

**LANSDOWNE WOODS OF VIRGINIA COMMUNITY ASSOCIATION, LLC
BOARD OF MEMBERS MEETING**

MINUTES OF MARCH 4, 2026

The following resolutions and actions reflect those adopted by the Board of Members of Lansdowne Woods of Virginia Community Association, LLC, a Virginia limited liability company (“Association”), at a meeting held at the Lansdowne Woods of Virginia Clubhouse, 19375 Magnolia Grove Sq., Leesburg, VA 20175, on March 4, 2026.

Present:

<u>Member Representative</u>	<u>Member</u>	<u>Votes</u>
Berger, Barry A.	Magnolias	83.5
Bishopp, Fred T., Jr.	Riverbend	114.5
Gross, Trudy M.	Riverview	120.5
Henderson, Wesley C.	Overlook	7
Kaiser, Wayne A.	Potomac Ridge	115
Lavanty, Donald F., Sr.	Riverbend	114.5
Nyhan, Andrea	Blue Ridge	119.5
Norton, Mary K.	Riverview	120.5
Phelan, Merrill D.	Magnolias	83.5
Saine, David V. (Absent)	Potomac Ridge	
Upp, David J. (Absent/Instructed proxy to Andrea Nyhan)	Blue Ridge	119.5

Total Votes

998

Others Present: Audra J. Reed, General Manager, Susie Pfefferkorn, Assistant General Manager; Donaliece Carey, Activities Director.

Absent: David V. Saine, Potomac Ridge; David J. Upp, Blue Ridge (Instructed proxy to Andrea Nyhan)

Wayne Kaiser called the meeting to order at 1:00 p.m.

Motion to approve the agenda made by Lavanty, seconded by Norton. Henderson proposed rearranging the Unfinished Business and New Business items. The agenda was approved as amended.

Member Representative	Member	Votes	Yes	No	Abstain	Absent
Berger, Barry A.	Magnolias	83.5	83.5			
Bishopp, Fred T., Jr.	Riverbend	114.5	114.5			
Gross, Trudy M.	Riverview	120.5	120.5			
Henderson, Wesley C.	Overlook	7	7			
Kaiser, Wayne A.	Potomac Ridge	115	115			
Lavanty, Donald F., Sr.	Riverbend	114.5	114.5			
Nyhan, Andrea	Blue Ridge	119.5	119.5			
Norton, Mary K.	Riverview	120.5	120.5			
Phelan, Merrill D.	Magnolias	83.5	93.5			
Saine, David V.	Potomac Ridge	115				115
Upp, David J. (Absent/proxy to Andrea Nyhan)	Blue Ridge	119.5				119.5
Total Votes		1113	878.5			234.5

Motion to approve the draft February 4, 2026 Board of Members Meeting Minutes made by Nyhan, seconded by Lavanty. Kaiser requested the minutes be corrected to reflect that Bishopp seconded the motion to approve Bill West on Building and Grounds Committee. Motion passed.

Member Representative	Member	Votes	Yes	No	Abstain	Absent
Berger, Barry A.	Magnolias	83.5	83.5			
Bishopp, Fred T., Jr.	Riverbend	114.5	114.5			
Gross, Trudy M.	Riverview	120.5	120.5			
Henderson, Wesley C.	Overlook	7	7			
Kaiser, Wayne A.	Potomac Ridge	115	115			
Lavanty, Donald F., Sr.	Riverbend	114.5	114.5			
Nyhan, Andrea	Blue Ridge	119.5	119.5			
Norton, Mary K.	Riverview	120.5	120.5			
Phelan, Merrill D.	Magnolias	83.5			93.5	
Saine, David V.	Potomac Ridge	115				115
Upp, David J. (Absent/proxy to Andrea Nyhan)	Blue Ridge	119.5				119.5
Total Votes		1113	785		93.5	234.5

Motion to approve the draft February 18, 2026 Special Board of Members Meeting Minutes made by Henderson, seconded by Kaiser. Motion passed.

Member Representative	Member	Votes	Yes	No	Abstain	Absent
Berger, Barry A.	Magnolias	83.5	83.5			
Bishopp, Fred T., Jr.	Riverbend	114.5	114.5			
Gross, Trudy M.	Riverview	120.5	120.5			
Henderson, Wesley C.	Overlook	7	7			
Kaiser, Wayne A.	Potomac Ridge	115	115			
Lavanty, Donald F., Sr.	Riverbend	114.5	114.5			
Nyhan, Andrea	Blue Ridge	119.5	119.5			
Norton, Mary K.	Riverview	120.5	120.5			
Phelan, Merrill D.	Magnolias	83.5			93.5	
Saine, David V.	Potomac Ridge	115				115
Upp, David J. (Absent/proxy to Andrea Nyhan)	Blue Ridge	119.5				119.5
Total Votes		1113	785		93.5	234.5

Motion to remove all references to watering of plants from the Draft Maintenance Responsibility & Cost Sharing Agreement. Moved by Norton, seconded by Gross. Motion failed.

Member Representative	Member	Votes	Yes	No	Abstain	Absent
Berger, Barry A.	Magnolias	83.5		83.5		
Bishopp, Fred T., Jr.	Riverbend	114.5	114.5			
Gross, Trudy M.	Riverview	120.5	120.5			
Henderson, Wesley C.	Overlook	7	7			
Kaiser, Wayne A.	Potomac Ridge	115		115		
Lavanty, Donald F., Sr.	Riverbend	114.5	114.5			
Nyhan, Andrea	Blue Ridge	119.5		119.5		
Norton, Mary K.	Riverview	120.5	120.5			
Phelan, Merrill D.	Magnolias	83.5		83.5		
Saine, David V.	Potomac Ridge	115				115
Upp, David J. (Absent/proxy to Andrea Nyhan)	Blue Ridge	119.5		119.5		
Total Votes		1113	477	521		115

26-03-04-01 RESOLVED to separate the draft Maintenance Responsibility & Cost-Sharing Agreement into two separate documents: one addressing snow removal and one addressing watering/irrigation responsibilities. Moved by Berger, seconded by Phelan. Motion carried.

Member Representative	Member	Votes	Yes	No	Abstain	Absent
Berger, Barry A.	Magnolias	83.5	83.5			
Bishopp, Fred T., Jr.	Riverbend	114.5	114.5			
Gross, Trudy M.	Riverview	120.5	120.5			
Henderson, Wesley C.	Overlook	7	7			
Kaiser, Wayne A.	Potomac Ridge	115	115			
Lavanty, Donald F., Sr.	Riverbend	114.5	114.5			
Nyhan, Andrea	Blue Ridge	119.5	119.5			
Norton, Mary K.	Riverview	120.5	120.5			
Phelan, Merrill D.	Magnolias	83.5	83.5			
Saine, David V.	Potomac Ridge	115				115
Upp, David J. (Absent/proxy to Andrea Nyhan)	Blue Ridge	119.5	119.5			
Total Votes		1113	998			115

26-03-04-02 RESOLVED to defer the vote for Riverview’s request for an irrigation system to be installed at the condominium building until such time that a campus-wide watering protocol is determined. Moved by Henderson, seconded by Berger. Motion carried.

Member Representative	Member	Votes	Yes	No	Abstain	Absent
Berger, Barry A.	Magnolias	83.5	83.5			
Bishopp, Fred T., Jr.	Riverbend	114.5	114.5			
Gross, Trudy M.	Riverview	120.5	120.5			
Henderson, Wesley C.	Overlook	7	7			
Kaiser, Wayne A.	Potomac Ridge	115	115			
Lavanty, Donald F., Sr.	Riverbend	114.5			114.5	
Nyhan, Andrea	Blue Ridge	119.5			119.5	
Norton, Mary K.	Riverview	120.5	120.5			
Phelan, Merrill D.	Magnolias	83.5	83.5			
Saine, David V.	Potomac Ridge	115				115
Upp, David J. (Absent/proxy to Andrea Nyhan)	Blue Ridge	119.5				119.5
Total Votes		1113	644.5		234	234.5

26-03-04-03 RESOLVED to approve Victoria Wagner of Riverbend as a member of the Budget & Finance Committee, replacing Charlie Nelson. Moved by Kaiser, seconded by Lavanty. Motion carried.

Member Representative	Member	Votes	Yes	No	Abstain	Absent
Berger, Barry A.	Magnolias	83.5	83.5			
Bishopp, Fred T., Jr.	Riverbend	114.5	114.5			
Gross, Trudy M.	Riverview	120.5	120.5			
Henderson, Wesley C.	Overlook	7	7			
Kaiser, Wayne A.	Potomac Ridge	115	115			
Lavanty, Donald F., Sr.	Riverbend	114.5	114.5			
Nyhan, Andrea	Blue Ridge	119.5	119.5			
Norton, Mary K.	Riverview	120.5	120.5			
Phelan, Merrill D.	Magnolias	83.5	83.5			
Saine, David V.	Potomac Ridge	115				115
Upp, David J. (Absent/proxy to Andrea Nyhan)	Blue Ridge	119.5				119.5
Total Votes		1113	878.5			234.5

26-03-04-04 RESOLVED to rescind Policy Resolution #34 – COVID-19 Employee Sick Leave Policy. Moved by Henderson, seconded by Nyhan. Motion carried.

Member Representative	Member	Votes	Yes	No	Abstain	Absent
Berger, Barry A.	Magnolias	83.5	83.5			
Bishopp, Fred T., Jr.	Riverbend	114.5	114.5			
Gross, Trudy M.	Riverview	120.5	120.5			
Henderson, Wesley C.	Overlook	7	7			
Kaiser, Wayne A.	Potomac Ridge	115	115			
Lavanty, Donald F., Sr.	Riverbend	114.5	114.5			
Nyhan, Andrea	Blue Ridge	119.5	119.5			
Norton, Mary K.	Riverview	120.5	120.5			
Phelan, Merrill D.	Magnolias	83.5	83.5			
Saine, David V.	Potomac Ridge	115				115
Upp, David J. (Absent/proxy to Andrea Nyhan)	Blue Ridge	119.5	119.5			
Total Votes		1113	998			115

26-03-04-05 RESOLVED to implement a mandatory restaurant support budget of seven dollars (\$7) per unit for a period of one year beginning in the month an LWVA restaurant opens for operation. Moved by Bishopp, seconded by Berger. Motion carried.

Member Representative	Member	Votes	Yes	No	Abstain	Absent
Berger, Barry A.	Magnolias	83.5	83.5			
Bishopp, Fred T., Jr.	Riverbend	114.5	114.5			
Gross, Trudy M.	Riverview	120.5		120.5		
Henderson, Wesley C.	Overlook	7	7			
Kaiser, Wayne A.	Potomac Ridge	115		115		
Lavanty, Donald F., Sr.	Riverbend	114.5	114.5			
Nyhan, Andrea	Blue Ridge	119.5	119.5			
Norton, Mary K.	Riverview	120.5	120.5			
Phelan, Merrill D.	Magnolias	83.5	83.5			
Saine, David V.	Potomac Ridge	115				115
Upp, David J. (Absent/proxy to Andrea Nyhan)	Blue Ridge	119.5		119.5		
Total Votes		1113	643	355		115

26-03-04-06 RESOLVED to institute a volunteer restaurant commitment program where residents may agree to deposit a monthly sum of \$200 for a Founding Member, \$100 for Sustaining Member, or \$30 for a friend of the LWVA restaurant into a Prepaid Balance House Account or a restaurant gift card POS system. Moved by Bishopp, seconded by Lavanty. Motion carried.

Member Representative	Member	Votes	Yes	No	Abstain	Absent
Berger, Barry A.	Magnolias	83.5	83.5			
Bishopp, Fred T., Jr.	Riverbend	114.5	114.5			
Gross, Trudy M.	Riverview	120.5	120.5			
Henderson, Wesley C.	Overlook	7	7			
Kaiser, Wayne A.	Potomac Ridge	115		115		
Lavanty, Donald F., Sr.	Riverbend	114.5	114.5			
Nyhan, Andrea	Blue Ridge	119.5	119.5			
Norton, Mary K.	Riverview	120.5	120.5			
Phelan, Merrill D.	Magnolias	83.5			83.5	
Saine, David V.	Potomac Ridge	115				115
Upp, David J. (Absent/proxy to Andrea Nyhan)	Blue Ridge	119.5				119.5
Total Votes		1113	680	115	83.5	234.5

26-03-04-07 RESOLVED, to approve extending the contract with Michael Sternberg of Sternberg Hospitality as restaurant consultant, in the amount of \$6,850. Motion amended to be contingent on Fountain Grill being the selected restaurant operator. Moved by Nyhan, seconded by Berger. Motion carried.

Member Representative	Member	Votes	Yes	No	Abstain	Absent
Berger, Barry A.	Magnolias	83.5	83.5			
Bishopp, Fred T., Jr.	Riverbend	114.5	114.5			
Gross, Trudy M.	Riverview	120.5	120.5			
Henderson, Wesley C.	Overlook	7	7			
Kaiser, Wayne A.	Potomac Ridge	115	115			
Lavanty, Donald F., Sr.	Riverbend	114.5	114.5			
Nyhan, Andrea	Blue Ridge	119.5	119.5			
Norton, Mary K.	Riverview	120.5	120.5			
Phelan, Merrill D.	Magnolias	83.5	83.5			
Saine, David V.	Potomac Ridge	115				115
Upp, David J. (Absent/proxy to Andrea Nyhan)	Blue Ridge	119.5	119.5			
Total Votes		1113	998			115

26-03-04-08 RESOLVED to authorize Fred Bishopp to meet with potential operator, Fountain Grill to identify interest in the restaurant. Motion carried.

Member Representative	Member	Votes	Yes	No	Abstain	Absent
Berger, Barry A.	Magnolias	83.5	83.5			
Bishopp, Fred T., Jr.	Riverbend	114.5			114.5	
Gross, Trudy M.	Riverview	120.5	120.5			
Henderson, Wesley C.	Overlook	7	7			
Kaiser, Wayne A.	Potomac Ridge	115	115			
Lavanty, Donald F., Sr.	Riverbend	114.5	114.5			
Nyhan, Andrea	Blue Ridge	119.5	119.5			
Norton, Mary K.	Riverview	120.5	120.5			
Phelan, Merrill D.	Magnolias	83.5	83.5			
Saine, David V.	Potomac Ridge	115				115
Upp, David J. (Absent/proxy to Andrea Nyhan)	Blue Ridge	119.5				119.5
Total Votes		1113	764		114.5	234.5

Motion to approve the proposed amended and restated Policy Resolution #4: Rules for Use of Gym, made by Henderson and seconded by Lavanty, was withdrawn by Henderson to allow time for counsel to provide clarification of Section 7.2(h) of Declaration.

26-03-04-09 RESOLVED to approve the proposed amended and restated Policy Resolution #13- Pet Regulations. Moved by Henderson, seconded by Gross. Motion carried.

Member Representative	Member	<u>Votes</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Berger, Barry A.	Magnolias	83.5	83.5			
Bishopp, Fred T., Jr.	Riverbend	114.5	114.5			
Gross, Trudy M.	Riverview	120.5	120.5			
Henderson, Wesley C.	Overlook	7	7			
Kaiser, Wayne A.	Potomac Ridge	115	115			
Lavanty, Donald F., Sr.	Riverbend	114.5	114.5			
Nyhan, Andrea	Blue Ridge	119.5	119.5			
Norton, Mary K.	Riverview	120.5	120.5			
Phelan, Merrill D.	Magnolias	83.5	83.5			
Saine, David V.	Potomac Ridge	115				115
Upp, David J. (Absent/proxy to Andrea Nyhan)	Blue Ridge	119.5	119.5			
Total Votes		1113	998			115

26-03-04-10 RESOLVED to approve the proposed amended and restated Policy Resolution #19- Procedures for Receiving and Reviewing Complaints as discussed. Moved by Henderson, seconded by Berger. Motion carried.

Member Representative	Member	<u>Votes</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Berger, Barry A.	Magnolias	83.5	83.5			
Bishopp, Fred T., Jr.	Riverbend	114.5	114.5			
Gross, Trudy M.	Riverview	120.5	120.5			
Henderson, Wesley C.	Overlook	7	7			
Kaiser, Wayne A.	Potomac Ridge	115	115			
Lavanty, Donald F., Sr.	Riverbend	114.5	114.5			
Nyhan, Andrea	Blue Ridge	119.5	119.5			
Norton, Mary K.	Riverview	120.5	120.5			
Phelan, Merrill D.	Magnolias	83.5	83.5			
Saine, David V.	Potomac Ridge	115				115
Upp, David J. (Absent/proxy to Andrea Nyhan)	Blue Ridge	119.5	119.5			

Total Votes		1113	998			115

26-03-04-11 RESOLVED to approve the proposed amended and restated Policy Resolution #24-Reasonable Accommodation/Modification Policy. Moved by Henderson, seconded by Berger. Motion carried.

Member Representative	Member	Votes	Yes	No	Abstain	Absent
Berger, Barry A.	Magnolias	83.5	83.5			
Bishopp, Fred T., Jr.	Riverbend	114.5	114.5			
Gross, Trudy M.	Riverview	120.5	120.5			
Henderson, Wesley C.	Overlook	7	7			
Kaiser, Wayne A.	Potomac Ridge	115	115			
Lavanty, Donald F., Sr.	Riverbend	114.5	114.5			
Nyhan, Andrea	Blue Ridge	119.5	119.5			
Norton, Mary K.	Riverview	120.5	120.5			
Phelan, Merrill D.	Magnolias	83.5	83.5			
Saine, David V.	Potomac Ridge	115				115
Upp, David J. (Absent/proxy to Andrea Nyhan)	Blue Ridge	119.5	119.5			
Total Votes		1113	998			115

26-03-04-12 RESOLVED to approve Riverbend’s request to install an additional handrail along the asphalt path in the parking lot adjacent to the Riverbend building, contingent upon Riverbend Condominium covering the full cost of installation. Motion by Kaiser, seconded by Lavanty. Motion carried.

Member Representative	Member	Votes	Yes	No	Abstain	Absent
Berger, Barry A.	Magnolias	83.5	83.5			
Bishopp, Fred T., Jr.	Riverbend	114.5	114.5			
Gross, Trudy M.	Riverview	120.5	120.5			
Henderson, Wesley C.	Overlook	7	7			
Kaiser, Wayne A.	Potomac Ridge	115	115			
Lavanty, Donald F., Sr.	Riverbend	114.5		114.5		
Nyhan, Andrea	Blue Ridge	119.5	119.5			
Norton, Mary K.	Riverview	120.5	120.5			
Phelan, Merrill D.	Magnolias	83.5	83.5			
Saine, David V.	Potomac Ridge	115				115

Upp, David J. (Absent/proxy to Andrea Nyhan)	Blue Ridge	119.5				119.5
Total Votes		1113	764	114.5		234.5

Motion to adjourn made by Henderson, seconded by Lavanty. Meeting adjourned at 5:08 PM.