

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

January 29, 2008

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

Management: 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 7:03 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 UNANIMOUSLY: To approve the minutes of the Board of Directors meetings of November 13, 2007 and December 6, 2007, as amended.

There was a discussion about the proper way to communicate actions taken in Executive Session. Mr. Rapanut asked Ms. Bailey to provide direction for future.

OPEN DISCUSSION

Sgt. Gregg Ladislaw, Alexandria Police Department, made a presentation, in which he spoke primarily about larceny from autos. The Police Department is placing a special emphasis on resident education to reduce these crimes of opportunity. Sgt. Ladislaw furnished Ms. Avé-Lallemant with a supply of "tips" cards to provide to residents and to make available at the front desk. He stated that more officers will be walking the area, evaluating vehicles for their security. He told residents not to keep valuables on their dashboards or front seats, such as satellite radios, GPS devices or cell phones. He encouraged residents to call the police if they note any suspicious individuals on the property. The first time a non-resident is found on the property, he will be asked to leave; the second time, the individual can be arrested for trespassing. He also urged Management not to leave the garage gates open. Sgt. Ladislaw also noted that noise complaints are up, which is normal for this time of year when more people are at home.

Q&A:

- A resident asked if there were security cameras in the area that Sgt. Ladislaw reported a high level of larceny from autos, along the 395 corridor. Sgt. Ladislaw responded that most properties do not have cameras, including the Sentinel. The

resident stated that dummy cameras can be an effective deterrent and encouraged to Board to revisit this subject.

- Ms. Mullen asked what time of day most of the break-ins are occurring. Sgt. Ladislaw responded that they are almost all between midnight and 6 am.
- Ms. Edogun asked how to prevent strangers from walking through the garage gates. Sgt. Ladislaw suggested that any time a resident sees someone suspicious on the property; the resident should report them to the police or security.
- Mr. Rapanut asked if the crimes appeared to be the work of opportunists or professionals, to which Sgt. Ladislaw replied they appear to be primarily opportunists.
- A resident mentioned that his vehicle was one of the ones broken into. He feels vulnerable because he parks on the street.
- A resident asked if the police had identified any suspects. Sgt. Ladislaw distributed a photo of a suspect wanted in a robbery and burglary on Whiting Street.

In conclusion, Sgt. Ladislaw encouraged the Board members to walk the property to identify any insecure openings and said he will stay in touch with Management.

A resident asked about the follow up plan for the fire that occurred earlier in the month in a residential unit, noting that there is a lingering odor in the West Wing second floor. Mr. Rapanut stated that the owner will be restoring his unit but that the work has not yet begun. The Association has taken care of the damage to the common areas, including washing the walls and cleaning the carpets.

A resident suggested that "No Parking" signs should be placed in the driveway as a safety issue. Ms. Avé-Lallemant said that she has discussed this with the City and Mr. Rapanut said he will discuss it with the Police Chief.

The resident also asked about vehicles lacking City parking stickers. There was a discussion about the Association's responsibility and the difference between such vehicles parking in open areas or private spaces. Ms. Avé-Lallemant informed the Board that she patrols for vehicles in violation of Sentinel Bylaws, such as abandoned vehicles, but she does not check for City stickers. Mr. Rapanut asked Ms. Avé-Lallemant to provide him with a record of the violations over a period of time so that he can determine the scope of the parking violations.

A resident asked about fire engines that had come to the property the previous Saturday. Ms. Avé-Lallemant will check on this.

The resident also asked about rules enforcement for solicitation in the building. He reported that a Domino's Pizza employee was in the building the day before, hanging advertisements

on residents' doorknobs. There was a discussion about enforcing the rules against solicitation. Mr. Rapanut suggested the policy be put in writing.

PRESIDENT'S REPORT

Mr. Rapanut had two items. First, he would like to conduct a resident climate survey this year for residents to evaluate the services and how well Board and Management are doing their jobs. He noted that such surveys are pro-active and help to prevent getting into a reactive mode of constant problem-solving. There was a discussion about the types of questions to ask in the survey and its timing. It was suggested that the survey could be placed in the May newsletter.

Secondly, Mr. Rapanut reviewed the idea of the Board holding two meetings per month. Ms. Edogun had suggested at an earlier meeting that the meetings could be shortened if their frequency were increased.

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

VOTED UNANIMOUSLY: To increase the number of Board meetings to two per month.

It was suggested that the new schedule start in May or June and that it should be evaluated after three months.

MANAGEMENT AGENT'S REPORT

Ms. Bailey announced that Caitlin Ferguson, Administrative Assistant, has tendered her resignation and that advertising for her replacement has begun.

Ms. Bailey spoke with Sgt. Ladislaw about vehicles parked too close to the drive. He confirmed that the Association can petition the City to install a sign. The Association will be responsible for painting the curb and Management will draft a letter to the City requesting the sign.

Ms. Avé-Lallemant reported that the unit owner who spoke at the November Board meeting regarding his exotic pets has not registered them. Ms. Bailey suggested that this matter and other matters under the category of "due process" might be handled in private meetings of the Board with unit owners, in 15-minute increments. Ms. Bailey noted that services can be suspended to unit owners who are in rules violation as well as to unit owners who are in default of the condominium fee payment. Mr. Rapanut said it will be important to have a quorum at this meeting so that the decisions are enforceable.

Ms. Bailey reported that the eddy current test was completed with no problems. She also reported on a pinhole leak in which water leaked from the second floor to the first in the course of repairs. The unit owner is requesting approximately \$1,000 in reimbursement

from the Association for part of her cost to repair the damage to her unit, which included replacement of all kitchen and bathroom walls and cabinetry. The Board came to consensus to refund the amount requested to the unit owner. Mr. Rapanut asked Management to be sure to provide written agreement to the unit owner and to include a provision that there will be no additional reimbursement.

Ms. Mullen asked about an electrical odor around the elevator in the lower lobby and first and second floors. A resident explained that it is due to metal-cutting work involved in the elevator repair project.

FINANCIAL REPORT

Ms. Bailey reviewed the Delinquency Report. She stated that delinquencies are the highest she has seen at the Sentinel and that cash flow is beginning to be affected. Most of the units on the report are in foreclosure. She noted that in the cases of foreclosure, the Association receives only a percentage of what it is owed, e.g. fifty cents on the dollar, because the unit owner is responsible only for the amount owed before the foreclosure. Management is in discussion with legal counsel about possibly using the services of a collection agency.

Ms. Bailey reviewed the financial statements dated January 29, 2008 and noted that write-offs due to foreclosures will appear under "Bad Debt" expense when the unit changes hands. She noted that there are Certificates of Deposit maturing in February. The audit field work is complete and the auditors are preparing a draft.

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

VOTED UNANIMOUSLY: To approve the January 2008 Financial Report including the Delinquency Report as presented.

PROJECTS COMPLETED AND PENDING

Ms. Avé-Lallemant reported that the pest control company is treating aggressively with good results.

VOTING ISSUES

A. Additional Sprinkler and Fire System Repairs

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

VOTED UNANIMOUSLY: To accept the proposal from Applied Fire Protection Systems for additional sprinkler and fire system repairs at a cost of \$1,041.37 and for repairs to the fire phone system at a cost of \$881.37.

Ms. Avé-Lallemant noted that the company has changed its name to Cintas.

TOPICS FOR DISCUSSION

A. Amend Parking Policy for Nuisance Vehicles

There was a discussion about adding nuisance vehicles and problems with car alarms to the parking policy. In the event of a violation during off-hours, a resident would call the answering service, which would call Management. The offending vehicle's owner would be notified by police that his/her car had been towed. The going rate for replacing a remote garage gate opener is \$50.

The Board deferred voting on this matter until its next meeting so that residents can be given notice.

B. Elevator Upgrades

The President reported that the project is complete. Management reported that Capital Elevator will repair nicks in some of the doors and that the final elevator needs some extra work.

C. Neighborhood Watch

Jed Kukowski has agreed to be the Sentinel's Coordinator and Mr. Gannon will be Assistant Coordinator. Ms. Charlotte Mitchell-Young will meet with them on February 16 at 12:00 noon to start the process. Ms. Edogun urged Management to ensure that Ms. Mitchell-Young is apprised of the various conversations that police officers have had with the Sentinel community. Mr. Rapanut confirmed that the Coordinator will bridge any communication gaps.

D. Security/Fire Update

The security company is placing more emphasis on the parking lots and patrolling every 30 minutes.

Ms. Bailey reported that there will be a subrogation to the master policy on the unit that was damaged in the fire.

E. Landscaping Contract

Ms. Bailey expressed concern that the service has deteriorated since the firm's supervisor changed and that Management is researching alternative firms including Brickman. The present contract expires at the end of April and the Association will need to give notice by April 1 if they intend to terminate the contract. It was suggested that an 18-month contract could be arranged. Mr. Rapanut noted that the fact that Brickman is a popular landscaper in the neighborhood might facilitate the decision.

F. Action Items List - Unchanged

G. Three-month Calendar

The "due process" Board meeting was scheduled for February 19th at 7:00 pm.

NEW BUSINESS

Ms. Bailey led a brief discussion about the mockup for the proposed building renovation. The designer changed the colors of the residential doors. The Board members went to look at the mockup.

OLD BUSINESS – None

EXECUTIVE SESSION


At 9:33 pm the Board suspended the Regular Session and entered into Executive Session to discuss a legal matter.

At 10:08 pm the Board adjourned the Executive Session of the Board of Directors meeting and returned to Regular Session with no action taken.


ADJOURNMENT

Mr. Rapanut adjourned the meeting at 10:10 pm.

Respectfully Submitted,



Akisha Edogun, Secretary



Martha Morris, Recording Secretary