Lansdowne Conservancy
BOARD DIRECTORS MEETING
Wednesday, March 12 ,2025 at 11:00 AM
19501 Promenade Drive, Leesburg, VA 20176

Board Members Present:
Tom Jeavons, President
Peter Podbielski, At Large Director
Dorothy O'Brien, Treasurer
Carol Smith, Director
Patrick Seville, Vice President
John Wash, Secretary

Others Present:
Kathryn Edwards, CMC Portfolio Manager
Malik Davis, CMC Recording Secretary
Bryan Turner, The Turner Law Firm
Jackie Harlow, The Turner Law Firm

Board Members Absent: 0

I. CALL TO ORDER
Tom Jeavons called the meeting to order at 11:03AM and confirmed with Kathryn Edwards that quorum obligations had been met with 6 board members present.

II. APPROVAL OF AGENDA
A **MOTION** was made by Tom Jeavons to approve the December 11, 2024, Board of Directors Meeting Agenda. Motion was **SECONDED** by John Wash. Motion **PASSED** unanimously.

III. APPROVAL OF BOARD MINUTES – December 11, 2024.
A **MOTION** was made by Tom Jeavons to approve the December 11, 2024, Draft Board of Directors Meeting Minutes as written. Motion was **SECONDED** by Dorothy O'Brien. Motion **PASSED** unanimously.

IV. PROPERTY OWNER OPEN FORUM
A. Magnolia's Condominium President: Request for Declaration and Governing Documents from Lansdowne Conservancy.

V. LEGAL UPDATE/TASKFORCE UPDATE
A. Active Application Update by Jackie Harlow
  i. Lansdowne Town Center
  ii. National Conference Center

B. Action Items
  i. A **MOTION** was made by Tom Jeavons to approve the Lansdowne Village Greens – Design Guidelines Amendment. Motion was **SECONDED** by Peter Podbielski. Motion **PASSED** unanimously.
  ii. A **MOTION** was made by Tom Jeavons to approve the Lansdowne on the Potomac – Design Guidelines Amendment. Motion was **SECONDED** by Peter Podbielski. Motion **PASSED** unanimously.

C. New appointment to the PRSC for Engineering Services

VI. FACILITIES AND GROUNDS COMMITTEE REPORT

Peter Podbielski gave an update on landscaping bidding and small property items to address.

VII. TREASURERS REPORT

A. January 2025 Financial Statement

i. A **MOTION** was made by Tom Jeavons to reverse $134,837 out of the Repair & Replacement Contributions for the Repair & Replacements to be in line with the Reserve Study. Motion was **SECONDED** by Dorothy O'Brien. Motion **PASSED** unanimously.

VIII. OLD BUSINESS

A. Ratification of Black Fluted Poles

B. Ratification of Legal Fees

C. Ratification of Damaged Street Light Pole

IX. NEW BUSINESS

A. FY25/26 Budget

i. A **MOTION** was made by Dorothy O'Brien to approve Lansdowne Conservancy's FY25/26 budget. Motion was **SECONDED** by Tom Jeavons. Motion **PASSED** unanimously.

B. Landscaping Contract

i. A **MOTION** was made by Tom Jeavons to approve Advantage Landscaping to perform landscaping maintenance throughout Lansdowne Conservancy. Motion was **SECONDED** by John Wash. Motion **PASSED** unanimously.

C. Irrigation Contract

i. A **MOTION** was made by the Facilities & Grounds Committee to approve Metro Water to perform irrigation work for Lansdowne Conservancy FY 25. Motion was **SECONDED** by Tom Jeavons. Motion **PASSED** unanimously.

X. EXECUTIVE SESSION

A **MOTION** was made by Tom Jeavons at 12:24PM to enter Executive Session. Motion was **SECONDED** by John Wash. Motion **PASSED** unanimously.

A **MOTION** was made by Dorothy O'Brien at 12:56PM to exit Executive Session. Motion was **SECONDED** by John Wash. Motion **PASSED** unanimously.

XI. ADJOURNMENT

A **MOTION** was made by Tom Jeavons to adjourn the Board of Directors Meeting at 12:57. Motion was **SECONDED** by Peter Podbielski. Motion **PASSED** unanimously.