

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

**621 Center Street
Herndon, VA 20170
February 4, 2020**

ATTENDEES

Board Members Present:

Julie Betts	President
Jenny Rios-Houck	Vice President <i>{joined the meeting at 6:43}</i>
Linda Pugh	Treasurer
Felipe Bucalo	Member-at-large

Board Members Absent:

Brian Rich	Secretary
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Others Present:

Elizabeth Stulga	Capitol Property Management
Amy Showker	Recording Secretary

Homeowners Present:

Clementina Sanchez	Building 617, Unit 101
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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 read the audit. Ms. Sanchez stated that the bulletin boards need to be changed to reflect the updated meeting date (first Tuesday of the month). Management stated that they would change the bulletin boards throughout the community to reflect the new monthly meeting date. Ms. Betts encouraged Ms. Sanchez to sign-up for emails and the website. Ms. Betts described how the Board and Management conducts their meetings and addresses any concerns.

APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING

MOTION: Ms. Pugh moved, Ms. Rios-Houck seconded, to approve the minutes from the January 14, 2020 minutes as presented. The motion passed unanimously (4-0-0).

Ms. Betts reminded the Board and Management that there appeared to be a dryer vent fire outside Building 623, T4. Management stated that they would follow-up on it and get three

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proposals for getting dryer vents cleaned and request proof of cleaning documentation from each homeowner. Ms. Rios-Houck asked whose responsibility it was to clean the air conditioning condenser. Ms. Betts stated that it was the owner's responsibility to clean the air conditioning condenser. Ms. Betts stated that there was no dryer vent cover for Building 605, 3-T4. Management stated that they would follow-up on it. Mr. Bucalo stated that there was still blue icing in Building 619. Management stated that they would follow-up on it.

Management provided Ms. Rios-Houck with sample community room rental agreements to consider when updating the Lifestyle Community Room Rental Agreement. The Board discussed allowing renters of the community room to pay additional fees for the lifeguard service in order to use the pool during off hours. The Board also discussed community room renters' rules for using the pool during normal business hours. Ms. Rios-Houck stated that she would review the sample renter agreements.

Ms. Pugh asked about the renovation of the clubhouse bathrooms. Management explained that they had discussed the project with a contractor and were moving forward with getting proposals. Ms. Rios-Houck recommended using tile for the showers. The Board discussed doing a "bath fitter" installation to upgrade the bathroom showers. The Board set a goal for getting the community room bathroom project completed prior to the opening of the pool for the 2020 summer season. Management stated that at this time the community room combination could not be changed remotely by the application.

The Board discussed using an action item list again to track items that were open or completed.

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. Wreaths
3. New key system installed for clubhouse
4. Bib locks purchased
5. Website date change for meeting
6. Edwin's cleaning schedule added to the website

Management stated that they did not ask the snow removal company to address the sidewalks during the last snow event. Management stated that they would follow-up on it because they did not direct them to clear the sidewalks. Ms. Betts stated that she monitors the weather to determine if it was necessary to treat during winter weather events. Ms. Betts asked that everyone be conscious of the weather conditions prior to making a decision for snow/ice treatment in the community.

RATIFICATION OF ITEMS TAKEN OUTSIDE A MEETING

- Move additional \$12,000 to Morgan Stanley Account
- Change meetings to first Tuesday of each month

MOTION: Ms. Pugh moved, Ms. Rios-Houck seconded, to approve the ratification of items taken outside of the meeting (\$12,000 moved to the Morgan Stanley Account and change regular meeting dates to the first Tuesday of each month). The motion passed unanimously (4-0-0).

BOARD INFORMATION AND/OR ACTION

Draft Audit for 2018 and 2019 - For Board review, discussion, and consideration included in the Board Packet. Ms. Betts stated that the audit noted that the pool company was paid twice. Ms. Betts stated that she wanted the statement about minutes removed from the audit report. Ms. Betts stated that the audit recommends that the Board update their agreement with Capitol Management. Ms. Betts requested that Management send an updated copy of the contract agreement for Lifestyle from Capitol Management. The Board discussed the cost for copying the final audit. The Board stated that they would post the final abridged version of the Audit on the website. Management stated that if residents want a complete version of the Audit there would be a fee for providing a copy of it. Ms. Betts asked about the negative variances in the audit report. The Board discussed the variance in the assessment fees, and Management stated that they round the fees to the nearest dollar amount. Ms. Betts asked about the gift cards which were actually pre-paid credit cards that were being used for Edwin's supply purchases. Ms. Betts asked that the term gift card be removed from the audit because it was inaccurate. Ms. Rios-Houck asked about the Board members duties. The Board reviewed their duties as listed in the Audit Report. Ms. Betts requested that Management provide invoices for new vendors and/or when necessary. Management stated that they would send the outline of the important sections of the Audit Report for the Board to review more carefully. The Board asked that Management make the edits, as discussed during the meeting, to the Audit Report prior to signing and approving it.

Taxes 2018 - For Board review, discussion, and consideration included in the Board Packet. Ms. Betts signed the 2018 Taxes.

MOTION: Mr. Bucalo moved, Ms. Pugh seconded, to approve the President to sign the prepared 2018 tax returns as presented in the Board Packet. The motion passed unanimously (4-0-0).

Estimate for Additional Porter One Day Per Week - For Board review, discussion, and consideration included in the Board Packet. Management stated that the cost for an extra cleaning day was \$55 per hour. The Board stated that they wanted the extra cleaning day on Friday.

MOTION: Ms. Betts moved, Ms. Rios-Houck seconded, to approve Capitol Construction to clean weekly on Fridays for a three month trial period in the amount of \$55 per hour. The motion passed unanimously (4-0-0).

Morgan Stanley Recommendations – For Board review, discussion, and consideration included in the Board Packet.

MOTION: Ms. Bucalo moved, Ms. Pugh seconded, to approve moving \$250,000 back into the ladder strategy. The motion passed unanimously (4-0-0).

NEW BUSINESS – The Board discussed getting signs for the common area to discourage unsafe play on the picnic tables and to avoid injury. A resident stated that they have four vehicles, and Management stated that four vehicles for one unit was prohibited on the property. Management stated that extra cars must park on the street.

MOTION: Ms. Pugh moved, Ms. Rios-Houck seconded, to close the regular session meeting at 7:56 p.m. and enter executive session. The motion passed unanimously (4-0-0).

EXECUTIVE SESSION

Conducted at the discretion of the Board.

MOTION: Ms. Pugh moved, Ms. Rios-Houck seconded, to approve a waiver request for account 0205 in the amount of \$50.00. The motion passed unanimously (4-0-0).

MOTION: Ms. Pugh moved, Ms. Rios-Houck seconded, to approve a waiver request for T470 in the amount of \$25.00. The motion passed unanimously (4-0-0).

ADJOURNMENT

The Board agreed by consensus to adjourn the meeting at 8:30 p.m.