LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, October 29, 2020
Via Teleconference

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

OTHERS PRESENT:
Adrian Sobie
Amanda Sansbury
Anne Sansbury
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 8:00 p.m. and confirmed a quorum. The meeting was conducted via teleconference due to the COVID-19 pandemic.

II. RESIDENTS' COMMENTS AND FEEDBACK:

There were no comments from residents.

III. APPROVAL OF MINUTES

MOTION: Ms. Jacobson moved, Mr. Alexander seconded, to approve the minutes of the September 24, 2020 Board meeting as presented. The motion passed unanimously (5-0-0).

IV. PRESIDENT'S COMMENTS:

Ms. Jacobson thanked Terri Clark for running for a Board seat again this year and thanked other Board members for their continued dedication.

The Western Annandale CBC nomination for the development of the area around Hummer Road and Little River Turnpike was moved on by the SSPA Task Force on September 2nd. There will be public hearings on the nomination in front of the Planning Commission on November 17th and 18th. More information on the nomination can be

found at https://www.fairfaxcounty.gov/planning-development/plan-amendments/sspa/south/track-nomination. Information concerning how to voice your concerns about this proposed development can be found on Nextdoor or on Facebook @SaveAnnadale.

Ms. Jacobson stated that the November Board of Directors' meeting will be held on Monday, November 23rd at 7:00 p.m. via WebEx.

The Board voted to approve erosion projects #2, #4, and #7 with a vote of 5-0-0; and voted to approve the tree pruning, removal, and tree/bush planting proposals with a vote of 5-0-0.

V. MANAGEMENT REPORT:

Mr. Edwards reported that there is a new maintenance person for the property, and he will have him paint the sign in front of the pool, as well as address the tot lot swings and chains. As the homeowner on Butterfield has not removed the jet skit from their yard, a hearing letter will be sent. Ms. Jacobson advised that she will provide Mr. Edwards with a letter to accompany the 2021 budget that will be mailed to all homeowners.

VI. COMMITTEE REPORTS:

Finance Committee:

MOTION: Mr. Alexander moved, Ms. Jacobson seconded, to approve the 2021 draft budget as presented. The motion passed unanimously (5-0-0).

Grounds Committee: Mr. Nutbrown reported that the committee is working with Shenandoah to get the materials needed for the Eagle project.

VII. OLD BUSINESS:

There was no old business to discuss.

VIII. NEW BUSINESS:

Tot Lot Inspection:

MOTION: Ms. Jacobson moved, Mr. Alexander seconded, to approve Option 3 with annual cleaning by Playground Patrol, LLC. The motion passed unanimously (5-0-0).

Deferred Assessments:

MOTION: Ms. Jacobson moved, Mr. Alexander seconded, to adopt a Deferred Assessment Resolution declaring that the Association elects to apply any excess

assessment income to the following year's assessments, in an amount to be determined by the Board. This Resolution is supported by the Auditors. The motion passed unanimously (5-0-0).

Erosion Project #1: The Board agreed that a land survey is needed before moving forward. Mr. Edward stated that he may have a survey and will forward to Mr. Nutbrown and Ms. Jacobson.

IX. ACTION ITEM REVIEW

- Mail the 2021 budget (with Ms. Jacobson's letter) to all homeowners
- Recode the tot lot mulching in the budget
- Send land survey to Mr. Nutbrown and Ms. Jacobson
- Contact Handyman for pool sign and Tot Lot swings.

X. ADJOURNMENT

Ms. Jacobson adjourned the open session of the Board meeting at 8:50 p.m. to convene an executive session.

LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
Executive Session of the Board of Directors Meeting
Via Teleconference Due to COVID-19 Pandemic
Thursday, October 29, 2020

I. **Call to Order:** 8:50 p.m.
II. **Special Note:** Executive Session of Board of Directors Meeting held via teleconference due to the COVID-19 pandemic.
III. **Board Member Attendance:**
   a) Donna Jacobson, President – Present
   b) Bob Rosenbaum, Vice President – Present
   c) John Alexander, Treasurer – Present
   d) Gina Keating, Secretary – Present
   e) Terri Clark, Member-at-Large – Present
   f) Dale Edwards, Sequoia Representative – Present
IV. **Issues Discussed:**
   a) Our president requested that Dale Edwards include in the Board Package for review invoices from October, November, and December 2020 that exceed $1,000 and are one-offs, to ensure they have been coded properly for accounting purposes.

   b) Reviewed Homeowner HOA Dues Aging Report dated October 23, 2020, reflecting 24 resident accounts in arrears more two quarters. The outstanding accounts reflect a value of about $26,000.

      Our treasurer suggested that a letter be sent to all homeowners who are two or more quarters behind with dues payments. The board members agreed with this approach and our president will draft the letter and then provide it to Dale Edwards for mailing. A suggestion was made to send the letters out via certified, return receipt mail, however, this was deemed to be too expensive and tabled for now.

      Our president would like those accounts that are in arrears more than three quarters to be turned over to legal. Our vice president indicated that we should institute a policy going forward that all resident accounts more than three quarters behind be turned over to legal.

   c) Our treasurer asked about September 2020 legal fees pertaining to child-care facilities operating in the community. Our president indicated that she will address them with the association attorney.

   d) Our treasurer thanked Donna Jacobson for her service on the board as president during this past year, and other board members also expressed appreciation.

Action Items:

a) The president will finalize the landlord-tenant letter in January 2021, and then provide it to Dale Edwards for mailing to the LVCA residents.

b) The president will draft a letter to all residents who are more than two quarters late with their HOA dues asking them to contact the board to explain their circumstances or be faced with suspension of their parking privileges.

c) Our president will reach out to one resident on Merrimac Trail concerning an overdue account.

d) Our president will contact the association attorney concerning question on legal fees associated with day care for children.

V. Adjournment: 9:08 p.m.