LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Monday, November 23, 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:
Anne Sansbury
Amanda Sansbury
Deborah Dunham
Dale Edwards, Sequoia Management
Chris Collins, Recording Secretary, Northern Virginia Minutes

I. CALL TO ORDER:

Ms. Jacobson called the meeting to order at 7:16 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, Ms. Clark seconded, to approve the minutes of the October 29, 2020 Board meeting as presented. The motion passed unanimously (5-0-0).

IV. PRESIDENT'S COMMENTS:

Ms. Jacobson reported that the public hearings in front of the Planning Commission for PC19-MA-005, the Western Annandale CBC nomination for the development of the area around Hummer Road and Little River Turnpike, were held on Wednesday, November 18th. A decision on the nomination is going to be given at the Planning Commission meeting on Wednesday, December 2nd. Information concerning how to voice your concerns about this proposed development can be found on Nextdoor or on Facebook @SaveAnnandale. You can continue sending your concerns to the Planning Commission until December 2nd.

The Board voted to approve that the accounts of residents who are three quarters or more in arrears with their dues will automatically be turned over to legal for collection, unless the resident has contacted Sequoia Management and worked out a payment plan.

V. MANAGEMENT REPORT:

Mr. Edwards reported that the new maintenance employee will begin the painting at the pool house. He added that the tot lot has been inspected and he is awaiting a report.

VI. COMMITTEE REPORTS:

Communications Committee: Ms. Jacobson reported that the next newsletter was scheduled to go out the first weekend in December.

Finance Committee: Mr. Alexander reported that he is expecting the final invoices for the erosion projects. He noted that he is keeping a close watch on outstanding receivables.

Grounds Committee: Deborah Dunham reported that the committee has received several sample fixtures with varying lighting. They have been installed at the end of Hancock Forest Trail. Ms. Dunham asked that the Board to look at the lighting. The committee will vote on the fixtures and lighting options and then provide its recommendation to the Board for a final vote.

Mason District Council: Ms. Jacobson reported that zMod, modifications to the Fairfax County Zoning Ordinance, is moving forward. A town hall will be held on November 30th at 7:00 p.m. The focus will be on accessory living units and homebased businesses.

VII. OLD BUSINESS:

There was no old business to discuss.

VIII. NEW BUSINESS:

December Board Meeting: The December Board meeting will be held on Monday, the 21st.

Holiday Decorations Contest: Ms. Clark, Ms. Jacobson and Mr. Alexander will serve as judges of the contest. The judging will take place on Saturday, December 19th.

IX. ACTION ITEM REVIEW

- Have Vince Hughes, CFO of Sequoia, place the updated revised 2020 budget numbers from September into the system.

X. ADJOURNMENT

Ms. Jacobson adjourned the open session of the Board meeting at 8:00 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
Monday, November 23, 2020

I. **Call to Order:** 8:02 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 asked Dale Edwards about one-off invoices exceeding $1,000. Dale Edwards indicated that at this time there was only one invoice for the tot lot inspection. It was less than $1,000 and the Board had approved the inspection. Reviewed Homeowner HOA Dues Aging Report dated November 20, 2020. Dale noted there are five resident accounts that will be turned over to our attorney for adjudication at the end of November if not made current; all are more than three quarters behind. There is another resident account on Colonial Village that needs to undergo an ownership change. Dale Edwards is working with the new owner to make the account name change.
   b) Discussed the September 2020 legal fees the Association incurred regarding child-care facilities operating in the community. Our president indicated these charges were not errors and that she did have a discussion with the Association's attorney about regulations concerning childcare facilities and Fairfax County Department of Family Services.
   d) Discussed Dale Edward's procedure for communicating with residents that fall behind with dues payments by one or more quarters. He sends a letter to each resident in arrears following the quarter due date and then a follow-up letter each month thereafter until account is made current.
   e) Our treasurer asked Dale Edwards about an uncleared check item and was advised that funds were returned to a resident following dues overpayment.

   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) Dale Edwards will turn over to legal those accounts that have not been made current by the end of November.

V. **Adjournment:** 8:20 p.m.