

**LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Tuesday, November 16, 2021
Via Teleconference**

BOARD MEMBERS PRESENT:

Donna Jacobson
Adrian Sobie
John Alexander
Gina Keating
Dr. Julia Wray

OTHERS PRESENT:

Rick Jacobson
Anne Sansbury
Amanda Sansbury
Cheryl Ryefield
Mike Nutbrown
Dale Edwards, Sequoia Management
Chris Collins, Recording Secretary, Northern Virginia Minutes

I. CALL TO ORDER:

Ms. Jacobson called the meeting to order at 7:34 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 October 19, 2021, Board meeting as presented. The motion passed unanimously (5-0-0).

IV. PRESIDENT'S COMMENTS:

Ms. Jacobson reported that all items for the winter newsletter are due Wednesday, November 17th. There will be a short Board meeting on Tuesday, December 21st. The 2022 HOA coupon books have been mailed. Lastly, Ms. Jacobson reported that there was discussion on Nextdoor.com about deliveries being stolen from a front porch. Ms. Jacobson advised that homeowners be vigilant.

V. MANAGEMENT REPORT:

Mr. Edwards reported that the picnic table is not due to arrive until sometime in the spring.

VI. COMMITTEE REPORTS:

Architectural Control Committee: Ms. Jacobson thanked Dale Edwards and Rick Jacobson for working together to ensure that a violation was attached to a townhouse that was being sold. Rick Jacobson reported that, to date, there have been fifty-four requests, fifty-nine questions, and sixty-one violations.

Communications Committee: Ms. Ryefield reminded everyone that reports and articles for inclusion in the December newsletter are due by November 17th. The newsletter will be distributed the first weekend in December.

Finance Committee: Mr. Alexander reported that he has not yet purchased the \$150,000 CD that the Board approved but will do so this week. He noted that there is about \$300,000 in the money market accounts. After the purchase of the CD, there will be about \$150,000 for the lighting project, erosion project, and other current projects. Lastly, Mr. Alexander reported that the association is on budget.

Grounds Committee: There was no report due to items being discussed and voting on later in the meeting.

Merrimac Liaison Committee: Ms. Jacobson reported that David Whitfield will report to the Board when there are issues that affect Merrimac.

Neighborhood Watch Committee: Adrian Sobie reported that he will post a message on Nextdoor.com reminding those in the community to be vigilant about packages left on their porches. He noted that he has not yet installed the new community sign but hopes to do so soon.

VII. OLD BUSINESS:

Autumn Tree Work:

MOTION: Ms. Jacobson moved, Mr. Alexander seconded, to accept the proposal from Shenandoah for the fall planting work in an amount not to exceed \$5,000.00. The motion passed unanimously (5-0-0).

MOTION: Ms. Jacobson moved, Mr. Sobie seconded, to accept the Shenandoah proposal for tree work in an amount not to exceed \$10,500.00. The motion passed unanimously (5-0-0).

Lighting Project: The lighting project continues.

VIII. NEW BUSINESS:

New Committee Members:

MOTION: Ms. Jacobson moved, Mr. Alexander seconded, to appoint Elizabeth Booker to the Architectural Control Committee. The motion passed unanimously (5-0-0).

MOTION: Ms. Jacobson moved, Mr. Alexander seconded, to appoint Colin Dewberry to the Finance Committee. The motion passed unanimously (5-0-0).

Landscaping Contract:

MOTION: Ms. Jacobson moved, Mr. Alexander seconded, to accept the recommendation from the Grounds Committee to approve the proposal from Shenandoah for the renewal of landscaping services for the next three years. The motion passed unanimously (5-0-0).

Martin Luther King Day Food Drive:

MOTION: Ms. Jacobson moved, Mr. Sobie seconded, to donate the proceeds from the Martin Luther King Day food drive to St. Matthews United Methodist Food Closet. The motion passed unanimously (5-0-0).

Holiday Decorations Contest:

MOTION: Ms. Jacobson moved, Mr. Alexander seconded, to hold a community holiday decorations contest to be reviewed on December 20th between 8:00 p.m. and 9:00 p.m. The motion passed unanimously (5-0-0).

IX. ACTION ITEM REVIEW

- Get new tot lot equipment catalog
- Remove Dave Whitfield from the Dominion Towing list and add Adrian Sobie and Julia Wray

X. ADJOURNMENT

MOTION: Ms. Jacobson moved, Mr. Sobie seconded, to adjourn the regular session of the Board meeting at 8:11 p.m. to convene an Executive Session. The motion passed unanimously (5-0-0).

LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
Executive Session of the Board of Directors Meeting
Via Teleconference Due to COVID-19 Pandemic
Tuesday, November 16, 2021

- I. Call to Order:** 8:12 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) Adrian Sobie, Vice President -- Present
 - c) John Alexander, Treasurer – Present
 - d) Gina Keating, Secretary – Present
 - e) Julia Wray, Member-At-Large – Present
 - f) Dale Edwards, Sequoia Representative – Present
- IV. Issues Discussed:**
- a) Reviewed the LVCA Homeowner Aging Report, dated November 11, 2021. There are two resident accounts that are in arrears more than two quarters. Dale Edwards has communicated with both residents regarding their past due accounts.
 - b) Dale Edwards reported that he sends reminder statements to residents for HOA accounts that are 30 and 60 days in arrears. The small amounts on the aging report reflect late fees.
 - c) Dale Edwards will send our president an email with Dominion Virginia Power's information to report Lafayette Village light outages. This information will be posted on our LVCA website to assist residents with resolving light outages directly. Watch lights are to be reported to Dominion, but cobra lights are the responsibility of our association.
 - d) Our president requested that any invoices for one-time general maintenance over \$2,500 be brought to the attention of her and our Treasurer, John Alexander. This is to ensure that the invoices are assigned a proper accounting code.
 - e) Julia Wray will provide her decision about whether she wants to become the Chairperson of the Pool Committee by the December monthly Board of Directors Meeting.
 - f) Our Treasurer mentioned that he had seen a deer that appeared to be diseased. Our president indicated she would add animal control contact information to our LVCA website so that residents can relay these situations to the appropriate authorities.
- Action Items:**
- a) Continue communicating with the residents whose HOA accounts are in arrears (Dale Edwards).
 - b) Provide president and treasurer with one-time maintenance invoices over \$2,500 for approval (Dale Edwards).
 - c) Provide president with Dominion Virginia Power's contact information for light outages (Dale Edwards).
 - d) Provide contact information in the Winter Newsletter for animal control issues and for streetlight outages. (Donna Jacobson).
 - e) Provide decision about whether to become Chairperson of Pool Committee (Julia Wray).
- V. Adjournment:** 8:23 p.m.