

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

**621 Center Street
Herndon, VA 20170
July 7, 2020**

ATTENDEES

Board Members Present:

Julie Betts	President
Jenny Rios-Houck	Vice President
Linda Pugh	Treasurer
Felipe Bucalo	Member-at-large
Brian Rich	Secretary

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 6:35 p.m. noting there was a quorum present.

HOMEOWNER FORUM

Ms. Bucalo stated that he needs a letter from the HOA regarding the balcony for the new homeowner. Management stated that they would send Mr. Bucalo a letter for the new homeowner. Mr. Bucalo stated that effective July 10, 2020 he will not be eligible as a homeowner in the community to serve on the Board of Directors because he has sold his condo.

Management explained the extensive leakage for unit 615. Management stated that the condensate line was terminated, and Triple State has been notified to remedy it. Management stated that all condensate lines must be brought up to grade. Management stated that Exterior Medics will be inspecting the patio and gutter, and Exterior Medics has been notified to address the condensate line issues. Management stated that Triple State has been instructed to address the plumbing beginning at 9:00 a.m. on Monday. Management stated that the Board could review the estimates at the next meeting or via email to determine who is responsible for addressing the damage on the patio.

Management stated that they would follow-up on the installation of gutter/leaf guards with Exterior Medics to get their professional option on it for Lifestyle.

Ms. Betts stated that the tree in her backyard continues to live and grow despite efforts to remove it.

APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING

Ms. Pugh asked who was responsible for removing the bulk trash items. Management stated that Capitol has been removing the bulk trash items. Management stated that they would have the trash signs and cameras installed on Friday, July 10th.

MOTION: Ms. Pugh moved, Mr. Bucalo seconded, to approve the minutes from the June 2, 2020 minutes as presented. The motion passed unanimously (5-0-0).

The Board discussed PMSI and the new traps for pest Management.

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. Drainage work walk through completed for Unit 611
3. Fence fixed for Unit 611
4. Drainage, gutters, condensate line and patio repair underway with vendor walks for Unit 615 to solve issue with drainage in front of building
5. Leak in Unit 625
6. CM hardscapes and Exterior Medics contacted to look at balcony for Unit 619 to get competing bids

Large Variances are as follows:

- Bad debt shows a negative variance of (\$1,875)
- Interest income currently shows \$8,106 for 2019/20
- Insurance premium shows a negative variance of (\$16,533) as we paid in full through the year end. We will end year at (\$9,783. Talked to the Insurance carrier. Asked for run loss would like to get a bid from another carrier. Current carrier sending a renewal as well
- Insurance deductible shows a positive variance of \$2,550
- Misc. Admin shows a negative variance of (\$1,036) 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 show a negative variance of (\$4,725)
- 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 \$11,113.

- Pool management shows a positive variance of \$25,966. Signed maintenance contract and pool is being cleaned and maintained.

BOARD INFORMATION AND/OR ACTION

1. **Proposal for Drainage Work in 611** – For Board review and discussion.

MOTION: Ms. Betts moved, Mr. Bucalo seconded, to approve the proposal from Genesis for landscaping improvements from Unit 609 to 611 as outlined in the contract for a total of \$1,650. The motion passed unanimously (5-0-0).

2. **2021 Budget** – For Board review and discussion. Ms. Betts stated that she would like to postpone increasing the homeowner fees by one percent. The Board determined that the Annual Assessment Budget would be set for \$582,384 and noted that there will be no homeowner assessment fee increase for the upcoming year. Management noted that the community was in good financial standing at this time. Management stated that they would send a cover letter to homeowners about the 2021 assessment fees explaining the Board's rationale for no fee increases.

MOTION: Ms. Betts moved, Mr. Rich seconded, to approve the 2021 Budget with no increase in the homeowner assessment fees due to the COVID-19 pandemic. The motion passed unanimously (5-0-0).

3. **Insurance Proposal** – For Board review and discussion. Management reviewed the proposals from each of the insurance agents. Management noted that Farmers was extremely responsive, and they cover some additional items that other companies do not cover. Ms. Pugh asked about medical expense coverage for up to \$5,000 per resident. Management suggested reviewing the current policy to determine the coverage for resident medical expenses. Management stated that if the Board had questions, they were welcome to call the agent for clarification.

MOTION: Mr. Bucalo moved, Ms. Pugh seconded, to approve the insurance proposal from Farmers as presented in the Board Packet. The motion passed unanimously (5-0-0).

MOTION: Ms. Betts moved, Ms. Pugh seconded, to close the regular session meeting and enter executive session at 7:38 p.m. The motion passed unanimously (5-0-0).

EXECUTIVE SESSION

Conducted at the discretion of the Board.

The Board agreed by consensus to close Executive Session and resume the regular meeting at 7:50 p.m.

MOTION: Ms. Betts moved, Ms. Pugh seconded, to remove late fees in the amount of \$75 from account number C-10103 and late fees in the amount \$50 from account number 40221. The motion passed unanimously (5-0-0).

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ADJOURNMENT

The Board agreed by consensus to adjourn the meeting at 7:55 p.m.