

# Minutes of the Board of Directors' Meeting Sentinel of Landmark Unit Owners' Association

August 28, 2007

Present: Rob Rapanut, President  
Marisa Mullen, Vice President  
Bruce Wilmot, Treasurer  
George Huff, Director

Management: Carol Bailey, Regional Manager, S-C Management Corp.  
Charity Avé-Lallement, Property Manager, S-C Management Corp.

Being a majority of the Directors of the Association, a quorum 7:10 pm.

## Approval of Minutes

Upon motion by Ms. Mullen and seconded by Mr. Rapanut, it was:  
**VOTED UNANIMOUSLY:** To approve the July 24, 2007 Minutes.

## Open Discussion

A resident had questions in regard to upcoming parking lot seal coating which will be done in the fall. The concern was the amount of broken asphalt areas and if seal coating is sufficient. Ms. Bailey confirmed the engineering firm is aware and repairs to these locations will take place at the time of the seal coating. Management will provide more detail prior to the commencement of the work. The resident also inquired about the elevator upgrades the board approved and what they were and when they will take place. Additional questions included snow removal budget from fiscal year 2006-2007 being over budget and the projected budget for 2007-2008 less than the amount spent in the current budget. Ms. Bailey explained that the budget numbers are assumptions and some of the line items such as snow removal are estimates as it depends on the severity of the winter. We have had years where very little funds were spent and others when we were over budget. The question of renovation was discussed and the length of time that has passed and that a section of carpeting on the 4<sup>th</sup> floor west end was damaged badly and needs attention now. The question of funding a renovation was also brought up and the board responded that when they have all of the necessary information from the electrical engineer and design firm we will be able to discuss with the community the concept and the cost and how to pay for the renovation.

Another resident asked the board provide a time line of where they are in the renovation process so interested residents are kept aware as she felt the board was not communicating effectively on this issue. She also wonders what will happen to the Building & Grounds Committee since the chair, Jon Shinn, resigned from the board. Mr. Rapanut explained that would be discussed further along in the agenda and if a current board member will chair the committee then the committee will continue.

## Committee Reports

### A. Neighborhood Watch

Mr. Huff briefed the Board on how the Neighborhood Watch Meeting went. Mr. Huff reported that it was very well-attended and there was quite a bit of community interest. Ms. Avé-Lallement explained where we are in the training and Officer Mitchell-Young will get back to us on training dates in September for the residents interested in active patrol. A tentative date of October 10<sup>th</sup> at 7:00 pm is set for a follow-up large group meeting. Once Officer Mitchell-Young confirms the dates the information will go out to the building. Mr. Huff stated that he

requested the board approve a PDA device to allow Ms. Avé-Lallemant to stay in touch with the groups patrolling as well as the police department. National Night Out was discussed and Mr. Rapanut said a good time was had by all that attended. Sgt. Ladislav also attended the event.

**B. Web Site**

Mr. Rapanut reported that Ms. Ratcliff will be providing a new web design for the Association and this new design will be turned over to Management so they can upload current minutes and other information to assure the site is current.

**C. Newsletter**

The Board discussed the status of the next edition of the newsletter. Mr. Wilmot noted that the latest draft contained an improperly edited version of an article he had written. He added that unless a newsletter submission contains errors, generally it should be published as submitted and not changed by editors without the author's permission. Mr. Rapanut announced the deadline for newsletter printing and distribution is September 6th.

**Police Liaison Report**

Sgt. Ladislav, our liaison officer, updated the community on crime in our area. He reported that the robbery at the 7-11 on S. Whiting Street had an arrest and the suspect is awaiting trial. There was another robbery on Yoakum Pkwy. at a convenience store in one of the buildings. There has been no arrest in this incident. He made us aware that recently a spike in car break-ins is occurring in the area. The thieves are targeting vehicles with portable GPS devices, XM Satellite radios and other expensive equipment left in cars. He brought some pamphlets for car safety that Management placed in the literature racks by the mailboxes. Sgt. Ladislav reported on the closing of Yoakum Pkwy last week due to the lightning strike that hit Alexandria Knolls Condominium's roof and penetrated into the building causing a 3 alarm fire. There was a second building struck that night off of Eisenhower Avenue. There was also a fatal accident on Van Dorn St. near Pickett St. Sgt. Ladislav discussed his schedule and that his shift is midnight so if anyone from the building is trying to reach him and has not heard back from him within the week to try again. A resident asked what protection we have on the roof to prevent lightning strikes from occurring. Management will get this information and report back.

**President's Report**

Mr. Rapanut updated the Board on the current status of the building renovation. The designer, Mary Johnson, met the electrical engineer at the building on the 27<sup>th</sup> of August to review possibilities of increasing the lighting in the hallways of the building. A report to the board from the electrical engineer should arrive by the first week of September. Ms. Johnson suggested that in addition to design boards that the Board do a mock up of one end of the building (once materials and colors are selected) to allow resident to see the scheme in place. Ms. Johnson felt the carpet suppliers would donate a section of carpeting for this and we would just need a painter and hopefully some new lighting. She will report her findings to the board prior to the September meeting in hopes of having a mock up completed by the September 25<sup>th</sup> meeting.

**Management Agent's Report**

Management reported the current status of delinquency in condo fee arrearages. We have two units in foreclosure presently and one as a third party sale to avoid foreclosure. Management has liens placed on units 60 days or more delinquent.

Management also briefed the Board on the current situation involving interviews for office personnel. Management reports having a very good selection of qualified personnel to fill the assistant's position and

has a candidate that interviewed last evening with Mr. Rapanut. She will be contacted and asked to work with the Management team for four weeks as a trial to assure that it is a good fit.

## **Financial Report**

Management briefed the Board on the current financials.

Upon motion by Mr. Huff and seconded Mr. Wilmot, it was:

**VOTED UNANIMOUSLY:** To approve the July 2007 Financial Report.

## **Projects Completed and Pending**

Management briefed the Board on the current pending and completed projects.

Completion of 42 common area service requests

Completion of 46 in-unit work orders

Invoices for in-unit maintenance issued totaling \$1817.97

Projects completed in house for a total savings of \$2950.00

## **Voting Issues**

### **A. Fiscal Year 2007-2008 Operating Budget**

Mr. Wilmot said the budget proposed by Management is appropriate, given the level of expenses and the need to increase savings. Mr. Rapanut expressed that the renovation fund investments can be for longer terms as the funds are for a future renovation down the road. Management will check into Treasury Bills and mutual funds.

Upon motion by Ms. Mullen and seconded by Mr. Wilmot, it was:

**VOTED UNANIMOUSLY:** To accept the Fiscal Year 2007-2008 operating budget as recommended by Management and endorsed by Mr. Wilmot for a 3.99% increase in assessments.

### **B. Auditor's Year End Vote**

Upon motion by Mr. Wilmot and seconded by Mr. Huff, it was:

**VOTED UNANIMOUSLY:** The Association elects to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion.

### **C. Exterior Concrete Repairs**

There was a discussion regarding the exterior doors and frames for the garden room door, the west and east main trash room doors as well as concrete block penetrations in the west loading dock and inside of both main trash rooms.

Upon motion by Mr. Wilmot and seconded by Mr. Rapanut, it was:

**VOTED UNANIMOUSLY:** To approve the exterior concrete repairs to be performed by Commercial Waterproofing Inc. (CWI) in the amount of \$10,745.00 as outlined in the proposal.

### **D. Eddy Current Test for Chillers**

There was discussion on an Eddy Current Test which involves a routine check and tune up of both chillers. The test is recommended every 3-5 years and is due this year.

Upon motion by Mr. Wilmot and seconded by Mr. Huff, it was:

**VOTED UNANIMOUSLY:** To approve the contract for McQuay Air Conditioning Factory Service, the manufacturer of our chillers, to perform the Eddy Current Test in the amount of \$7914.00.

**E 2008 Proposal for Testing Fire Protection Systems**

Discussion on the proposal and the required quarterly and annual testing required by the City of Alexandria to ensure all components of the fire system are functioning properly. This proposal is for testing for fiscal year 2008; however we want to lock in the rate now.

Upon motion by Mr. Wilmot and seconded by Mr. Huff, it was:

**VOTED UNANIMOUSLY:** To approve the contract from Applied Fire Protection in the amount of \$5922.00 for the July 2008 fire system testing.

**F. 2007 Fire Alarm Repairs**

Discussion on the July 2007 fire system testing and the findings of an Evacuation Amplifier that needs replacing.

Upon motion by Ms. Mullen and seconded by Mr. Rapanut, it was:

**VOTED UNANIMOUSLY:** To approve the contract from Applied Fire Protection Services to replace the evacuation amplifier on the main fire panel for the cost of \$2636.60.

**G.Snow Blower Replacement**

Discussion on the condition of the current snow blower and a need for a larger commercial type as requested by our building engineer. The current blower could be used on parking spaces and other small locations. The need to purchase the blower in the off season for a better cost was also discussed.

Upon motion by Ms. Mullen and seconded by Mr. Rapanut, it was:

**VOTED UNANIMOUSLY:** To approve Management's request for the purchase of a Craftsman heavy duty snow blower in the amount of \$1050.00 plus tax.

**Topics for Discussion**

**A. Balcony Restoration Update**

Management briefed the Board on the current balcony restoration project; currently running a week behind due to weather delays. They are on the rear of the building and the anticipated completion date is September 24<sup>th</sup>.on schedule.

**B. Schedule for Elevator Upgrades**

Approved upgrades to the elevators are tentatively scheduled for the beginning of October. Materials should arrive on site by mid-September. Each elevator cab will be out of service for approximately three weeks. Management discussed the need for clear communication to residents during these repairs as it will impact moves and deliveries. The east elevator bank will be the first for repairs. One of the west elevators, car #2, needs more work then the other cars (hoist rope and sheave) and this car will be completed last. A memo to the building will be prepared and distributed in advance of work so residents can work around the repair schedule.

**C. Renovation Design Schematic**

This topic was covered under the President's report.

**D. POD Usage Policy**

Management and the Board felt the need to devise a policy to regulate the use of "PODS" (Portable On-Demand Storage) on Sentinel property. Management conducted a survey of 14 other Hi-rise condos in Alexandria to obtain information on the procedures in place if they allow PODS. From the 14 buildings 5 do not permit them, 4 have not received a request for use to date and do not have a policy and the remaining 5 do allow PODS but have plenty of parking so it does not inconvenience residents by causing parking shortages. After discussion the Board decided not to allow PODS as they take parking spaces that are needed for residents and commercial suites, they can damage another vehicle during the drop off and pick up process and they deter the curb appeal appearance since they are along the front of the building. Prior to this decision the Board had approved two residents the use of PODS and many residents complained.

**E. Action Items List**

No new items.

**F. Three-Month Calendar**

Vacation times and business trips were discussed through the end of this year.

**New Business**

Mr. Rapanut announced the resignation of Jonathan Shinn, Board Secretary. This leaves an opening on the Board which will be advertised and then the Board will appoint a replacement until the annual meeting. Mr. Huff will be acting Secretary for signature purpose only. Management will look into a recorder for monthly minutes as we do for the annual meeting. The Board wants to honor the commitment of posting the draft minutes within a week.

**Adjournment**

The meeting was adjourned at 10:14 pm.

Respectfully Submitted,



George Huff  
Director