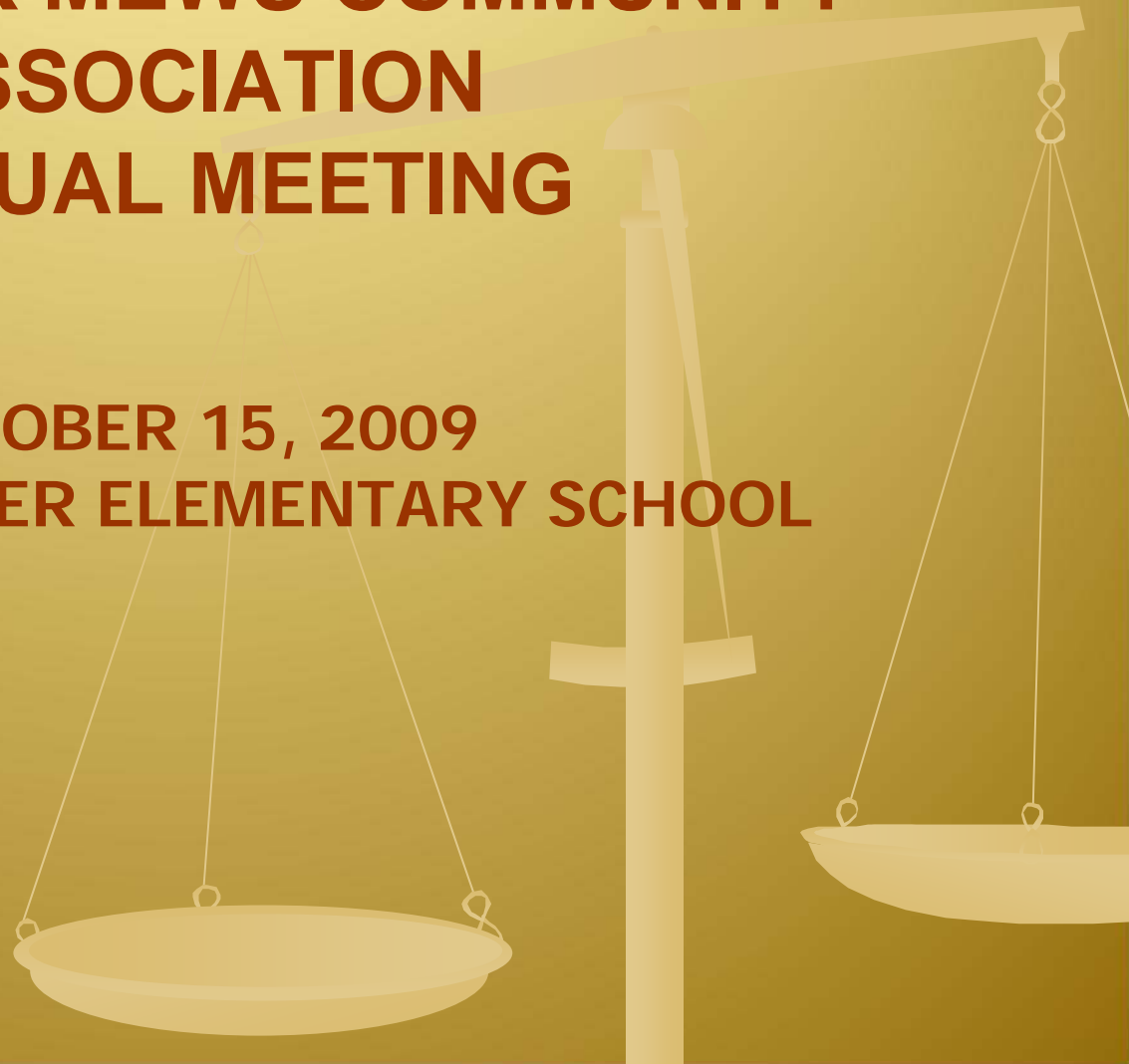


**LANDMARK MEWS COMMUNITY
ASSOCIATION
ANNUAL MEETING**

**OCTOBER 15, 2009
SAMUEL TUCKER ELEMENTARY SCHOOL**



AGENDA

- CALL TO ORDER
- PRESIDENT'S REPORT: BRUCE WOOD
- TREASURER'S REPORT: MARTY MCDONALD
- ELECTION RESULTS: GRACE HUGHES
- CONCLUDING REMARKS: BRUCE WOOD
- ADJOURNMENT

8:00 PM

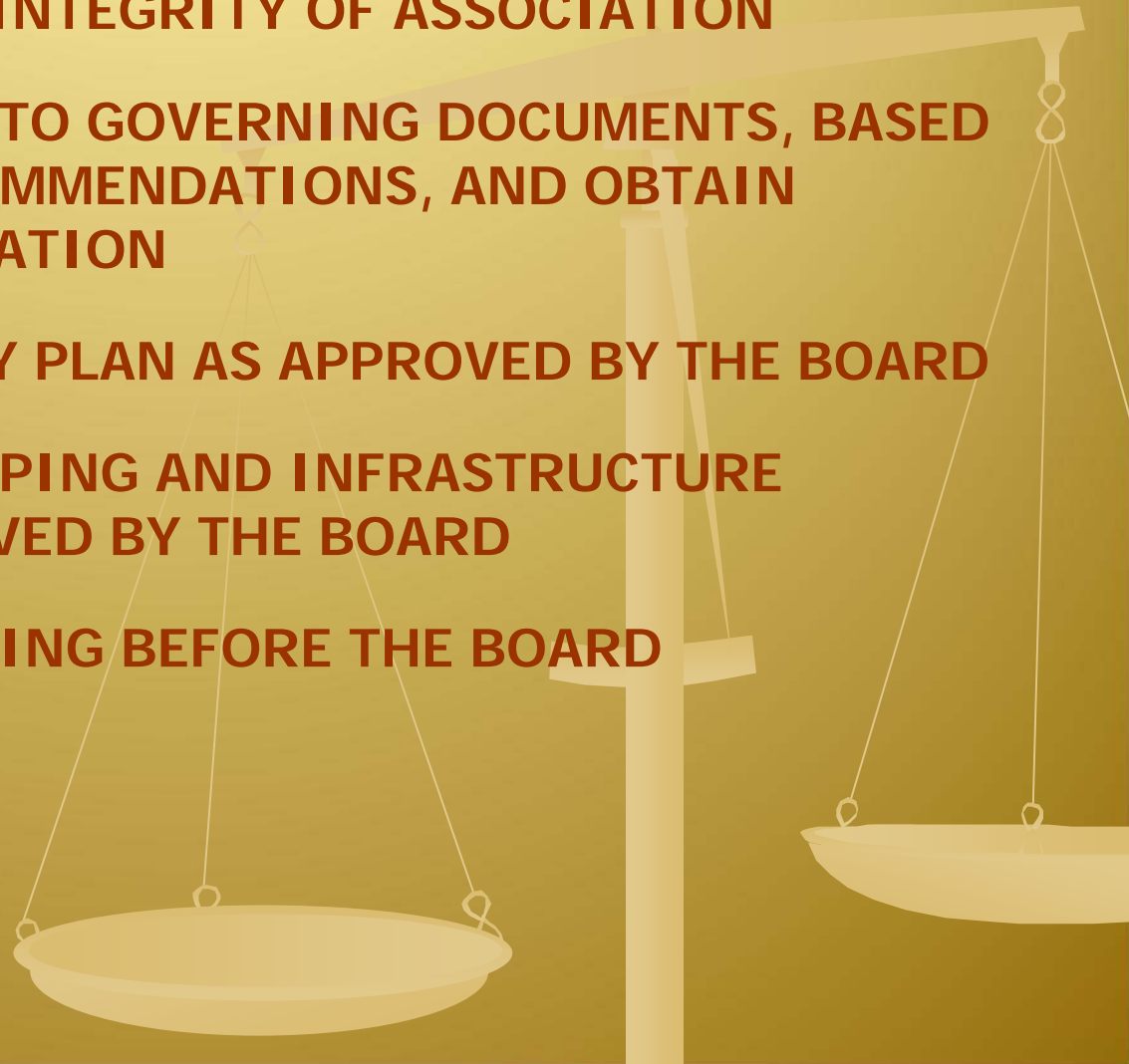


PRESIDENT'S REPORT



2009 GOALS & OBJECTIVES

- PROTECT FINANCIAL INTEGRITY OF ASSOCIATION
- APPROVE REVISIONS TO GOVERNING DOCUMENTS, BASED ON TASK FORCE RECOMMENDATIONS, AND OBTAIN COMMUNITY RATIFICATION
- IMPLEMENT SECURITY PLAN AS APPROVED BY THE BOARD
- IMPLEMENT LANDSCAPING AND INFRASTRUCTURE PROGRAM, AS APPROVED BY THE BOARD
- OTHER MATTERS COMING BEFORE 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 2009 obligations; integrate with revised multi-year budget plan.
- 2008 evaluation involved mid-term review of key elements of infrastructure and replacement reserve.
 - Able to defer even more extensive work from 2011 to 2014.
 - Total cost of replacing streets, curbs, gutters, and sidewalk higher but additional time also permits accrual of additional funds
 - ❖ Leaves restricted reserve with higher balance at end of major repairs than in 2011

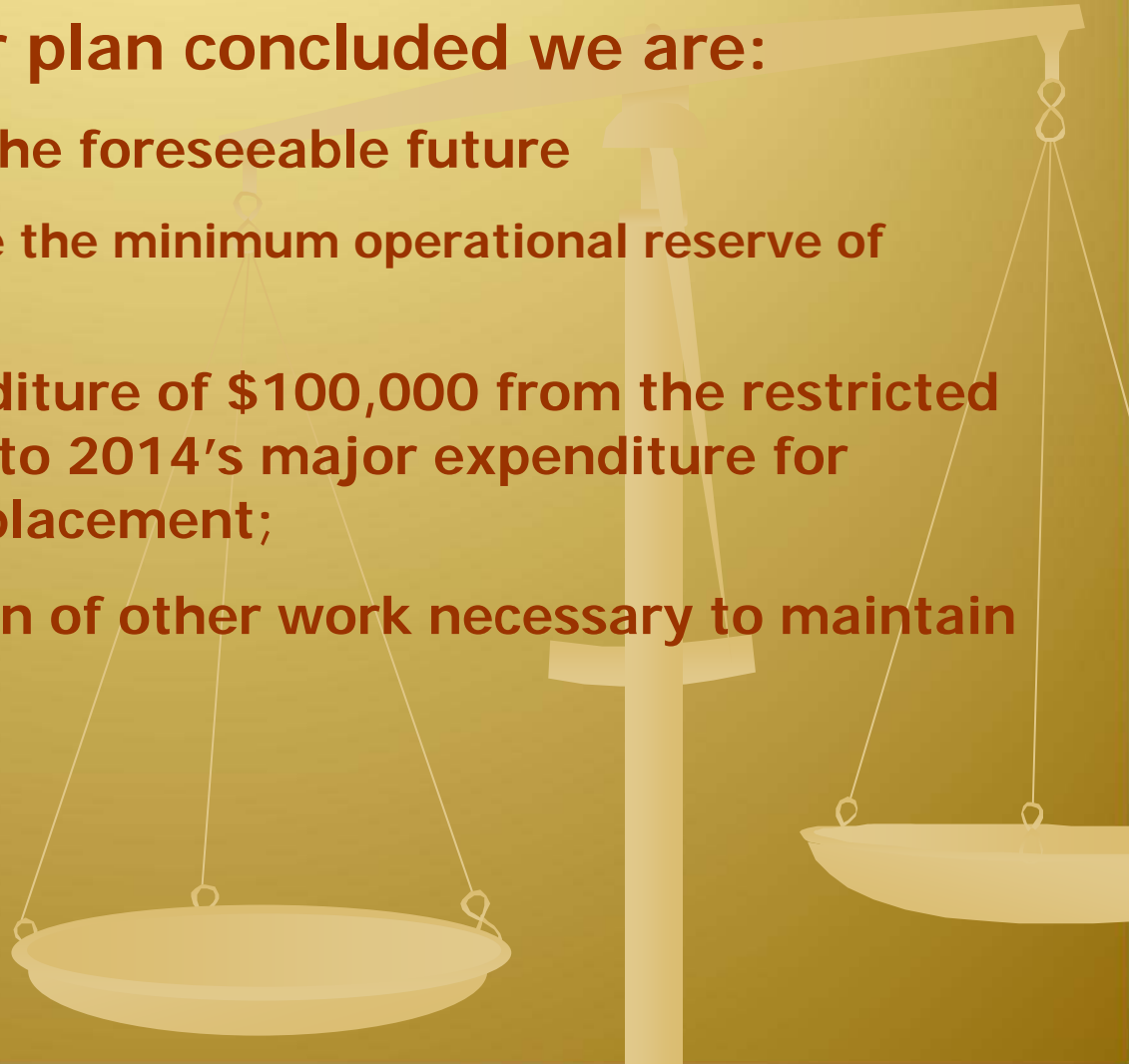
PROTECT THE FINANCIAL INTEGRITY OF THE ASSOCIATION: ACCOMPLISHED

- Further reality check in 2011 with a complete reserve analysis (required every 5 years).
- Revised multi-year budget plan adopted (2010-2016).
 - Plan:
 - Reflected revised infrastructure replacement schedule per updated 2008 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
 - ❖ 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.



PROTECT THE FINANCIAL INTEGRITY OF THE ASSOCIATION: ACCOMPLISHED

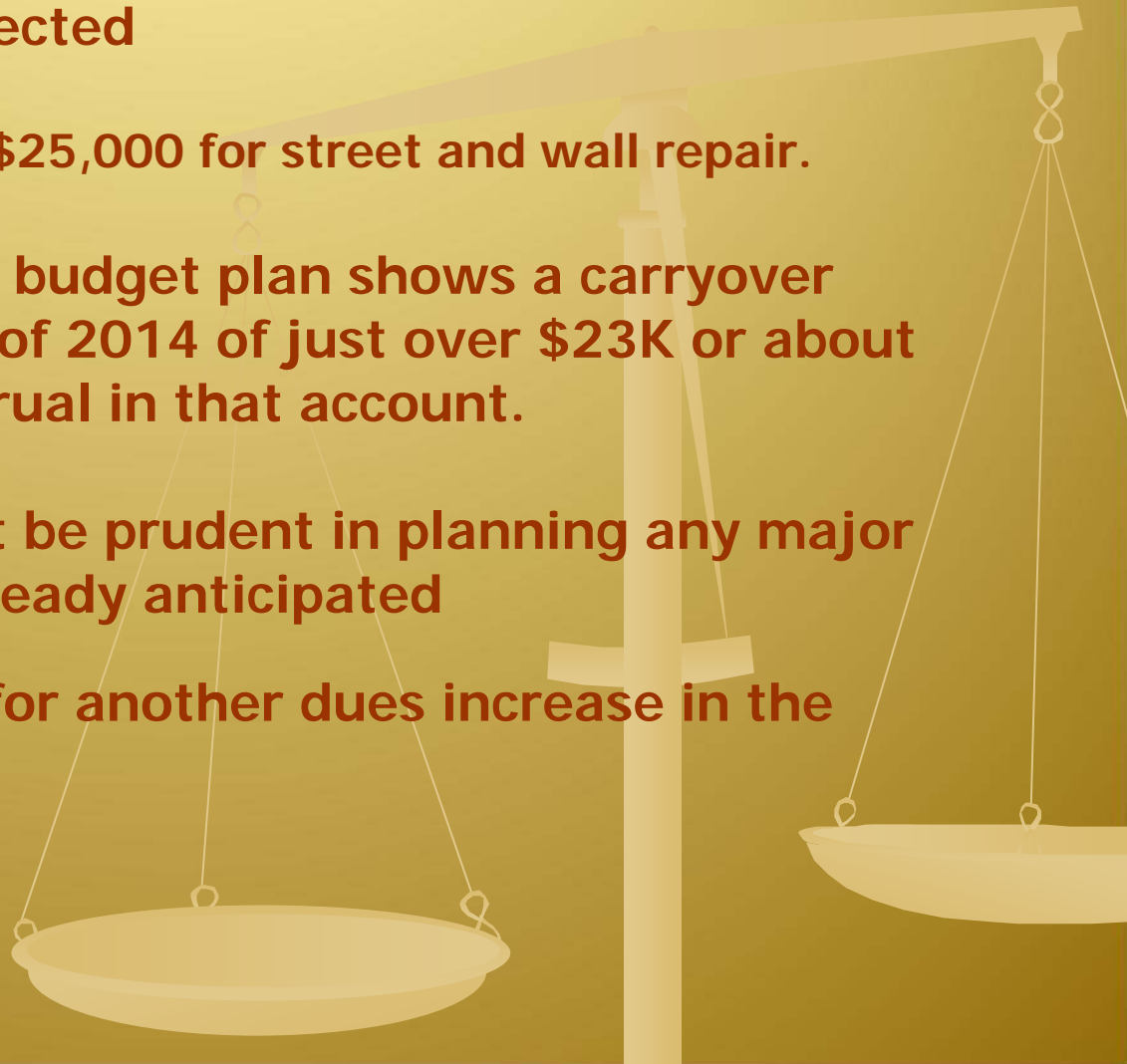
➤ Caveat: The Unexpected

❖ We spent almost \$25,000 for street and wall repair.

➤ Result: The revised budget plan shows a carryover balance at the end of 2014 of just over \$23K or about one-half year's accrual in that account.

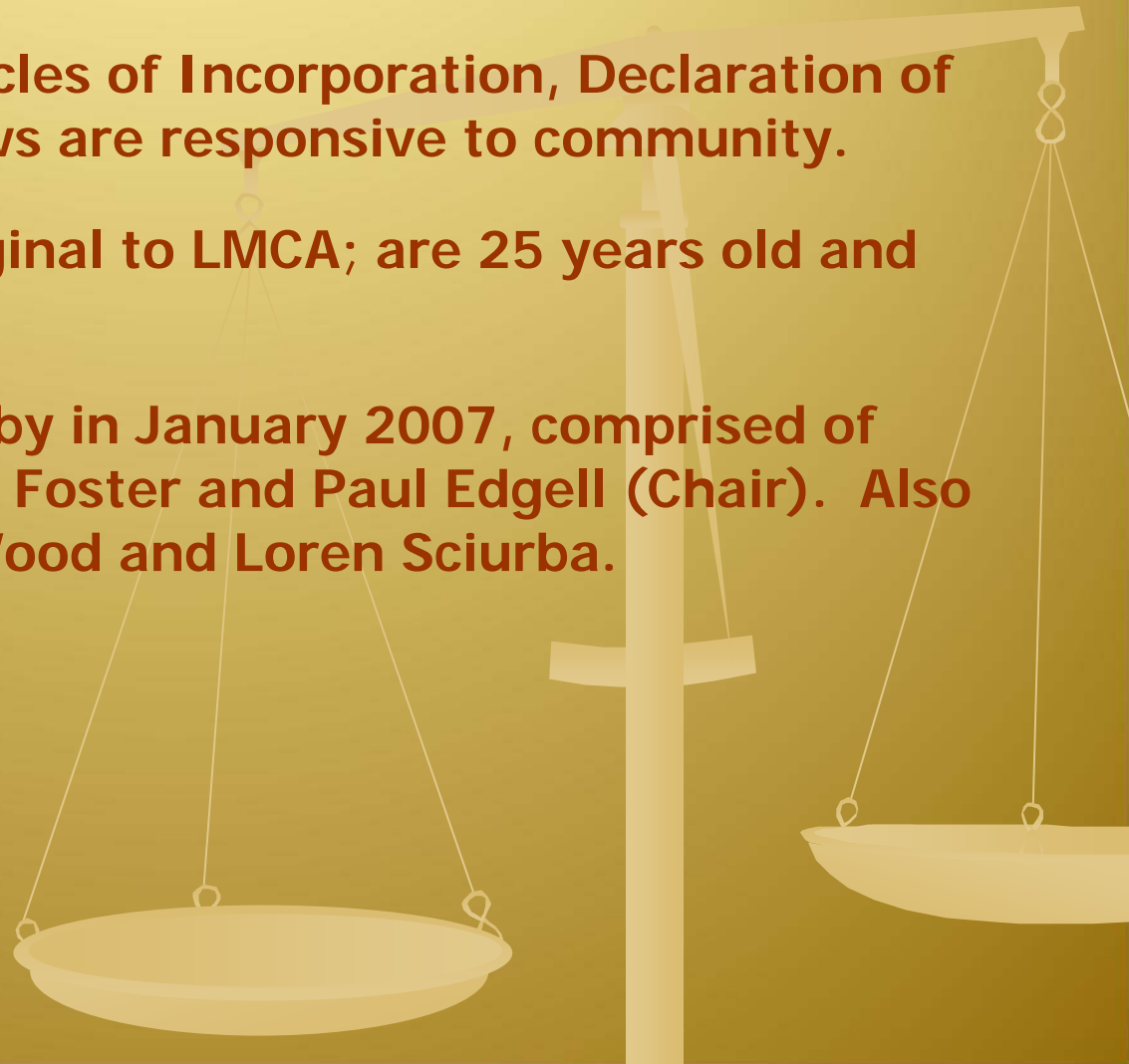
➤ Prudence: We must be prudent in planning any major expenditure not already anticipated

■ Bottom line: No need for another dues increase in the foreseeable future.



REVIEW GOVERNING DOCUMENTS: **Review completed but Board approval and community ratification not accomplished**

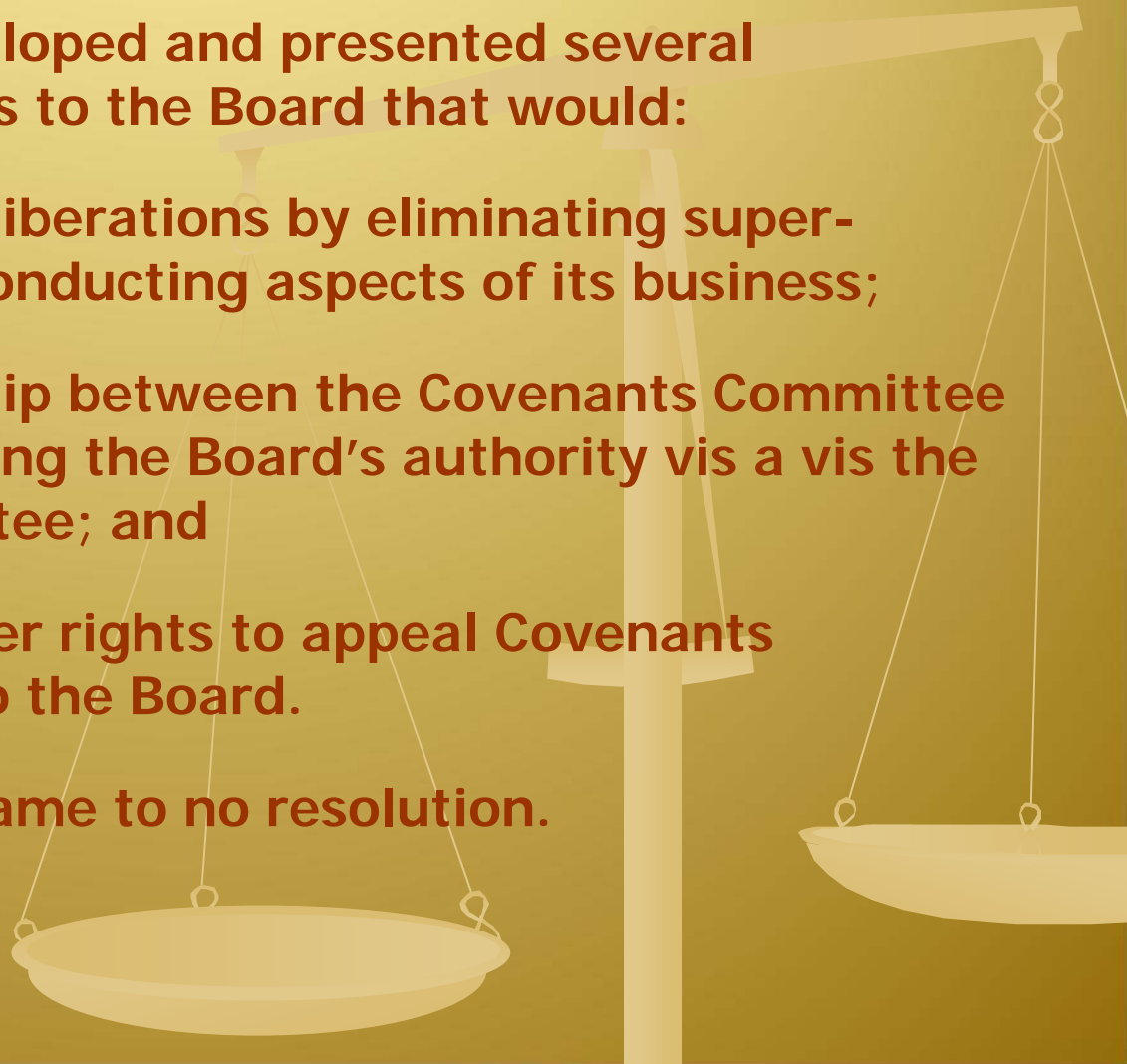
- **Objective: Ensure Articles of Incorporation, Declaration of Covenants and By-Laws are responsive to community.**
 - **Authorities are original to LMCA; are 25 years old and never reviewed.**
- **Task Force appointed by in January 2007, comprised of former Presidents Tim Foster and Paul Edgell (Chair). Also participating: Bruce Wood and Loren Scieurba.**



REVIEW GOVERNING DOCUMENTS:

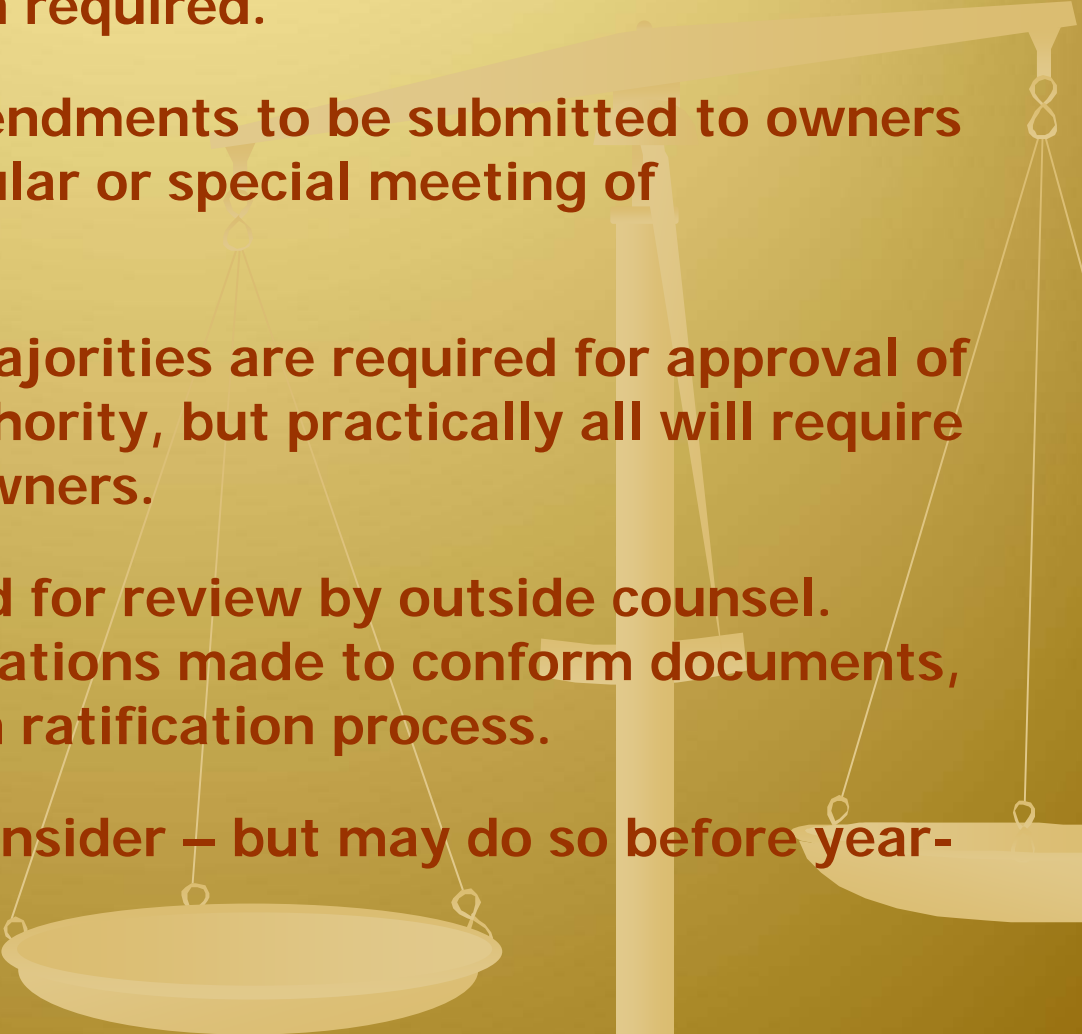
Review completed but Board approval and community ratification on-going

- 2007: Task Force developed and presented several recommended changes to the Board 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.
- Board discussed but came to no resolution.



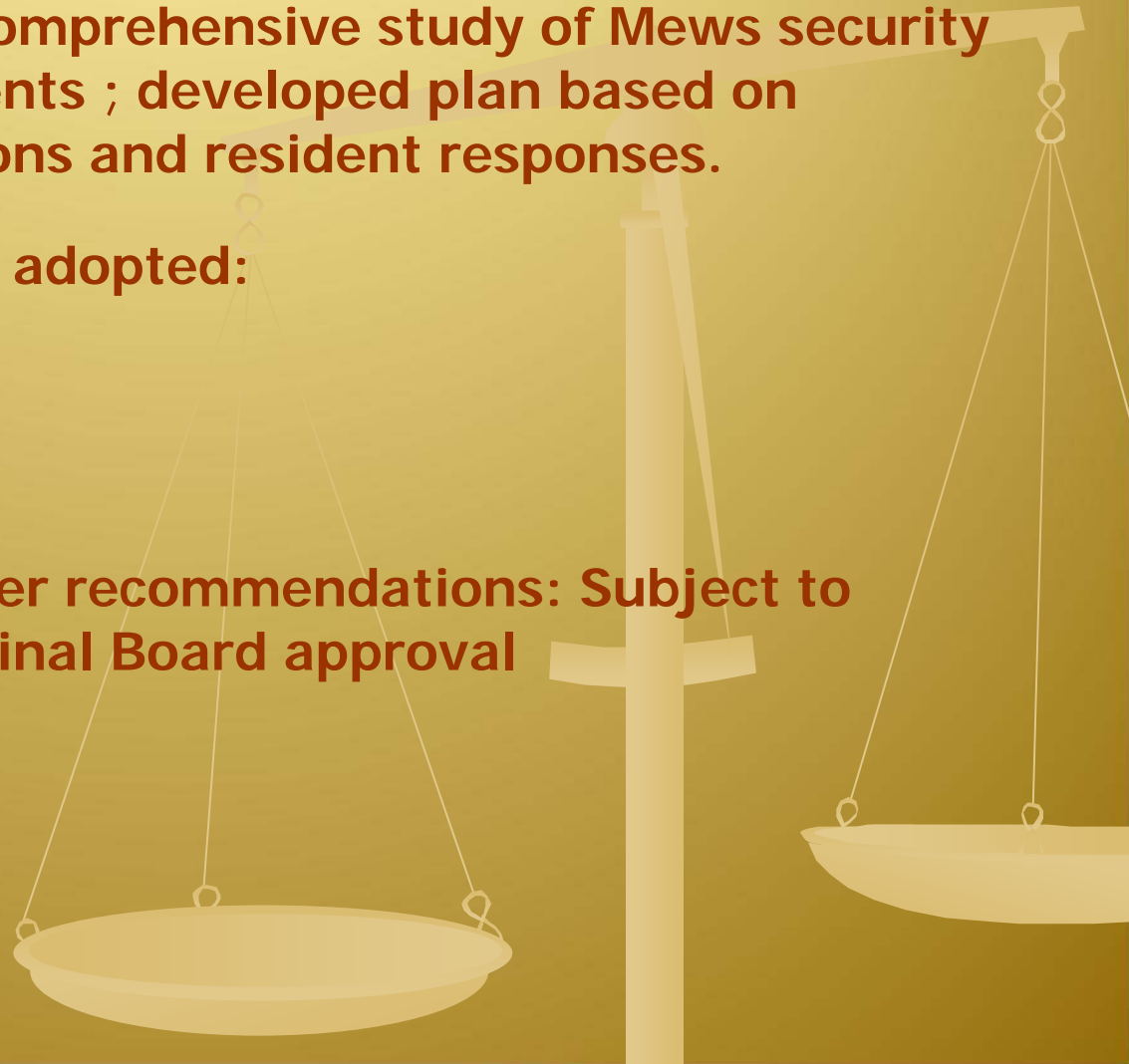
REVIEW GOVERNING DOCUMENTS:

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.**
 - **2008: Drafts submitted for review by outside counsel. Additional recommendations made to conform documents, and to advise Board on ratification process.**
 - **2009: Board did not consider – but may do so before year-end.**
- 

IMPLEMENT SECURITY PLAN AS APPROVED BY BOARD

- **2008: Board secured comprehensive study of Mews security needs; surveyed residents ; developed plan based on study's recommendations and resident responses.**
- **Two recommendations adopted:**
 - **Vehicle decals**
 - **Neighborhood Watch**
- **Implementation of other recommendations: Subject to funds availability and final Board approval**



IMPLEMENT SECURITY PLAN AS APPROVED BY BOARD

■ Board conducted community survey to guide it in deciding next steps.

➤ Opinions ranged full spectrum. Most residents support measured steps to improve security, but want Board mindful of costs.

➤ Clear “winners”

- Improved lighting
- Security cameras
- Vehicle decals

• Neighborhood Watch

• Pedestrian entranceway restrictions

• Resident home security evaluations

➤ Clear “losers”:

- Gating community

• Security guards



IMPLEMENT SECURITY PLAN AS APPROVED BY BOARD

■ 2009 Results

- Decal program implemented in January
- Neighborhood Watch formally launched
- Enhanced lighting installed throughout community.

■ Outstanding

- Security cameras: vendors contacted but non-responsive;
- Wall enclosure estimate received: LMM Drive \$45K
- Electronic gates entry: No estimate



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

- Board approved plan in Oct 2008 for infrastructure, landscape, and maintenance upgrades for 2009.
- Virtually all work accomplished.
- Planned infrastructure repair:
 - Sealing berm path: \$1,200
 - Unanticipated infrastructure repairs:
 - Street asphalt repair and crack sealing: \$18,286
 - Wall repairs: \$5,100
 - Total unanticipated repairs: \$23,386



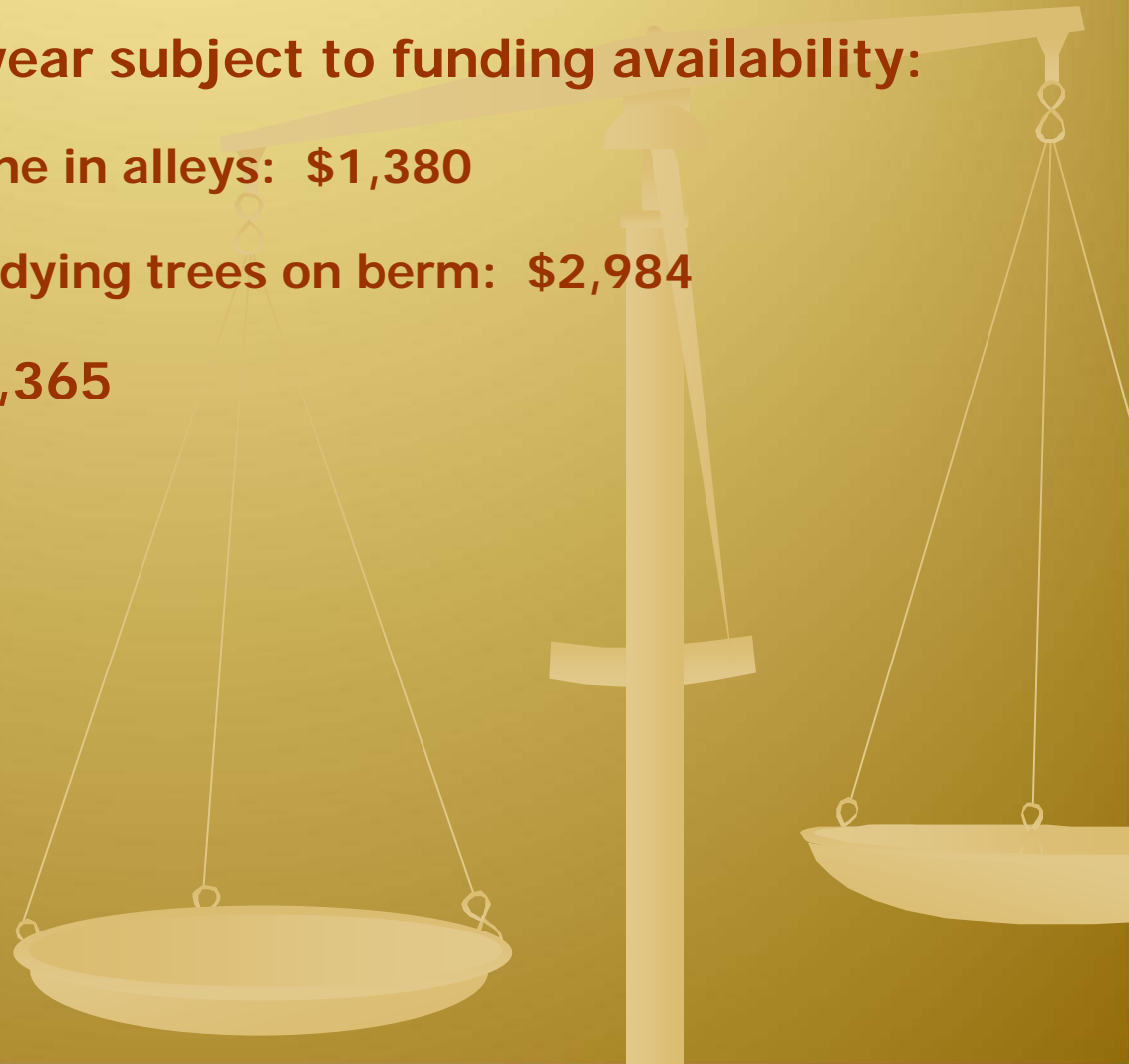
IMPLEMENT LANDSCAPING AND INFRASTRUCTURE PROGRAM – AS APPROVED BY THE BOARD: ON-GOING

- **Landscape projects completed:**
 - Stevenson Avenue replanting: \$3,146
 - Landscape timber replacement: \$10,963
- **Other projects:**
 - Enhanced lighting
- **Maintenance projects completed:**
 - Drainage repairs along pathway behind Brampton Court
 - Alley maintenance
 - Re-landscaping end of Cottingham at gate
 - Removal of dead trees



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

- To be completed this year subject to funding availability:
 - Laying additional stone in alleys: \$1,380
 - Eliminate 13 dead or dying trees on berm: \$2,984
- Total outstanding: \$4,365



OTHER MATTERS TO COME BEFORE THE BOARD

■ Reorganization of Covenants Committee Operations

- Contracted out inspections to RCS Management: \$1,250
- Authorized compensation for Covenants Chair: \$500/mo

■ Objective

- Stabilize committee operations, recognizing continual turnover in membership and chairmen. Since 2005, when Covenants Process Review Committee recommended outsourcing inspections and compensating members, there have been 5 chairmen.

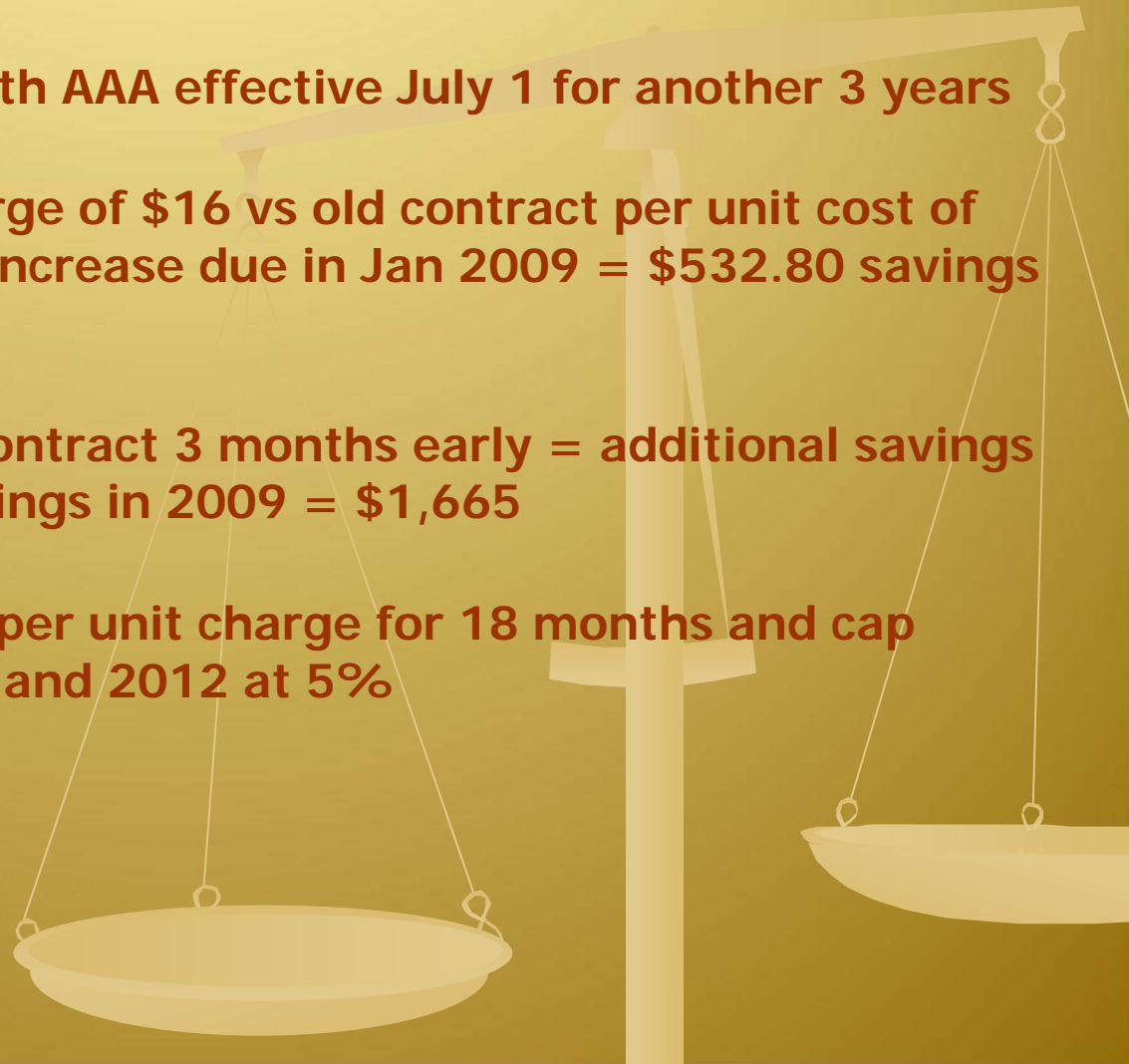
■ Result: Overall favorable

- Board approved new contract for RCS at same cost – to include outsourcing sellers' HOA packages effective Jan 2010

OTHER MATTERS TO COME BEFORE THE BOARD

■ Renewing trash contract on favorable terms

- Renewed contract with AAA effective July 1 for another 3 years
- Monthly per unit charge of \$16 vs old contract per unit cost of \$17.25. AAA waived increase due in Jan 2009 = \$532.80 savings through June
- Implementing new contract 3 months early = additional savings of \$1,200 = total savings in 2009 = \$1,665
- Agreement to freeze per unit charge for 18 months and cap annual COLA in 2011 and 2012 at 5%



OTHER MATTERS TO COME BEFORE THE BOARD

■ Establishing Neighborhood Watch

➤ Formal establishment of Watch – Creating structure

•Goals

•Authority

•Eligibility of volunteers

•Appointment of volunteers

➤ Objective:

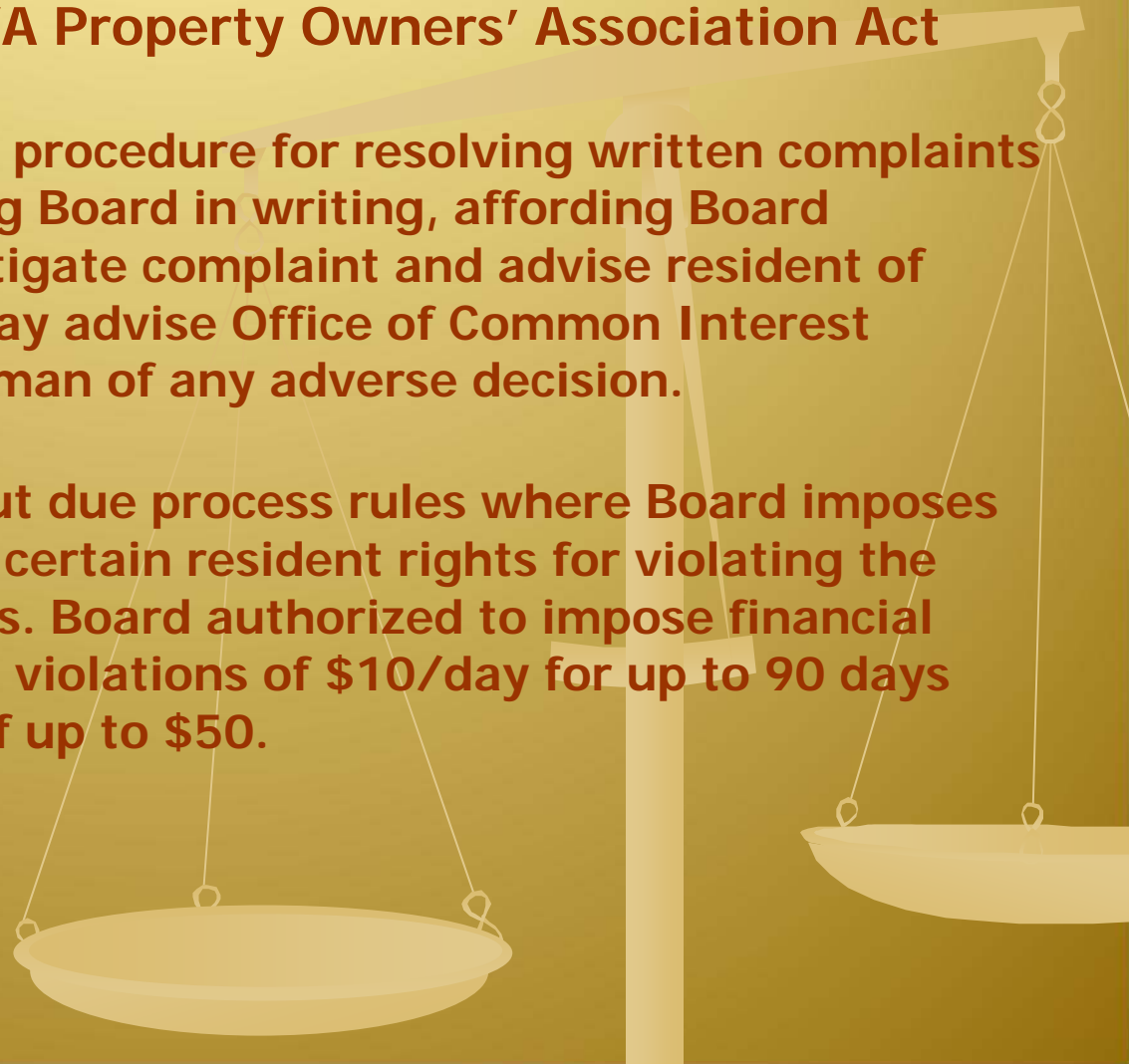
- Clarify that Watch operates under supervision of Board and that Board has authority to appoint and remove participants.

➤ Joel Kaplan heads Watch



OTHER MATTERS TO COME BEFORE THE BOARD

- **Approving Governance Resolutions Implementing Requirements under VA Property Owners' Association Act**
 - 1) **Resolution providing procedure for resolving written complaints by residents, advising Board in writing, affording Board opportunity to investigate complaint and advise resident of findings. Resident may advise Office of Common Interest Community Ombudsman of any adverse decision.**
 - 2) **Resolution setting out due process rules where Board imposes charges or suspends certain resident rights for violating the governing documents. Board authorized to impose financial charges for on-going violations of \$10/day for up to 90 days and single charges of up to \$50.**



OTHER MATTERS TO COME BEFORE THE BOARD

■ Creation of Landscape Advisory Committee

- **Purpose: Prepare baseline review of community's landscape; monitor landscape condition on continual basis; report findings to Board and Property Manager**
- **Committee serves to provide additional eyes on community landscape**
- **Chair: Linda Childs**
- **Members: Estella Laguna; Simon Bennett**



OTHER MATTERS TO COME BEFORE THE BOARD

■ Resident Survey

- **Purpose:** To ask residents what was important to them, what their expectations are of the Board and how well we are doing
- **Excellent response and feedback:** 80 responses
- **Overall impression:** Residents are satisfied with the community and supportive of the Board



OTHER MATTERS TO COME BEFORE THE BOARD

■ Resident Survey “Winners”:

- Progress so far on security improvement
- Covenants inspections
- Parking enforcement
- Board management of finances
- Landscape maintenance
- Home maintenance
- Familiarity with Board’s financial statements
- Website use/satisfaction



OTHER MATTERS TO COME BEFORE THE BOARD

■ Resident Survey “Losers”:

- Further berm improvements / terracing
- Changes to parking rules
- Trash bins / putting out trash on morning of pickup
- Changes to architectural standards
- Permitting voluntary dues debit
- Explore contracting with private shuttle service



TREASURER'S REPORT



LMCA Investments and Savings Sept 30, 2009

Capital Reserve Account

Certificate of Deposits

Alliance Bank	\$100,000
ING Direct	\$ 75,000

Savings

PNC Bank	\$ 3,566
Wachovia Bank	\$ 2,906
ING Direct	\$103,114
E*Trade	\$ 142
Total Capital Reserves	\$284,728

Checking

Wachovia Bank	\$ 19,488
---------------	-----------

Funds that are committed to the repair or improvement of major infrastructure components owned by the Association
\$102,123

Funds reserved for extraordinary legal or snow removal expenses
\$17,500

Funds that support the Operating Budget for extraordinary maintenance
\$156,083

LMCA – Actual Expenses vs. Budget

October 15, 2009

Contract Expenses

Management Fee; \$9,000 / 3,000
 Property Mgmt Fee: \$9,000 / 3,000
 Secretarial Spt Fee: \$2,700 / 900
 Act'g Year End Audit: \$2,450 / 525
 Insurance: \$-189 / 828+ ??
 Records Storage: \$900 / 210
 Landscape Main: \$47,412 / 15,804
 Trash Removal: \$22,754 / 7,104
 Sprinkler Sys Maint.: \$2,008 / 494
 Security Fees: \$1,151

CY Budget: \$140,208
Actual: \$97,186 / 129,051+ ?
69.3% of Budget Spent

Mandatory Supplies & Services

HOA Packet Material: \$ 8
 Office Supplies: \$1,187 / 45
 Legal Fees: \$3,649 / 465
 Printing and Dup: \$ 695 / 154
 Postage: \$1,133 / 66
 Taxes: \$4,217
 Computer Website: \$1,663 / 1,700
 Bank Service Charge: \$ 37 / 53
 Fees and Subscriptions: \$2,258 / 626
 Snow Removal: \$3,630 + ?
 Electricity: \$3,974 / 1500
 Water: \$1,186 / 4135
 Miscellaneous: \$ 776
 Bad Debt Allocation: \$2,225

CY Budget: \$36,306
Actual: \$26,413 / 35,381
72.2% of CY Budget Spent

Other Maintenance & Services

Landscape Maint: \$4,599
 Electrical Maintenance: \$1,900
 Sprinkler System Maint: \$2,030
 Other Maintenance: \$2,054
 Other Capital Improvements

CY Budget: \$12,875
Actual: \$10,863
84.4% of CY Budget Spent

Major Infrastructure Repair

2009 Allocation: \$ 44,400
 Prior Years Allocation: 222,000
 2009 Allocation: 33,300
 2009 Expenses: 23,484
 Expense to Date: 153,178
 Available: 102,122
 2009 App'd Expense: 24,083

Projects

CY Budget	Projects Approved	Expense to Date
\$31,725	\$28.565	\$28,565

LMCA 2010 Budget

Expected Income

\$275,644

Budgeted Income

\$213,476

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	\$ 1,050
Landscape Maintenance	\$64,476
Trash Removal	\$28,872
Sprinkler System	\$ 2,558
Covenants Support	\$ 6,000
Covenants Inspect	\$ 1,550

CY Budget - \$143,656

67.1% of Budget Spent

Mandatory Supplies & Services

Neighborhood Watch	\$ 600
Office Supplies	\$ 1,150
Legal Fees	\$ 7,000
Printing and Duplicating	\$ 700
Postage	\$ 1,232
Taxes	\$ 3,150
LMCA Website	\$ 4,000
Bank Service Charges	\$ 180
Fees and Subscriptions	\$ 840
Snow Removal	\$ 8,000
Electricity	\$ 6,297
Water	\$ 4,825
Miscellaneous	\$ 600
Social Cmte	\$ 1,000
Bad Debt Allocation	\$ 5,400

Budget - \$44,374

21% of Budget Income

Other Maintenance & Services

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

Budget: \$10,375

4.8% of Income

**Projects CY Budget:
\$32,839**

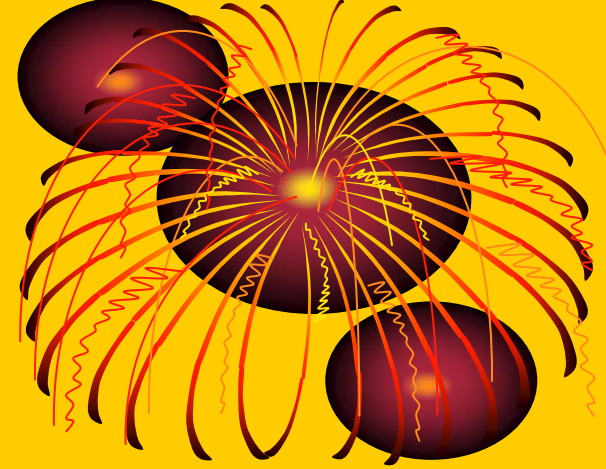
Snow/Legal Reserve

Allocation for 2008/9: \$10,000
2008 Allocation: \$10,000
2009 Allocation: \$833

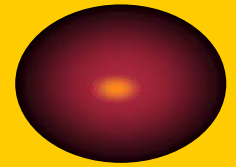


ELECTION RESULTS

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.**