

**LAFAYETTE VILLAGE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Tuesday, January 17, 2023  
Via Teleconference**

**BOARD MEMBERS PRESENT:**

Donna Jacobson  
Adrian Sobie  
Gina Keating  
Dr. Julia Wray (arrived at 7:22 p.m.)

**BOARD MEMBERS ABSENT:**

John Alexander

**OTHERS PRESENT:**

Rick Jacobson  
Anne Sansbury  
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 7:06 p.m. and confirmed a quorum. The meeting was conducted via teleconference due to the COVID-19 pandemic.

**II. RESIDENTS' COMMENTS AND FEEDBACK:**

Anne Sansbury stated that her next-door neighbor's pipe burst, and it caused moisture in her home. She inquired about the process of having it addressed. Board members advised that she contact her insurance company and have them reach out to her neighbor's insurance company. They also recommended that she contact a vendor that specializes in mold remediation.

**III. APPROVAL OF MINUTES**

**MOTION: Ms. Jacobson moved, Dr. Wray seconded, to approve the minutes of the December 20, 2022, Board meeting as presented. The motion passed unanimously (4-0-0).**

**IV. PRESIDENT'S COMMENTS:**

Ms. Jacobson reported that the County is looking for resident input on the Parking Reimagined Initiative between now and January 16, 2023. Visit the following page to provide feedback:

<https://www.fairfaxcounty.gov/planning-development/zoning-ordinance/parking-reimagined>. Input can also be provided to the Board of Supervisors before their Land Use Policy Committee meeting on February 14th at [ClerktotheBOS@fairfaxcounty.gov](mailto:ClerktotheBOS@fairfaxcounty.gov).

## V. MANAGEMENT REPORT:

Mr. Edwards reported that the landscaping company has taken care of the tree that came down between Colonial and Newport Glen. The front door to the pool house has been repaired, but the rear door will need to be replaced. The interior door does not close properly and may need to be shaved down. Mr. Edwards discussed the need for a handyman to address various small projects in the community. Ms. Jacobson said that she may know someone who would be able to take on smaller projects.

## VI. COMMITTEE REPORTS:

Architectural Control Committee: Mr. Jacobson reported that in the last year, there has been 47 requests, 69 questions and 67 violations.

Communications Committee: Ms. Jacobson reported that articles for the spring newsletter are due mid-February. The pool rules will be included in the spring newsletter.

Finance Committee: Ms. Jacobson reported on behalf of Mr. Alexander. The following were recently purchased: \$75k of T-bills maturing April 25<sup>th</sup> at 4.6%; \$150,000 maturing in December 2023 at 4.65%; and an \$80,000 CD maturing Q1 2026 at 4.3%.

The preliminary year-end picture is a surplus of \$9,550. Highlights:

- \$12,375 of earned interest, which was almost \$9,300 above budget
- \$4,500 underspent in Administrative Expenses, where underspending in Legal, Community Events and Bad Debts offset the \$1,000 deficit for Newsletter.
- Contract and Maintenance Expenses ended the year \$8,000 below budget. Snow removal and Trash combined to be \$8,000 over budget, while General Maintenance and the Grounds Committee budget were about \$13k under budget.
- Inflation fueled pool supply costs, resulting in being 50% over budget (\$3,200), the increase in minimum wages drove an extra \$5,000 in spending in the Pool Contract, and our water expenses were 30% over budget. Bottom line, Pool Expenses were \$9,100 over budget.
- The switch of insurance companies and realignment of coverage caused the Insurance line to be \$2,900 over budget.

The draft Audit arrives in February and the Finance committee will meet to review it, as well as the current budget and expenses.

Grounds Committee: Mike Nutbrown reported that the committee will prioritize trees to address in 2023 based on the results of the tree survey. The retaining walls survey has been completed and Mr. Jacobson presented the findings to the Grounds Committee. They have found issues are retaining walls were found to be on homeowner property, or on park land. It is going to be a difficult project to address.

The committee will look into the possibility of LVCA being eligible for a grant from either the state or from Amazon. In December, Shenandoah cut back perennials around the property and, in the process, trimmed on properties where the resident opted out of this service. Mr. Nutbrown has been in contact with Jesse from Shenandoah about this.

The committee has been working to identify a company to do the milling work on the basketball and multi-purpose courts but have not been successful. Mr. Nutbrown suggested contacting a vendor that will do milling and paving. Mr. Edwards will assist.

The water meter at the pool house was read and the community garden used 15,000 gallons during 2022, a small portion of the overall water usage.

Neighborhood Watch Committee: Mr. Sobie reported that he has identified some options for the signs at the pool house area. He will put together a report and provide it to the Board. He added that the Fairfax County police have partnered with an auto body shop to provide free etching to catalytic converters.

## **VII. OLD BUSINESS:**

### Parking Issues:

**MOTION: Ms. Jacobson moved, Mr. Sobie seconded, to change item #15 of the parking rules to read “commercial vehicles are prohibited unless expressly approved by the Board of Directors.” The motion passed unanimously (4-0-0).**

Retaining Walls: Mr. Jacobson reviewed the highlights of the retaining wall presentation. He noted that there were 35 areas where easements with homeowners might be required and 2 areas where easements with the FCPA might be required. Ms. Jacobson will discuss this with the association’s attorney, and with the county regarding trade easements.

## **VIII. NEW BUSINESS:**

Guest Passes – Pool 2023 Season: The board discussed guest passes for residents for the 2023 pool season. It was determined that each household will be able to purchase guest pass cards in the amount of \$25 each, in a hole punch card format of five passes each. Text will be included on the back side of the card indicating that no more than 2 guests are allowed per visit.

The Board also discussed the idea of looking into season memberships to the pool for

households outside of LVCA, however, Mr. Jacobson thought that there were legal issues which would prevent us from doing this. Ms. Jacobson will contact the association's attorney and the insurance agent to identify legal implications and insurance implications, respectively.

**X. ACTION ITEM REVIEW**

- Check with Dominion on accounts
- Seek pricing for milling and paving for basketball and multi-use courts
- Create template for 5-hole punch card pool pass template and send to Ms. Jacobson and Ms. Just
- Order stickers for the 2023 pool passes
- Send WebEx invitation to resident for Board hearing.

**XI. ADJOURNMENT**

**MOTION: Ms. Jacobson moved, Mr. Sobie seconded, to adjourn the regular session of the Board meeting at 8:48 p.m. to convene an Executive Session. The motion passed unanimously (4-0-0).**

**LAFAYETTE VILLAGE COMMUNITY ASSOCIATION**  
**Executive Session of the Board of Directors Meeting**  
**Via Teleconference Due to COVID-19 Pandemic**  
**Tuesday, January 17, 2023**

- I. Call to Order:** 8:48 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 – Absent
  - d) Gina Keating, Secretary – Present
  - e) Julia Wray, Member-At-Large – Present
  - f) Dale Edwards, Sequoia Representative – Present
  - g) Rick Jacobson, Co-Chair of Architecture Control Committee (present only for detailed discussion of architecture violations)
- IV. Issues Discussed:**
- a) Architecture Control Committee (ACC) Co-Chair Rick Jacobson asked Dale Edwards whether he received an email from him about a trash-out-early violation. Dale indicated he had not seen the email, so Rick Jacobson sent it to him again during the meeting.  
  
Rick Jacobson mentioned that the resident who had received a second violation notice should have been set up for a hearing at this executive session since the issue had not been resolved by the end of December 2022. However, it was noted by our president that the hearing had not yet been scheduled. Our president indicated she would send a meeting invitation to the resident for the February executive session.  
  
Rick Jacobson reported on several other resident issues that have not been resolved yet, including an unapproved shed structure on the back patio of one residence.
  - b) The board reviewed the LVCA Homeowner Aging Report, dated January 13, 2023. Our president asked Dale Edwards if he could pull up a current aging report to determine whether any payments had been received since January 13<sup>th</sup>. Dale Edwards indicated that the current report still reflected about the same total outstanding amount. Most amounts are for the current quarter, and Dale Edwards expects that they will be paid before the end of January 2023. There are 5 residents who are more than 90 days in arrears, and 1 resident who is 60 days late with assessment payments. Our president indicated she would send out another announcement about the assessment increase for 2023.
- V. Action Items:**
- a) Set up hearing for resident with outstanding architecture violation (Dale Edwards)

- b) Send resident advance Webex information for resident architecture violation hearing (Donna Jacobson).
- c) Send out a reminder notice to all residents about the 2023 assessment increase (Donna Jacobson).

**VI. Adjournment:** 9:03 p.m.

- a) Our president made a motion to adjourn the executive session, and our vice president seconded the motion. The motion passed 4-0-0.