

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

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

ATTENDEES

Board Members Present:

Julie Betts	President
Linda Pugh	Treasurer
Brian Rich	Secretary

Board Members Absent:

Jenny Rios-Houck	Vice President
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Others Present:

Elizabeth Stulga	Capitol Property Management
Amy Showker	Recording Secretary

Homeowners Present:

Jene Gournov
Gill Family

CALL TO ORDER

Ms. Betts called the meeting to order at 6:37 p.m. noting there was a quorum present.

HOMEOWNER FORUM

Mr. Gournov stated that he had concerns regarding the rodents in two of the units in building 603 and 611. Management stated that the Board conducted rodent treatment in one of the building attics to see if it would help control the rodents. Management stated that the association has changed pest control companies and now are using PMSI. Management stated that PMSI will do an individual unit inspection and treatment for \$45. Management stated that owners may send them an email to get the PMSI service dates. Management stated that they would send service dates and announcements to all residents.

Ms. Pugh asked about the signs and camera installation near the dumpster. Management stated that their head of construction was ill, and this has caused a back-up with jobs. Management stated that they have spoken with Capitol Construction regarding the project and it should be completed within the next few weeks. Ms. Pugh stated that her neighbor has a mouse running around their condo after the attic work was completed. Management asked if PMSI checked

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their unit for rodent access points. Management stated that they would request that someone from PMSI check the unit.

Ms. Betts asked about a timeline for the condensate line repairs. Ms. Betts stated that the condensate line appears to be blocked and it causes issues with her AC unit. Management stated that Triple State has not sent a quote for the condensate line. Management stated that they would follow-up with Triple State about the quote. Management stated that they would also send proposals to Board members via email from Exterior Medics for review.

APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING

MOTION: Ms. Pugh moved, Mr. Rich seconded, to approve the minutes from the July 7, 2020 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. The Board discussed the following items as part of the Administrative Report:

1. **Resident /Management Correspondence**
2. Drainage work in courtyard behind 611 (approved) and 615 looked at and estimates included
3. Gutters at 615 need repairing
4. Condensate lines at 623 and 615 need repairing
5. Patio at 615 T4 needs to be replaced.
6. Garbage continues to be an issue. Talked to Waste Management (WM) – finally got someone on the phone. Requesting credit for months where they have not picked up bulk items. Waiting on response from WM
7. Budget Mailing went out for 2020/21 budget.

Large Variances are as follows:

- Interest income currently shows \$12,615 for 2019/20.
- Bad debt shows a negative variance of (\$7,239)
- Bad debt write-off of \$5,614 in June
- Insurance premium shows a negative variance of (\$13,950) as we paid in full through the year end. We will end year at (\$9,783).
- Insurance deductible shows a positive variance of \$2,967
- 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 (\$4,316)
- Legal fees show a positive variance of \$3,037
- 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 \$12,779.
- Pool management shows a positive variance of \$28,466. Signed maintenance contract and pool is being cleaned and maintained.
- General repair and Maintenance shows a (\$5,218) variance. • Maintenance supplies shows a positive variance of \$1,327

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- Landscape repair shows a negative variance of (\$5,219) due to the drainage repair done on building 605
- Plumbing repairs shows a positive variance of \$9,134.
- Water Sewer shows a positive variance of \$9,928

RATIFICATION OF ITEMS TAKEN OUTSIDE A MEETING

- Board decision to accept Farmers Insurance plan with a premium of \$38,649.

The Board agreed by consensus to ratify and accept the insurance coverage proposal from Farmers in the amount of \$38,649 annually.

BOARD INFORMATION AND/OR ACTION

1. **Estimate for Drainage to 615** – For Board review and discussion. Management stated that this contract would need to be reviewed over email after adjustments were made to the termination points.

The Board reviewed the Guardian Fire Report.

2. **Estimate to Repair Deck at 619** – For Board review and discussion. Mr. Rich asked about the warranty for the work. Management stated that they would follow-up with both vendors to get the warranty information and send the information via email to the Board members.
3. **Gutter and Slab Repair** – For Board review and discussion. Ms. Betts requested an additional quote for the work. The Board stated that they would vote on the proposals via email.
4. **Gutter Repair for 605** – For Board review and discussion. Ms. Betts asked for an additional quote.

OLD BUSINESS

Ms. Betts noted that the grounds need to upkeep (common areas, stairwells, etc.) better by Edwin picking-up trash, cigarettes, etc. more consistently. Ms. Betts asked that Edwin pick-up debris in the community. Management stated that they would follow-up with Edwin regarding the request. Ms. Pugh noted that there are many bugs in their hallways.

The Gill family thanked the Board for their volunteer work.

MOTION: Ms. Pugh moved, Ms. Rios-Houck seconded, to close the regular session meeting and enter executive session at 7:15 p.m. The motion passed unanimously (3-0-0).

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EXECUTIVE SESSION

Conducted at the discretion of the Board.

ADJOURNMENT

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