Mr. Wong at the Board of Directors meeting on Wednesday, November 20th, I move that the Board executes the following resolution:

The Board of Directors of Lafayette Village Community Association opposes the construction of and operation of an Assisted Living Facility on the property at 7816 Trammell Road.

The Board of Directors of LVCA defines an Assisted Living Facility in accordance with the following definition from the Fairfax County Zoning Ordinance:

ASSISTED LIVING FACILITY: A licensed facility for persons who are unable to live independently that provides all of the following: (a) private or semi-private accommodations, which include a sleeping area, access to an accessible bathroom, and may include limited food and drink preparation facilities (excluding an oven and cooktop), (b) supervision and general care, including but not limited to the provision of daily meals, general housekeeping, health- or hygiene-related care, and (c) assistance with activities of daily living. For purposes of this Ordinance, an assisted living facility includes facilities for memory care and is deemed a MEDICAL CARE FACILITY.

The Board of Directors gives Donna Jacobson, President of the Lafayette Village Community Association, the power to notify the proper county, state and legal authorities concerning the views expressed above.

MOTION: Ms. Jacobson motioned to approve the resolution of the Board of Directors of Lafayette Village Association for the opposition of the construction and operation of an Assisted Living Facility on the property 7816 Trammell Court. Ms. Keating seconded the motion. The motion passed (4-0-0)

Pool Parking Lot: Ms. Jacobson and Mr. Alexander discussed adding infrared cameras at the pool during certain hours. Mr. Alexander will be bringing some information on the issue to the January meeting for discussion.

Action Item Review:

1. Send Spring Inspection dates to the Board of Directors to include in the February newsletter
2. Repair/Replace damaged pool sign
3. Renew CAI membership

X. ADJOURNMENT:

Ms. Jacobson adjourned the Board meeting at 8:45 p.m.

LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
Executive Session of the Board of Directors Meeting
Mason Crest Elementary School Library
Wednesday, December 18, 2019

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 – Present
   f) Dale Edwards, Sequoia Representative – Present

III. **Issues Discussed:**
   a) Treasurer asked a question about a debit of $23.07 for return of nonsufficient funds (NSF) in the Lafayette Village Community Association Statement of Income year period ending November 30, 2019. In the General Ledger Trial Balance with Details Report for same period, there is a credit entry of $23.07 for return of NSF (dated 11/04/19). Dale Edwards indicated he would ask Sequoia Management, Accounting, about this discrepancy.
   b) Review of Homeowner HOA Dues Aging Report as of December 18, 2019, highlighting one resident in arrears more than three quarters. Dale Edwards asked President for guidance on this delinquent account as the overdue notices and other mail sometimes are returned and yet other times appear to be delivered. President indicated that Sequoia Management should wait until January 2020 to see whether the outstanding dues are paid in full or not. If not paid by January 15, 2020, then the owner will be asked to pay not just the overdue balance and late fees, but also all quarter dues for 2020. There is no status change for the resident who is delinquent nearly $2,500. That matter is under legal review, with no status change since September 2019. Dale Edwards indicated that recorded property liens remain in place for three years.
   c) No one-off invoices greater than $2,500 discussed during this executive meeting. The board, however, did review and approve tree planting and removal invoice dated 11/5/19 for $14,434. These costs were originally approved at the October 7, 2019 Board of Directors meeting.
   d) President indicated she has not yet had time to address resident language barrier issue (reference IV, b).
   e) President stated her action item to check with legal regarding some resident issues now is moot; resident recently moved out of the community.
   f) Dale Edwards reported that he sent three new violation notices to residents as was requested at the November Executive Session.
   g) Dale Edwards indicated he provided the President with the initial letter sent to LVCA residents addressing landlord-tenant relationships.
   h) Secretary invited Greg Wendel, Mountchor Technologies, to the December 2019 Board Meeting to discuss LVCA process automation opportunities.

IV. Action Items:

a) Dale Edwards to ask Sequoia Management, Accounting, about the discrepancy between two accounting reports involving $23.07 (reference III, a.).

b) President will explore options for overcoming language barrier problems with some residents to ensure more timely payment of HOA dues.

c) President will send Secretary a copy of the initial letter sent to LVCA residents about landlord-tenant relationships.

d) Secretary will use letter (reference IV, c), as the basis for drafting a new letter to residents requesting current landlord-tenant relationships and reminding them of the importance of keeping that information current so they and their tenants can remain informed about HOA issues and regulations.

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