

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

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

ATTENDEES

Board Members Present:

Julie Betts	President
Linda Pugh	Treasurer
Brian Rich	Secretary
Jenny Rios-Houck	Vice President <i>{joined at 7:05 p.m.}</i>

Board Members Absent:

Ruchi Kapani

Others Present:

Elizabeth Stulga	Capitol Property Management
Amy Showker	Recording Secretary

Homeowners Present:

Michelle Whitlock

CALL TO ORDER

Ms. Betts called the meeting to order at 6:39 p.m. noting there was a quorum present.

APPROVAL OF MINUTES FROM PREVIOUS BOARD MEETING

MOTION: Ms. Pugh moved, Ms. Betts seconded, to approve the minutes from the February 2, 2021 meeting as edited. The motion passed unanimously (3-0-0).

HOMEOWNER FORUM

Ms. Whitlock stated that this was her first meeting. She stated that she was excited to join this evening. Mr. Rich stated that he had an issue with a leak in his unit. Ms. Pugh stated that there was an issue with potholes. Management stated that they were working with Pro-Pave regarding permitting to address the potholes.

Ms. Betts stated that rubbish continues to be an issue around the neighborhood. Management asked if a trashcan needed to be added to help address the issue. The Board discussed the trashcan color. Ms. Betts stated that she would be working on a newsletter. Ms. Betts stated that she wanted to include a section on “hope” (pool opening, clubhouse bathroom renovation, etc.).

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The Board discussed packages being “taken” when delivered to the wrong address. Ms. Betts stated that she was going to put the package issue in the newsletter. Management stated that smoking continues to be an issue. Management asked if a cigarette disposal area needs to be installed to address the littering from smoking. Management stated that they would investigate the pricing for the cigarette receptacles.

Management stated that pool companies are looking into the Phase 3 guidelines for opening the pool. For example, sign-up, cleaning, waiver, etc.

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 responded with a letter neither approving nor denying the claim. Attorney Bill Mason and management drafted letter that was hand delivered to owner on 2-25-2021.
3. As of this printing have not heard back from owner. It is included in executive session for review.
4. Resale inspections ongoing many units have sold in recent months. Need to supply SOA to residents selling and assist the real estate agents. One yesterday sold unit for well over asking price 2-bedroom, T level in 615.
5. FHA being applied for again. Information with the attorney. Reached out for any information from the attorney no word yet.
6. Illegal dumping of bulk items continues.
7. Onpoint bathroom renovation is underway. Tile, partitions, and lights picked out. Email sent to board with further choices.

Large Variances are as follows:

- Interest income shows a negative variance for the first time in a long time of (\$1,827)
- Bad debt shows a positive variance of \$1,250
- Printing copying shows a positive variance of \$1,256
- Misc. Admin shows a negative variance of (\$1,434)
- Income taxes shows a negative variance of (\$5,770)
- Audit and tax prep show a positive variance of \$2,500
- Trash shows a positive variance of \$2,165. Waste Management has not serviced bulk pick up since April of 2020.
- Snow shows a positive variance of \$3,040
- Building cleaning shows a negative variance of (\$4,417)
- Pool contract shows a positive variance of \$8,375
- General repairs and maintenance show a negative variance of (\$11,199) This is the bulk pick up.
- Landscape repairs shows a negative variance of (\$5,585) this is due to the drainage addition that Genesis did.
- Pool Maintenance shows a positive variance of \$1,666
- Plumbing and repairs shows a positive variance of \$1,911

- Electricity shows a positive variance of \$1,886
- Water and sewer show a positive variance of \$5,546 paid quarterly.
- Water Tracker Included for Board Review – The Board reviewed and discussed as included in the Board Packet.

RATIFICATION OF ITEMS TAKEN OUTSIDE A MEETING

No ratifications of items taken outside a meeting.

BOARD INFORMATION AND/OR ACTION

1. **Final Estimate for Bathroom Renovation** – Onpoint to provide an updated proposal. For Board review, consideration, and discussion. The Board discussed color choices for partitions. The Board decided to go with the “grayish” color. The total cost of the bathroom renovations to date is \$32,280. The Board discussed faucets and selected one. The Board discussed shower heads and selected one for the showers. Mr. Rich expressed some concern with the shower head that most of the Board wanted to use.

MOTION: Ms. Betts moved, Mr. Rich second, to table the fan at this time. The motion passed unanimously (3-0-0).

MOTION: Ms. Betts moved, Ms. Rios-Houck seconded, to approve the addition of the following items in the total of \$4,755 for upgrades in addition to the original contracted amount that has been approved for \$27,525.

- ***\$1,375 – utility closet***
- ***\$3,130 – hand dryer***
- ***\$250 – soap dispenser***

The motion passed unanimously (4-0-0).

2. **Investment strategy From Morgan Stanley** – For Board review, consideration, and discussion. The Board discussed the investment recommendation (ETF) from Morgan Stanley. The Board decided to put the \$100,00 into a five-year CD with the highest rate.

MOTION: Mr. Rich moved, Ms. Rios-Houck seconded, to move \$100,000 to a five-year CD with the .5% interest rate. The motion passed unanimously (4-0-0).

3. **Proposals for security Cameras** – Burtel and Security Solutions to provide a proposal. For Board review, consideration, and discussion.

OLD BUSINESS – There was no old business to discuss.

MOTION: Ms. Betts moved, Ms. Pugh seconded, to move into Executive Session at 8:04 p.m. The motion passed unanimously (4-0-0).

EXECUTIVE SESSION

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MOTION: Ms. Betts moved, Mr. Rich seconded, to waive the late fees for an assessment in the amount of \$50 for account #202916. The motion passed unanimously (4-0-0).

The recording secretary was excused at 8:10 p.m.

ADJOURNMENT

The Board agreed by consensus to adjourn the meeting at 8:25 p.m.