

DRAFT

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

November 13, 2007

Present: Rob Rapanut, President
Marisa Mullen, Vice President
Bruce Wilmot, Treasurer
Akisha Edogun, Director

Absent: George Huff, Director

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

Being a majority of the Directors of the Association, a quorum was reached at 7:06 pm and the President called the meeting to order.

Approval of Minutes

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

VOTED: To approve the minutes of October 23, 2007 as amended. The motion carried, with Mr. Rapanut abstaining.

Open Discussion

A resident inquired about the status of an outstanding request from another resident to have pet reptiles in his apartment, noting that she and her neighbors are concerned about their presence and the possibility of their getting loose. Mr. Rapanut led a discussion about what the Bylaws state about pets, noting that the Bylaws do not explicitly address reptiles. The Bylaws allow two "small-cage" animals, but there is no explicit prohibition on "exotic" animals. Therefore, he said that the Board would need to consider the number and size of such pets in order to make a decision.

The resident who owns the reptiles asked if the reptiles presently owned would be grandfathered if the Bylaws were changed. Ms. Mullen reiterated that the pets would need to be registered with the management office, noting their size, the number of them, confirmation that any required inoculations were up to date and that the Board needed a formal request from the resident.

The second resident expressed concern that he had been walking toward the front door earlier in the evening and was forced to gain entry to the building by utilizing his building key, as an employee did not open the door for him.

The same resident, the owner of the pet reptiles, said he objected to having to submit a request to the Board regarding his pet ownership. Ms. Mullen confirmed for Mr. Rapanut that at the previous meeting, the Board asked him to submit such a request. Mr. Wilmot told the resident that the condominium is in fact a governing body incorporated under the Commonwealth of Virginia and subject to the provisions of the Virginia Condominium Act and that residents are subject to the Association's Bylaws. Mr. Rapanut reminded the Board that it takes a two-thirds vote of unit owners to change the Bylaws and invited the resident who owns the reptiles to draft and submit to the Board a proposed Bylaw change regarding the pet policy if he wished. Mr. Rapanut thanked the resident for stating his case and for trying to work with the Board in coming to a resolution.

The same resident inquired about the status of the Board's position on his suggestion last month that the security guard be armed. Mr. Wilmot responded that the Board had discussed it but that they had not made a decision.

Committee Reports

A. Communications

Mr. Wilmot was pleased to report that the newsletter will be coming out on the 15th of November. He further noted that the Web site was up and running. He asked the Board to please let him know if they note any items on the Web site which need to be changed.

B. Neighborhood Watch

Management had a conference call with Officer Young which enabled them to go forward on a game plan for a fully functioning committee and to write a newsletter article seeking volunteers for the coordinator's position. Mr. Rapanut is acting coordinator until a coordinator can be found. The position requires 10-20 hours per month. She stated that the City will support the building's efforts and that the project should not be overwhelming.

Ms. Edogun proposed that the position be mentioned at the Annual Meeting. Ms. Bailey suggested they wait to see what response they receive from the newsletter, and Mr. Rapanut encouraged the Board to mention it throughout the community.

Mr. Wilmot suggested that the coordinator position be a two-year term. Management said the coordinator will attend a Coordinators Meeting every third Saturday of the month. Mr. Rapanut said if there are no applicants, they will have to go to "Plan B." He suggested they bring the Floor Captains together and forge an interim plan.

President's Report

Mr. Rapanut had two items to review: Landmark Mall Redevelopment and elevator repairs. With regard to the Landmark redevelopment, he represented the Association at the Mayor's West End Leadership Seminar, which was attended by the presidents of area community properties. Apparently Sears and Macy's are holding up the redevelopment. He suggested they try to get a Mall representative to speak at the Annual Meeting.

Mr. Rapanut had spoken with Ms. Bailey about the elevators over the previous weekend. Capital Elevator wanted to transfer the generators from the west to the east elevators; in retrospect, the decision not to do so was a good one, as not only is the east elevator's generator broken but also its motor. Ms. Edogun asked about arrangements for handicapped residents during elevator repairs, to which Ms. Bailey replied there is a functional lift at the east side that residents in wheelchairs can use. Mr. Rapanut suggested that a representative from Capital Elevator come to the Annual Meeting to update the residents; Ms. Avé-Lallemant stated that they have already been invited.

Management Agent's Report

Ms. Bailey noted that because of the time of month, financial statements and bank statements are not yet available for October.

She relayed to the Board a response that has been received from the insurance agent regarding the question of arming the security guard. The November 9, 2007 response from Ms. Theresa Melson, Vice President, USI, was as follows:

"Armed security of any type is strongly discouraged from an insurance risk management standpoint. Hiring armed security could result in termination of the Association's current general liability insurance coverage underwritten by Travelers and significantly limit the Association's insurance market alternatives. The only viable alternative might be placement of the Association's general liability insurance coverage with an excess and surplus carrier, which would likely result in not only a higher premium level but also more limited coverage. Very simply an excess and surplus lines carrier is an insurance company that is authorized however not licensed to conduct business in the Commonwealth of Virginia."

Ms. Avé-Lallemant received a similar response from the security company.

Ms. Avé-Lallemant distributed a written request from a commercial unit owner to place a dumpster in the loading dock on Sunday, December 9 to remove debris from an office renovation. Ms. Avé-Lallemant had no objection to the renovation but did object to the dumpster being onsite and particularly objected to the Sunday date, as the noise would

disturb other unit owners. Additionally she stated that the loading dock and freight elevator are not available on the east until the new year; the items removed would be carted through the lobby causing possible damage to common areas, and definitely requiring onsite supervision. It was the consensus of the Board to deny the unit owner both requests – for the dumpster and for the Sunday date. Mr. Rapanut urged Management to have an alternative plan ready to offer the owner and suggested that this owner ask the unit owner of Suite A how they carried out their disposal needs.

Projects Completed and Pending

No report.

Voting Issues

A. Fitness Center Equipment

Management led a discussion about a proposal they have received for an elliptical trainer. An additional piece of equipment had been suggested at the 2006 Annual Meeting and management had Fitness Resource conduct an equipment audit. Management distributed a photo and detailed description of the equipment's features. Mr. Wilmot asked about the warranty, which is one year for non-mechanical and non-electric parts and labor and two years for mechanical and electric parts. The proposed price contains a discount to the Association.

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

VOTED UNANIMOUSLY: To accept the November 6, 2007 proposal from Fitness Resource for the purchase of an elliptical trainer "Lifefitness 93Xi" at a cost of \$3,962.50.

Open Discussion (continued)

At this point, a resident who was departing the meeting wanted to mention that the "Reverse 911" system that the City had used this past weekend to notify residents of a serial rapist in the area was well done. The Board agreed.

Voting Issues (continued)

B. Annual Fire Alarm and Sprinkler Test Repairs

Mr. Rapanut asked Mr. Wilmot to report on his meeting with two representatives from the Fire Department and a representative from Applied Fire Protection Services. Mr. Wilmot said the meeting, while very technical, was highly informative and cordial. Two significant items which were clarified during the meeting were: 1) the City does this type of testing only once every three years, so it must be intensive; and 2) the phone system that was cited in the violations refers to the worn-out circuitry in the building, not to actual phone equipment hardware.

Mr. Wilmot led a discussion on the sprinkler heads. Ms. Avé-Lallemant confirmed that the code prohibits no paint, corrosion or rust on the sprinkler heads.

Mr. Rapanut led a discussion about the work that needs to be done to correct the violations cited by the Fire Department, including a new fire pump, replace damaged sprinkler heads, service the control valves, adjust tamper switches and repair the fire phone system.

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

VOTED UNANIMOUSLY: To accept the proposals from Applied Fire Protection Services, one for \$6,340 for repairs to the fire protection system and a second for \$18,989 to replace the existing fire pump.

Topics for Discussion

A. Balcony Restoration Update

Kirk Parsons of Engineering and Technical Consultants (ETC) will conduct a final inspection at the end of November.

B. Elevator Upgrades

Upgrades are underway with elevator 4. Elevator 3 work will begin December 3 with an anticipated completion of January 4. Work to elevators 1 and 2 will follow. Ms. Avé-Lallemant asked the Board if they thought that work should be held off in December to minimize inconvenience to residents. The Board recommended against waiting, to ensure that the company's workers will be available for this project.

C. Parking Lot Seal Coating

This project will be done in the spring 2008.

D. Renovation Mockup

On November 5, final pricing was received and approved by the Board President and the work will begin tomorrow. Management will distribute a detailed timeline of installations once they are defined.

E. Annual Meeting Speaker

Mr. Rapanut said that the Marketing Director of Landmark Mall has been invited. Ms. Bailey reiterated that Capital Elevator Company will also be represented at the meeting. Ms. Mullen noted that the design mockup will be available by the time of the meeting for residents to view.

F. Bulletin Board Policy

Mr. Wilmot distributed a memo reviewing current policy and history for posting bulletin board notices. He thanked Ms. Bailey for her assistance in researching the history of the policy. He reminded the Board that at one time, a real estate agent

who lived in the building was posting units for sale with significantly under-market prices. The Board at that time felt that her actions were adversely affecting other owners' ability to sell their units at a favorable price.

The Board agreed that the policy should not be changed.

G. Action Items List

New items:

Window Washing: Scheduled for November 29. Ms. Avé-Lallemant said that residents who need assistance in removing their screens should call the office.

Semi-annual carpet cleaning: Taking place at this time.

H. Three-month Calendar

The Annual Meeting will be December 6 and the holiday party will be December 12.

Mr. Rapanut will be away from January 15-31, 2008. Ms. Edogun will be away from January 21-27, 2008.

Old Business

None

New Business

Mr. Rapanut said that the meeting policy needs to be finalized, as the Virginia Condominium Act requires that the Association provide seven days' notice if there is a change in a meeting date.

There was a discussion about the upcoming elections.

Ms. Edogun asked if the Board could meet twice monthly. There was a discussion but a final decision would be left until a new Board is elected after the Annual Meeting.

Adjournment

Mr. Rapanut adjourned the meeting at 8:40 pm.

Respectfully Submitted,

George Huff, Acting Secretary

Martha Morris, Recording Secretary