

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

October 27, 2009

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

Absent: Marisa Mullen, Vice President

Management: Charity Avé-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 7:01 pm and the President called the meeting to order.

APPROVAL OF MINUTES

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

VOTED UNANIMOUSLY: To approve the minutes of the Board of Directors meeting of September 22, 2009, as presented.

Mr. Huff was unable to attend the September 22 Board meeting as he was in the hospital.

OPEN DISCUSSION

Resident #1: Asked about the status of the special assessment for the interior renovations and expressed concern that it might cost one million dollars. Mr. Rapanut responded that he expects the project to cost less than one million dollars and reviewed the history of the process thus far. The membership will be asked to vote at the Annual Meeting if they want to proceed with the project and authorize funding. The resident asked how the membership could approve the funding when they do not know the amount. Mr. Rapanut clarified that the membership will authorize the Board to obtain bids, and then the Board will return to the membership for authorization for a special assessment.

Resident #2: Asked the Board if the Association will take out a loan for the interior renovations. Mr. Rapanut responded that a balance will be struck so that funds will be taken from reserves and from a loan as appropriate. The Association has healthy reserves at this time, but some of them must be used for other projects. The resident then asked if the proposed budget could be sent to the residents before the Board voted on it. Virginia law does not require that residents review a draft budget but copies are available at any time in the management office for residents to review. The budget will be presented at the Annual Meeting.

COMMITTEE REPORTS

Communications

Mr. Rapanut asked about the status of the newsletter. Ms. Avé-Lallemant responded that it had been somewhat delayed due to her hospitalization, but with the help of formatting by a unit owner it was sent out. Ms. Bailey said that a unit owner is willing to format the newsletter however, will not write the articles or edit and it must be in final format before she starts. Mr. Rapanut offered to head up the Communications Committee after the Board elections if there are no other volunteers.

PRESIDENT'S REPORT

- Mr. Rapanut had asked Management about the possibility of composting landscaping waste. Ms. Avé-Lallemant reported that the contractor does recycle as much of the raked leaves as possible and leaves the grass in place after mowing.
- Mr. Rapanut asked Management to track expenses for Annual Meeting and special Board meetings in the financial reports.
- The West End Business Association is not listing the Sentinel in its Directory of Businesses and Management was asked to correct this omission. Mr. Rapanut also asked if the Sentinel could use the WEBA logo on its Web site.
- The security assessment report from Safe Places, Inc. is in draft form. Mr. Rapanut will review it for changes and then circulate a final document to the Board. The company will present short-term and long-term options.

MANAGEMENT AGENT'S REPORT / FINANCIAL REPORT

- Ms. Bailey reported that delinquencies are presently \$31,973 as of September 30, 2009.
- Ms. Avé-Lallemant reported that there had been vandalism in the east side elevator that damaged the frames that hold the ceiling tiles in place. Repairs will require that the cabs be shut down for two days; the contractor will be asked to install a sturdier frame. Mr. Rapanut asked if there was any other elevator work that might be conducted at the same time.
- Ms. Avé-Lallemant reported that a roof leak damaged a resident's bathtub. Management has arranged for the necessary repairs to the roof but the resident is asking to have her bathtub replaced or re-glazed. Management is researching costs.
- Ms. Bailey reviewed the action list from the September Board meeting.
 - Stop sign on Stevenson Avenue – Ms. Bailey spoke with Jim Neurohr, Chief of the City Transportation Department, who confirmed that test results do not warrant a stop sign. He suggested the residents petition the City Council to have the speed limit lowered.
 - Bulk cable – The Association's legal counsel approved the contact; it is now in Comcast's hands.
 - Pool has been winterized. Repairs will be made in the spring.
 - A car alarm kept going off. The owner was notified. The car was towed.
 - The shrubs that were removed were not removed due to the elevation project. They were diseased and will be replaced.
- Ms. Edogun asked if there had been progress on resolving the problem with couriers picking up medical samples in the bicycle room. Management is working on finding an alternative location.
- Ms. Edogun asked about the status of hiring an assistant to the engineer. Background checks on two possible candidates turned up unsatisfactory information and the search

will be reopened. In the meantime, all contractors are available to respond to emergencies as needed, and ACI is available to back up the engineer when necessary.

Upon motion by Mr. Wilmot and seconded by Mr. Rapanut, it was:
VOTED UNANIMOUSLY: To accept the September 2009 financial statements as presented.

PROJECTS AND ACTION ITEMS

- 14 common area service requests and 20 in-unit maintenance work orders were completed.
- In response to a question from Mr. Rapanut, Ms. Bailey confirmed that the repairs to the roof were permanent.

VOTING ISSUES

A. Snow Removal Contract

Upon motion by Ms. Edogun and seconded by Mr. Huff, it was:
VOTED UNANIMOUSLY: To accept the contract on a time and material basis from The Brickman Group, Ltd., as presented, for snow removal for the 2009-2010 winter season.

B. Pressure Wash Brick at Front Elevation

Upon motion by Mr. Rapanut and seconded by Ms. Edogun, it was:
VOTED UNANIMOUSLY: To accept the proposal from CWI to pressure wash the brick façade at ground level from tiers 2 through 24 not to exceed \$2,100.00.

TOPICS FOR DISCUSSION

A. Sauna Instructions

Mr. Wilmot reported that the instructions accompanying the new sauna controls are unclear and has asked Management to revise the directions and/or replace the controls.

B. Front Elevation Exterior Repair Project Update

Management held a progress meeting with the contractor, CWI, and the engineering firm, ETC, on October 7. The project is now on the final tier. A problem with the sealant tape sealing windows shut was corrected by substituting liquid sealant. The revised total cost estimate is \$328,926.

C. Proposed Renovation Update

Management presented a revised spread sheet with proposed renovation pricing, scope and special assessment information.

D. Comcast Digital Cable Contract

The contract was reviewed by legal counsel and Board President Robert Rapanut and sent to Comcast for final review and signature. Management hopes the service can begin December 1. Mr. Wilmot suggested that the channel list be placed in the

newsletter. Mr. Huff remarked on the significant savings residents receive through the bulk arrangement.

E. Distribution of Information by Members As Required by New Virginia law

A new Virginia law requires that Associations develop a policy regarding the manner in which the membership can discuss and disseminate information among themselves. Ms. Edogun has developed a draft policy and will email it for the Board to review.

F. Annual Meeting Speaker

Mr. Rapanut recommended a presentation by a realtor to discuss the impact of renovations on property valuations.

G. Three-month Calendar

The next meeting of the Board of Directors will be held on November 10, 2009. The Annual Meeting of the membership will be held on November 17, 2009. There will be no Board meeting in December.

NEW BUSINESS

Ms. Edogun reported that she was unable to contact the security guard during a recent late-night incident involving another Sentinel resident, and so she called the police. Management is reviewing the facts of the incident.

At this time, Ms. Avé-Lallemant brought in the sauna control instructions for the Board to review. The Board agreed that the instructions were confusing and directed Management to obtain prices for more user-friendly controls.

EXECUTIVE SESSION

The Board entered into Executive Session to discuss personnel and legal matters at 8:52 pm.

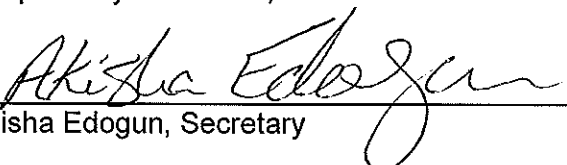
ADJOURNMENT

The Board returned to Regular Session at 9:17 pm with the following action:

The Board of Directors heard the concerns of the unit owners at the special meeting and no action was taken.

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

Respectfully Submitted,


Akisha Edogun, Secretary


Martha Morris, Recording Secretary