

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

September 26, 2002

APPROVED

ATTENDANCE:

Mike Lannes, President
Sally Saucedo, Vice President
Mary Ann McGuinness, Treasurer
Robin Peralta, Secretary
Gale Kirwan, Director (left early)
Craig Courtney, Sequoia Management
Elizabeth Scarangella, Recording Secretary

ABSENT

CALL TO ORDER:

7:05 P.m.

RESIDENT INPUT:

A resident who had a missing lamp post asked to have rules violation charge waived. The lamp post had been incorrectly installed, but now is in the proper place. The Board agreed to waive the charge. Another resident supplied her shingle sample and discussed the painting of the house planks. Her application to replace her roof and gutters and paint her trim was approved. The parking situation and high occupancy levels at some homes was questioned by another resident. Ms. McGuinness said that the Community is zoned residential and if an owner is renting rooms this may be considered as commercial and may be illegal. She would like to have the County officials and the Association's attorney contacted to see if anything can be done. She wants the attorney to advise if the Board of Directors acting on behalf of the Community can have cars towed if a car is parked an individual lot. The Board of Directors requested the reply be emailed to them and Mike Lannes called. A letter was received from a resident regarding the parking situation and Mr. Lannes gave permission for her to contact him at home to discuss the issues.

MINUTES:

A motion was made to approve the minutes from the August 22, 2002 Board meeting as amended. The motion was seconded and approved unanimously.

MANAGEMENT REPORT:

The Balance Sheet and Income Statement were discussed.

OLD BUSINESS:

Mr. Courtney reported the driveway paving had been accomplished and looks very good. The Board wanted to know why driveways weren't cited prior to the repaving offer. Mr. Courtney requested that the Board establish the inspection parameters to be followed. Prior to the concrete repairs to the Community, the residents will need to be notified of any repairs they would be responsible for and then given the opportunity to have them corrected by the contractor.

The concrete replacement proposal from Brothers Paving & Concrete was discussed and a question rose regarding a warranty. The work is to commence as soon as possible and a letter sent to all the residents and owners. Mr. Courtney will check into the possibility of the residential repairs being done in the Spring of 2003. Mr. Courtney will also check into the possibility of another opportunity to have driveways repaved.

A motion was made by Mr. Lannes and seconded by Ms. Saucedo to approve the proposal from Brothers Paving & Concrete for \$37,301. The motion was approved (5,0,0).

A motion was made by Ms. Saucedo, seconded by Mr. Lannes and approved (5,0,0) to approve the Premier Turf and Landscaping bid for \$2450 to build a retaining wall and do plantings across from the property at 6296 Paddington Lane.

A motion was made by Ms. Saucedo, seconded by Mr. Lannes and approved (5,0,0) to approve the Premier Turf and Landscaping bid for \$11,073 to build a two tier retaining wall on Hoxton Square.

A motion was made by Ms. Kirwan, seconded by Ms. Saucedo and approved (5,0,0) to approve the Premier Turf and Landscaping bid for \$4000 to add 12 steps on Paddington Lane along side the wall. Steps are to tie into the existing wall.

A motion was made by Ms. Kirwan, seconded by Ms. Saucedo and approved (5,0,0) to have Premier Turf and Landscaping fill in and seed the sinkhole on Palmerston Square for \$950.

ARCHITECTURAL APPLICATIONS:

Andre: Siding and trim approved

Statz: Shutter, door and trim approved

Abeijon: Repaint house VERDE only.

Christensen: Enlarge front window (Board was disappointed that the work was done prior to approval. The request could have been denied and the window would have had to be removed).

Campos: Siding, sand and trim, white was approved.

Keener: Windows without grids were denied.

Behnke: Entry door approved, storm door denied.

Connelly: Gas lamp conversion to electric was approved.

Kirwan: Gas lamp conversion to electric was approved.

Penaloza: Gas lamp conversion to electric was approved.

Moreno: Deck and replacing rear windows with a sliding glass door approved.

NEW BUSINESS:

Kevin O'Connor, financial advisor from Wachovia Securities, made a presentation to the Board. He has been on community boards and understands the balance sheet and income statements. He also knows that the guidance to be followed by the Board when investing is specified in the by laws, that planning for projected improvements as noted in the reserve study is necessary and that laddering of investments must be done to coincide with expenses. There is no cost to the Community for his services.

A motion was made by Ms. Peralta to engage the services of Wachovia Securities, with Mr. O'Connor as financial advisor, seconded by Ms. Saucedo and approved (5,0,0).

The Board discussed a letter received from Isata Jabbie and wants a concise letter written in response noting that the violation still exists and that four Board members at two separate times on September 21, 2002 attempted to discuss the matter with her. One time the Board representatives spoke with her son and the other time the police were called.

Mr. Courtney will write a letter to Washington Gas to tell them that the Community wants the gas reinitiated to the pole lamps throughout the Community as soon as possible because of safety. Mr. Courtney will also check into installing a pole lamp on the island on Haymarket Lane.

London Towne Crier needs to be contacted to update the Board of Directors information.

The Board of Directors would like to be sent copies of the Quorum and Common Ground (association publications, local and national) published by Community Associations Institute as well as have access to the member website. The budget should have funds available for the memberships, seminars and expos.

The Board discussed increasing the Halloween Party favors as well as the addition of a magician and face painter.

The Board of Directors wants to invite Mark Hardy of Nationwide to the next Board meeting to discuss the coverage.

Ms. McGuinness expressed dismay that legal counsel, Ms. Trigiani, was not available to meet with the Board of Directors for a second time.

A motion was made by Ms. McGuinness to revise the present Rules of the Road to include changing Rule 11- bullet 2 to 15 days instead of 30 days and enforce the revised Rules of the Road immediately as the new parking policy. Ms. Saucedo seconded the motion and it was approved (5,0,0).

A motion was made by Ms. McGuinness to have a separate resolution covering vehicle registration and have it take effect as soon as possible. Mr. Lannes seconded the motion and it was approved (5,0,0).

A motion was made by Ms. McGuinness, seconded by Ms. Saucedo and approved (5,0,0) to have Sequoia Management add a detailed account of legal fees to the monthly Board package.

A motion was made by Ms. McGuinness, seconded by Ms. Saucedo and approved (5,0,0) to have Sequoia Management, beginning immediately, include all maintenance work orders in the monthly Board package.

A motion was made by Ms. McGuinness, seconded by Ms. Peralta and approved (5,0,0) to have Sequoia Management notify all residents of London Towne Homeowners Association to bring them into compliance within 30 days.

A motion was made by Ms. McGuinness, seconded by Ms. Saucedo and approved (4,1,0) to accept September 26, 2002 as the official date of notice of termination given to Sequoia Management if the changes discussed at this meeting are not completed to the satisfaction of the Board of Directors within thirty days.

ADJOURNMENT:

A motion was made by Ms. Peralta, seconded by Ms. Saucedo and approved unanimously to adjourn at 11:14 p.m.