

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

**621 Center Street  
Herndon, VA 20170  
March 3, 2020**

**ATTENDEES**

**Board Members Present:**

Julie Betts	President
Linda Pugh	Treasurer
Brian Rich	Secretary

**Board Members Absent:**

Felipe Bucalo	Member-at-large
Jenny Rios-Houck	Vice President

**Others Present:**

Elizabeth Stulga	Capitol Property Management
Amy Showker	Recording Secretary

**Homeowners Present:**

**CALL TO ORDER**

Ms. Betts called the meeting to order at 6:56 p.m. noting there was a quorum present.

**HOMEOWNER FORUM**

A homeowner expressed continued concern regarding the noise level from the community room. The Board stated that they will add specifications to the rental agreement about loud music stopping at 10:00 p.m. The Board stated that they would investigate the possibility of shutting off the electrical outlets at 10:00 p.m. Management stated that they would follow-up with the renters about excessive noise. The resident asked about the process for getting windows approved from the Board. Management stated that the replacement windows must be the same as the current windows on the exterior.

Ms. Pugh stated that they are going to start the process for remodeling the community room bathrooms. Ms. Betts stated that the Board was considering another extermination company. Management stated that they have an appointment with Exterior Medics to get further information about rodents in the ceilings, rooves, etc. The Board discussed the entrance points for rodents and how to address it moving forward (attic, gutters, etc.). The Board discussed getting the ceiling replaced with more sound proof material. Management explained the issues with the gutters and drainage that was impacting a residents unit and causing water damage.

### **APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING**

***MOTION: Ms. Pugh moved, Ms. Betts seconded, to approve the minutes from the February 4, 2020 minutes as presented. The motion passed unanimously (3-0-0).***

### **FINANCIALS AND MANAGEMENT REPORT**

Management reviewed the Financials and outlined the large variances as presented in the Board Packet. Management stated that the reason for the net operating loss was because the quarterly water bill was paid. Management stated that they could send a notice regarding the increased water usage. The Board discussed the following items as part of the Administrative Report:

1. Resident/Management Correspondence
2. Johnny was brought in to assist on Fridays going very well.
3. Dominion has finally expedited pole outside of 615 – still not fixed and the light is out.
4. Bib locks bought and given to Edwin to install.
5. Lent Free will be giving an estimate to service the dryer vents for each unit owner.

### **RATIFICATION OF ITEMS TAKEN OUTSIDE A MEETING**

- Writing off \$4,112.51 to bad debt as recommended by our attorney

***MOTION: Ms. Pugh moved, Mr. Rich seconded, to approve the ratification of items taken outside of the meeting (Writing off \$4,112.51 to bad debt as recommended by our attorney). The motion passed unanimously (3-0-0).***

### **BOARD INFORMATION AND/OR ACTION**

Taxes 2012/13 and 2015/16 - For Board review, discussion, and consideration included in the Board Packet. Enclosed for signature. Management received a notice that there was a credit for those years and the U.S. Government has no record of the association submitting the taxes. Management will resubmit. The current Management was not working with Lifestyle during the 2012/13 and 2015/16 tax seasons. Ms. Betts signed the tax documents for Management to submit and receive the credits.

***MOTION: Ms. Pugh moved, Mr. Rich seconded, to approve the President to sign the prepared 2012/13 and 2015/16 taxes in the Board Packet. The motion passed unanimously (3-0-0).***

Estimate for Bathroom - For Board review, discussion, and consideration included in the Board Packet. The Board discussed the community bathroom renovation project. The Board discussed sending out a newsletter about upcoming spring inspections.

Estimate for Drainage – For Board review, discussion, and consideration included in the Board Packet. Genesis proposal to help with serious drainage issue at building 605. Management stated that the drainage issues were causing water damage to units. Management stated that the attorney has advised that water traveling across common elements was the unit owners' responsibility. Management stated that unit owners need to seal concrete if there was dry wall damage.

***MOTION: Ms. Pugh moved, Mr. Rich seconded, to approve the Option 1 proposal from Genesis for drainage improvements in building 605 as presented in the Board packet in the amount of \$7,470. The motion passed unanimously (3-0-0).***

***MOTION: Ms. Betts moved, Ms. Pugh seconded, to close the regular session meeting at 7:45 p.m. and enter executive session. The motion passed unanimously (3-0-0).***

**EXECUTIVE SESSION**

Conducted at the discretion of the Board.

**ADJOURNMENT**

The Board agreed by consensus to adjourn the meeting at 8:00 p.m.