

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

June 24, 2008

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

Absent: Bruce Wilmot, Treasurer
Charity Avé-Lallemant, Property Manager, S-C Management Corp.

Management: Carol Bailey, Regional Manager, S-C Management Corp.

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

APPROVAL OF MINUTES

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

VOTED UNANIMOUSLY: To approve the minutes of the Board of Directors meeting of May 29, 2008, as presented.

PRESENTATION – Sgt. Greg Ladislaw

Sgt. Ladislaw apologized for missing the May Board meeting. He reported that his new schedule requires him to work evenings. He reported that calls for service have recently declined, with only one vehicle break-in. Sometimes the "6300 Stevenson Avenue" address is noted in reports but the incident did not actually take place at the Sentinel. There is still a spike in the region of thefts from vehicles, especially in the Eisenhower Avenue area. He noted that if thieves see one valuable item such as a GPS unit in a vehicle, they will come onto the property and case all the vehicles. He is working on a message board in order to post notices to residents not to leave valuables in their vehicles. His unit works with the Fairfax Police Department and he has met with a lieutenant there twice. There is a new coordinator for Neighborhood Watch. With summer approaching, vehicle owners may be leaving their windows rolled down, which will require added vigilance. Extra police are on duty at Floyd's, mostly to move traffic out during closing hours; there have been no incidents.

OPEN DISCUSSION

A resident asked about an agenda item from a previous meeting regarding parking policy. He asked the Board for clarification on the City sticker policy. Mr. Rapanut responded that there is no change to the Association's policy. He stated that the Association will not give the police carte blanche to inspect vehicles on the property, so vehicles lacking City stickers parked in the garage will not be ticketed. Ms. Mullen further clarified that vehicles parked on the street will be subject to City laws. The resident then asked about guest parking, and Ms. Mullen

responded that guest parking is accommodated by the fact that each unit receives two parking passes. She further noted that vehicles do not get towed from the garage unless the owner of the space contacts the towing company or if there is a danger or annoyance vehicle Management can call to have the car towed.

COMMITTEE REPORTS - Neighborhood Watch

1) Mr. Kukowski reported that the e-mail addresses are posted in the membership log. The list needs to be refreshed due to the arrival of new residents and to determine if residents who originally signed up are still interested. This will take about two weeks. He asked for direction from the Board as to what activities they would like the Committee to undertake. They will not have an active patrol, but will be observing issues like nuisance and graffiti.

2.) Signs - He said they will need signs for the front office approved. Ms. Bailey said that she will ask Officer Charlette Mitchell-Young if she has approved the Sentinel officially so we can arrange to have signs made and posted.

3.) National Night Out – He will see what the block captains want to do. Ms. Bailey confirmed that August 5 is the date, and provided information for Mr. Kukowski to follow up on for the event and asked Mr. Kukowski to check in with Officer Mitchell-Young for further information.

PRESIDENT'S REPORT

1.) Community liaison. Mr. Rapanut attended the May 19 meeting of the Landmark / Van Dorn Advisory Group as the Sentinel's representative. The community wants mid- and hi-rises to be compatible with existing buildings in the Van Dorn to Edsall Road corridor and to maintain the mix of owned and rental units. The City has lost 10,000 affordable units in the recent past that have been converted to market rates; the City needs to keep a handle on that and ensure there continues to be affordable units. The Sentinel and Watergate are considered to be "affordable" (household income less than \$70,000 per year). The next meeting will be June 30 at Samuel Tucker School in Cameron Station from 6:30-9:30 pm, and will focus on land use.

A resident asked about plans for the old CompUSA building. Mr. Rapanut said it will probably be rezoned as part of the long-term plan to take advantage of the density planned for Landmark Mall. There are many items on the drawing board to go to City Council for approval in the fall. Mr. Rapanut said it is important that the Sentinel continue to attend these community meetings.

2.) Emergency repairs due to rainstorms. After the current emergency repairs are complete, Mr. Rapanut will authorize management to take action to prevent future occurrences. There must be a more comprehensive, long-term solution with ETC, the Association's contracted engineering firm. Ms. Bailey stated that there were 61 leaks reported at present. Repairs have cost \$12,000 so far, including exterior and interior, but all work has been covered by insurance.

MANAGEMENT AGENT'S REPORT

Delinquencies are presently down to \$34,929, as the Association was paid \$5,500 on a unit sold by the bank. There has been another foreclosure on an occupied unit. Ms. Bailey said that they have not yet sent any accounts to the collection agency. Several units that were in due process meetings with the Board may have to be foreclosed on. Mr. Rapanut asked about the discussion at the previous Board meeting regarding foreclosing on delinquent unit owners and the Association renting out the apartment. Ms. Bailey responded that the Association would need to purchase the unit in order to do so, which would be difficult.

Ms. Bailey reported that there are five hot water heaters in the boiler room used for domestic hot water during the summer months. The internal and external vents are corroding causing failure with penetration into the boiler room, resulting in CO2 leaking into the environment. Management is presently securing bids for the repair work, which will run about \$17,000 and will require that the water shut down for one day.

FINANCIAL REPORT

Ms. Bailey and Mr. Wilmot discussed the financial statements prior to the meeting. She reiterated that cash flow is being affected by the delinquencies. The natural gas contract with Washington Gas expires June 30; the new rates are expected to be very high. Management is preparing cash flow projections in preparation for the upcoming budgeting process.

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

VOTED UNANIMOUSLY: To approve the May 31, 2008 financial statements including the Delinquency Report as presented.

PROJECTS COMPLETED AND PENDING

Ms. Bailey reported that Ms. Avé-Lallemant is on vacation until July 8. Ms. Bailey will be working with Tonya Faggins during this time.

There were 32 common area service requests and 28 in-unit work orders.

VOTING ISSUES

A. Ratify President's Approval of Leak Repairs

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

VOTED UNANIMOUSLY to ratify the President's approval of repairs outlined by Engineering and Technical Consultants to Tier 24's vertical EFIS joint for the amount of \$2,850 and additional repairs to the tier 24 EFIS for the amount of \$6,400 and interior repairs to Unit 124 in the amount of \$3,000.

B. Building Master Insurance Policy

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

VOTED UNANIMOUSLY to renew the annual building master insurance policy with Travelers, with USI as broker, for \$65,892, which includes a \$25,000,000 umbrella policy for \$7,605.

C. Replacement Reserve Study

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

VOTED UNANIMOUSLY to accept the proposal from Engineering and Technical Consultants for an update of the replacement reserve study at a cost of \$3,900.

Mr. Huff expressed concern about the need for preventive maintenance to prevent possible future systemic failures due to the building's age. Ms. Bailey responded that these items will be addressed in the reserve study and that the schedule will be revised to move up more urgent items.

TOPICS FOR DISCUSSION

A. Moving/Delivery Notice Rules Clarification

Ms. Avé-Lallemant had discovered a conflict in the rules regarding the number of hours required for a resident to give notice for a move. There was consensus that the notice period should be 48 hours.

Regarding the Housekeeping Rule #7 for Bicycles, the language will be changed to say that bicycles cannot be taken through the lobby, that they must be taken through the loading dock doors, and that "East Side" will be added. The Board thought it would be a good idea to post signs about this.

B. Proposed Interior Renovations

Ms. Bailey referred the Board to a report that Ms. Avé-Lallemant had prepared. The designer will prepare two additional color schemes with the new door paint colors and new carpet sample however not as done with the mock-up. These recommendations will be provided by Design Alliance Inc. in the form of large carpet samples and color swatches. Mr. Rapanut expressed his desire to keep the project on a tight timeframe. He said mid-July should be the target date for the completion of the additional information.

C. Action Items List

Mr. Rapanut asked that this report be moved to the "Projects Pending and Completed" portion of the meeting in the future.

D. Three-month Calendar

Ms. Mullen will be away the week of July 14. Mr. Huff will be away the first week of August.

NEW BUSINESS

- **Exercise Facility**

The Board discussed a request from a resident for certain additional items for the exercise room. The Board felt they need more input from the overall community as to what they want for the facility. The Board will put a request in the newsletter asking for residents' input. Mr. Rapanut also suggested that a sign-up sheet be placed in the exercise room to count the number of residents using it.

- **Pool hours**

A resident asked about changing the pool hours. The Board felt that since the pool hours just changed, that they would wait to observe usage. Also Mr. Rapanut said that the newsletter asked for residents' reaction to the new hours.

- **Sauna**

Ms. Bailey distributed a proposal for repairs to the sauna controls and wiring alterations. There was a discussion about sauna usage. Mr. Rapanut suggested that the service be returned to "baseline" for now and to hold discussions later about overall usage.

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

VOTED 3-1 (Mr. Huff against) to accept the proposal from Walsh Electric to repair the sauna controls and wiring at a cost not to exceed \$2,470.

- **Birds**

Ms. Edogun expressed concern about the proliferation of birds on the property and the mess they make on the vehicles. Ms. Bailey reported that there is a resident who feeds the birds and suggested the Board may need to have a due process session with this resident.

- **Dangerous intersection**

Ms. Edogun expressed concern about the right turn out of the garage into downhill speeding traffic along Stevenson Avenue. Ms. Bailey said that management has asked the City repeatedly for some relief; the City has placed the lighted cross walk at Stevenson and Yoakum Parkway. One of our residents exhausted all avenues with the city trying for a solution. Mr. Rapanut told her to keep the pressure on to solve this. He asked if a sign could be erected like the one at Yoakum and Stevenson.

- **Charge for screens**

The Board discussed a request to eliminate the \$2.50 charge for removing screens. There is an in-unit maintenance fee for residents who want to purchase new screens including installation. Ms. Bailey reported that the problem has been solved, with four residents having \$5 credits.

- **Letter from resident regarding water damage**

A commercial unit owner wrote a letter requesting the Board to investigate and repair the building's HVAC system, due to water damage to Suite A and the unit above it. Ms. Mullen suggested that the topic be addressed by the engineering firm.


ADJOURNMENT

Mr. Rapanut adjourned the meeting at 8:55 p.m.

Respectfully Submitted,



Akisha Edogun, Secretary



Martha Morris, Recording Secretary