

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

**621 Center Street  
Herndon, VA 20170  
October 6, 2020**

**ATTENDEES**

**Board Members Present:**

Julie Betts	President
Linda Pugh	Treasurer
Jenny Rios-Houck	Vice President

**Board Members Absent:**

Brian Rich	Secretary
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**Others Present:**

Elizabeth Stulga	Capitol Property Management
Amy Showker	Recording Secretary

**Homeowners Present:**

Ruchi Kapani

The Board discussed issues with drainage, and Ms. Betts reported that noting had been done to fix the downspouts. Management stated that they would ask Genesis to do a temporary fix for the downspouts.

**CALL TO ORDER**

Ms. Betts called the meeting to order at 6:48 p.m. noting there was a quorum present.

**HOMEOWNER FORUM**

Ms. Betts stated that nothing has occurred at 625-T1.

**APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING**

*MOTION: Ms. Pugh moved, Ms. Betts seconded, to approve the minutes from the September 1, 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**

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2. Drainage work in courtyard behind 611 is complete
3. 615 looked at and estimates included in the Board Packet
4. Gutters at 615 still need to be repaired
5. Condensate lines at 623, 625 and 615 need to be repaired
6. Patio at 615 T4 needs to be replaced
7. Need to get a new bulk trash vendor still no word from WM
8. Budget Mailing went out for 2020/21 budget

### Large Variances are as follows:

- Interest income currently shows \$15,807 for 2019/20!
- Bad debt shows a negative variance of (\$6,739) Bad debt write off \$5,614 in June
- Printing shows a positive variance of \$1,585
- Postage show a positive variance of \$1,578
- Insurance premium shows a negative variance of (\$11,952)
- Insurance deductible shows a positive variance of \$3,800
- Pool telephone shows a negative variance of (\$1,085) 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 show a negative variance of (\$3,500)
- Legal fees show a positive variance of \$4,184
- 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 \$16,112.
- Building cleaning shows a negative variance of (\$7,266) due to addition of Johnny.
- Pool management shows a positive variance of \$21,091. Signed maintenance contract and pool is being cleaned and maintained just released check
- General repair and Maintenance shows a (\$12,628) variance.
- Maintenance supplies shows a positive variance of \$1,365
- Landscape repair shows a negative variance of (\$3,762) due to the drainage repair done on building 605. 611 is complete bill paid in Sept.
- Plumbing repairs shows a positive variance of \$11,792.
- Water Sewer shows a positive variance of \$1,909

### 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 and Concrete Work for 615** – For Board review and discussion. The Board discussed asking Exterior Medics to come down on the price for the concrete slab work.

***MOTION: Ms. Betts moved, Ms. Pugh seconded, to approve the proposal from Exterior Medics for gutter detach at \$975 and Genesis for the drainage/downspouts in the amount of \$6300. The motion passed unanimously (3-0-0).***

***MOTION: Ms. Betts moved, Ms. Pugh seconded, to approve the proposal from Exterior Medics for slab replacement not to exceed \$5,500. The motion passed unanimously (3-0-0).***

**2. Clubhouse Bathroom Renovation** – For Board review and discussion. Management stated that if a Board member would like to go see work from Capitol they could go into a building near their office. Management stated that the quotes are subject to change based on the materials the Board selected. Ms. Rios-Houck asked about the materials that were going to be used for the showers and walls. Management stated that the shower was not standard size. The Board discussed reviewing the contracts prior to the next meeting in order to decide on a contractor at the next meeting. Management stated that they would get a quote for tiling the bathroom. Ms. Rios-Houck stated that she would send Management an email regarding the tile and any additional items she would like priced in the quotes.

**3. 2020 Audit** – For Board review and discussion.

### **OLD BUSINESS**

***MOTION: Ms. Rios-Houck moved, Ms. Betts seconded, to close the regular session meeting and enter executive session at 7:24 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.

### **ADJOURNMENT**

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