

**LIFESTYLE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
LIFESTYLE COMMUNITY ROOM**

**621 Center Street
Herndon, VA 20170
January 14, 2020**

ATTENDEES

Board Members Present:

Julie Betts	President
Jenny Rios-Houck	Vice President
Linda Pugh	Treasurer
Felipe Bucalo	Member-at-large
Brian Rich	Secretary <i>{jointed the meeting at 7:10 p.m.}</i>

Board Members Absent:

Others Present:

Elizabeth Stulga	Capitol Property Management
Amy Showker	Recording Secretary

Homeowners Present:

CALL TO ORDER

Ms. Betts called the meeting to order at 6:36 p.m. noting there was a quorum present.

HOMEOWNER FORUM

Ms. Betts stated that she was concerned regarding the fire in the dryer vents. Management stated that she would investigate it. Management stated that they would put Edwin's schedule on the website tomorrow. Ms. Pugh stated that there was a light out near Building 615. Management stated they would get Wendy to follow-up with Dominion on it. Mr. Bucalo stated that there was a crack in the concrete near the step. Management asked Mr. Bucalo to send the pictures of the cracked concrete via email. Mr. Bucalo stated that there was a cake fight in Building 619 on the second floor and blue icing was smeared on the walls.

Management stated that there was an incident where residents who rented the clubhouse had destroyed the community room. Ms. Rios-Houck stated that her cleaning person lives in the community and could potentially clean the room after each usage. The Board discussed modifying the rental agreement. Ms. Rios-Houck stated that she would help edit the rental agreement (\$25 per hour - \$100 4 hours). Management stated that they are going to work on changing the community room entrance codes remotely through the application. Ms. Rios-

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Houck stated that Walker who came to clean did a nice job for the community. Ms. Rios-Houck stated that the snow should not be shoveled into the drainage area. Ms. Betts stated that Board members should not be “telling/directing” Capitol employees on how to do their jobs. Management stated that they would ask the workers to shovel the snow onto the plants instead of into the drainage area. The Board discussed the recent snow event.

The Board discussed getting proposals to update and renovate the clubhouse bathroom.

APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING

MOTION: Ms. Pugh moved, Ms. Rios-Houck seconded, to approve the minutes from the November 12, 2019 minutes as presented. The motion passed unanimously (5-0-0).

FINANCIALS AND MANAGEMENT REPORT

Management reviewed the Financials and outlined the large variances as presented in the Board Packet. The Board discussed the following items as part of the Administrative Report:

1. Resident/Management Correspondence
2. Lots of accounting questions
3. Edwin on vacation and Walker substituted. Received good reports about his work.
4. Wreaths were put up and removed as was the deer – all new decorations
5. New key system installed in the clubhouse.

RATIFICATION OF ITEMS TAKEN OUTSIDE A MEETING

- Snow Contract with Capitol

MOTION: Ms. Pugh moved, Mr. Rich seconded, to approve the ratification of items taken outside of the meeting for approval of the 2020 snow removal contract with Capitol Construction. The motion passed unanimously (5-0-0).

The Board asked that the employee from Capitol Construction (Johnny or Walker) come for an additional day per week. Management stated that they would get an estimate for the additional cleaning day per week. Management stated that they rely on receiving phone calls during snow events to determine appropriate action steps.

BOARD INFORMATION AND/OR ACTION

Community Landscaping Irrigation Contract 2020 - For Board review, discussion, and consideration included in the Board Packet Community Landscaping Irrigation Contract for 2020. Ms. Betts stated that she relies on the Landscaping Committee to make the decision about the irrigation contract.

MOTION: Ms. Pugh moved, Mr. Bucalo seconded, to approve the Community Landscaping annual irrigation contract for 2020 in the amount of \$2,970. The motion passed unanimously (5-0-0).

Bib Locks - For Board review, discussion, and consideration included in the Board Packet bib locks. The Board approved the purchase of three bib locks.

Estimated Taxes 2020 - For Board review, discussion, and consideration included in the Board Packet the estimated taxes for 2020. Management stated that the association pre-pays taxes annually and noted that there was a variance in the Budget for the 2019 taxes.

Estimate for Additional Porter 1 Day per Week - For Board review, discussion, and consideration included in the Board Packet the estimate for additional porter one day per week.

Ms. Pugh asked about the survey/questions from the auditors. Management stated that this was a system for checks and balances for the association.

NEW BUSINESS – No new business to discuss.

MOTION: Ms. Pugh moved, Ms. Rios-Houck seconded, to close the regular session meeting at 7:29 p.m. and enter executive session. The motion passed unanimously (5-0-0).

EXECUTIVE SESSION

Conducted at the discretion of the Board.

ADJOURNMENT

The Board agreed by consensus to adjourn the meeting at 8: p.m.