

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

**621 Center Street
Herndon, VA 20170
February 2, 2021**

ATTENDEES

Board Members Present:

Julie Betts	President
Linda Pugh	Treasurer
Brian Rich	Secretary
Rouchi Kapani	

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:

CALL TO ORDER

Ms. Betts called the meeting to order at 6:43 p.m. noting there was a quorum present.

APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING

MOTION: Ms. Pugh moved, Mr. Rich seconded, to approve the minutes from the January 5, 2021 meeting as presented. The motion passed unanimously (4-0-0).

HOMEOWNER FORUM

Ms. Betts stated that she had noticed a lot of rubbish on the ground. Ms. Betts stated that the company did a great job removing the snow. Ms. Betts mentioned that the public walkways (per state law) need to be cleared within twenty-four hours of a snow event. Management stated that they would instruct Edwin to take care of it during the next snow event.

Ms. Pugh mentioned that there was a two-foot snowbank near the curb that had to be shoveled before a car could be moved. Management stated that they would address it.

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Ms. Kapani asked what was considered illegal dumping. Management explained what constituted illegal dumping. Management stated that license plate readers were being installed in the dumpster areas to help with the situation.

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. Still trying to get resolution on building 623. Insurance company not responding. Reached out a fourth time.
3. Resale inspections ongoing may units have sold in recent months. Need to supply SOA to residents selling and assist the real estate agents.
4. FHA being applied for again. Information with the attorney.
5. Illegal dumping of bulk items continues.
6. Walk with Onpoint for the bathroom renovations completed and stuff picked out all the elements and are awaiting a revised proposal for some add on items.

Large Variances are as follows:

- Interest income shows a negative variance for the first time in a long time of (\$1,416)
- Bad debt shows a positive variance of \$1,000
- Printing copying shows a positive variance of \$1,072
- Misc. Admin shows a negative variance of (\$1,743)
- Income taxes shows a negative variance of (\$5,769)
- Audit and tax prep shows a positive variance of \$2,000
- Trash shows a positive variance of \$1,733. Waste Management has not serviced bulk pick up since April of 2020.
- Snow shows a positive variance of \$1,790
- Building cleaning shows a negative variance of (\$3,649)
- Pool shows a positive variance of \$5,875
- General repairs and maintenance shows a negative variance of (\$7,915) This is the bulk pick up and the additional hours for Johnny.
- Landscape repairs shows a negative variance of (\$6,418) this is due to the drainage addition that Genesis did.
- Electricity shows a positive variance of \$2,365
- Water and sewer shows a negative variance of (\$2,787) paid quarterly.

RATIFICATION OF ITEMS TAKEN OUTSIDE A MEETING

- Appointment of Rouchi Kapani to the Board of Directors

BOARD INFORMATION AND/OR ACTION

- 1. Estimate for Bathroom renovation** – For Board review, consideration, and discussion. The Board discussed the type of hand dryer that would work best. The Board discussed the position of electrical outlets and if an exhaust fan was necessary.

MOTION: Mr. Rich moved, Ms. Pugh seconded, to accept the finalized contract from OnPoint as presented in the Board packet for the bathroom renovation in the amount of \$31,130. The motion passed unanimously (3-0-0).

2. **Draft Audit** - For Board review, consideration, and discussion. The Board discussed ways to distribute funds to Edwin. Ms. Kapani recommended the Board consider a cash application in lieu of handling paper receipts.

MOTION: Mr. Rich moved Ms. Pugh seconded, to accept the draft audit as presented in the Board Packet. The motion passed unanimously (3-0-0).

3. **Proposal to replace all Fire Extinguishers and Cases** - For Board review, consideration, and discussion.

MOTION: Ms. Pugh moved, Ms. Kapani seconded, to approve the proposal as presented in the Board packet to replace all fire extinguishers and cases in the amount of \$2,405. The motion passed unanimously (3-0-0).

OLD BUSINESS

The Board discussed the pool opening for the 2021 season. Management discussed the restrictions from the Governor and some of the provisions required in the state of Virginia for opening the pool. The Board discussed a team of residents who could monitor the electronic sign-up.

The Board discussed taking legal action, posting signs, and sending notices regarding defecating in the stairwell.

MOTION: Ms. Pugh moved, Mr. Rich seconded, to close the regular session meeting and enter executive session at 7:47 p.m. The motion passed unanimously (4-0-0).

EXECUTIVE SESSION

Conducted at the discretion of the Board. The recording secretary was excused at 7:49 p.m.

ADJOURNMENT

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