

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

**621 Center Street  
Herndon, VA 20170  
September 1, 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:**

Donna Williams  
Ron Caldwell

**CALL TO ORDER**

Ms. Betts called the meeting to order at 6:55 p.m. noting there was a quorum present.

**HOMEOWNER FORUM**

Ms. Williams stated that she had an issue with rodents. Management stated that the association has a contract with PMSI and noted that they will service individual units for \$45 the day they service the community.

Mr. Caldwell stated that he did not have anything to share but looked forward to hearing the meeting updates.

Ms. Pugh stated that Edwin and Johnny did not clean her building last week. Management stated that they would follow-up on it. The Board noted that the security cameras seem to be reducing the amount of dumping on the property. Ms. Pugh asked about bug repellent to detract large bugs from the storm doors.

The Board discussed smoking around the buildings and installing reciprocals for cigarette butts in the future. Mr. Rich asked about trash cans being installed through the community. The Board discussed where trash cans were placed throughout the community.

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

***MOTION: Ms. Betts moved, Mr. Rich seconded, to approve the minutes from the August 4, 2020 meeting 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 should be on schedule for next week. 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 WM – finally got someone on the phone. Management has been requesting credit for months where they have not picked up bulk items. Waiting on response from WM still waiting said they believe they have not picked up since beginning of April.
7. Budget Mailing went out for 2020/21 budget.

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

- Interest income currently shows \$7,124 for 2019/20.
- Bad debt shows a negative variance of (\$6,989)
- Bad debt write off \$5,614 in June
- Printing shows a positive variance of \$1,367
- Copying shows a positive variance of \$1,425
- Insurance premium shows a negative variance of (\$11,366) as we paid in full through the year end. We will end year at (\$9,783).
- Insurance deductible shows a positive variance of \$3,383
- Pool telephone shows a negative variance of (\$1,007) due to the new internet.
- 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 (\$3,908)
- Legal fees shows a positive variance of \$3,491
- 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 \$14,445.
- Building cleaning shows a negative variance of (\$6,788) due to addition of Johnny.
- Pool management shows a positive variance of \$18,591. Signed maintenance contract and pool is being cleaned and maintained

- General repair and Maintenance shows a (\$5,226) variance.
- Maintenance supplies shows a positive variance of \$1,577
- Landscape repair shows a negative variance of (\$4,385) due to the drainage repair done on building 605
- Plumbing repairs shows a positive variance of \$10,355.
- Water and Sewer shows a positive variance of \$18,262

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

- No ratification of items taken outside of the meeting.

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

1. **Estimate for Drainage to 615** – For Board review and discussion. Genesis to give quote. Ms. Betts stated that she was having difficulty comparing the quotes. The Board asked that Management do a price comparison of the proposals. Management noted that there was an extensive amount of work to connect the down spouts with PVC. Mr. Rich asked for a summative breakout of the work. The Board decided to take additional time to review all the quotes. Management stated that the Building 615 condensate line cannot wait much longer because of the damage to property that is occurring.
2. **Estimate to Repair Deck at 619** – For Board review and discussion.
3. **Proactive Snaking Condensate Lines Yearly** – For Board review and discussion. The Board decided to table this item (\$18,000) unless consistent issues are reported to Management.
4. **Pool Repairs** – For Board review and discussion.

***MOTION: Ms. Betts moved, Ms. Pugh seconded, to approve the proposal from Premier Pools to re-grout and repair skimmer as outlined in the contract not to exceed \$500. The motion passed unanimously (3-0-0).***

5. **Clubhouse Bathroom Renovation** – For Board review and discussion. The Board reviewed the quote from Dynasty and noted that the upgrades to the clubhouse bathroom seem too high-end (granite, marble, etc.). Management stated that the two other quotes from Capitol and On Point include standard/commercial grade materials. Management stated that they would ask Dynasty to adjust their quote to include standard/commercial items. Management stated that they would meet again with all the contractors to get comparable quotes.
6. **2020 Audit** – For Board review and discussion.
7. **Replace Dead Plants Outside Building 623** – For Board review and discussion.

***MOTION: Ms. Betts moved, Ms. Pugh seconded, to approve the proposal from Genesis Landscaping to replace the plants outside of Building 623 in the amount \$402. The motion passed unanimously (3-0-0).***

### **OLD BUSINESS**

***MOTION: Ms. Betts moved, Mr. Rich seconded, to close the regular session meeting and enter executive session at 7:46 p.m. The motion passed unanimously (3-0-0).***

### **EXECUTIVE SESSION**

Conducted at the discretion of the Board. The Board returned to open session at 7:55 p.m.

***MOTION: Ms. Betts moved, Mr. Rich seconded, to approve waiving the late fee for account number 40212 in the amount of \$25 with the contingency that the payment date gets adjusted. The motion passed unanimously (3-0-0).***

***MOTION: Ms. Betts moved, Mr. Rich seconded, to approve waiving the late fee for account number 2T506 in the amount of \$100. The motion passed unanimously (3-0-0).***

### **ADJOURNMENT**

The Board agreed by consensus to adjourn the meeting at 8:15 p.m.