

**London Towne Homeowners Association
Board of Directors Meeting**

August 28, 2003

ATTENDANCE:

Robin Peralta, President
Joe Climo, Vice President
Sally Saucedo, Treasurer
Mike Mallon, Secretary
Mike Lannes, Director

APPROVED

Craig Courtney, Sequoia Management
Elizabeth Scarangella, Recording Secretary

CALL TO ORDER:

The President called the meeting to order at 7:11 p.m.

RESIDENT INPUT:

Resident on Haymarket Lane asked for assistance with the removal of a commercial vehicle from the driveway of the house next to her. Mr. Lannes will verify the location and type of vehicle and then take appropriate action.

GUEST SPEAKER:

Brad Fleming of Dominion Towing presented information on his company and the flexibility of their towing policies. The community establishes the policy and there is no charge to the Association. The Board thanked him for his proposal and will review the options.

MINUTES:

A motion was made to approve the minutes from the July 24, 2003 meeting as written. The motion was seconded and approved (5,0,0)

MANAGEMENT REPORT:

Mr. Courtney presented an analysis of the Balance Sheet, Income Statement and General Ledger. Mr. Lannes asked if all the remaining invoices from prior legal counsel have been paid. Mr. Courtney responded in the affirmative.

ACC COMMITTEE:

Mrs. Mallon, Committee Chair, presented a report addressing the guidelines for the maintenance of the front yards. The guidelines will need to be amended at the next meeting to add clarification.

OLD BUSINESS:

The addition of a lamppost on Haymarket Lane is on hold until Dale Tellery from NOVEC establishes the power source. This will availability of power will effect positioning.

Mr. Courtney is still investigating the feasibility of installing a fence delineating London Towne from Second London Towne. The cost of the survey is approximately \$2000. If the fence is placed on property that is known to belong to London Towne, the survey

would be unnecessary. It was noted that having a fence might impact the accessibility of the house frontage to some of the residents.

Operation Legal Park along Gothwaite Drive, Paddington Lane and some common areas took place on August 16, 2003. Police Officers went door to door to speak with residents and inform them that after September 1, 2003 all improperly tagged or parked vehicles will be towed. Once the no trespassing signs are installed in the neighborhood, the police will make sure that all vehicles parked in the London Towne Community belong to residents and are not in violation of the rules on storage. The Board believes that between the efforts of the police, the reserved parking for the residents and the new towing policy, the parking problems experienced by the residents will be greatly eliminated.

The inventory of the community signs is a fall project for Sequoia Management.

ARCHITECTURAL APPLICATIONS:

The following applications were presented to the Board.

Stevenson (14705 Cardigan Square) – replace windows-need more information.

Stevenson (14808 Lambeth Square) – replace windows-need more information.

Stevenson (14851 Bodley Square) – replace windows-need more information.

Najibi (14823 Palmerston Square) – deck-approved.

Aquino (6005 Wealdstone Court) – fence-approved.

Moran (14824 Hatfield Square) – pole light conversion-approved.

Mr. Courtney gave the old historical paint samples to Mrs. Peralta. The ACC will compare these samples with the current historical colors. This will allow the residents to be more update with the colors available.

PARKING COMMITTEE:

Two draft letters were presented to the Board for review. The first letter was the notification of the three open meetings for reserved parking and the second letter was regarding Carnaby Courts and the requirement of the residents to request a reserved space from the Board.

A motion was made to accept both letters. The motion was seconded and passed (5,0,0).

NEW BUSINESS:

Pursuant to the walk of the community completed by Mrs. Peralta, Mr. Lannes and Don Doxsee of Premier. Mr. Doxsee will submit a proposal for trimming tree limbs and other debris removal.

A sample of the new violation notice door hangers was presented and the process for their use was discussed.

Asphalt and concrete inspections were conducted on August 27, 2003 and a letter will be sent to the owners indicating a violation, but giving the option to have the community contractor undertake the repair. As long as the work is scheduled to be done, the owners will not be penalized if the repairs are not done prior to the work done in the community.

The issue of over occupancy was discussed and Ms. Scarangella will supply Mr. Lannes with the name and number of a zoning representative with whom she had spoken on a related problem.

The Board decided to follow the recommendation of the police to remove the benches at Gothwaite Drive and Paddington Lane and Gothwaite Drive and Billingsgate Lane and in the Ealing Court common area.

The Board plans to review the proposed contract and services of Dominion and have a contract signed to coincide with the reserved parking implementation. Information on the change of towing will be in the October Crier. It was determined that the Board members and Sequoia Management will be the only parties authorized to call the towing company.

EXECUTIVE SESSION:

A motion was made to recess in Open Session and convene in Executive Session for the purpose of discussing probable or pending litigation.

A motion was made to waive the \$900 Rules Violation Charge, but to still require the legal fees incurred to be paid.

The Board will not waive the legal fees incurred by an owner who lost his job. The Board felt that no effort was made to arrange an alternative to non-payment.

The Board accepted a payment plan for an owner with the provision that verbiage be added to make it due and payable in total if the payment schedule is not followed.

The Board decided to begin non-judicial foreclosure proceedings against an owner who is very delinquent in her assessments.

ADJOURNMENT:

A motion was made, seconded and approved unanimously to adjourn at 10:21 p.m.