

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

**621 Center Street  
Herndon, VA 20170  
May 19, 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:**

Tim Eckert	Building 619, Unit 203
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**CALL TO ORDER**

Ms. Betts called the meeting to order at 6:32 p.m. noting there was a quorum present.

**HOMEOWNER FORUM**

Mr. Bucalo stated that he was selling his unit. Ms. Pugh asked about the Capitol Management Contract for Lifestyle. Ms. Betts stated that she would discuss the Lifestyle contract with Ms. Pugh. Management stated that they could set-up a meeting with the President of Capitol for the Board to discuss the Lifestyle Contract with them.

**APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING**

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

### **FINANCIALS AND MANAGEMENT REPORT**

Management reviewed the Financials and outlined the large variances as presented in the Board Packet. Management stated that the Board should anticipate a shift in taxes because their portfolio is making money. 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. Edwin does not feel this is necessary any longer
3. Dominion has finally expedited pole outside of 615. It was repaired and wiring was worked on for several days throughout that area.
4. Bib locks installed.
5. Building floors were treated
6. Risers were painted
7. Leak in 615, 621, 623
  - a. Ms. Betts stated that she still hears leaks in her building. Ms. Betts asked Management for next steps for addressing the leak issues.
8. Drainage work in courtyard behind 605 completed. Still need work done on the gutters.

### **Large Variances are as follows:**

- Interest income currently shows \$9,070 for 2019/20.
- Bad debt shows a negative variance of (\$2,375)
- Insurance premium shows a negative variance of (\$13,072) as we paid in full through the year end. We will only be \$155 off actual at year end.
- Insurance deductible shows a positive variance of \$1,716
- Misc. Admin shows a negative variance of (\$1,709) Edwin and Elizabeth bonus and payment to Linda.
- Income taxes shows a negative variance of (\$8,000). These are prepaid numbers for state and Federal.
- Audit and tax prep shows a negative variance of (\$5,542)
- Reserve Study shows a negative variance of (\$3,350) as it was budgeted for in 2018/19.
- Snow/ice removal shows a positive variance of \$7,779.
- Pool maintenance shows a positive variance of \$20,966.
- General repair and Maintenance shows a \$5,339 variance.
- Maintenance supplies shows a positive variance of \$1,521
- Plumbing repairs shows a positive variance of \$6,073.
- Water Sewer shows a positive variance of \$8,646

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

- Writing off \$4,112.51 to bad debt as recommended by our attorney. (Didn't have meeting in March need to ratify)
- Drainage work in 605 \$7,470

***MOTION: Ms. Pugh moved, Mr. Bucalo seconded, to approve the ratification of items taken outside of the meeting (\$4,112.51 to bad debt as recommended by our attorney and drainage work in Building 605 in the amount of \$7,470). The motion passed unanimously (4-0-0).***

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

• **Taxes 2012/13 and 2015/16** – Enclosed for signature. We received a notice that there was a credit for those years and the Government has no record of us submitting them. We will resubmit. Board Information and Signature

• **Estimate for Bathroom** – Capitol, Dynasty and Premium Floors. (Only Capitol's bid in so far but am meeting will all vendors next week onsite). Board Information and Decision. The Board decided that they would get additional bids before making any decisions regarding the bathroom project.

• **Estimate for Pest Control**– PMSI proposal for pest control services throughout the community (cancel Home Paramount). Board Information and Decision. Management discussed the treatment of rodents in the attic and the options presented in the contract. Management expressed their concern about rodent boxes being filled consistently. Ms. Betts stated that she does not mind to switch vendors.

***MOTION: Ms. Pugh moved, Mr. Bucalo seconded, to approve the annual pest control contract in the amount of \$125 per month from PMSI with the addition of rodent removal options in the attic for \$8,000 and treatment in the traps for \$1,950. The motion passed unanimously (4-0-0).***

**Capitol Proposal for flooring on the Gazebo and Removal of the Bridge**– Included for your review. Board Information and Decision. The Board discussed removing the bridge and replacing it with a patio flooring structure (pavers, painting, etc.). The Board stated that the bridge continues to get damaged by children and is a safety concern.

***MOTION: Mr. Bucalo moved, Ms. Rios-Houck seconded, to approve the contract from Capitol to demolition the bridge and replace the flooring on the gazebo as outlined in the contract in the amount of \$3,060.00. The motion passed unanimously (4-0-0).***

**Gutter/roof proposal** - Proposal from Exterior medics to replace and repair the roof line and gutters on Building 605. Board Information and Decision. The Board decided that they wanted additional bids before making a decision regarding the gutter/roof.

**Repair to building 619** - Concrete work request. Board Information and Decision. The Board discussed the large crack and the safety hazard being created by it. The Board decided that all of the concrete needed to be replaced instead of just cocking it.

**Pool Contract** – The Board discussed servicing the pool during the summer months twice weekly per the guidance from the county. The Board decided that they will not be opening the pool this summer. The Board stated that they would post signs at the pool notifying the community of the closure. The Board asked Management to put-up caution tape and signage for the playground closure due to COVID-19. The Board discussed putting up social distancing and sanitizing near the gazebo/grill area.

***MOTION: Ms. Rios-Houck moved, Mr. Bucalo seconded, to approve the maintenance contract from Premier Aquatics in the amount of \$16,500.00. The motion passed unanimously (4-0-0).***

**Pool Light** – For Board discussion, review, and consideration.

***MOTION: Ms. Rios-Houck moved, Mr. Bucalo seconded, to approve the contract from Critical Peak Services to replace and repair the light near the gazebo in the amount of \$1,832.60. The motion passed unanimously (4-0-0).***

### **Review of Action Items:**

The Board discussed the signage posted to discourage playing on the gazebo. Management stated that they would have courtyard rules made in metal to display expectations/rules (Spanish & English). Ms. Betts asked that Management send out another Presidential update to the community. Ms. Rios-Houck requested that the signage be updated with more accurate translation. Management stated that the sign go through Google Translate. Ms. Rios-Houck asked that documents be sent to her for translation.

***MOTION: Ms. Pugh moved, Ms. Rios-Houck seconded, to close the regular session meeting at 7:49 p.m. and enter executive session. The motion passed unanimously (4-0-0).***

### **EXECUTIVE SESSION**

Conducted at the discretion of the Board.

### **ADJOURNMENT**

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