

**LAFAYETTE VILLAGE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Tuesday, October 18, 2022  
Via Teleconference**

**BOARD MEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Rick Jacobson  
Anne 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 7:59 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. Sobie seconded, to approve the minutes of the September 20, 2022, Board meeting as presented. The motion passed unanimously (5-0-0).**

**IV. APPOINTMENT OF OFFICERS**

**MOTION: Ms. Jacobson moved, Mr. Sobie seconded, to appoint the following 2023 officers of the Board of Directors:**

- **Donna Jacobson as President**
- **Adrian Sobie as Vice President**
- **John Alexander as Treasurer**
- **Gina Keating as Secretary**

- **Dr. Julia Wray as Member-at-Large. The motion. Passed unanimously (5-0-0).**

#### **V. PRESIDENT'S COMMENTS:**

Ms. Jacobson thanked Mr. Alexander and Ms. Keating for their willingness to serve on the Board another year. Ms. Jacobson also reported that the Board unanimously approved, during an electric vote outside of a regular meeting, to present the 2023 draft budget to the membership.

#### **VI. MANAGEMENT REPORT:**

Mr. Edwards reported that he found a vendor that can reface the stop signs at a lesser cost than replacing them. He will find out the cost and update the Board at the next meeting.

#### **VII. COMMITTEE REPORTS:**

Architectural Control Committee: No report was provided.

Communications Committee: Ms. Ryefield reminded everyone that reports and articles for inclusion in the December newsletter are due by November 20<sup>th</sup>.

Finance Committee: Mr. Alexander reported that the Finance Committee is looking into purchasing CDs for approximately 250,000 since CDs are maturing at the end of November. Interest rates are currently around 3.4%

Grounds Committee: No report was provided.

Neighborhood Watch Committee: No report was provided.

#### **VIII. OLD BUSINESS:**

There was no old business to discuss.

#### **IX. NEW BUSINESS:**

**MOTION: Ms. Jacobson moved, Mr. Alexander seconded, to approve the draft 2023 budget as presented. The motion passed unanimously (5-0-0).**

**MOTION: Ms. Jacobson moved, Mr. Alexander seconded, a resolution to elect to apply all or part of this year's excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion. The motion passed unanimously (5-0-0).**

**X. ACTION ITEM REVIEW**

- Pricing for refacing stop signs
- Pool house door

**XI. ADJOURNMENT**

**MOTION: Ms. Jacobson moved, Mr. Alexander seconded, to adjourn the regular session of the Board meeting at 8:08p.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, October 18, 2022**

- I. Call to Order:** 8:08 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) Architecture Control Committee Co-Chair Rick Jacobson indicated there is an outstanding violation for one resident and the next step is to schedule a hearing with that person for the November board meeting.
  - b) Reviewed the LVCA Homeowner Aging Report, dated October 14, 2022. The report reflects three residents overdue with their dues by more than 3 quarters. Dale Edwards will send reminder letters to all residents who are behind with their assessment payments.
  - c) Our treasurer asked Dale Edwards about the latest invoice for Patriot trash pickup services. Dale responded that there is an invoice for September 14, 2022, but it was not yet in the management system. John requested that Dale provide him with itemized amounts for both the regular monthly and service charges.
  - d) Our president asked Dale Edwards about performing two inspections per year. He responded that HOA's typically do not perform multiple inspections per year. He mentioned that maybe he could investigate items that were not technically violations, but ones on the brink of failure (ex., roof problems). Dale indicated he could perform a second round of inspections to identify any issues of this nature and perhaps start with examining the fronts of homes.
  - e) Discussion about the final budget. Dale indicated he needs the final budget and accompanying letter from our president so that assessment coupons can be prepared for next year and the packages can be mailed to everyone by November 2022.
- V. Action Items:**
  - a) Send letters to residents with outstanding assessment accounts (Dale Edwards).
  - b) Send our treasurer Patriot invoice information (Dale Edwards).
  - c) Send budget letter and final budget to Dale Edwards (Donna Jacobson).
- VI. Adjournment:** 8:38 p.m.
  - a) Our president made a motion to end the executive session, and our vice president seconded the motion. The motion passed 5-0-0.