

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

February 28, 2007

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

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

Meeting called to order at 7:09 p.m.

Approval of Minutes

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

VOTED UNANIMOUSLY: To approve the December 7, 2006 and the January 30, 2007 minutes as amended.

Open Discussion

A resident asked for the minutes from the Annual Association Meeting minutes of December 7, 2006 to verify the discussion on a Renovation Committee. Management explained the recorder has not returned the minutes to us and as soon as they are received we will let her know. Mr. Rapanut said that those minutes would not be approved until the next Annual Meeting in November/December 2007.

A resident shared concerns with the snow removal contractor's performance in the last two ice/snow storms. The memo received by residents from management said the contractor would plow or salt and sand every two hours. The garages are included in the contractor's scope of work and they did not plow the west garage every two hours and they piled the snow behind parked vehicles blocking them in. Management explained that once our in house crew finishes shoveling all of the public walkways we then begin to help dig out parking spaces. Management will speak with the contractor to address and resolve these concerns.

A resident questioned when the East garage gate would be repaired as it has been broken for some time. Ms. Avé-Lallemant explained the repair needed (track on the top portion of the gate is warped, preventing the gate from opening or closing properly). Security is starting their service at 5:00 p.m. until the gate is repaired. Due to the length

of time that has passed, and as Long Fence is not able to provide a definite repair date the Board requested that Management contact the Better Business Bureau, file a complaint and post the complaint on the bulletin board as an update for the east garage repairs.

President's Report

Mid-month Report:

At the January 30, 2007 meeting Mr. Rapanut requested that Management provide a mid-month report to him similar to the topics of discussion sheet provided monthly in the Board packet. This shows his interactions with Management between Board Meetings. Once the meeting is over the report will become a part of the records of the Association and will be kept with the meeting minutes.

Energy-Saving Measures

Mr. Rapanut would like to see motion sensors placed in the exercise room as well as the bathrooms. Sensors are fairly inexpensive and activate the light source when motion occurs. This would save electricity and energy costs incurred by the Association. Measures to find a sensor for the fan will be researched and a sign will be placed on the fan as an interim measure asking residents to turn the fan off when they leave the room. Mr Rapanut asked that Management research energy efficient LED exit lights and their cost to present to the Board at the March 28, 2007 meeting.

Financial Delinquencies

Mr. Rapanut would like to see a monetary penalty for habitually delinquent payment of condo fees other than just charging the late fees. Management pointed out the actions allowed by the Virginia Condominium Act and will contact the Association's attorney to see if there is a cap on the dollar amount charged for late fees.

Committee Reports

Building and Grounds Committee

There was discussion regarding a more detailed scope of duties of the Building and Grounds Committee. Mr. Rapanut would like to refer issues dealing with the elevators and the emergency generator to the Building and Grounds Committee. Management will complete necessary information regarding the recent studies and will submit it to the Building and Grounds Committee for further discussion. These topics will be placed under Topics of Discussion for the March meeting.

Neighborhood Watch:

The Board was given a sample survey and other information that the advisor has been working on. Since they received it the night of the meeting they will have to review

later. The Board requests Ms. Soriano, the advisor, to come to the next meeting to flesh out the survey and cover letter going to the residents and answer a few questions they have regarding the program.

Communications Committee

Website Update: Ms. Ratcliff said she had completed a lot of work on the new site and has a few drop down menus that are not working properly as of yet. She also said the word "Party" was removed from the Community Room description in the amenities section on the web site. She will continue working on the site and will provide Mr. Wilmot, the liaison, with information to access the site.

Newsletter Update

Mr. Wilmot said that the committee consists of two members and himself as the liaison and after discussion with Mr. Rapanut the two members will be advisors. He said they were unable to work out a time for a meeting and they did not need to follow formal committee structure to obtain their goal as they will work electronically. Mr. Wilmot will provide Management with information from the committees for the Board packet one week before distribution.

Management Agent's Report

Management reported that the equipment in the exercise room is repaired and some of the equipment in the room is not "commercial" grade. The treadmills are the most used equipment and there is a wait to use these at times. Discussion of removal of non-commercial grade equipment and replacing it with an elliptical machine would better benefit the residents. Management will obtain pricing and include this in the next budget.

Management updated the Board on the status of the hydro-test performed by the fire department every five years. The test is basically a water pressure test. Upon completion of the tests we were notified that both the east and west locations have a leak. Management has solicited proposals for repairs to this system.

Management has hired a building maintenance assistant, Oscar Raymundo, and reports that things are working out well.

The broken East garage gate was discussed under open discussion. The weather has been a factor in the length of time it has taken for repairs, however Long Fence did come on President's day to repair the gate but the wrong part was ordered. They ordered the correct part and the installation date for the repair is March 6th. If they do not show on the scheduled repair date Management will contact the Better Business Bureau and file a complaint.

Weather has been a factor for the installation of the additional lighting for the West

garage approved by the Board at the January 30th meeting. Work is scheduled for completion by March 5th.

There was discussion regarding the recent request by Mr. Bagares, the Association's commercial tenant, to install a satellite dish on the exterior of the building. Management contacted Comcast and worked out an agreement to include this space as part of the bulk account already in existence therefore there is no need for the satellite dish.

Management will bring proposals for the pool contract to the March 28th meeting for approval. Management asked if they need to ask the owner of Continental Pools to attend to answer any questions regarding their contract. It was agreed and Management will ask Continental representatives to attend.

Financial Report

Management briefed the Board on current financials and delinquencies. Upon motion by Mr. Wilmot and seconded by Ms. Mullen, it was:
VOTED UNANIMOUSLY: To approve January, 2007 financials.

Projects Pending and Completed

Management and the Board discussed current projects pending. The Board decided that Management will highlight any new additions to this listing so they can see at a glance what is new.

Voting Issues

Balcony Repair and Coating Contract for Scope of Work

Upon motion by Mr. Shinn and seconded by Mr. Rapanut, it was:
VOTED UNANIMOUSLY: To approve the design and bidding phases as stipulated on page three (3) of the contract with Engineering and Technical Consultants (ETC), for the amount of \$2,600.00.

Proposed Code of Conduct Revisions

There was further discussion regarding Mr. Wilmot's proposed changes to the Sentinel's Code of Conduct.

Upon motion by Ms. Mullen and seconded by Mr. Wilmot, it was:
VOTED UNANIMOUSLY: To approve Mr. Wilmot's proposed revisions to the Code of Conduct as amended.

Proposed Revisions to Community Room Rules

After further discussion regarding usage of the Community Room, the Board had no

objections to Mr. Wilmot's proposed revisions to the Community Room Rules. The revisions will be distributed to the community for comments before a final vote is conducted.

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

VOTED UNANIMOUSLY: To distribute Mr. Wilmot's proposed revisions to the Community Room Rules to the Association for comment.

Replace Back-Up HVAC System Pump Motor

There was discussion regarding the replacement of the back-up HVAC system pump motor. There was further discussion in order to clarify "normal hours" in the contract and what hazardous materials the Association is responsible for the removal of.

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

VOTED UNANIMOUSLY: To approve a contract with ACI for \$3,824.00 to replace the backup motor for the HVAC system.

Fire Evacuation Plan

Management briefed the Board of Directors on the current status of the Sentinel's fire evacuation plan. As of July 4, 2006, the Sentinel failed to pass the Alexandria Fire Marshal's Fire Evacuation Plan requirements. Management is recommending the approval of a contract for Faith Mechanical, in the amount of \$1,200.00, to complete the necessary requirements as per the Fire Marshall. Mr. Wilmot and Mr. Huff felt that necessary work to be done should be completed "in-house" in order to avoid spending the money necessary for the contractor. Mr. Shinn and Mr. Rapanut felt it was more necessary to hire a professional to carry out such work.

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

VOTED UNANIMOUSLY: To table this proposal until the March meeting.

Fire Department Connection Repairs

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

VOTED UNANIMOUSLY: To award the contract to ACI in the amount of \$21,064.00 to perform necessary repairs to the fire department connections as outlined by the Fire Marshal's Office.

Topics for Discussion

Elevator Mechanical Update

Management has met with four (4) elevator contractors and all have toured the elevators machine rooms. The Building and Grounds Committee will discuss the elevator mechanical reports as well as reviewing the contracts submitted by each

contractor at their next meeting. The Committee will present their recommendations to the Board of Directors at the March, 2007 meeting.

Police Satellite Reinstatement

A letter from the President of the Board has been sent to the Alexandria Police Department requesting reinstatement of the satellite station. Further updates will be made available upon response from the APD.

Action Items List

The Board and Management discussed current items on the Action Items List.

Three-month Calendar

The next Board meeting has been moved to Wednesday, March 28, 2007 at 7 P.M.

New Business

None.

Executive Session

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

VOTED UNANIMOUSLY: To go into Executive Session at 10:27 P.M. to discuss personnel and legal matters.

The Board reconvened at 10:50 P.M.

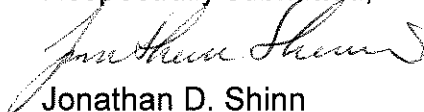
There was no action taken.

Adjournment

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

VOTED UNANIMOUSLY: To adjourn the Meeting at 10:52 P.M.

Respectfully submitted,



Jonathan D. Shinn
Board Secretary