

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

February 23, 2010

Present: Rob Rapanut, President
Marisa Mullen, Vice President
Akisha Edogun, Secretary
Gary Shaw, Treasurer

Absent: George Huff, Director

Management: Tonja Faggins, 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 7:00 pm and the President called the meeting to order.

APPROVAL OF MINUTES

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

VOTED UNANIMOUSLY: To approve the minutes of the Board of Directors meeting of January 12, 2010, as presented.

COMMITTEE REPORTS

Covenants

Financial due process sessions are needed for eight units. Ms. Bailey will schedule a date for the meeting, to be chaired by Ms. Mullen.

OPEN DISCUSSION

Resident #1 – Asked about the status of the interior renovation project. Mr. Rapanut responded that the Board will discuss this tonight. He said that the Board is waiting for cost estimates on additional design elements, such as door handle levers, chair rails, and decorative door frames. The resident supports the project and urged the Board to move forward. Mr. Shaw emphasized the need to ensure quality of the finished product.

PRESIDENT'S REPORT

- Mr. Rapanut asked Ms. Faggins to research upgrading the Sentinel Web site to accommodate the new Virginia law requiring a venue for residents' discussion. There was a brief discussion about security (password protection) and the need to monitor the discussion to block offensive commentary.

FINANCIAL REPORT / MANAGEMENT AGENT'S REPORT

- Ms. Bailey reported that delinquencies are presently \$39,459.07. Two garnishments are in place. One unit has been foreclosed on and full payment is expected on a second unit.
- Ms. Bailey reviewed the January financial statements. Costs of snow removal are \$36,445.50 thus far. Mr. Shaw inquired about the level of reserves. He asked Ms. Bailey to research if the Virginia Condominium Act requires a minimum level of reserves.
- Mr. Rapanut commented that the exterior sealing on the rear of the building was deferred to FY2011.

- Ms. Edogun noted that the fall newsletter contained many good recycling tips.
- Ms. Bailey reported that the staff has been very focused on snow removal and that she has called the City repeatedly about clearing the neighborhood streets.
- In response to a Board request to determine the cost of additional recycling pickups, she reported that an additional pickup would cost \$300-\$500 per month. Pickups are presently twice a week (Monday and Thursday). An overflow bin was added.
- Dominion Towing confirmed it will not perform services during snowstorms. Management confirmed that if a vehicle needs to be towed, an owner can call the towing company.
- Juan Carlos began employment on February 16 in the maintenance department. Tomorrow management will begin interviews for assistant manager.
- Controllers were installed in the sauna.
- Staff installed new light fixtures today on the third floor and the lobby.
- Eddy tuned up the snow blower in preparation for the blizzard. Mr. Rapanut complimented the staff on their snow removal efforts. Ms. Mullen asked if the flat roof presented a problem with excess snow; Ms. Bailey had checked with ETC who pronounced the situation to be safe.
- Reserves are funded \$26,685 monthly (\$320,226 per year).

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

VOTED UNANIMOUSLY: To accept the January 2010 financial statements as presented.

PROJECTS AND ACTION ITEMS

- Staff has been very focused on snow removal.
- The property did not pass the fire alarm renewal test due to the telephone portion of the system used by fire personnel. Cintas is having difficulty obtaining the needed part for the circuit board.
- Eddy replaced a boiler valve to solve the lack of hot water on Sunday.

VOTING ISSUES

A. Final Review of Security Assessment Report – Security Cameras

Ms. Bailey reviewed for the Board that the next step was for the Board to identify the components they consider to be the most important. Then Safe Places will provide prices and bid the work out. The Board did not feel they could identify the items they consider to be the most important without cost estimates. Mr. Shaw said he would also like to see the equipment specifications.

TOPICS FOR DISCUSSION

A. Snow Removal – already discussed.

B. 2010 Pool Contract

A proposal was received today from another company that appears attractive. Management would like to review it and report back to the Board.

C. Proposed Renovation Update – Additional Decorative Elements

Mr. Shaw has suggested additional design elements, including new door hardware (locks and handles), chair rails, picture frame molding and decorative door frames. Ms. Johnson has provided her thoughts on these suggestions. Mr. Shaw also obtained

estimates for the work which Mr. Rapanut would like management and the Board to review. A new mockup will be installed soon.

D. Elevator Machine Room Upgrades Update

The motor assembly is being built and will be shipped to Capital Elevator Services on March 19. A firm date will be established at that time for the onsite work to be performed. The elevator will be out of service for approximately two weeks, so residents will need to be notified. Ms. Mullen asked management to check on a rubber stop piece that was removed from elevator #4.

E. Newsletter Articles / Distribution

Delayed due to the snowstorms. New delivery date is March 14.

F. Office Furniture / Conference Table

Management has begun pricing for new management office furniture, including file cabinets, furniture and wall decorations. Discussion about purchase (new and used) versus rental. Management is also obtaining prices for a new conference table for the Community Room. Mr. Rapanut asked that this item be placed under Voting Issues for the next Board meeting.

G. Three-month Calendar

The next meeting of the Board of Directors will be held on March 23, 2010. Future meetings will be: April 27, May 18, and June 22.

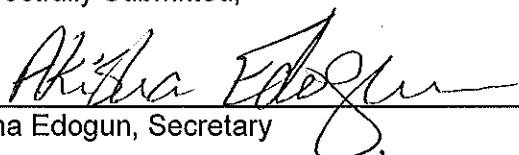
NEW BUSINESS

The Board discussed its ability to impose restrictions on owners smoking on their own property and the practicality of making the entire property no-smoking. The discussion responded to a unit owner objection to unit owners smoking on their balconies. Mr. Rapanut will follow up with legal counsel for guidance.

ADJOURNMENT

Mr. Rapanut adjourned the meeting at 8:50 pm.

Respectfully Submitted,


Akisha Edogun, Secretary


Martha Morris, Recording Secretary