

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

October 23, 2003

ATTENDANCE:

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

Approved

Craig Courtney, Sequoia Management
Elizabeth Scarangella, Recording Secretary

ABSENT

Mike Mallon, Secretary

CALL TO ORDER:

The President called the meeting to order at 7:13 p.m.

RESIDENT INPUT:

Two residents inquired as to whether there was still time to request a certain parking space designation. They were informed that the spaces have been laid out, but there is the possibility of exchanging spaces with neighbors. Ms. Peralta mentioned that most residents who attended the Parking Town Meetings were pleased with the assignment of spaces.

MINUTES:

A motion was made to approve the minutes from the September 25, 2003 meeting as amended, seconded and approved (4,0,0).

COMMITTEE REPORTS:

The Resolution has been reviewed by counsel and presented to the Board for adoption. If the Resolution is passed, they considered their goal to have been reached.

The ACC Committee reviewed the three-color sample brochures currently in use and coordinated them into one acceptable brochure. A resident suggested obtaining a Pantone book which lists all universal color numbers.

The committee also discussed replacement windows. Their goal is to develop a comprehensive and updated booklet of ACC guidelines.

MANAGEMENT REPORT:

Mr. Courtney presented an analysis of the Balance Sheet, Income Statement and General Ledger. The Board reviewed the information and there were no questions presented.

OLD BUSINESS:

Mr. Courtney informed the Board that the asphalt/concrete repairs are scheduled to be completed by Thanksgiving. The residents who were sent letters indicating that these areas needed repair, have until November 21, 2003 to make these repairs.

The Board took a short break to review the proposed Policy Resolution (Reserved Parking) number 8. Discussion followed and paragraph number 24 was amended. The letter to be sent to the residents of Carnaby Courts outlining the process for requesting a common area parking space was discussed and it was determined that the letter needed to be mailed out prior to the parking resolution.

A motion was made to appoint Joe Climo to attest the Board of Directors signature page of Policy Resolution number 8 in the absence of Mike Mallon, Secretary. The motion was seconded and approved (4,0,0).

A motion was made and seconded to approve Policy Resolution (Reserved Parking) number 8. The motion was carried (4,0,0).

A motion was made to appoint Sally Saucedo to attest the Board signature page of Policy Resolution number 7 in the absence of Mike Mallon, Secretary. The motion was seconded and approved (4,0,0).

A motion was made and seconded to approve Policy Resolution number 7 (Rights and Responsibilities for Homeowners and Community Leaders). The motion was carried (4,0,0).

ARCHITECTURAL APPLICATIONS:

The following applications were presented to the Board.

Moran (14824 Hatfield Square) – retaining wall – approved.

Cook (6325 Paddington Lane) – fence - approved.

Vargas (6079 Wycoff Square) – replace windows – more information required.

Kirby/Dixon (6200 Paddington Lane) – tree removal - approved.

Khwaja (6142 Gothwaite Drive) – light pole – disapproved, fixture too small.

Harper (14804 Palmerston Square) – change color of trim – approved.

Le (14840 Maidstone Court) – windows & trim color change – more information required

Carey (14832 Palmerston Square) – front railing – approved.

Young (6043 Billingsgate Lane) – replace windows – approved.

PARKING COMMITTEE:

The committee reported that it was determined through discussions with the Police Department that vehicles can be parked on state roads for a maximum of ten (10) days.

NEW BUSINESS:

Mr. Courtney discussed the 2004 budget line item by line item to explain how he balanced it with a \$1.30 increase. The Board wanted to raise the amount allocated for the line item, Common Area Maintenance.

A motion was made to accept the proposed 2004 budget and raise the monthly dues to \$49.30. This is the maximum amount based on the CPI index (\$48.00 X 2.7%). Any monies registering as a surplus will be allocated to Common Area Maintenance. The motion was seconded and approved (4,0,0).

The Premier Turf & Landscaping snow removal proposal was reviewed.

A motion was made, seconded and approved (4,0,0) to accept the proposal.

EXECUTIVE SESSION:

The Board recessed in Open Session and convened in Executive Session to discuss pending and proposed litigation at 9:32 p.m.

The Board reconvened in Open Session at 9:42 p.m. Several payment plans were accepted or modified.

ADJOURNMENT:

A motion was made, seconded and approved unanimously to adjourn at 9:46 p.m.