

# RANDOLPH SQUARE BOARD OF DIRECTORS MEETING

## June 2016 MEETING AGENDA

<b>Meeting Name:</b>	Randolph Square Board of Directors Monthly Meeting
<b>Meeting Date:</b>	June 20, 2016
<b>Meeting Location</b>	Northern Virginia Management
<b>Meeting Start Time:</b>	7:00 pm
<b>Meeting End Time:</b>	8:00 pm

The meeting was called to order at 7:00 p.m. by Mr. Nocerino, President of the Randolph Square Board of Director.

### 1. Members' Forum –

Visitor's parking. There were five cars towed last Friday. Only one owner has complained. Two tags had been previously reported as "stolen" and had been replaced. The Blue Jeep and the Green Mini still appear to be in violation of the parking policy.

Locks on the shed are the owner's responsibility but the wood itself belongs to the community. An owner would like to have their shed repaired where the wood has fallen off.

There are some missing mail boxes.

The Mosquito control company did not put up signs that they sprayed. The mosquito population does appear to be down.

### 2. Roll Call – The following individuals attended the Randolph Square, November Board of Director's Meeting:

#### Meeting Attendees

<b>BOARD MEMBER NAME</b>	<b>PRESENT?</b>	<b>ADDRESS</b>
Melissa Avrutine	Y	1043 N. Stafford
Bruce Gudenberg	N	4118 N. 11 <sup>th</sup> St.
Annette Metraux	N	1039 N. Stafford
Doug Nocerino (President)	Y	1029 N. Stafford
Spenser Cummings	N	4110 11 <sup>TH</sup> St.
Linda Sullivan	Y	1020 Randolph
Stacy Tjossem (Secretary)	Y	1032 Randolph
Angelika Sass	Y	4114 N. 11th
Laura Blue	Y	1052 Randolph
Tim Kirchner	Y	Northern Virginia Mgt.

<b>GUESTS:</b>		
None.		

3. **Approval of the Agenda** – Ms. Sullivan moved to accept the agenda and Ms Tjossem seconded the motion. The motion was passed unanimously.
4. **Meeting Minutes** – There have been no meetings since last October, except for the Spring walkthrough and Annual Meeting.
5. **Treasurer’s Report** – Mr. Kirchner reported the Association’s finances are in line with expectations. One unit is 30 days late. An additional unit in the community has been sold. We expect the draft capital reserve study to be completed in August.

Mr. Kirchner recommended that \$50,000 excess funds be pulled from the operating budget and invested. Mrs. Sullivan moved, and Ms. Tjossem seconded the motion to invest the excess funds and accept the Treasurer’s Report as presented. The motion was passed unanimously.

The accounts audits have begun and they are expected to be completed in approximately six weeks.

**6. Old Business – Updates**

Action Items: The results of the spring walkthrough were reviewed.

Letters were sent to homeowners concerning violations noted during the walk through. Follow up is slated to make sure homeowners have corrected noted items, including violations related to fire codes.

**7. New Business -**

Letters Received and Sent: The letters received and sent were reviewed by the Board.

An owner has individuals jumping the fence into their yard, and has requested a gate. A gate will not work, but a solution needs to be found. Mr. Kirchner will investigate alternative solutions.

An owner complained about an ongoing leak in a lower unit. A leaking toilet and/or a condensate line are the most likely culprits

Sign Proposal: Mr. Kirchner will obtain a sample of proposed signs. The expected cost of replacing the community signs is about \$2,000.

Landscaping: A tree in the community is not doing very well (looking yellow). It is slated for removal during the next phase of the landscaping plan. Mrs. Sullivan provided a mock up of different plans which included a shady strip garden, a sunny

strip garden, and a butterfly garden. Mr. Kirchner will meet with the landscaping company to obtain quotes.

Election of Board Officers: Ms. Tjossem moved the officers who served during the 2015-2016 term be re-elected to their past positions and Laura Blue be elected as Treasurer. The motion was seconded by Ms. Avrutine, the vote was unanimous. The Following individuals were unanimously elected to the following positions. .

President: Mr. Doug Nocerino.  
Vice President: Mrs. Linda Sullivan  
Secretary: Ms Stacy Tjossem  
Treasurer: Ms Laura Blue

**Date of Next Meeting** – The next meeting of the Randolph Square Board of Directors is scheduled for July 18 and will be held at the home of Spencer Cummings

**8. Executive Session** – No Executive Session was convened. There are no outstanding association dues requiring executive action.