

**Board of Directors Meeting**  
**August 22, 2002**

**APPROVED**

**ATTENDANCE:**

Mike Lannes, President  
Sally Saucedo, Vice President  
Mary Ann McGuinness, Treasurer  
Gale Kirwan, Director  
Robin Peralta, Secretary  
Craig Courtney, Sequoia Management  
Elizabeth Scarangella, Recording Secretary

**CALL TO ORDER:**

The meeting was called to order at 7:09 p.m.

**MINUTES:**

A motion was made to approve the minutes from the July 25, 2002 Board meeting as amended. The motion was seconded and approved unanimously.

**MANAGEMENT REPORT:**

The Balance Sheet and Income Statement were discussed by Mr. Courtney.

A proposed trash increase will not take place. Mr. Lannes asked to make sure the trash vehicles abide by the street signs throughout the Community.

Driveway paving was discussed and the Board suggested that the notice should be mailed instead of being put in the door of the home. The entire Community has been paved. Concrete repairs and replacement will need to be addressed. A plan similar to the driveway paving may be offered to the residents for their concrete repairs. The Reserve Study will be reviewed for future needs.

**ARCHITECTURAL APPLICATIONS:**

Mr. Sawyer attended the meeting to learn the decision on his deck application. It was approved. Perez - asked to submit more information on their color scheme.

Abdul-Wahid - cream color approved for the house.

Pirault - entry door approved.

Moreno - deck was approved, but the Board needs more information as to whether the windows become a door or does the door exist.

Garay - deck approved.

Brooks - shed #3 approved.

**NEW BUSINESS:**

Scraping and painting of the neighbor[hood] was discussed. The savings from snow removal may help defray the cost. The Community must be power washed first with the exception of the newly paved areas of Paddington Lane and Gothwaite Drive. The Board would like the work to commence in September and to receive a bid for quarterly cleaning.

A motion was made to approve \$2500 and \$2750 for scraping and painting and cleaning and sweeping, respectively, if power washing is included in the cost. Motion was approved unanimously.

The erosion problem near 6298 Paddington Lane was discussed and Mr. Lannes suggested a retaining wall. Several years ago a study was conducted on Hoxton Square and it needs to be readdressed. Mr. Lannes will be reviewing this issue as well as others on his Walking Tour scheduled for September 15, 2002. A systematic and long-term approach must be undertaken to maintain the integrity of the Community.

James Hopkins from UBS/PainWebber attended the meeting. Mr. Courtney discussed a financial history of London Towne. Money market funds and CDs create a laddered portfolio with financial instruments maturing every three months. They represent short term, safe cash management. Professionally managed portfolios have rates and trends monitored daily for best returns. There are no fees associated with this Premier Account other than the \$125 annual fee.

A bid was requested for a railing on the steep steps leading to the Shady Hill Park.

Large juniper on Paddington Lane needs to be cut back as it obstructs the sight line.

The Board would like copies of the contractual agreements with Sequoia Management and Troutman Sanders.

#### OLD BUSINESS:

The Violation Policy was discussed. The Board feels that the due process takes too long. They want the attorney, Troutman Sanders, to be more aggressive in the collection of outstanding dues and architectural violations. The Board was informed that they could hand out violation notices at any time and not wait for the semi-annual inspection of the Management Company. Violation notices were supplied to the Board members.

Since the car at 6282 Paddington Lane was not removed by the expiration of the extension given by the Board, the violation penalty was issued.

#### **ADJOURNMENT:**

Motion was made, seconded and passed to adjourn the meeting at 10:28 p.m.