Lansdowne Conservancy
BOARD DIRECTORS MEETING
Wednesday, September 11 ,2024 at 11:00 AM
19501 Promenade Drive, Leesburg, VA 20176

Board Members Present:
Tom Jeavons, President
Patrick Seville, Vice President
Dorothy O'Brien, Treasurer
John Walsh, Secretary
Kevin Carter, Director
Peter Podbielski, At Large Director

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

Board Members Absent: All Present

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 September 11, 2024, Board of Directors Meeting Agenda. Motion was **SECONDED** by Dorothy O'Brien. Motion **PASSED** unanimously.

III. APPROVAL OF BOARD MINUTES – April 10, 2024.
A **MOTION** was made by Tom Jeavons to approve the June 12, 2024, Draft Board of Directors Meeting Minutes as written. Motion was **SECONDED** by Patrick Seville. Motion **PASSED** unanimously.

IV. PROPERTY OWNER OPEN FORUM
- **A.** Lansdowne Woods resident would like to correspond with the Facility & Grounds Committee to point out dead trees and LIRA concerns.
- **B.** Milestone Towers presented a proposed tower location, south of Route 7, where additional cell cites are needed.

V. LEGAL UPDATE/TASKFORCE UPDATE
Bryan Turner spoke on the Corporate Transparency Act, highlighting its importance in requiring Board of Directors to disclose beneficial ownership information to improve Association accountability and transparency. Turner also discussed Lansdowne Conservancy's transition request from a fiscal year accounting system to a calendar year accounting system. Additionally, Turner provided an update on the transmission lines along Route 7, noting the potential impact from the SCC Public Hearing. Jackie Harlow followed with an update on the SunTrust and NCC applications, sharing the current progress or upcoming deadlines for both applications.

VI. FACILITIES AND GROUNDS UPDATE
Patrick Seville provided updates on several key projects. He informed the group that the fountain installation, walking trails and upcoming bidding process for landscaping services. Seville also mentioned that there was one application submitted for the Facilities and Grounds Committee.

A **MOTION** was made by Patrick Seville for Christine Podbielski to become a member of the Facilities & Grounds Charter. Motion was **SECONDED** by John Walsh. Motion **PASSED** unanimously.

VII. MANAGEMENT REPORT

A. July 2024 Financial Statement

VIII. OLD BUSINESS

A. Dead Tree Removal

A **MOTION** was made by Patrick Seville approve ADM Tree services to perform the total of twelve dead trees to be removed, stump grinding, and sod installation. A replacement of four trees along Riverside Parkway adjacent to Lansdowne Village Greens and Lansdowne on the Potomac. Motion was **SECONDED** by Tom Jeavons. Motion **PASSED** unanimously.

B. LIRA Discussion

IX. NEW BUSINESS

A. Facilities and Grounds Amended Charter

A **MOTION** was made by Patrick Seville to approve the amended Facilities & Grounds Charter. Motion was **SECONDED** by John Walsh. Motion **PASSED** unanimously.

B. FY24 Auditors

A **MOTION** was made by Tom Jeavons to approve JBICPA to perform the audit of the financial statements of Lansdowne Conservancy up to March 31, 2024, and to prepare the Association's federal and state income taxes for the year ended March 31, 2024. Motion was **SECONDED** by John Walsh. Motion **PASSED** unanimously.

C. Fall Flowers

A **MOTION** was made by Tom Jeavons to approve Advantage Landscaping to perform the installation of the Fall Flowers 2024 throughout Lansdowne Conservancy. Motion was **SECONDED** by John Walsh. Motion **PASSED** unanimously.

X. EXECUTIVE SESSION

A **MOTION** was made by Tom Jeavons at 12:34PM to enter Executive Session. Motion was **SECONDED** by Patrick Seville. Motion **PASSED** unanimously.

A **MOTION** was made by Tom Jeavons at 12:49PM to exit Executive Session. Motion was **SECONDED** by Dorothy O'Brien. Motion **PASSED** unanimously.

XI. ADJOURNMENT

A **MOTION** was made by Tom Jeavons to adjourn the Board of Directors Meeting at 12:51PM. Motion was **SECONDED** by Peter Podbielski. Motion **PASSED** unanimously.