

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

November 10, 2009

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

Absent: George Huff, Director

Management: Charity Ave-Lallemant, Property Manager, S-C Management Corp.
Carol Bailey, Regional Manager, S-C Management Corp.

Being a majority of the Directors of the Association, a quorum was reached at 7:03 p.m. and the President called the meeting to order.

Mr. Rapanut thanked Bruce Wilmot for his many years of service and hoped he would consider becoming a member of budget committee or a budget advisor.

APPROVAL OF MINUTES

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

VOTED UNANIMOUSLY: to approve the minutes of the Board of Directors meeting of October 27, 2009, as presented.

OPEN DISCUSSION

Dr. Dy asked for the current board's support in the upcoming board election.

COMMITTEE REPORTS

Summary to be provided at the Annual Meeting

PRESIDENT'S REPORT

Bert of Sentinel Valet approached Mr. Rapanut asking that the Board allow him to dispense packages when the Management Office is closed. In return, Bert has requested a rent reduction for this service. The Board is considering Bert's request. In the interim, the Board requested Management extend the hours on Wednesday nights to 7:00 p.m. Therefore, packages can be picked until 7:00 p.m. on Mondays; Wednesday and until 5 p.m. on Tuesday, Thursdays, and Fridays; and until 12 noon on Saturdays. During this extra half hour on Wednesday, staff will track the activity of packages handed out and services requested. Based on this study, the hours may be extended permanently. The Board asked Management to post the new hours in the form of a management memo and be included in the February newsletter. The extended Wednesday hours begin on 11/18/09.

MANAGEMENT AGENT'S REPORT

- Management gave an update on the roof leaks experienced in October and the status of all repairs. In response to a resident's request to have her bathtub replaced or re-glazed,

- Management found contractors to look at the bathtub to confirm whether the leak may have damaged the tub. The contractors found that the tub was not damaged by the leak.

As a result, the contractors did not recommend any work such as re-glazing is done to the tub as it would become a maintenance item. They would tell the owner the same should she contact them. The Board unanimously agreed that the Association has properly addressed the matter by cleaning the resident's tub following the leak.

- Management reported that the INOVA collection box on the back of the door to the bike room is locked and is used by Suite B. The two boxes on the floor, Lab Corp and Quest, both have locking capabilities but locks are not in use. Management was told new boxes were ordered this week by Suites D & E as they use these labs. Due to the bio-hazard concern, Management is seeking contractor proposals for a cabinet recessed into the wall that can hold and secure these specimen collection boxes. Management was notified on November 13 that the boxes now all lock.
- For the holiday party, Management suggested hiring Sean Eagen (formally of Daks Grill) to cater the party. The Board agreed to use the suggested catering company for the party on December 9.

FINANCIAL REPORT

Summary to be provided at the Annual Meeting

PROJECT AND ACTION ITEMS

No changes since last meeting on October 27, 2009.

VOTING ISSUES

A. Comcast Cable Contract

Management received the contract back from the Comcast attorney. Most of the requested changes were made and accepted by the Board. Management had representatives from Dish Network visit the property to see what type of system they would propose as well as their costs. A cost and service comparison was done between Comcast Cable and Dish Network. Comcast's Bulk Rate Agreement includes one digital converter box for all units at a cost of \$6,772.80 plus taxes and franchise fees of \$24.90 per month per unit. The same tier package offered to non-bulk customers costs \$85.10 per month. This is a savings of \$60.20 per unit per month under the Comcast Bulk Rate Agreement. Dish Network's cost for the same level of service is approximately \$9,112.00 per month. A discussion about the pros and cons between the two service providers occurred. The list is as follows:

Pros

- Comcast Bulk Rate is only \$24.90 per unit per month and would include one converter and digital service totaling \$6,772.00 per month.
- Wiring in place and distribution will be easy for residents.
- Service Agreement is for 5 years.

Cons

- o Cost of service; Package similar to Comcast would run \$9,112 per month for the same amount of channels and digital service.
- o Dish Network would have to survey roof for placement of equipment and tie the wiring into the building/units. Comcast is wired and ready to go.
- o Dish Networks installation and service agreement is for 10 years.

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

VOTED UNANIMOUSLY: To accept the Comcast Bulk Cable Contract for digital service was approved.

B. Distribution of Information by Unit Owners (as required by new Virginia law)

The Board reviewed a draft of the new policy and instructed Management to e-mail the revised version to unit owners.

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

VOTED UNANIMOUSLY: To accept the new Communications policy as amended.

TOPICS OF DISCUSSION

A. Smoke Odor Problem in Suites

A smoke odor continues to come into Suites D&E from another commercial suite. A contractor brought in by Management recommends spraying foam insulation in the outlets. The suite where the smoke originates has a gap under the unit door and the Association recommends weather striping the door in conjunction with the spray foam insulation solution. The Board requested that a letter be sent to the all the suites involved by November 20; the letter would state that the matter needs to be worked out amongst the units as good neighbors.

B. Sauna Controls

Kolb Electric & Walsh Electric investigated the problem and their proposals are pending.

C. Front Elevation Exterior Repair Project

The contractors completed the front elevation and the engineering firm will come perform a punch out to make sure everything is complete before releasing the retain age on the contract (10% of total cost). The extra repair work came in only at half the estimate; the contract price totaled \$328,926.00.

D. Renovation Update

Ms. Ave-Lallemant showed three color schemes up for discussion. The Board discussed each and did away with the darker earth tone sample. For the two remaining choices, the board wants a question and answer sheet to be given out to unit owners at the annual meeting. In addition, the Board has requested that a design board be created with the two remaining samples. By January 2010, a mock up on the 8th floor with just a unit door painted and paper taped up will be done (not full blown like the first mockup). Plan to vote on by February.

E. Elevator Noise

Washington Post agents placed newspapers in front of the elevator doors to keep them open as they made their deliveries. Management will contact our carrier to explain the damage this causes to the elevator relays. Engineers are coming November 11 to listen to the noise the cars make and try to solve. Management will report back with an update at the January board meeting.

F. Hot Water Fluctuation in 01 -02 Tiers

Management shared the ACI letter with the Board that outlines all the steps and measures taken over the past six months to rectify the problem. ACI found the water temps at or exceeding code. One of the unit owners still has hot water at the kitchen sink very early in the morning at around 106 – 107 degrees. The Board asked Management to continue to monitor the temp in this unit.

G. Annual Meeting Speaker

Management confirmed that Ms. Dorinda Fitt has agreed to speak on generically to what a renovation can do to improve sales and keep pricing at the market rate.

H. Security Assessment Report

Mr. Wilmot reported having joined the security consultant, Mr. Dave Sawyer of Safer Places Inc. during a walking tour of the grounds. Mr. Rapanut reviewed the draft report and made some changes and Management distributed the final report.

After reviewing the final report, Mr. Wilmot shared the following questions and concerns:

- o He questioned the consultant's recommendation for cameras in the pool area, saying that he was unaware of any reported incidents there.
- o He requested a ballpark estimate of the cost for the consultant's proposed Phase I
- o He asked that the Board consider different options for encasing cameras, noting that some encasements might provide increased durability but might also diminish functionality.
- o He noted that lighting in the garages has been upgraded once, and recommended that Mr. Sawyer examine the lighting situation at night before deciding whether to suggest increased lighting.
- o He requested that motion sensor lighting not be installed in any area that might cause intermittent light to shine into unit windows.

The Board agreed with the following recommendations:

- o Remove security hours from Website (done already).
- o Shorten the amount of time the garage gates stay open.
- o Barbed wire on the fence is reversed.
- o Board would like Sgt. Ladislav's opinion on the report and recommendations.

Ms. Mullen also asked about using 2 small mobile cameras that could be placed in locations experiencing problems. These cameras would not be hard wired, would have motion sensor, and be able to transmit data to a remote location in case camera is stolen.

NEW BUSINESS

- The Board discussed the Communications position. With Mr. Wilmot's departure, the Board has suggested that Mr. Huff take over coordinating the Newsletter.

Sentinel of Landmark

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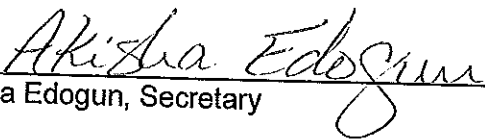
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- The Board discussed the issue of an unauthorized door-to-door solicitation by two residents that occurred in the past two weeks.

ADJOURNMENT

Mr. Rapanut adjourned the meeting at 9:17 pm.

Respectfully Submitted,


Akisha Edogun, Secretary