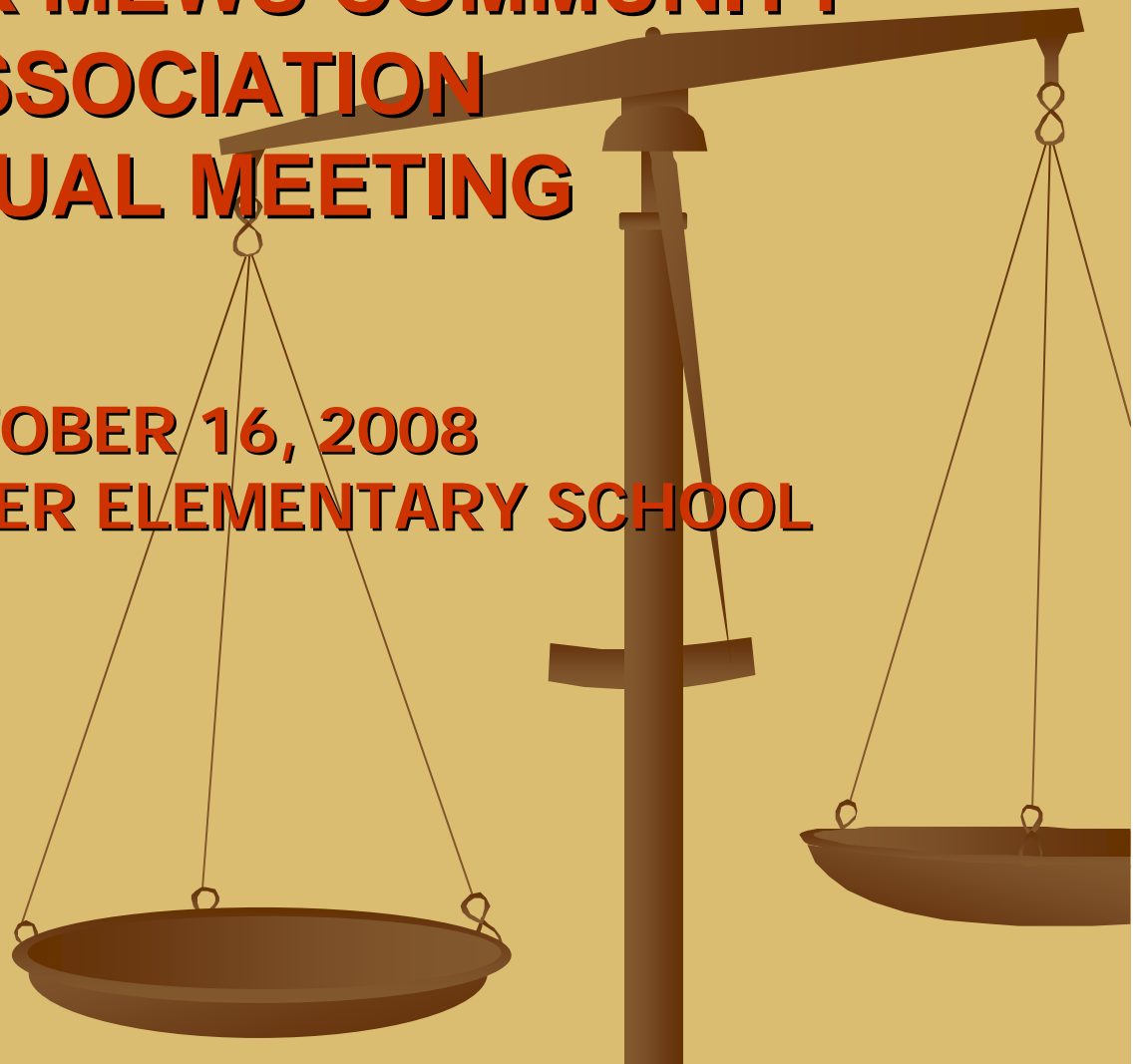


**LANDMARK MEWS COMMUNITY  
ASSOCIATION  
ANNUAL MEETING**

**OCTOBER 16, 2008  
SAMUEL TUCKER ELEMENTARY SCHOOL**



# AGENDA

- CALL TO ORDER
- PRESIDENT'S REPORT:
- TREASURER'S REPORT:
- ELECTION RESULTS:
- CONCLUDING REMARKS:
- ADJOURNMENT

8:00 PM

BRUCE WOOD

MARTY MCDONALD

LEO CHILDS

BRUCE WOOD



# PRESIDENT'S REPORT

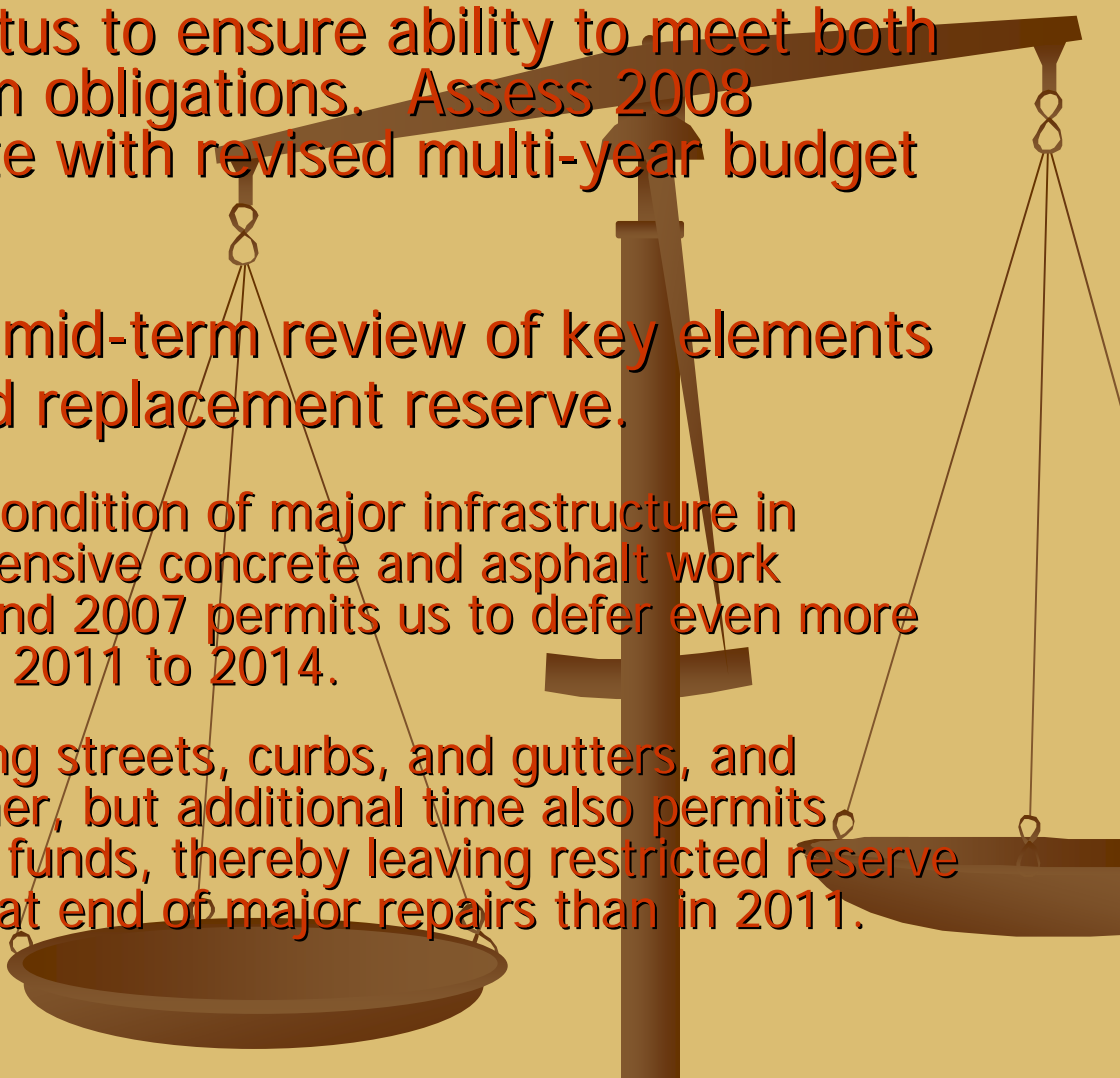


# 2008 GOALS & OBJECTIVES

- PROTECT FINANCIAL INTEGRITY OF ASSOCIATION
- APPROVE REVISIONS TO GOVERNING DOCUMENTS, BASED ON TASK FORCE RECOMMENDATIONS, AND OBTAIN COMMUNITY RATIFICATION
- REVIEW ARCHITECTURAL STANDARDS
- DEVELOP A PLAN FOR ENHANCING COMMUNITY SECURITY
- IMPLEMENT LANDSCAPING AND INFRASTRUCTURE PROGRAM, AS APPROVED BY THE BOARD



# PROTECT THE FINANCIAL INTEGRITY OF THE ASSOCIATION: ACCOMPLISHED

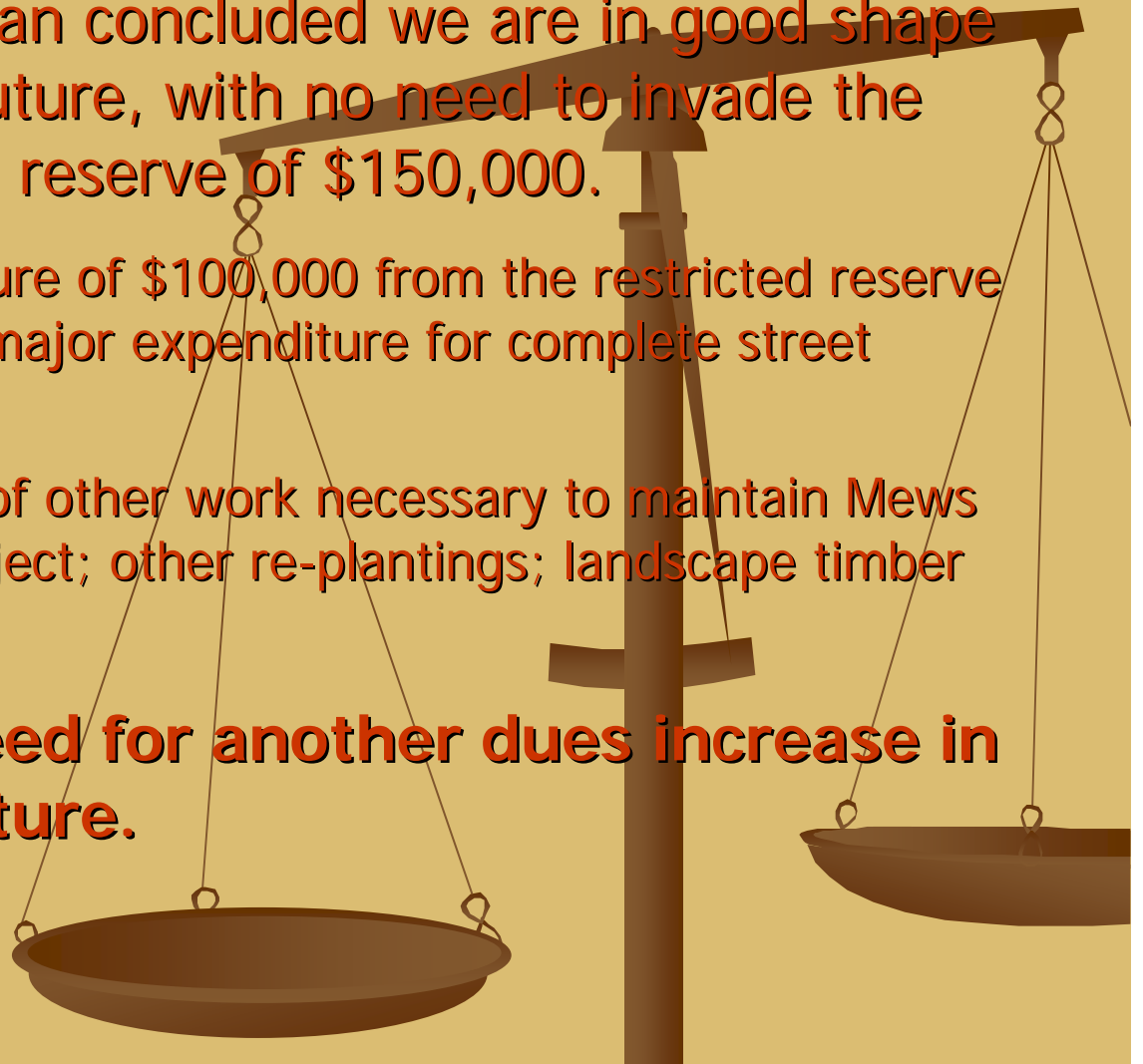
- Review financial status to ensure ability to meet both short- and long-term obligations. Assess 2008 obligations; integrate with revised multi-year budget plan.
  - Evaluation involved mid-term review of key elements of infrastructure and replacement reserve.
    - Analysis concluded condition of major infrastructure in conjunction with extensive concrete and asphalt work completed in 2006 and 2007 permits us to defer even more extensive work from 2011 to 2014.
    - Total cost of replacing streets, curbs, and gutters, and sidewalk will be higher, but additional time also permits accrual of additional funds, thereby leaving restricted reserve with higher balance at end of major repairs than in 2011.
- 

# PROTECT THE FINANCIAL INTEGRITY OF THE ASSOCIATION: ACCOMPLISHED

- Further reality check in 2011 with a complete reserve analysis, as is required every 5 years.
  - Revised multi-year budget plan adopted, looking out 7 years (2009-2015). Plan:
    - Incorporated revised infrastructure replacement schedule per updated reserve analysis;
    - Assumed revised projections for out-year growth in expenditures in major areas – trash collection, landscape, utilities;
    - Incorporated replacement/upgrading of other infrastructure and features improving ambiance in community.
- 

# PROTECT THE FINANCIAL INTEGRITY OF THE ASSOCIATION: ACCOMPLISHED

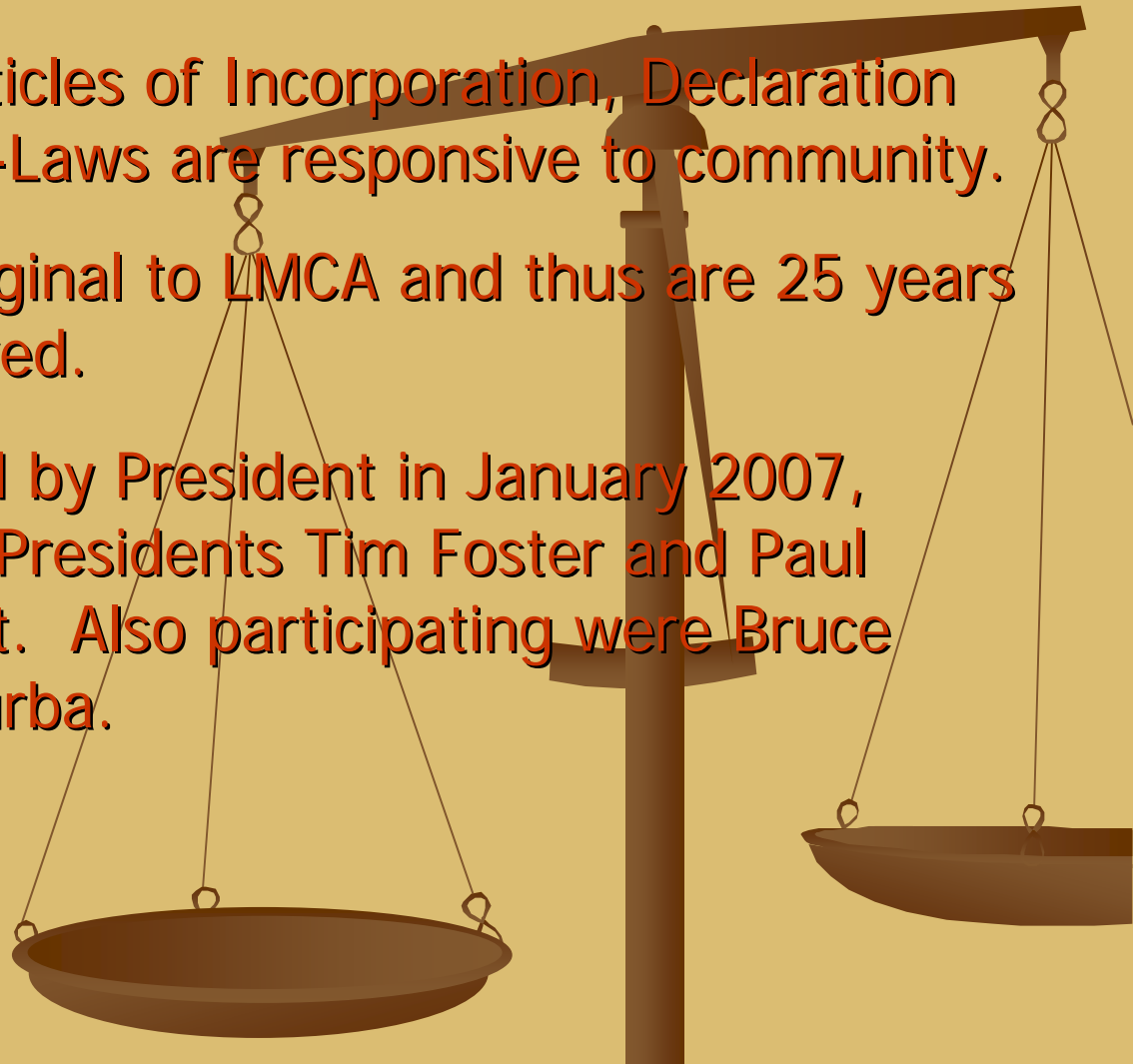
- Revised multi-year plan concluded we are in good shape for the foreseeable future, with no need to invade the minimum operational reserve of \$150,000.
  - Assumes an expenditure of \$100,000 from the restricted reserve leading up to 2014's major expenditure for complete street replacement;
  - Assumes completion of other work necessary to maintain Mews ambiance – berm project; other re-plantings; landscape timber replacement, etc.
- **Bottom line: No need for another dues increase in the foreseeable future.**



# REVIEW GOVERNING DOCUMENTS:

Review completed but Board approval and community ratification:  
on-going

- Objective: Ensure Articles of Incorporation, Declaration of Covenants and By-Laws are responsive to community.
  - Authorities are original to LMCA and thus are 25 years old. Never reviewed.
- Task Force appointed by President in January 2007, comprised of former Presidents Tim Foster and Paul Edgell, who chaired it. Also participating were Bruce Wood and Loren Sciorba.





# REVIEW GOVERNING DOCUMENTS:

Review completed but Board approval and community ratification:  
on-going

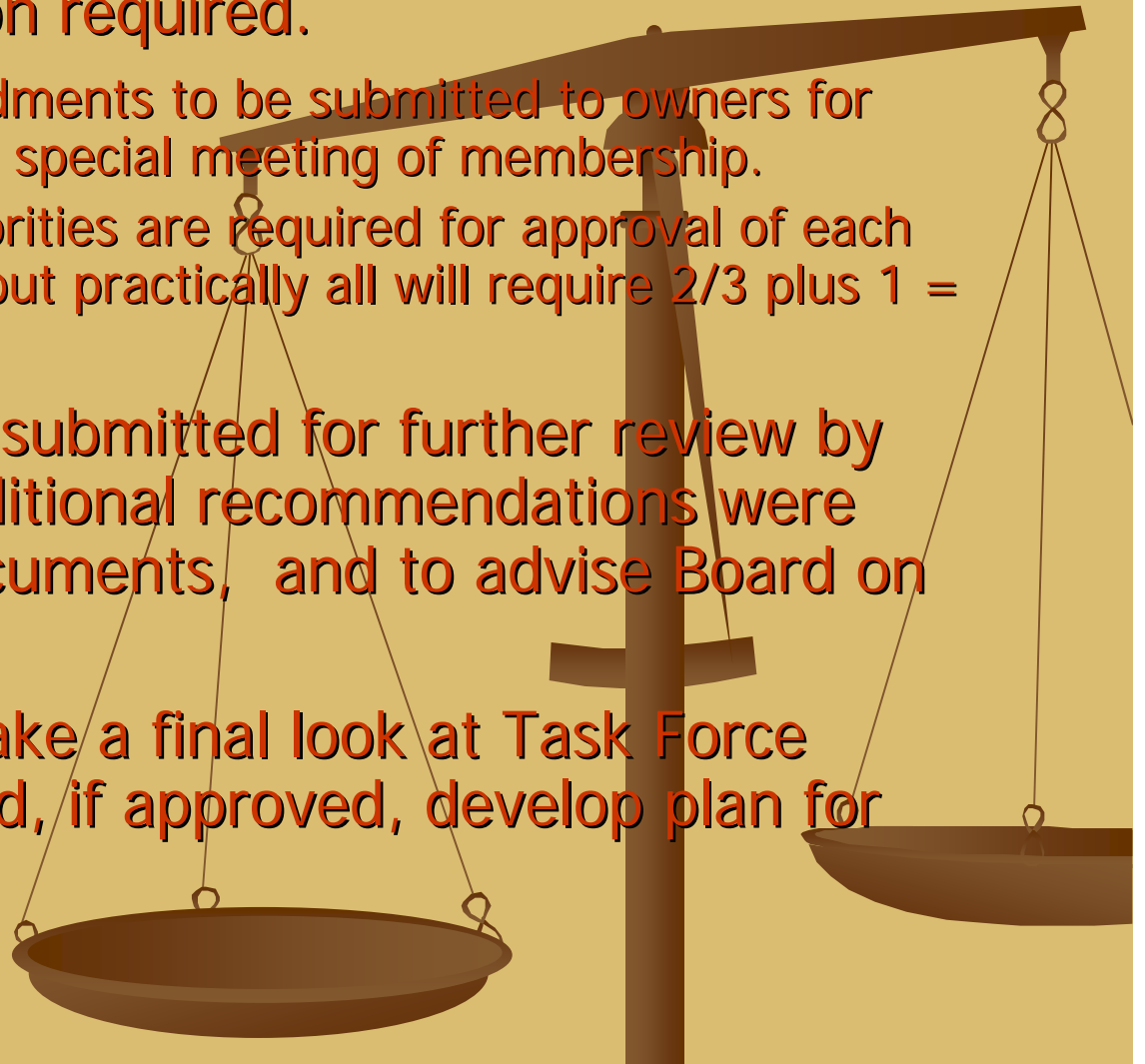
- Task Force developed several recommended changes that would:
  - Facilitate Board deliberations by eliminating super-majority votes in conducting aspects of its business;
  - Alter the relationship between the Covenants Committee and Board, enhancing the Board's authority vis a vis the Covenants Committee; and
  - Broaden homeowner rights to appeal Covenants Committee votes to the Board.
- Task force reported to Board in June 2007. Board discussed but came to no resolution.



# REVIEW GOVERNING DOCUMENTS:

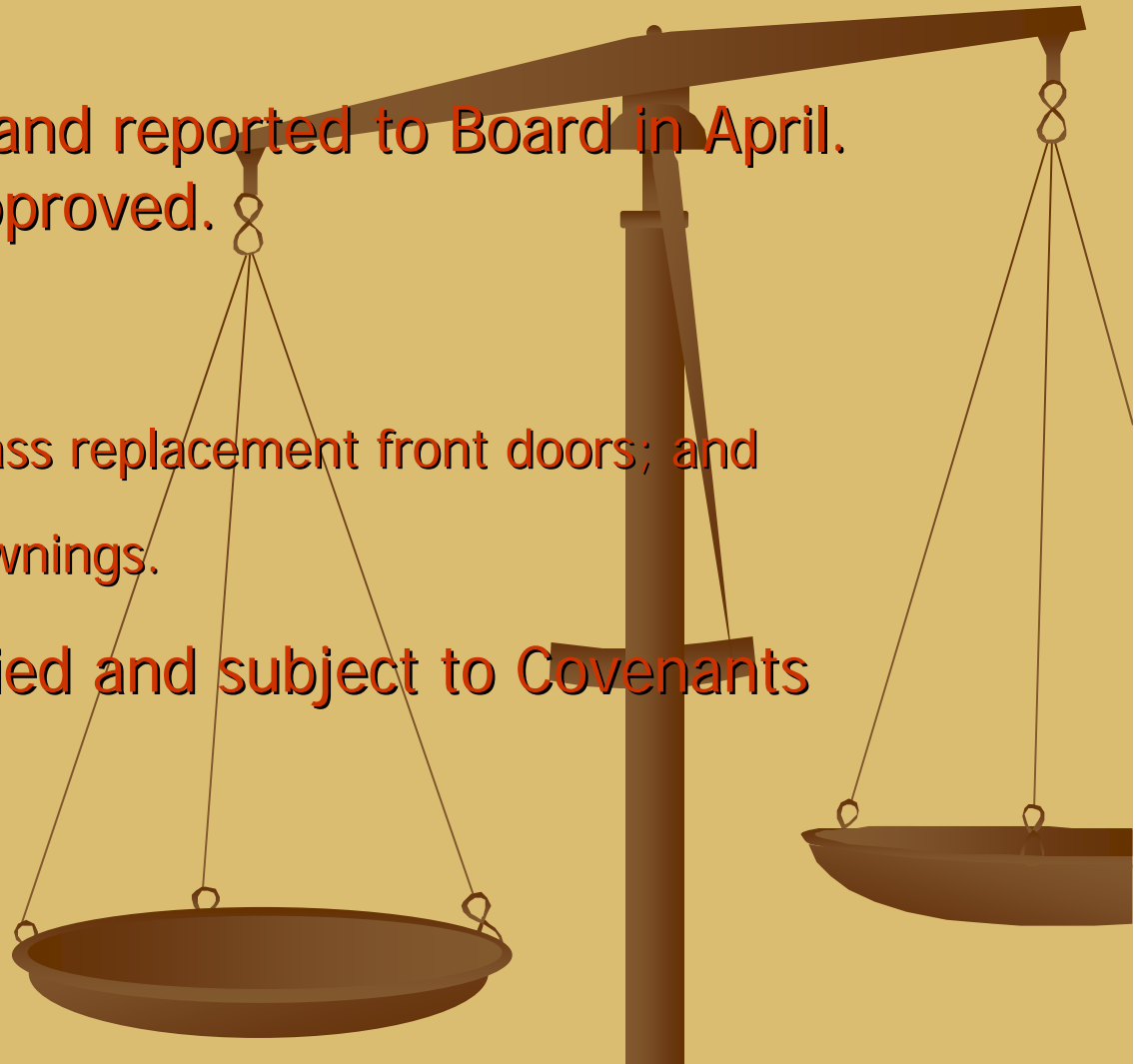
Review completed but Board approval and community ratification:  
on-going

- Community ratification required.
  - Board-adopted amendments to be submitted to owners for approval at regular or special meeting of membership.
  - Slightly different majorities are required for approval of each governing authority, but practically all will require  $2/3$  plus 1 = 100 owners.
- In 2008, drafts were submitted for further review by outside counsel. Additional recommendations were made to conform documents, and to advise Board on ratification process.
- In 2009, Board will take a final look at Task Force recommendations and, if approved, develop plan for ratification.



# REVIEW ARCHITECTURAL STANDARDS: ACCOMPLISHED

- Task force reviewed and reported to Board in April. Revised standards approved.
- Modest changes:
  - (1) Permitting fiberglass replacement front doors; and
  - (2) retractable rear awnings.
- Design criteria specified and subject to Covenants Committee approval.



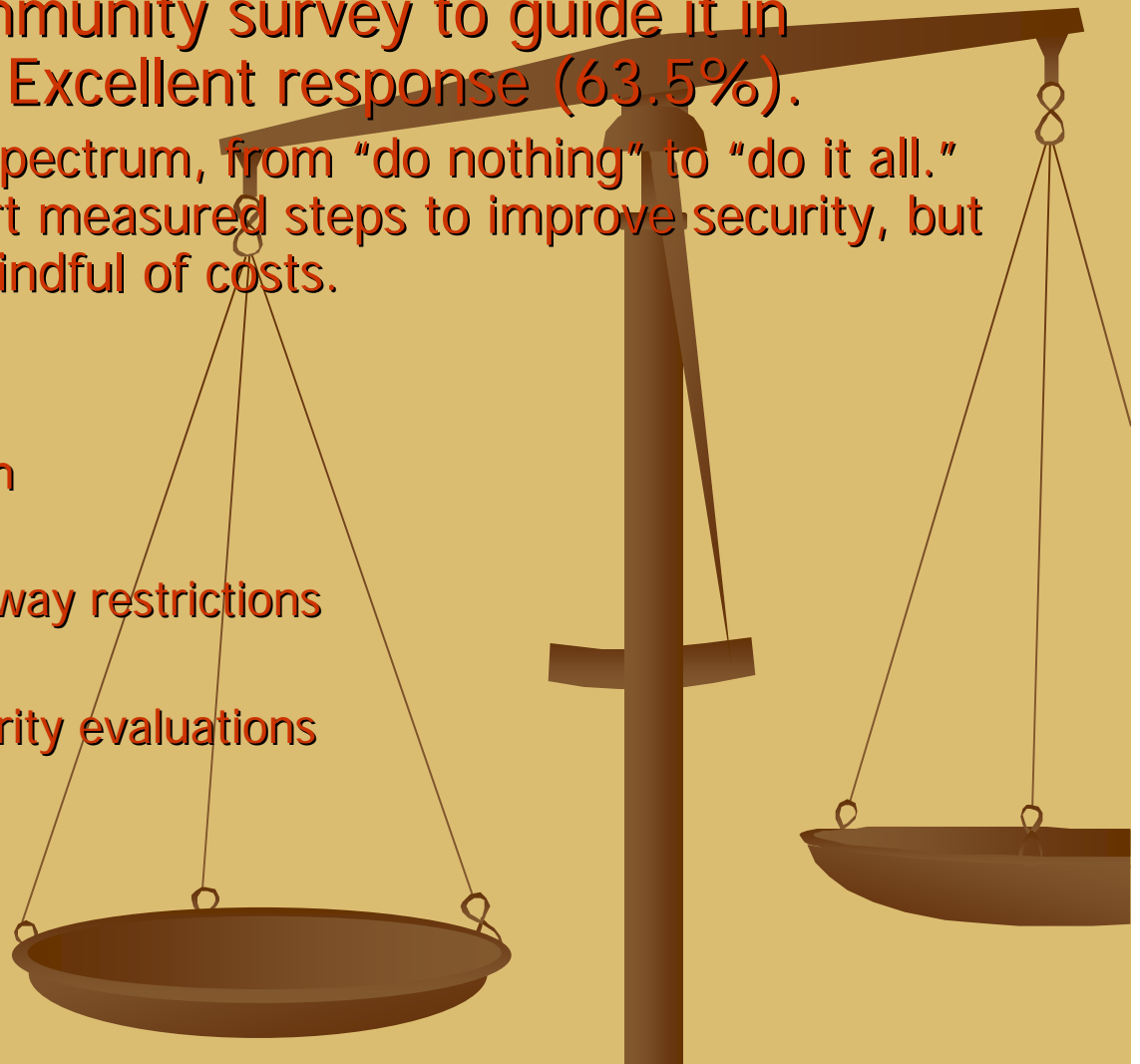
# DEVELOP A PLAN FOR ENHANCING COMMUNITY SECURITY: ON-GOING

- Impetus stems from car thefts and multiple auto vandalism, both inside and outside the Mews' walls.
- Immediate response last January was approval of off-duty Fairfax County police officers for 3-month period terminating in early May.
- Last break-ins were in February, as several weeks thereafter police apprehended individual(s) responsible for most if not all of activity.
- Board secured security analysis by Gordon Associates, a highly reputable security firm, which issued its report in June.
- Board task force distilled report's recommendations, and the Board adopted concept plan that would (1) better secure perimeter; (2) improve lighting; and (3) identify residents, guests, intruders.



# DEVELOP A PLAN FOR ENHANCING COMMUNITY SECURITY: ON-GOING

- Board conducted community survey to guide it in deciding next steps. Excellent response (63.5%).
  - Opinions ranged full spectrum, from “do nothing” to “do it all.” Most residents support measured steps to improve security, but for the Board to be mindful of costs.
  - Clear “winners”:
    - Improved lighting
    - Neighborhood Watch
    - Security cameras
    - Pedestrian entranceway restrictions
    - Vehicle decals
    - Resident home security evaluations
  - Clear “losers”:
    - Gating community
    - Security guards

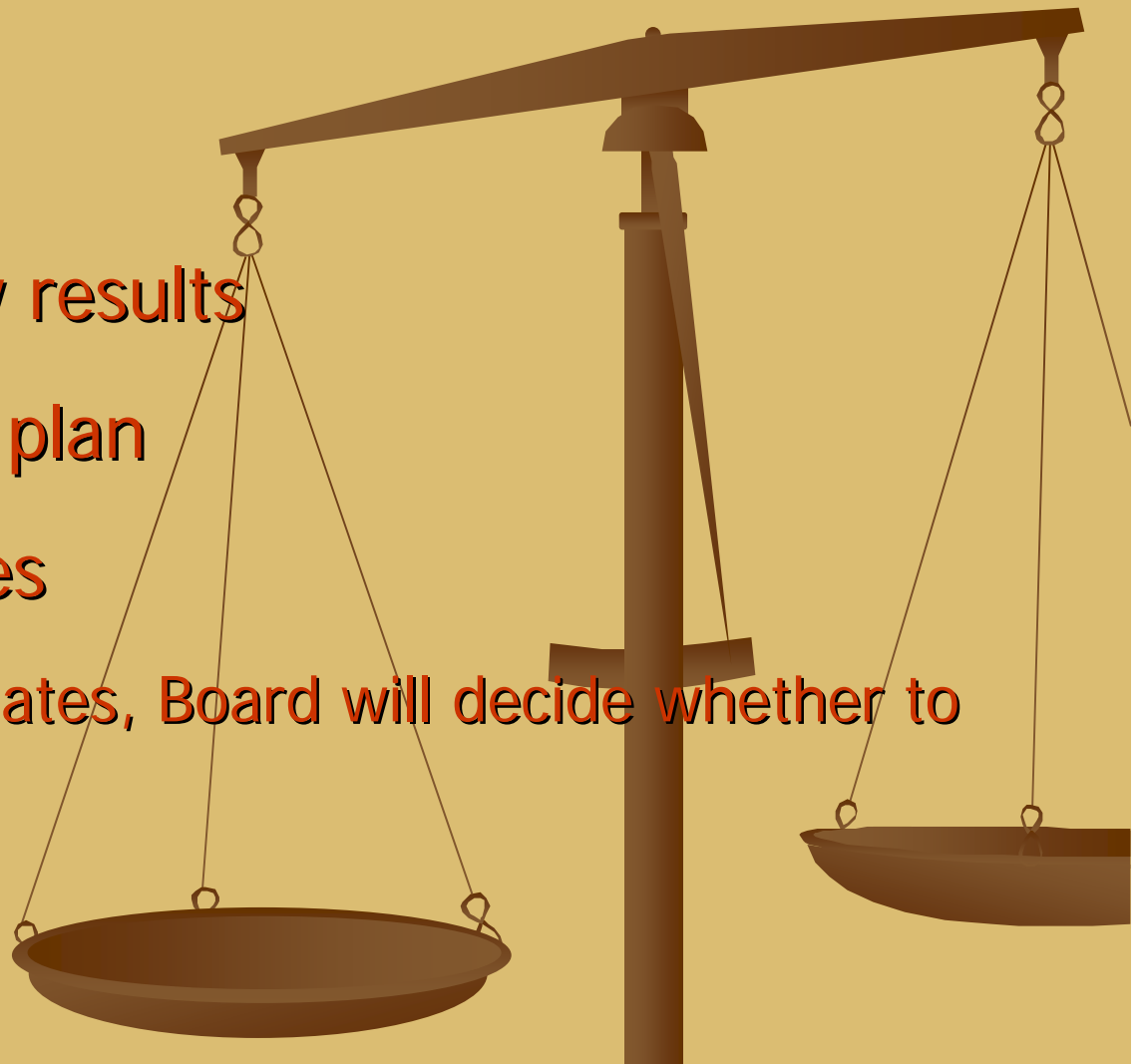


# DEVELOP A PLAN FOR ENHANCING COMMUNITY SECURITY: ON-GOING

## ■ Next steps:

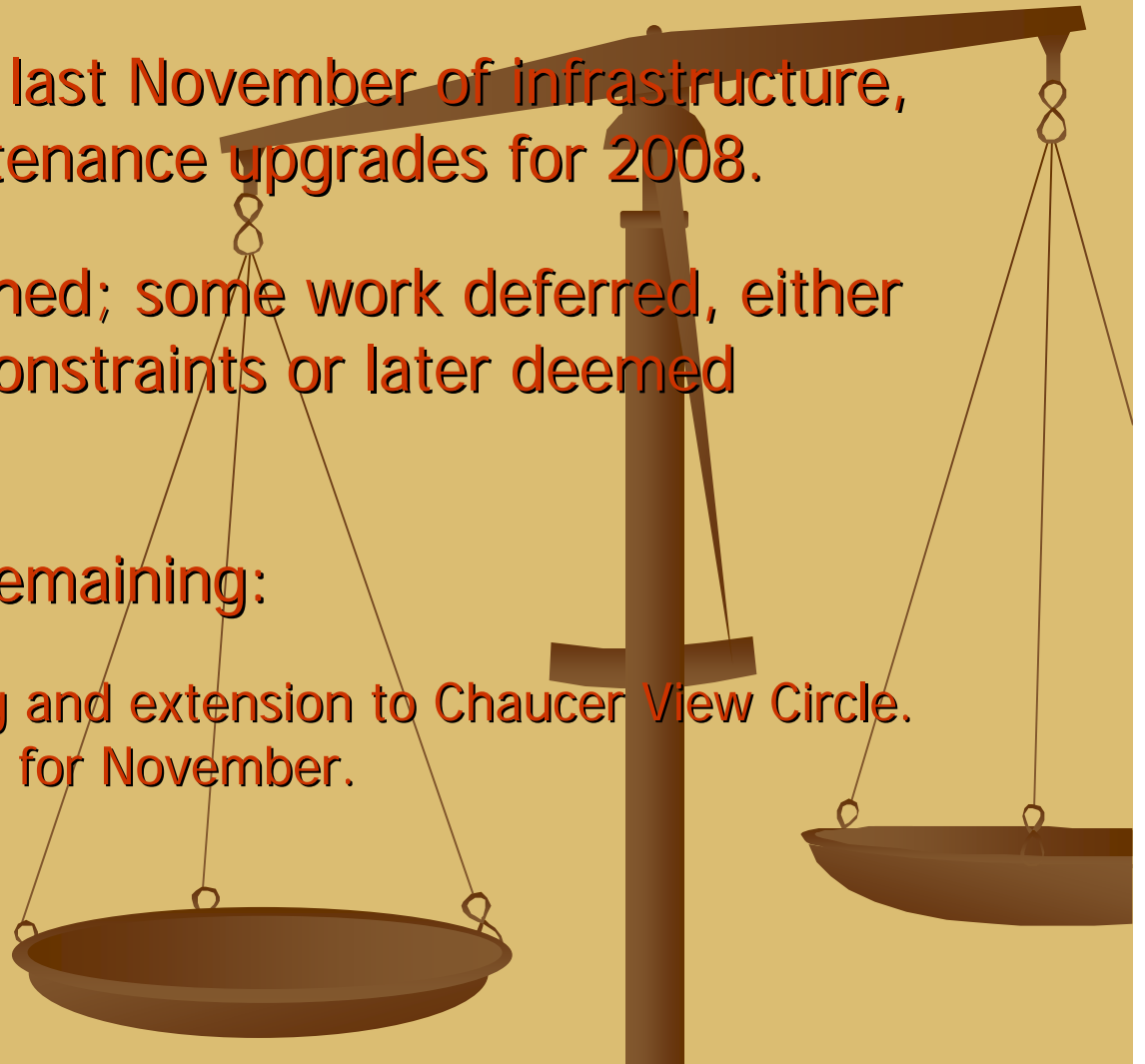
- Evaluate survey results
- Adopt concrete plan
- Secure estimates

- Based on estimates, Board will decide whether to pursue.



## IMPLEMENT LANDSCAPING AND INFRASTRUCTURE PROGRAM – AS APPROVED BY THE BOARD: ON-GOING

- Board approved plan last November of infrastructure, landscape, and maintenance upgrades for 2008.
- Most work accomplished; some work deferred, either because of funding constraints or later deemed unnecessary.
- Infrastructure work remaining:
  - Berm path resurfacing and extension to Chaucer View Circle. Completion scheduled for November.



# IMPLEMENT LANDSCAPING AND INFRASTRUCTURE PROGRAM – AS APPROVED BY THE BOARD: ON-GOING

## ■ Landscape projects completed:

- Stevenson Avenue replanting
- Berm beautification (phase 1)
- Chaucer View Circle brick pathways rebuilt
- Repair electrical lighting along Manchester Way and Brampton Court

## ■ Maintenance projects completed:

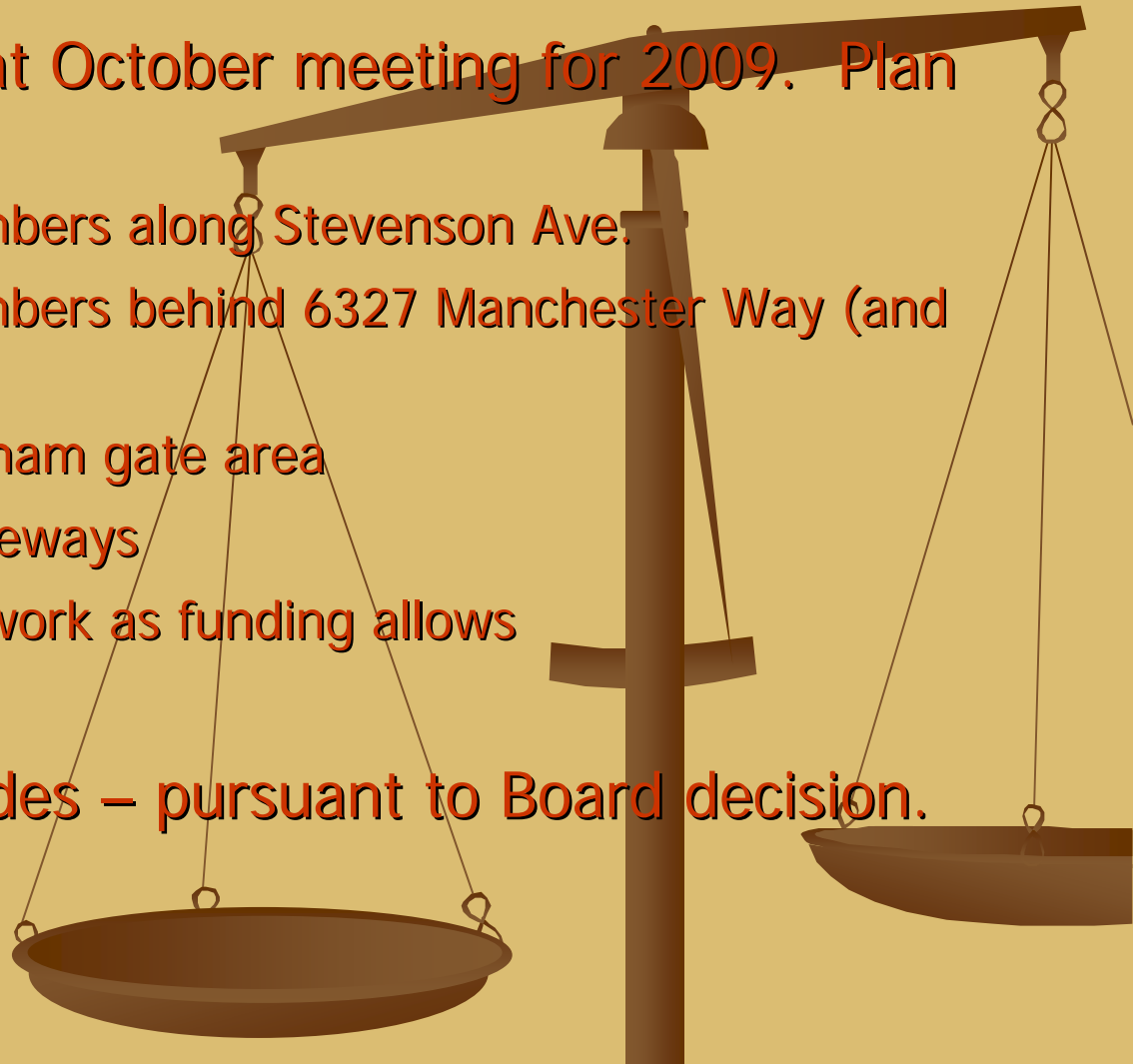
- Drainage repairs near Manchester Way entrance and adjacent to berm
- Extensive maintenance of alleys
- Maintenance of Manchester Park and adjacent walkway





## IMPLEMENT LANDSCAPING AND INFRASTRUCTURE PROGRAM – AS APPROVED BY THE BOARD: ON-GOING

- Board adopted plan at October meeting for 2009. Plan includes:
  - Replace landscape timbers along Stevenson Ave.
  - Replace landscape timbers behind 6327 Manchester Way (and stain)
  - Re-landscape Cottingham gate area
  - Re-landscape entranceways
  - Replant berm; other work as funding allows
  - Enhance lighting
- Other security upgrades – pursuant to Board decision.



# TREASURER'S REPORT



# LMCA Investments and Savings Sept 30, 2008

## Capital Reserve Account

### Certificate of Deposits

Wachovia Bank	\$ 63,670
Alliance Bank	\$100,000
ING Direct	\$ 50,000

### Savings

PNC Bank	\$ 3,544
Wachovia Bank	\$ 2,904
ING Direct	\$ 30,078
E*Trade	\$ 4,068
<b>Total Capital Reserves</b>	<b>\$254,264</b>

### Checking

Wachovia Bank	\$ 22,312
E*Trade	\$ 1,000

Funds that are committed to the repair or improvement of major infrastructure components owned by the Association:

\$100,767

Funds reserved for extraordinary legal or snow removal expenses:

\$7,500

Funds that Support the Operating Budget for Extraordinary Maintenance

\$152,825

# LMCA – Actual Expenses vs. Budget

**October 12, 2008**

## Contract Expenses

Management Fee- 9,000 / 3,0000  
Property Mgmt Fee- 9,000 / 3,000  
Secretarial Spt Fee – 1,800 / 600  
Act'g Year End Audit – 2,000 / 225  
Insurance – 2,309 / 5,000  
Records Storage - 900  
Landscape Main- 52,680 / 10,536  
Trash Removal – 25,515 / 5,550  
Sprinkler Sys Maint.- 1,980  
Security Fees – 15,620

**CY Budget - \$151,000**

**Actual: \$120,804 / 149,715**

**80% of Budget Spent**

## Snow/Legal Reserve

Allocation for 2008/09 - \$10,000/yr  
2008 Allocation - \$7,500

## Mandatory Supplies and Services

HOA Packet Material - 55  
Office Supplies - 799  
Legal Fees – 6,929 / 500  
Printing and Dup - 523 / 150  
Postage – 1,044 / 225  
Taxes - \$3,694.41 – 2007 Acc  
Computer Website – 2,898 / 600  
Bank Service Charge – 98 / 25  
Fees and Subscriptions - 561  
Snow Removal - 0  
Electricity – 4,128 / 900  
Water – 5,204  
Miscellaneous - 914

**CY Budget - \$26,055**

**Actual: \$26,847 / 29,247**

**103% of CY Budget Spent**

## Other Maintenance and Services

Landscape Projects – 27,588  
Electrical Maintenance – 8,129  
Sprinkler System Maint – 1,539  
Other Maintenance – 5,148  
Other Capital Improvements - 0

**CY Budget - \$47,589**

**Actual: \$42,404**

**89% of CY Budget Spent**

## Major Infrastructure Repair

2008 Allocation - \$44,400

Prior Years Allocation -  
\$177,600

2008 Allocation - \$33,300

2008 Expenses – \$5,700

Expense to Date – \$112,133

Available - \$98,467

# LMCA 2009 Budget

**Expected Income**  
**\$279,158**  
**Budgeted Income**  
**\$224,758**

## Contract Expenses

Management Fee	\$12,000
Property Management Fee	\$12,000
Secretarial Support Fee	\$ 3,600
Accounting Year End Audit	\$ 2,900
Insurance	\$ 8,850
Records Storage	\$ 950
Landscape Maintenance	\$63,216
Trash Removal	\$34,134
Sprinkler System	\$ 2,558

**Budget - \$140,208**  
**60.3% of Budget Income**

**Snow/Legal Reserve**  
**2009 Allocation - \$10,000**

## Mandatory Supplies and Services

HOA Packet Material	\$ 300
Office Supplies	\$ 1,310
Legal Fees	\$ 5,000
Printing and Duplicating	\$ 900
Postage	\$ 1,176
Taxes	\$ 3,700
LMCA Website	\$ 4,000
Bank Service Charges	\$ 180
Fees and Subscriptions	\$ 640
Snow Removal	\$ 6,000
Electricity	\$ 6,000
Water	\$ 4,500
Miscellaneous	\$ 600

**Budget - \$34,306**  
**15.3% of Income**

## Other Maintenance and Services

Landscape Maintenance	\$ 3,500
Electrical Maintenance	\$ 2,075
Sprinkler System Maintenance	\$ 2,300
Other Maintenance	\$ 2,500

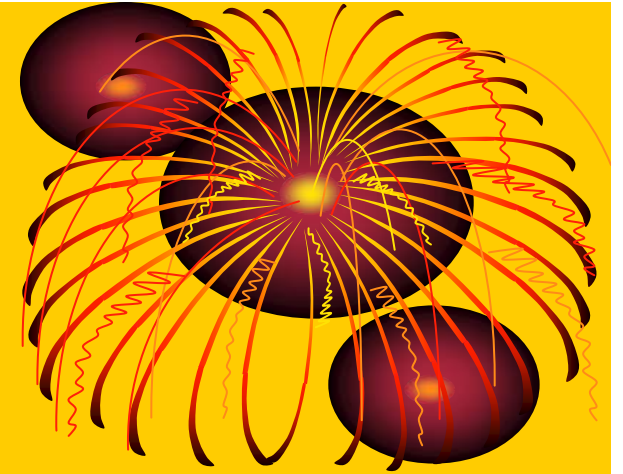
**Budget: \$10,375**  
**4.6% of Income**

**Projects:**  
**\$39,869 Available**

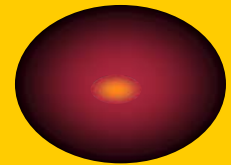


*ELECTION RESULTS*

*CONGRATULATIONS TO  
NEWLY ELECTED  
BOARD MEMBERS!!*



*THANKS TO THOSE WILLING TO RUN  
FOR THE LMCA BOARD!*



# **CLOSING REMARKS**



**Thank you for coming.  
Please drive home safely.**