

# London Towne Homeowners Association Board of Directors Meeting

December 2, 2004

## **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

## **ABSENT**

## **CALL TO ORDER:**

The President called the meeting to order at 7:07 p.m.

## **RESIDENT INPUT:**

- A resident asked what was the status of the leaf removal process. Mr. Courtney responded that the weather has delayed the removal and if a street has been cleaned it will not be cleaned again. The resident asked if next year there could be a route of leaf removal, it would be helpful. Mr. Courtney will try to have the company accommodate.
- A resident asked if it would be possible to have additional bulletin boards to make announcements to the community.
- Another resident asked if the recycling day has changed. Mr. Courtney explained that there was a shortage of commercial drivers and if any pick up would "slip" it would be the recycling rather than the trash. She was advised to follow the current schedule.
- A resident mentioned that the lines and space numbers have faded and asked if there was a schedule for restriping and renumbering. The community will be redone in the spring, but will continue to be repainted on a case-by-case basis. A resident asked to have all the numbers on Smethwick repainted.
- A resident would like to have the light on Smethwick Place and Billingsgate Lane repaired. Mr. Lannes will call NOVEC.
- The same resident requested that the leaning street signs be straightened.
- Mr. Lannes said he would ticket a commercial vehicle at 14818 Smethwick Place asking them to park outside of the community.
- Several residents on Smethwick Place who back to the London Towne West Community asked what they could do to address the erosion and large trees behind their homes. Mr. Courtney advised that the residents contact the Community Manager of London Towne West.
- A comment was made that the shrubs at 14716 Bentley Square need to be trimmed.
- A resident questioned the towing policy. She wanted to know if a resident could call the towing company to have a vehicle not parked properly removed. Ms. Peralta responded that they could call the towing company.
- Ms. Peralta asked that an email be included in the Board packet for discussion. She wanted to know if the Health Department could be contacted if unknown individuals left garbage in the common area. The Board did not believe that the Health Department would be a resource for removal of trash left in the common areas.

### **GUEST SPEAKER:**

Mr. Tim Skelly from Battlefield towing attended the meeting to tell the Board of Directors the attributes of his company. He mentioned that his company is the towing company for several of the adjoining communities. Mr. Lannes asked if he was only a community towing service or if they handled commercial towing. Mr. Skelly said they are full service doing both residential and commercial business, but said that they concentrate on residential towing. Mr. Courtney said that the towing company needs to follow up on cars, which are called to be towed, but the resident tells the towing company that car will be moved.

The tow fee is \$90.00, but they are trying to get a rate increase. Fairfax County regulates the fees.

Ms. Saucedo asked what type of accounting Battlefield would provide regarding each tow. They will provide the location, type of vehicle and reason for towing. The towing ticket will be faxed to management and a log will be kept if required. They will take photos of vehicle that may present possible conflicts. They will provide signage for the community.

Their impound lot is located at Stonecroft Lane and Rte. 50.

He said that residents could call in towing infractions (other than parked in their reserved space) if the vehicle is in violation of the rules set up by the Board of Directors.

A motion was made to accept the Battlefield Towing proposal provided that their tow truck driver does not park in the community, seconded, approved (5,0,0).

### **MANAGEMENT REPORT:**

Mr. Courtney presented an analysis of the Balance Sheet, Income Statement and General Ledger. The Board reviewed the information.

The Board did not have any questions.

### **MINUTES:**

The minutes from the October 28, 2004 meeting were not included in the Board packet.

A motion was made to approve the minutes electronically, seconded and approved (5,0,0).

### **COMMITTEE REPORTS:**

#### **Landscaping Committee:**

No written report.

#### **Block Captain Committee:**

No written report.

#### **Covenants Committee:**

Ms. Bethea presented a written report to the Board.

### **OLD BUSINESS:**

The playground lighting proposal was received and the total was \$13,572.25, but each light would be about \$1000 to \$1500. There appeared to be a discrepancy in the number of lights included in the proposal.

Mr. Courtney will contact NOVEC to determine the correct number of lights included in their proposal. The Board would like to install the playground lights a few at a time because of the cost..

Easement has been finalized with Fairfax County Water Authority (FCWA) and just needs to be signed and notarized.

A motion was made to grant FCWA the easement to repair the water lines on Haymarket Lane and Leicester Court, seconded and approved (5,0,0). The Board requires a start date and schedule for the repair.

FCWA would like to store the pipes needed for the repair on site. Mr. Courtney will get additional information regarding location, etc.

Mr. Courtney will be meeting with a representative of FCWA to discuss the water problem on Gothwaite Drive.

### **ARCHITECTURAL APPLICATIONS:**

The following applications were presented to the Board.

- A. Rivas (14753 Wycombe Street) – install new siding – approved.
- B. Rivas (14753 Wycombe Street) – enclose balcony – more information and plans required.
- C. Clark (14816 Smethwick Place) – replace existing front door and storm door - approved.
- D. Thompson (6314 Paddington Lane) – color change – disapproved, need to have samples of colors.
- E. Hannon (14801 Maidstone Court) – install new exterior vent – approved provided that the vent is on the back or side of house.
- F. Fisher (14806 Smethwick Place) – existing windows - approved.
- G. Williams (14765 Ealing Court) – replace existing storm door - approved.
- H. Williams (14765 Ealing Court) – color change - approved.
- I. Baird (14832 Bodley Square) – front door and storm door - approved first choice. Front door must match existing door color, storm door must match front door or trim color.
- J. Helvey (14801 Hatfield Square) – satellite dish – approved.
- K. Kuvinka (14821 Hatfield Square) – shed – approved
- L. Palacios (14831 Hancock Court) – front door and storm door change – approved.
- M. Naing (14835 Bodley Square) – windows, flowerbeds, storm door, deck, fence, brick patio and shed – windows do not comply and will need to comply when they are repaired or replaced, flowerbeds – approved, patio – approved, fence – approved, deck – approved, storm door – approved and shed - disapproved.
- N. Gannon (14822 Smethwick Place) – new front door and storm door, Tudor brown – approved provided that the trim will be painted the same color.

### **NEW BUSINESS:**

AAA Trash is raising the cost of their service. Mr. Courtney has requested additional bids from other companies, but will also attempt to hold AAA to a 5% increase.

Mr. Courtney presented a proposal from Goldklang, Cavanaugh and Associates to the Board for audits to be conducted for 2004 and 2005.

A motion was made to remain with the current auditor, Goldklang, Cavanaugh and Associates, seconded and approved (5,0,0).

### **EXECUTIVE SESSION:**

The Board recessed in Open Session and convened in Executive Session to discuss pending and proposed litigation as well as delinquent accounts at 9:09 p.m.

The Board reconvened in Open Session at 9:41 p.m.

### **ADJOURNMENT:**

A motion was made, seconded and approved unanimously to adjourn at 9:42 p.m.