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LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Tuesday, September 30, 2025
Via Teleconference

BOARD MEMBERS PRESENT:
Donna Jacobson
Dr. Julia Wray
Gina Keating
Nancy Bock
John Alexander

OTHERS PRESENT:
Rick Jacobson
Nancy Rhodes
Rebecca Just
Cheryl Ryefield
Amanda Sansbury
Charlie Huddleston
Mike Nutbrown
Jeff Everly
Zachary Rivera, Sequoia Management
Chris Collins, Recording Secretary, Northern Virginia Minutes

I. CALL TO ORDER:

Mrs. Jacobson called the September 30, 2025, Board meeting to order at 7:00 p.m.

II. RESIDENTS' COMMENTS AND FEEDBACK:

There were no comments.

III. APPROVAL OF MINUTES:

MOTION: Mrs. Jacobson moved, Mr. Alexander seconded, to approve the minutes of the August 19, 2025, Board meeting. The motion passed unanimously (4-0-0). *Ms. Bock had not yet joined the meeting.*

IV. PRESIDENT'S COMMENTS:

Mrs. Jacobson reported that there are two candidates for the Board elections in October: John Alexander and Nancy Rhodes. Jeff Everly is a candidate to be appointed by the Board to replace a Board member who is departing in the middle of their term.

Mrs. Jacobson also reported that the Board unanimously approved moving the 2026 budget forward to the Annual Meeting.
Mrs. Jacobson informed the Board that Dominion Energy has released the streetlight project to their construction team and six new streetlights will be installed.

Lastly, Mrs. Jacobson reminded everyone that the Annual Meeting will be held on October 21st at the Mason District Center at 7:00 p.m..

V. MANAGEMENT REPORT:

Zachary Rivera introduced himself to the Board. He will be the new permanent community manager for Lafayette Village. He reviewed the written management report that was submitted to the Board.

VI. COMMITTEE REPORTS:

Architectural Control Committee: Rick Jacobson reported that there have been forty-one requests, ninety-one questions and fifty-four violations to date. He noted that ACC activity has increased significantly.

Communications Committee: Cheryl Ryefield reported that the summer newsletter was posted online to the community website. She reported that there have been 283 clicks. She noted that she will reach out to Mr. Rivera when it comes time to post the next newsletter.

Finance Committee: Mr. Alexander reviewed the balance sheet as presented. He noted that a $100,000 CD will mature in a few weeks. Mr. Alexander stated that the association's financial advisor has recommended laddering the funds from matured CDs. Mr. Alexander will consider funds that may be needed for larger expenditures in the coming years prior to making a recommendation to reinvest.

Mr. Alexander asked Mr. Rivera to provide him with a list of charges for tree maintenance, regular maintenance and pool supplies.

Grounds Committee: Mr. Nutbrown reported that he has received a quote from Eden Tree Service for fall pruning but is awaiting a quote from Shenandoah for fall planting and removal.

He discussed a quote he received for snap stone for the steps at Trammel Road.

Pool Committee: Ms. Just reported that she will visit the pool house in the next few days to clean out any remaining items from the refrigerator leftover from the summer season and to unplug it for the winter.

Tot Lot Committee: Dr. Wray discussed a sign that is currently posted at the tot lot that indicates the tot lot is for residents only. She noted that it rundown and dirty. Mrs.

Jacobson suggested that it just be removed as the company that installed the tot lot provided a sign. Dr. Wray also discussed the need for painting the railing of the tot lot gate as it is getting rusty. She and Mr. Alexander will discuss and determine when a suitable time is for this project from a budget perspective.

Liaison Committee: Mrs. Jacobson reported that the Richmond general assembly will meet again in January 2026 and there will be another proposal brought forward regarding opening a casino in Fairfax County. The No Fairfax Casino Coalition is working to gain supporters for its mission. Lafayette Village will continue to support the coalition.

VII. OLD BUSINESS:

Unauthorized Path: Mrs. Jacobson reported that the unauthorized path behind 7920 Peyton Forest Trail has been replaced with grass and looks good.

VIII. NEW BUSINESS:

Finance Committee Membership:

MOTION: Mrs. Jacobson moved, Mr. Alexander seconded, that the approved Finance Committee members are John Alexander (Chair), Donna Jacobson, Carl Iddings, Charlie Huddleston and Elizabeth Aherns. The motion passed unanimously (5-0-0).

Tree Removal:

MOTION: Mrs. Jacobson moved, Ms. Bock seconded, to remove the tree on common property behind 3702 Merrimac Trail at a cost not to exceed $2,000. The motion passed unanimously (5-0-0).

MOTION: Mrs. Jacobson moved, Dr. Wray seconded, to approve the list of trees to be pruned by Eden at cost not to exceed $6,500. The motion passed unanimously (5-0-0).

ACC Guidelines Wording:

MOTION: Mrs. Jacobson moved, Dr. Wray seconded, to approve the recommended change in wording of the ACC guidelines that pertain to awnings. The motion passed unanimously (5-00-0).

Discussion of Invasive Vines:

MOTION: Mrs. Jacobson moved, Mr. Alexander seconded, that LVCA participate in the grant program to help remove invasive vines, and if selected for an amount of $3,000, LVCA will contribute the additional required $1,500. The motion passed unanimously (5-0-0).

MOTION: Mrs. Jacobson moved, Mr. Alexander seconded, that LVCA participate in the Work Force Development program monthly at a cost not to exceed $1,500 per visit to help train landscapers to eradicate invasive vines. The motion passed unanimously (5-0-0).

X. ACTION ITEM REVIEW

- Winterization of waterline to garden
- Reimburse receipts submitted by Rebecca Just
- Contact Verizon re: vacation mode for the pool house phone line for the winter
- Identify potential painters for the tot lot railing
- Tickets for raffle at annual meeting
- Confirm annual meeting location
- Provide requested invoices to John Alexander
- Proposals to clean stormwater drains at the surface level

XI. ADJOURNMENT

MOTION: Mrs. Jacobson moved, Ms. Bock seconded, to adjourn the regular session of the Board meeting at 8:20 p.m. and convene an executive session to discuss legal and personnel matters. The motion passed unanimously (5-0-0).

LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
Executive Session of the Board of Directors Meeting
Tuesday, September 30, 2025

I. **Call to Order:** 8:21 p.m.

II. **Special Note:** The Executive Session of the Board of Directors Meeting was held via teleconference per our resolution regarding electronic meetings, dated August 17, 2021.

III. **Attendance:**

a) Donna Jacobson, President – Present
b) John Alexander, Treasurer – Present
c) Gina Keating, Secretary – Present
d) Julia Wray, Member-At-Large – Present
e) Nancy Bock, Member-At-Large – Present
f) Zackary Rivera – Sequoia Representative – Present
g) Rick Jacobson – Architectural Control Committee (ACC) Co-Chair

IV. **Issues Discussed:**

a) Rick Jacobson, the ACC Co-Chair, led a discussion regarding the outstanding community violations on the Homeowner Violations Report, dated September 25, 2025. One violation discussed likely will have to be resolved once the house is sold. Rick Jacobson indicated that the specifics of the violation should be documented and added to the account for that house.

Rick stated that he sent Zackary Rivera two emails about community ACC violations. He asked that Zackary send him a copy of the violation notices that are sent to homeowners.

The group discussed that one house in need of significant repairs was just sold, and the new owner will be responsible for resolving all outstanding violations. There was some discussion about whether the new owner should have been responsible for paying violation fees for unresolved issues at the time of sale. The past practice has been to waive violation fees once repairs have been made and the owner petitions the Board.

Following the discussion of community violations, Rick Jacobson left the meeting.

b) The board reviewed the LVCA Homeowners Aging Report, dated September 25, 2025. There was a discussion about the entries on the report that reflected 'Previous Owner,' Zackary Rivera suggested the board consider writing off these outstanding balances. Our president asked Zackary Rivera to compile a list of the previous owner balances for write-off consideration. Our president indicated that at the end of the year, the small balances also would be categorized as write-offs.

c) Our president indicated that someone within our community ran into one of the mailboxes. She asked Zachary Rivera to perform a damage assessment of the mailbox. Our president stated that she would contact the Annandale Post Office to determine whether they would be responsible for repairing the mailbox.

d) Zachary Rivera stated that he has the name of a general maintenance contractor that could restore the mailbox if we were deemed responsible for repairing it. Our president asked Zachary to supply the Board with the name of the general maintenance contractor because having a new general contractor would also be helpful for other community repair needs.

V. Action Items:

a) Meet with Zachary Rivera to discuss the format of the Homeowners Violations Report (Rick Jacobson).
b) Send copies of ACC notice violations to Rick Jacobson (Zackary Rivera).
c) Determine all 'previous owner' entries on the Homeowners Aging Report that should be considered as write-offs and send the list to our president (Zackary Rivera).
d) Perform damage assessment of one of the community mailboxes that was hit (Zackary Rivera).
e) Contact the Annandale Post Office to determine whether they would be responsible for fixing the damaged mailbox (Donna Jacobson).
f) Provide the Board with the name of a reputable general contractor that our community could use for handyman-type projects, including repairing the damaged mailbox, should that be necessary (Zackary Rivera).

VI. Adjournment: 8:51 p.m.

a) Our president motioned to adjourn the executive session, and the member-at-large (Nancy Bock) seconded it. The meeting was adjourned 5-0-0.

LAFAYETTE VILLAGE COMMUNITY ASSOCIATION
Special Session of the Board of Directors to Review Proposed 2026 Budget
Tuesday, September 16, 2025

I. **Call to Order:** 7:04 p.m.

II. **Special Note:** The Special Executive Session of the Board of Directors Meeting was held via teleconference per our resolution regarding electronic meetings, dated August 17, 2021.

III. **Board Member Attendance:**
   a) Donna Jacobson, President – Present
   b) John Alexander, Treasurer – Present
   c) Gina Keating, Secretary – Present
   d) Julia Wray, Member-At-Large – Absent
   e) Nancy Bock, Member-At-Large – Present

IV. **Issues Discussed:**
   a) Our president announced that Zachary Rivera, Sequoia Management Office, has been assigned as our temporary manager, but that he may wish to fulfill that role permanently. She further stated that Sequoia Management would be moving to their new location during the week of September 22, 2025, and expected to be open there as of Monday, September 29th.
   b) Our president indicated that she would like the board to approve to move forward to the Annual Meeting the 2026 community annual budget. It will be mailed to homeowners on Monday, September 22nd.
   c) Budget Discussion:
      (i) Our Treasurer, John Alexander, presented the 2026 draft budget, including operations (revenues and expenses) and capital (reserve funding for improvements).
      (ii) The budget reflects a proposed two percent assessment increase, with townhome owners paying $413.00 and single-family homeowners paying $211.00 per quarter. Some costs increased more than two percent, but the assessment increase will stand at two percent.
      (iii) The proposed reserve fund replacement amount is $131,000.
      (iv) The Reserve Study has been rescheduled from September 24th to November 13th. By that time, our new, permanent Sequoia Manager should be in place. The last study was performed in 2021, and ideally, one should be performed every five years.
      (v) Our newsletter budget costs are lower since it is published electronically now. Trash removal costs increased 16 percent, as Fairfax County will charge collection companies double the fees of 2025 and those increases are passed onto our association. Nancy Bock mentioned that the lights on Lafayette Village Drive are covered by tree branches and asked who was responsible for trimming them. Our president indicated that VDOT is supposed to trim those branches. She mentioned that Dominion is working on

trimming trees that are impacting the power lines. Nancy Bock indicated that Dominion is doing a good job with that effort.

(vi) John Alexander indicated that invasive vine cleanup efforts were placed in the capital budget category.

(vii) Our president stated that we will need a new pool contract for 2026.

(viii) Nancy Bock asked where the budget cost is for repainting the parking lot numbers on our community streets. Our president stated that the asphalt rejuvenation project needs to be completed before the numbers can be painted on the parking spots. The rejuvenation project needs to be completed every 5 to 8 years and should be addressed in 2026.

(ix) The capital budget was $194,000 in 2024, but only $81,000 was spent that year. At the end of 2025, there should be about $820,000 in the reserve fund. There was some discussion about the projected deficit in the reserve fund for the end of 2026. This is because some of the 2025 capital projects were moved to 2026.

(x) The board concluded its review of the draft budget, and our president recommended that a vote be done via email to approve it.

V. Action Items:

a) Make changes to the draft budget as agreed to during the special executive session discussion (John Alexander).

b) Send an email to the board members asking for their votes to move the proposed 2026 budget forward to the Annual Meeting (Donna Jacobson).

VI. Adjournment: 8:15 p.m.