

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

**April 22, 2008**

Present: Rob Rapanut, President  
Bruce Wilmot, Treasurer  
Akisha Edogun, Secretary  
Absent: George Huff, Director  
Marisa Mullen, Vice President

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

Being a majority of the Directors of the Association, a quorum was reached at 7:05 p.m. and the President called the meeting to order.

**APPROVAL OF MINUTES**

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

**VOTED UNANIMOUSLY:** To approve the minutes of the Board of Directors meeting of March 25, 2008, as amended.

**OPEN DISCUSSION**

A resident referred to a recent Washington Post article about condominium values, which addressed percentage of rentals and the amount set aside for reserves. These items affect a prospective buyer's ability to obtain a mortgage. Ms. Avé-Lallemant stated that the Sentinel's rentals are under 20%, and Ms. Bailey added that the current reserve balance exceeds 50% of the Association's operating budget. Mr. Rapanut thanked the resident and suggested that some of this information could be placed in the newsletter.

**COMMITTEE REPORTS**

**Public Safety (Sgt. Gregg Ladislaw, Alexandria Police Department)**

Sgt. Ladislaw reported that a juvenile wanted for armed robbery in the area was apprehended and incarcerated outside of Virginia. There was only one report for March -- a resident lost his wallet at a nearby gas station. Some noise complaints were received. A resident was attempting to move at 1:00 a.m.; he will furnish the resident's name to management. The police are still seeing vehicle break-ins regionally with theft of items from dashboards and front seats. Again, he stated that these are crimes of opportunity and asked the Board to remind residents to remove valuables from their parked vehicles. Summer is approaching and loitering and noise complaints are expected. Mr. Rapanut asked if the police are aware of gas thefts; Sgt. Ladislaw responded that there used to be reports of drivers pumping gas and driving away

without paying, but now that most gas stations have converted to "pay first" systems, this is rare.

### **Communications**

Ms. Edogun reported that she has spoken with faculty at area colleges to find a student to work on the Web site. She has also approached professionals but they will not work on a volunteer basis. She will have more information at the next Board meeting. Ms. Bailey reported that management is working to place more forms on the Web site. Mr. Wilmot noted that Ms. Dana Ratliff, our website designer, is concerned about non-residents being able to obtain forms such as swimming pool pass applications from the website. He said that he preferred to let Management decide the issue and to judge whether it has the capability to prevent the issuance of pool passes to unauthorized individuals.

### **PRESIDENT'S REPORT**

Mr. Rapanut had three items. First, he reported satisfaction with the turnout at the Special Meeting to discuss the proposed interior renovations. He summarized the meeting, saying that there was some consensus about certain design elements in the mockup, specifically, there was opposition to the dark green door color, the hallway lighting was too bright, and most of the 45 surveys returned rated the overall design "good" to "excellent." He reported that specific elements of the design will be modified in the mockup for residents to review.

Secondly, he attended a meeting of the Landmark/Van Dorn Advisory Group/Transportation Section. The Vice Mayor and several members of the City Council attended, along with condominium presidents, business owners and land owners. There is a need to come to consensus on the way forward fifteen years in the future. He felt he did not get a satisfactory answer to his question about the plans for the next fifteen years. He said there were no plans to tear down the Mall. Ms. Avé-Lallemant added that the retail tenants are being given two-year leases. The next open meeting of the Advisory Committee will be May 3 at the Samuel Tucker Elementary School.

Thirdly, he suggested that the Sentinel consider participating in the West End Business Association for the purposes of deriving purchasing power as a consortium and for sharing information and networking. Ms. Bailey offered to find out more about this group. Mr. Wilmot suggested that a condominium alliance could be made a subcommittee of the WEBA.

### **MANAGEMENT AGENT'S REPORT**

Ms. Bailey reported that delinquencies are \$3,700 less than last month.

### **FINANCIAL REPORT**

In response to Mr. Rapanut's question about how interest on CDs is handled, Ms. Bailey explained that the Association takes the interest income monthly at the auditors' recommendation. She will research the status of the Capital One CD.

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

**VOTED UNANIMOUSLY:** To approve the March financial statements including the Delinquency Report as presented.

Ms. Bailey reported that management has interviewed several candidates for administrative assistant and for a replacement for Oscar.

**PROJECTS COMPLETED AND PENDING**

Twenty-five common area service requests were completed. Eighteen in-unit work orders were completed.

Ms. Avé-Lallemant reported that drywall repairs have increased, as residents are not complying with plumbing policies. There was a discussion about valve replacement. Ms. Avé-Lallemant noted that when staff performs the semi-annual filter changes, they also inspect faucets and smoke detectors. Projects pending were next reviewed. Mr. Rapanut asked that the generator be removed from the list.

**VOTING ISSUES**

**A. Spring Window Cleaning**

Management reported that the spring window cleaning will take place in June once the contract is signed.

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

**VOTED UNANIMOUSLY** to approve the proposal from Virginia Window Cleaners, Inc. for \$1,220 to conduct the spring window cleaning.

Mr. Wilmot asked that this work be performed regularly in May and November.

**B. Ratify President's Approval of Preventive Maintenance and Repairs to Exercise Equipment**

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

**VOTED UNANIMOUSLY** to ratify the President's approval of scheduled repairs in the fitness center performed by Fitness Resource for \$1,408.25.

Ms. Bailey added that the timer was adjusted on the sauna, and Ms. Avé-Lallemant added that some repairs are being conducted in the men's shower to prevent water from leaking onto the floor.

**C. Collection Agency Usage**

Ms. Bailey proposed that a collection agency could attempt to collect bad debt after all other avenues have been exhausted. The company receives 50% of the amount collected. The agency can be hired whenever the attorney recommends.

Upon motion by Ms. Edogun and seconded by Mr. Wilmot, it was:  
**VOTED UNANIMOUSLY** to approve working with Nationwide Credit to collect bad debts on behalf of the Association.

## **TOPICS FOR DISCUSSION**

### **A. Proposed Interior Renovation**

The Board came to consensus that the design can be modified satisfactorily and does not need to be completely redone. They agreed to try a different color palette, to lay new carpet, to paint one new wall and one new door, to modify the lighting and to leave the accent wall at the end of corridor white. The residents liked the light fixtures. Mr. Rapanut asked management to give the design firm two weeks to make the changes. After the changes are made, there will be another "tour" of the mockup area so that the Board can get feedback.

A resident expressed concern about the cost of the project. Mr. Rapanut reminded him that demolition of the current décor will be significant and Ms. Bailey noted that labor is also included. Mr. Rapanut also noted that painting costs less than wallpapering.

### **B. Schedule of West Elevator Upgrades**

Ms. Avé-Lallemant reported that management took care of the sheaves. Capital Elevator has done one door upgrade. Mr. Kina will be onsite this week and the car will be out of service for two to three weeks. Ms. Bailey reported on the vibration issue. Tiers 9 and 11 on the East side have complained about the noise but the entire hallway is experiencing the problem. Mr. Kina has proposed two possible solutions: to install an isolation pad (at a cost of \$60,000) or to go ahead and replace the machinery, which has an estimated remaining life of 10-12 years.

### **C. Review Parking and Towing Policy**

The Board discussed how far the Association should go in enforcing the law requiring all vehicles to have a City of Alexandria parking sticker. Mr. Rapanut said that they should either enforce it or remove it from the Association's parking policy. The Board decided to wait to hear Ms. Mullen's opinion. Ms. Bailey said that the issue of derelict/abandoned vehicles needed to be addressed.

### **D. New Conference Table and Chairs**

Management presented photos of possible new tables and chairs for the Community/Board Room. Vote deferred to next meeting.

### **E. Action Items List - Unchanged**

### **H. Three-month Calendar**


Ms. Edogun will be away May 1-6 and June 10-20. Mr. Rapanut will be away May 5-9.


**NEW BUSINESS - None**

**ADJOURNMENT**

Mr. Rapanut adjourned the meeting at 9:05 p.m.

Respectfully Submitted,

  
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Akisha Edogun, Secretary

  
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Martha Morris, Recording Secretary