

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

December 12, 2002

APPROVED

ATTENDANCE:

Mike Lannes, President
Mary Ann McGuinness, Treasurer
Robin Peralta, Secretary
Craig Courtney, Sequoia Management
Elizabeth Scarangella, Recording Secretary

ABSENT

Sally Saucedo, Vice President
Gale Kirwan, Director

CALL TO ORDER:

The President called the meeting to order at 7:17 p.m.

RESIDENT INPUT:

A resident attended the meeting to express his concern regarding the care of the common area trees. Everyone agreed that these trees are a major asset of the community. Mr. Courtney will contact several landscaping firms with arborists to obtain bids for a progressive program of maintenance and reforestation. He also suggested that the alley ways need to be cleaned up as well as the railroad ties and trash removed from the Paddington Lane and Hatfield Square area.

HEARING FOLLOW UP:

The Board decided to waive any penalty if compliance is within 90 days after the hearing.

MINUTES:

A motion was made to approve the minutes from the October 24, 2002 Board meeting as written. The motion was seconded and approved unanimously.

MANAGEMENT REPORT:

The Balance Sheet and Income Statement were discussed.

OLD BUSINESS:

The Board decided to purchase a digital camera instead of a memory card for use within the Community.

The Parking Resolution will need to have wording made more concise and guidelines regarding commercial vehicles will have to be added. Ms. Peralta and Ms. McGuinness will work on the resolution and anticipate submission to the Board at the January 2003 meeting.

A motion was made to withdraw the motion made at the September 2002 Board meeting to give the management company their termination notice due to the fact that the management company has met the expectations set by the Board.

ARCHITECTURAL APPLICATIONS:

Hilton (14829 Maidstone) – gutters, downspouts, “capping”, tree removal-approved

Connolly (14810 Haymarket) – front door change, tree removal-approved

Bush (6262 Paddington) – pole light conversion-approved

del Rio (6075 Wycoff) – front door change, window replacement-approved

Lamb (14817 Palmerston) – replace deck with patio-approved

Fobbs (6140 Gothwaite) – tree removal-approved

Alexander (6032 Regents Park) – wall and door change-approved

Gilbo (14801 Palmerston) – tree removal-approved

Saad (14746 Gatwick) – color change-approved

NEW BUSINESS:

The landscape contract specifications were discussed. Mr. Lannes suggested that mid summer would be a good time for common area pruning and clean up. Ms. McGuinness would like the areas between the courts cleaned twice a year.

Mr. Courtney will request Premier to remove the leaves once the snow is gone. He will also request that Premier supply a monthly calendar specifying what services will be done. Mr. Lannes would like an addendum to the landscaping contract addressing the annual plantings at the entrances. The landscaping contract will be put out to bid.

The Board discussed the new violations and single letter of notice of violation. It was decided that any residents with trash can violations that exist up to the time of the hearing in February will be charged \$50.00 at that time and \$50.00 per future occurrence.

The Board requested to have any resident correspondence set to them at the time it is received by the management company.

The Board of Directors reviewed and approved the Troutman Sanders invoices.

A motion was made to approve the Goldklang, Cavanaugh and Associates engagement letter, seconded and approved (3,0,0)

A motion was made to accept the 2003 budget as submitted, seconded and approved (3,0,0).

A motion was made to apply all or part of the excess assessment income to the following year's assessment and that such final amount shall be at the Board's discretion, seconded and approved (3,0,0).

The maintenance log was reviewed and approved.

ADJOURNMENT:

A motion was made, seconded and approved unanimously to adjourn at 9:35 p.m.