

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

September 16, 2008

Present: Rob Rapanut, President
Marisa Mullen, Vice President
Akisha Edogun, Secretary
George Huff, Director
Absent: Bruce Wilmot, Treasurer
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 7:30 p.m. and the Vice President called the meeting to order.

APPROVAL OF MINUTES

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

VOTED UNANIMOUSLY: To approve the minutes of the Board of Directors meeting of August 26 as presented.

OPEN DISCUSSION - None

COMMITTEE REPORTS – None

PRESIDENT’S REPORT - None

MANAGEMENT AGENT’S REPORT

Delinquencies are presently \$39,791.98 including legal fees. Ms. Avé-Lallemant noted that the attorney representing a foreclosed unit scheduled to go to trial next week had suggested settling the outstanding amount; Management rejected this offer based upon the decision made by the Board at a due process hearing regarding this matter. She added that there is a second court date in October regarding a trespassing incident.

Ms. Bailey reported that the dual main drains were scheduled to be installed in the swimming pool on September 30th so the Association will meet the December deadline for compliance with the new law.

FINANCIAL REPORT

August financials were not yet complete. Next month’s meeting will present both August and September.

PROJECTS AND ACTION ITEMS

Ms. Avé-Lallemant reported there was no change in the "Projects Pending" report. She reported that 17 common area and 12 in-unit work orders have been completed.

Under Action Items, the quarterly sprinkler test was conducted on Friday and met requirements. This Thursday, September 18th the building hot water will be shut off from 9:00 a.m. to 9:00 p.m., to allow for boiler repairs.

VOTING ISSUES

A. 2008-2009 Operating Budget

Ms. Bailey discussed the option of deferring the \$30,000 funding of the Building Renovation Fund be deferred for this year only, which would result in a condominium assessment fee increase of 8%, rather than 10%. Due to the high cost of utilities, the Board concurred with this suggestion. Ms. Avé-Lallemant reported that she is seeking bids for an energy audit for the common areas. A unit owner submitted a list of suggestions for saving energy, however Ms. Bailey pointed out that most of these suggestions applied to actions that residents can take in their own units.

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

VOTED UNANIMOUSLY to approve the proposed 2008-2009 budget with an 8% increase and no contribution to the renovation fund.

B. Managing Agent Contract

To be discussed in Executive Session.

TOPICS FOR DISCUSSION

A. Electrical Meter Bank Preventive Maintenance

This service is required every 3 years by code. Management sought three bids and received two, one very favorable from Kolb Electric. Management will present this vote to the Board at their next meeting.

B. Exterior Caulk Joint Replacement and EFIS Sealcoat at Front Elevation

After the hard rains in May which affected about 60 units, Management brought in an engineering company to diagnose the problem. They recommended caulk joint seal replacement at the front elevation and of the building as well. There are two methods to choose from: sealant tape or liquid sealant. Management has been attempting to find comparable properties that have used the new process to learn of their experience. Management presented a cost-benefit analysis of the two methods. Ms. Bailey recommended that the contractor make a presentation at the next Board meeting and asked the Board to send her any questions ahead of time.

[Mr. Rapanut joined the meeting at 7:46 p.m.]

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

Landscaping contractor The Brickman Group recommends removing a dead tree at the East garage at a cost of \$1,190. They also propose installing a crape myrtle tree at the same location at a cost of \$1,990, including grinding and removing two stumps.

D. Towing Service Contract

Dominion Towing has submitted a renewal of the contract, which expired at the end of June 2008, with no changes and no increase.

E. Boiler Room Repairs

American Combustion Industries, the current contractor, recommends replacement of the studs securing the boiler burner housing to the gas ring, as they have become corroded. Total cost for the work is estimated at \$1,064.

F. Miscellaneous

Ms. Bailey noted that a unit owner has erected a free-standing screen on his patio. Ms. Mullen had seen it and felt it was attractive; however, there was consensus among the Board that residents cannot build things without authorization.

G. Three-month Calendar

- Ms. Mullen will be away the last two weeks of November.
- Ms. Edogun will be away Thanksgiving week.
- The audit will take place the first week of December.
- It was agreed:
 - November 6 for the November Board meeting
 - November 18 for the Annual Meeting
 - December 10 for the holiday party
 - probably no December Board meeting

NEW BUSINESS

There was a discussion about a Covenants Committee issue with pets. A case involving a resident who had not complied with the pet registration requirement is now at the Alexandria Circuit Court.

EXECUTIVE SESSION

Mr. Rapanut adjourned the regular meeting at 8:21 p.m. to enter into Executive Session to discuss the managing agent contract. Mr. Rapanut adjourned from Executive Session at 8:45 p.m. into regular session. A vote was taken and the management contract was approved.

ADJOURNMENT

Mr. Rapanut adjourned the meeting at 8:45 p.m.

Respectfully Submitted,

Akisha Edogun

Akisha Edogun, Secretary

Martha Morris

Martha Morris, Recording Secretary