

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

**November 19, 2003**

**ATTENDANCE:**

**Approved**

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

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 letter was received from a resident inquiring as to the possibility of parking her vehicle in her reserved space while she was away for an extended period of time. The Board agreed that this would be permissible as long as they were informed prior to the event.

**MINUTES:**

A motion was made to approve the minutes from the October 23, 2003 meeting as amended, seconded and approved (5,0,0).

**COMMITTEE REPORTS:**

**ACC Committee:**

No report.

**Parking Committee:**

Parking passes were reviewed for ease of usage and two samples have been ordered. Dates have been set in December for the distribution of the passes.

**MANAGEMENT REPORT:**

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

**OLD BUSINESS:**

The bids for numbering and striping of the parking spaces were discussed. The two estimates for 6" numerals were very close. A motion was made to accept the bid from the vendor who was able to undertake that project immediately because of the possibility of inclement weather. It was seconded and approved (5,0,0).

A motion was made to order parking passes with hooks that read, "property of London Towne HOA, seconded and approved (5,0,0).

The 2004 budget will be published in the December Crier.

The monthly report from Premier and the Maintenance Log were reviewed.

Mr. Courtney will contact Dominion Towing for the status of the Parking by Permit Only signs.

### **ARCHITECTURAL APPLICATIONS:**

The following applications were presented to the Board.

Andre' (14800 Hancock Court) – front door replacement - approved.

Lanier (14881 Lambeth Square) – deck installation –approved.

Thompson (14700 Bentley Square) – exterior changes – approved.

Chris Ulrich (6154 Gothwaite Drive) – gutters – approved.

Norwood (14830 Palmerston Square) – deck – approved.

Haddox (6138 Gothwaite Drive) – fence – approved.

Fortney (14842 Leicester Court) – shed, front door, storm door, fence and new windows – tabled.

### **NEW BUSINESS:**

The Board would like to include a line item in the Disclosure Packet indication that parking passes are required in the community and need to be obtained from the seller. Failure to get the passes from the seller will result in the buyer having to buy two new passes. The Board would like this process to be handled at settlement. Mr. Courtney will ask legal counsel if this would be permissible.

The Board would also like to make sure the towing company is patrolling the community on a frequent basis to remove the illegally parked vehicles.

### **EXECUTIVE SESSION:**

The Board recessed in Open Session and convened in Executive Session to discuss pending and proposed litigation at 8:12 p.m.

The Board reconvened in Open Session at 8:37 p.m. Several payment plans were accepted or modified.

Further discussion of the numbering of parking spaces was initiated. It was decided that all parking spaces would be numbered initially because of the cost effectiveness and logistics involved in numbering as accounts are paid up. Passes will not be given to anyone whose account is \$96.00 or more in arrears. The towing company will be notified of the delinquent accounts on a monthly basis and vehicles will be removed from those account numbered spaces.

### **ADJOURNMENT:**

A motion was made, seconded and approved unanimously to adjourn at 8:53 p.m.