

**MAYFLOWER SQUARE CONDOMINIUMS**  
**Minutes of the Annual Board Meeting**  
**Thursday, January 26, 2017, 7:00 P.M.**

**Mayflower Clubhouse**  
**414 N. Armistead Street, Alexandria, VA 22312**

**BOARD MEMBERS PRESENT:**

Lynn Lawlor, Vice President  
Cheryl Ferrufino, Treasurer  
Brook Hailemariam, Member at Large

Absent with Notice: Gina Torretti, President; Biya Albert, Secretary

**OTHERS PRESENT:**

Esther Haley, Property Manager  
Sergeant Jesse Meekins, Alexandria Police Department  
Whitney Douglas, Recording Secretary, On the Record, Inc.  
15 Residents

**I. CALL TO ORDER**

Ms. Lawlor called the January 26, 2017, Annual Board Meeting to order at 7:03 p.m., noting a quorum.

**II. PROOF OF NOTICE**

Proof of notice was provided by Management showing that notice to the owners was sent December 9, 2016, by US Postal Service.

**III. APPROVAL OF MINUTES**

**MOTION:** Mr. Lawlor **MOVED**, and Ms. Ferrufino **SECONDED**, to approve the January 28, 2016 Annual Board Meeting Minutes, as presented. The motion passed unanimously (3-0-0).

**IV. GUEST SPEAKER**

Sergeant Jesse Meekins, Civic Liaison, reviewed all incidents that occurred between November 2016 and January 2017.

**V. REPORTS OF OFFICERS**

**A. President's Report:** Ms. Lawlor presented the President's Report as Ms. Torretti was not in attendance. Ms. Lawlor reviewed the following projects that have been implemented or completed since last year's Annual Board Meeting:

- Irrigation System was updated
- New light fixtures were installed for the townhouses; fixtures are now more modernized
- Parking passes were reissued
- Pest control company was changed to Eagle Pest Control

- New mailboxes were installed
- Clubhouse bathrooms and party rooms were painted
- Cleaning company contract was renewed
- New washers and dryers were installed
- New fire detectors were installed
- New ceiling fans were installed in the clubhouse
- The pool was repaired
- The windows in Building 5909 were replaced
- A new contract is currently being reviewed for a new trash service
- Analyses are currently being completed on the drainage issues affecting the Tot Lot
- A security guard was hired to patrol the community several nights a week

**B. Treasurer's Report:** Ms. Ferrufino reported that the Board is currently operating with a Replacement Reserve of \$420,000. There is a total delinquency of \$148,000.

**VI. ELECTION OF MEMBERS**

Mr. Hailemariam was re-elected to Member-at-Large by acclamation.

**VII. NEW BUSINESS**

Balcony Inspections: The Board informed residents that balconies are not to be used as storage areas. Additionally, open fire grills are prohibited as it puts the Association at risk of losing its insurance. If a resident does not comply with these requests, the resident will initially be sent a letter. Subsequently, a warning will be given, followed by a formal hearing and/or fines.

Bed Bugs: Eagle Pest Control has offered to conduct free Bed Bug inspections. Treatment for bed bugs will be paid for by the resident. Several units in Mayflower Section 1 are affected; Eagle Pest Control will treat foyers and laundry rooms for bed bugs.

Parking Passes: If a tenant moves out, it is the owner's responsibility to notify the Board as soon as possible, to ensure that the parking permit for that unit is cancelled and reported to the new towing company.

Storage Units: All items must be placed into the actual storage bins. Any items left outside of the storage bins will be disposed of, as it is a fire hazard.

Trash Pickup: Disposal of large items must be scheduled in advance with the trash company to avoid additional fees. Ms. Hailey will arrange trash pickup for residents when notified.

Parking: There are not enough spaces to accommodate every primary and secondary parking space; there are approximately 25 to 30 more passes than there are parking spaces. The Board is considering implementing assigned permanent parking spaces to residents, to alleviate the discord that residents are experiencing as there are not enough spaces. A majority of residents were not in favor of the assigned permanent parking spot proposal; the Board will review this matter at the next Board meeting. A1 Towing Company has been contracted to service the community and will provide limited emergency towing services to residents. Towing of vehicles that do not have a current parking permit will commence each night at 10:00 PM. If a resident plans on parking a rental car in a primary or secondary parking space, the Board must be notified as soon as possible in order to avoid towing. Additionally, commercial vehicles are not permitted to park in a primary or secondary space at any time.

**VIII. OPEN FORUM**

A resident informed the Board that some of the new dryers require more money, but the drying time has reduced from 60 to 50 minutes. Ms. Hailey asked the resident to send her an email detailing the location of the dryer to assess this issue. Another resident suggested signage be posted to instruct residents to clean the washers and dryers after each use.

Three (3) gift cards, one (1) worth \$50.00 and two (2) worth \$25.00 were raffled off and given to three (3) different residents.

**IX. NEXT BOARD MEETING**

The Mayflower Square Condominiums Board Meeting will be held on February 16, 2017 at 7:00 p.m. at the Mayflower Clubhouse.

**X. ADJOURNMENT**

With no further business to be conducted, Ms. Ferrufino, by acclamation, adjourned the January 26, 2017, Annual Board Meeting at 8:47 PM.

Respectfully Submitted,  
Whitney Douglas, Recording Secretary, On the Record Inc.

Attested By: \_\_\_\_\_

Date Approved: January 29, 2018