

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

October 28, 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 7:06 p.m. and the President called the meeting to order.

President Rapanut asked that the agenda be changed to move Topics for Discussion A. to immediately after Open Discussion.

APPROVAL OF MINUTES

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

VOTED UNANIMOUSLY: To approve the minutes of the Board of Directors meeting of September 16, 2008 as corrected.

OPEN DISCUSSION – A resident asked about a statement in the letter from the President regarding the renovation fund in the FY2009 budget. Mr. Rapanut explained that the fund is intended for a project in 25 years, not for the near-term.

TOPICS FOR DISCUSSION

A. Exterior Caulk Joint Replacement and EIFS Sealcoat at Front Elevation

Mr. Kirk Parsons of Engineering and Technical Consultants (ETC) made a presentation of the proposed materials to repair the front elevation EIFS (Exterior Insulation and Finishing System). The 2008 heavy spring rains had caused water to penetrate the EIFS, so repairs were needed; because the building exterior was sealed and coated nine years ago, it is due for normal maintenance in 2009, as recommended by the Reserve Study. Mr. Parsons showed the Board samples of the building exterior and the appearance of the recommended sealant tape option. He said that the product has been on the market for 25 years.

There was a discussion comparing the two options, liquid sealant and tape sealant for the front elevation exterior repairs. Mr. Parsons presented a spread sheet comparing the costs of both options. The life expectancy of the liquid sealant is 10 years, while that of the sealant tape is 20 years and less costly overall. He recommended the following work: joint sealing by sealant tape to the front elevation, façade coating the entire EIFS façade including the balconies, balcony inset wall coating, balcony underside coating, and window glazing. Joints around ventilator grills and dryer vents would be sealed with liquid sealant. Mr. Parsons was clear the warranty applies to the product by the manufacturer.

There was a question about where the responsibility resides when one owner's window floods the unit below, and liability with water penetration in general. The Board asked Management to have the Association's attorney answer this question and report back at the November 6th meeting.

Ms. Bailey said the plan was to repair the front elevation in 2009 and the rear elevation the following year. Mr. Rapanut said that it appeared that the Association could undertake the window glazing portion of the project at its expense in order to prevent leaks in the future, without requiring a change in the Bylaws. Mr. Wilmot added that perhaps the waterproofing project would reduce the Association's insurance rates.

Mr. Parson confirmed that the contractor would not need to enter any units in order to perform the window glazing portion of the project.

COMMITTEE REPORTS – NEIGHBORHOOD WATCH Sgt. Greg Ladislaw

Sgt. Ladislaw provided an update. Only one criminal offense, a domestic dispute, occurred during the past 45 days, which is below average. A police vehicle has been patrolling in the area with signage saying "Secure your valuables," which seemed to reduce vehicle break-ins; only one vehicle break-in was reported in the most recent two-week period. A couple of noise violations were called in.

Ms. Avé-Lallemant referred to a court date on November 3 and inquired whether she would be needed; Sgt. Ladislaw said he would speak with the Commonwealth Attorney, and commented that Ms. Avé-Lallemant can call after 5 pm Friday, October 31, 2008, to learn if her presence will be required in court.

There was a discussion about the nearby night club, Floyd's. Sgt. Ladislaw said the club employs off-duty police and that has kept problems to a minimum. He said there are no gangs hanging out at the club. He was more concerned about the quality of life issues for the neighborhood than the potential for crime at this location.

A resident inquired about an incident that occurred involving a resident walking around the building with a handgun, who was admittedly intoxicated. Sgt. Ladislaw clarified the Virginia laws regarding handguns. Virginia has an "open carry" law which permits citizens to carry a handgun in plain sight as long as it is licensed and registered. However, he added that an individual found to be intoxicated while carrying a handgun could be arrested for reckless endangerment.

Finally, he noted that with the holidays approaching, to expect robberies around the Mall. He urged shoppers not to leave packages in their cars. He will send a supply of "Holiday Tips" to Ms. Avé-Lallemant to distribute to Sentinel residents.

PRESIDENT'S REPORT

Mr. Rapanut reported that a judgment was rendered in favor of the Association by the Court of Alexandria in a recent case. The court found the defendant, a Sentinel unit owner, in violation of the Association's pet ownership rules and ordered him to pay \$12,000 in legal fees to the Association. A payment plan was approved. Mr. Wilmot suggested that a lien

also be placed on this owner's unit. Mr. Rapanut extended his thanks to the legal team, Board and management for their persistence and follow-through on this situation.

Regarding the renovation project, Mr. Regis viewed alternate carpet samples and expressed his desire to see them in context when he is on site for the Annual Meeting on November 18th.

MANAGEMENT AGENT'S REPORT

Ms. Bailey reported on two months of financials. Delinquencies as of this date are down to \$27,431. Two units in foreclosure were sold and there is a contract on a third. Several delinquent unit owners received judgments and garnishment orders were issued to their employers and banking institutions; one unit owner is trying to make payments prior to the court date of December 12. All unit owners not able to honor the judgments risk foreclosure by the Sentinel of Landmark Unit Owners Association.

Reserves remain underfunded. Ms. Bailey said that some Certificates of Deposit may need to be liquidated in order to transfer funds to Reserves. Ms. Edogun reminded the Board that Ms. Schreffer was going to provide a report on the accounts payable amount for the last several year-ends. Ms. Bailey said that she will make this information available to the Board at its next meeting.

Ms. Bailey noted that at the recommendation of the Sentinel's auditors, Goldklang & Cavanaugh, the Association will be moving its replacement reserve account from Virginia Commerce Bank to Burke and Herbert Bank.

FINANCIAL REPORT

Ms. Bailey briefly reviewed the financial statement dated September 30, which represents the Association's fiscal year end. The audit will take place the second week of January.

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

VOTED UNANIMOUSLY: To approve the August 2008 and September 2008 financial statements including the Delinquency Report as presented.

PROJECTS AND ACTION ITEMS

Ms. Avé-Lallemant reported that there were no changes in the "Projects Pending" report. She reported that 38 common area service requests and 42 in-unit work orders have been completed.

During the recent semi-annual preventive maintenance and safety inspection, several units displayed hoarding activity (hoarding is the excessive accumulation of materials that prevents ingress and egress and proper sanitation), a possible health and safety issue. Management has given these owners a deadline by which to clean up, after which the Health Department will step in to ensure compliance.

Ms. Avé-Lallemant reported some petty vandalism in the building. Under Action items, the quarterly PM on the main drain lines will take place in December.

She reported that there had been an altercation between two residents and she has spoken to the police about the situation. The Board discussed whether there was a role for it in such incidents.

VOTING ISSUES

A. Electrical Meter Bank Preventive Maintenance

Management bid out the contract for this work, which is required every three years by code.

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

VOTED UNANIMOUSLY to accept the contract from Kolb Electric to perform preventive maintenance on the electrical meter banks at a cost not to exceed \$3,066.

B. Dead Tree Removal/Stump Grinding/New Tree Installation

Management suggests that the east garage area is a landscaping priority.

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

VOTED UNANIMOUSLY to accept the proposals from The Brickman Group to remove a dead tree at a cost not to exceed \$1,190, and to grind two stumps and install a crape myrtle tree at a cost not to exceed \$1,990, at the northeast corner of the parking garage.

C. Towing Service Contract

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

VOTED UNANIMOUSLY to renew the contract with Dominion Towing, Inc. for October 1, 2008–September 30, 2009, with no changes or increases.

D. Boiler Room Repairs

Discussion Topic B was combined with Voting Issue D at this time.

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

VOTED UNANIMOUSLY to accept the contract from American Combustion Industries, Inc. to replace the studs securing the boiler burner housing to the gas ring at a cost not to exceed \$1,064, and to replace the butterfly valve on the Cleaver Brooks Scotch Maine boiler at a cost not to exceed \$2,253, including re-insulation.

TOPICS FOR DISCUSSION

A. Exterior Caulk Joint Replacement and EIFS Sealcoat at Front Elevation

Ms. Bailey told the Board that the contractor will guarantee the price if the Board agrees now to perform this work in spring 2009. The Board thought it would be a good idea to have Mr. Parsons address the community at the Annual Meeting and asked Ms. Bailey to invite him. Mr. Rapanut asked the Board to be prepared to vote on this issue at its meeting on November 6.

Ms. Bailey noted that she had spoken with Mr. Regis about the proposal. He was generally supportive but had some concerns about the aesthetic impact of the sealant tape.

B. Boiler Room Repairs (moved to Voting Issues)

C. Three-month Calendar

The November Board meeting will be held on Thursday, November 6. The Annual Meeting will be held on Tuesday, November 18. Tomorrow is the deadline for candidates to submit their statements for the newsletter. There are three candidates at this time running for two positions.

NEW BUSINESS - None

ADJOURNMENT

Mr. Rapanut adjourned the meeting at 9:28 p.m.

Respectfully Submitted,



Akisha Edogun, Secretary



Martha Morris, Recording Secretary