

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

**August 26, 2008**

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

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

Being a majority of the Directors of the Association, a quorum was reached at 7:02 p.m. and the President called the meeting to order.

**APPROVAL OF MINUTES**

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

**VOTED UNANIMOUSLY:** To approve the minutes of the Board of Directors meeting of July 22, 2008 as presented.

**OPEN DISCUSSION** – None

**COMMITTEE REPORTS**

Ms. Bailey reported on Neighborhood Watch. Mr. Kukowski is in Afghanistan until mid-December and has asked Management to monitor the program as needed during his absence.

**PRESIDENT'S REPORT**

**Draft Operating Budget for FY 2008-2009.** Mr. Rapanut noted that the draft budget contains a significant increase in the condominium fee over the past and that he expects to receive questions from residents regarding the reasons for the increase. After discussion, the Board agreed to place a notice on the bulletin board asking for comments and announcing an open meeting to discuss the draft budget. The new budget will begin October 1. Ms. Bailey noted it will take one week to print the fee coupons, and that the budget should be adopted no later than September 14.

**MANAGEMENT AGENT'S REPORT**

Ms. Ave-Lallemant reported that two foreclosures are occupied, one unit is set to go to trial on September 25 and two units have sold.

**FINANCIAL REPORT**

Ms. Schretter discussed cash flow, stating that the Association began the year with \$120,000.00 in accounts payable. This means that this year's cash paid for \$120,000.00 of last year's bills. She recommended that the Association try to balance bringing reserves current by slow paying vendors. The Board asked to see the last several years' accounts payable figure to compare to a baseline. Ms. Bailey reminded the Board that delinquencies are contributing to the slow cash flow, in addition to utilities and insurance.

Upon motion by Mr. Wilmot and seconded by Mr. Rapanut, it was:  
**VOTED UNANIMOUSLY:** To approve the July 2008 financial statement.

#### **PROJECTS AND ACTION ITEMS**

There were 39 common area service requests and 40 in-unit work orders.

Ms. Avé-Lallemant reported that the City will be onsite September 12 for the quarterly sprinkler test. Management has conducted its in-house testing and is ready.

#### **VOTING ISSUES**

##### **A. AAA Trash Contract**

Ms. Avé-Lallemant led a discussion regarding the need for an additional day of recycling pickup.

Upon motion by Mr. Wilmot and seconded by Ms. Edogun, it was:  
**VOTED UNANIMOUSLY** to accept the contract from AAA Trash for a one-year period at an annual amount of \$37,223.88, which includes a second recycling pickup.

##### **B. ACI Boiler Maintenance Contract**

Ms. Bailey recommended renewal of the preventive maintenance contract with the current contractor which reflects a 5% increase.

Upon motion by Ms. Mullen and seconded by Ms. Edogun, it was:  
**VOTED UNANIMOUSLY** to renew the contract from American Combustion Industries for boiler maintenance for a one-year period at an annual amount of \$5,422.

##### **C. Install Dual Main Drain in Swimming Pools**

Ms. Avé-Lallemant advised that compliance with the Virginia Graeme Baker Pool Safety Act is required by December 19, 2008.

Upon motion by Ms. Edogun and seconded by Mr. Huff, it was:  
**VOTED UNANIMOUSLY** to accept the contract from High Sierra Pools to retrofit both pool main drains with a dual main drain system at a cost of \$3,200 per pool for a total cost of \$6,400.

##### **D. Ratify President's Approval of Emergency Cooling Tower Repairs**

Upon motion by Ms. Mullen and seconded by Mr. Wilmot, it was:  
**VOTED UNANIMOUSLY** to ratify the President's authorization of emergency replacement of a cooling tower sensor performed by preventive maintenance contractor McQuay Air Conditioning in the amount of \$2,640.

#### **TOPICS FOR DISCUSSION**

##### **A. 2008-2009 Operating Budget Draft 1**

The Board discussed the draft budget, pro forma and narrative. Many contractors are charging fuel surcharges and Ms. Bailey noted that she negotiated many contracts downward.

Ms. Schretter recommended that the Association have an energy study performed with an eye toward reducing utility costs such as electricity. For example, installation of motion sensors or timers in the trash rooms would reduce electricity costs. Mr. Rapanut requested that some items be changed from reserve to line items on the budget.

The Board will hold a special meeting on Tuesday, September 16, 2008 to discuss and adopt the proposed budget.

**B. Managing Agent Contract**

Ms. Schretter emphasized that S-C Management Corp. is pleased to be the Management Agent for the Sentinel. The full service contract renewal calls for a three percent increase for each of the next two years. She said that a review of management fees at other condominiums in the area showed S-C's rates to be favorable. She stated that this is a special contract, due to having a localized Regional Manager, Ms. Bailey, which allows for significant support and oversight. She asked the Board to review the contract and to contact Ms. Bailey or herself with any questions.

**C. Proposed Interior Renovations**

Directors Wilmot and Mullen met with two carpet company representatives to review more samples as part of two alternate palette selections. The Board viewed the various carpet samples and narrowed down the choices to seven. Mr. Wilmot expressed his desire to see a sufficient size sample on the floor. Mr. Rapanut asked that the samples be sent to Jim Regis of S-C Management for input prior to obtaining large sized samples.

**D. Three-month Calendar**

Mr. Rapanut may be away August 29-September 12. Ms. Edogun will be out of town August 29. Mr. Huff will be away September 3 and 4.

**NEW BUSINESS** - None

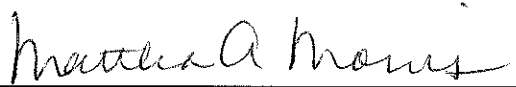
**EXECUTIVE SESSION** Mr. Rapanut adjourned from the regular meeting to go into executive session to discuss a legal matter at 8:50 p.m. Mr. Rapanut adjourned from Executive Session with no action taken.

**ADJOURNMENT**

Mr. Rapanut adjourned the meeting at 9:40 p.m.

Respectfully Submitted,

  
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Akisha Edogun, Secretary

  
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Martha Morris, Recording Secretary