

FINAL

**THOREAU PLACE HOMERESIDENTS ASSOCIATION
BOARD OF DIRECTORS MEETING**

**Multi-purpose Room
1951 Sagewood Lane
Reston, VA**

January 10, 2018

Board Members Present

Mr. Chris Gullotta	President
Mr. Richard Stopa	Treasurer
Mr. Robert Nemmers	Secretary
Ms. Sharlan Starr	Director
Mr. Vladimir Yackovlev	Director
Ms. Karen Gallagher	Director

Board Members Absent

Vice President, Vacant

Others Present

Mr. Tim Kirchner	Property Manager, Northern Virginia Management, LLC
Ms. Rene Malone	Recording Secretary, Adonai Professional Services, Inc.

CALL TO ORDER and OPENING REMARKS

At 7:13 p.m., Mr. Gullotta established that a quorum was met and called the January 10, 2018 Board of Directors (Board) meeting to order. He announced that one of the Board members was not an owner, as there was no written proof, therefore he could not serve on the Board, thus leaving a vacant position. Due to the fullness of the agenda, he moved Open Forum to the end of the meeting.

APPROVAL OF THE NOVEMBER 15 11, 2017 BOARD AND SPECIAL MEETINGS

MOTION: Mr. Nemmers moved, Ms. Gallagher seconded, to approve the minutes from the November 15, 2017 Board meeting as submitted. The motion carried.

MOTION: Mr. Nemmers moved, Ms. Gallagher seconded, to approve the minutes from the November 15, 2017 Special meeting as submitted. The motion carried.

TREASURER'S REPORT

Mr. Stopa discussed the Association's finances as of December 31, 2017: current assets were \$792,073.60; total liabilities were \$684,391.13, which included the loan amount with the Mutual of Omaha Bank for Renovation 2020; the total Replacement Reserves were \$1,181,618.04; and

\$211,569.14 was in the Morgan Stanley account, which was set up to manage the Association's CDs and Money Market. There was a CD at Access National Bank due to mature in January that would be reinvested. Lastly, Mr. Stopa stated the auditors started the annual audit beginning August 31, 2017 and the report would need to be sent to the Mutual Bank of Omaha by January 28th.

MOTION: Mr. Yackovlev moved, Ms. Starr seconded, to accept the Treasurer's Report as presented. The motion carried.

COMMITTEE REPORTS

Finance Committee Report: Mr. Bob Mason reported that the Committee met at 5:30 p.m. on January 10th to discuss the Association's finances: outstanding assessment fees increase by \$1,490 to \$35,994 and the miscellaneous income was \$31,587.45, of which \$30,575.90 was payment received from the insurance company for the water damage that occurred in November. He added that no company had been selected to do the work. The next Committee meeting was scheduled for Monday, February 12th, 6:30 p.m.

MOTION: Mr. Nemmers moved, Mr. Yackovlev seconded, to accept the Finance Committee Report as presented. The motion carried.

Social Committee: Ms. Jean Banks' reported on the Committee's November and December activities: 6 bingo nights; 1 Book Club; 7 Romeo luncheons; 1 Happy Hour; 1 Thanksgiving dinner/birthday party (43 in attendance); 3 Friday morning shopping trips; 4 Saturday evening movies; 1 Christmas decorating event; 1 Christmas birthday party with Mosaic Harmony members leading Christmas carols; 1 Neighborhood Carolers party; 1 New Year's Eve party with musical entertainment from David Zee; and 1 Christmas Un-Decorating event. January's Birthday/Get Acquainted party was scheduled for the 15th at 2:00 p.m. The Committee's meets the 2nd Thursday of the month at 10:30 a.m. in the Multi-Purpose room and all are encouraged to attend.

MOTION: Ms. Starr moved, Mr. Nemmers seconded, to accept the Social Committee Report as presented. The motion carried.

Communications Committee: no report submitted

Neighborhood Watch Committee: no report submitted

Landscaping Committee: no report was provided however, Ms. Karen Gallagher stated she was informed that she could contact the landscape contractor, who remained in the loop of events and was ready to plant when given the go-ahead. She stated a fountain would be installed on the first and second levels.

WELLNESS COORDINATOR REPORT

Mr. Yackovlev read Ms. Mildred Lyons' December, 2017 report: 38 home visits; 35 clinic visits; 1 first-time visit; 36 residents in the exercise class; and 19 unique visits. There was a presentation on '*Scams Targeting Seniors*', in which 10 residents attended. Ms. Lyons continues to follow-up with family and residents after a hospitalization.

MOTION: Mr. Nemmers moved, Ms. Starr seconded, to accept the Wellness Coordinator Report as read. The motion carried.

MANAGEMENT AND OPERATIONS REPORT

Mr. Kirchner thanked everyone who contributed to the employee holiday bonus, as employees are very appreciative of act of kindness.

Flood Damage Update: Mr. Kirchner stated the flood resulted from a recalled part that failed and the insurance adjuster was going after the manufacturer of the part. He received the 80 page report from the adjustor and the work to repair the damage would start within a week. With the recent extreme cold temperatures, Mr. Kirchner was surprised there were no frozen and burst pipe.

Audit: discussed in Mr. Stopa's Treasurer's Report.

Yearly Inspections: Mr. Kirchner noted the inspections started and should be completed within two months. One new action Management will be taking is the inspection of pipes.

MOTION: Mr. Nemmers moved, Ms. Starr seconded, to accept the Management Report as presented. The motion carried.

OLD BUSINESS

Renovation 2020 (Update): Mr. Robert Nemmers provided a background of the related events and work that occurred prior to construction beginning. He provided the following updates: construction was at the 46% mark of the projected timeline; repair work to some of the beams had started; cracked/broken bricks in the brick column were being replaced and the bricks were being matched as close as possible; doors, windows, and deteriorated walls were being replaced; and some work on the walkway bridges was completed. He provided a visual presentation of work that was completed, work that is scheduled, yet not completed, and a timeline for the expected completion. Mr. Nemmers thanked Ms. Mary Richardson for being available as the owner liaison to K3.

NEW BUSINESS

Mr. Stopa announced that former Board member, Ms. Lillian Florsck passed and expressed his condolences.

Resolution to Accept All Board Votes Since Elections

Mr. Gullotta reiterated that Mr. James Saulnier was not an owner of Thoreau Place, thus making him ineligible to serve as a member of the Board.

MOTION: Mr. Nemmers moved, Ms. Gallagher seconded, to accept all Board votes previously approved by unanimous consent that Mr. Saulnier participated in. The motion carried.

MOTION: Mr. Nemmers moved, Mr. Yackovlev seconded, to change the signers on the Mortgage Stanley Account to Mr. Stopa and Mr. Gullotta. The motion carried.

Board Member Opening: a Special meeting will be held the 2nd Wednesday in February (14th) to hold an election to fill the vacant Board position. The regular Board meeting will follow.

Parking Issues (Garage, K3 Space): the original plan was not to remove many parking spaces in the garage, however, due to unforeseen circumstances, more spaces had to be removed. As a result of limited parking spaces and the Association not owning any space on Sagewood Lane, Mr. Gullotta stated the Board continues to look for a resolution. He asked for residents' patience as the Board tries to resolve parking issues and directed them to contact Management, the Front Office, or Board members with questions or concerns.

New Parking Management: Mr. Gullotta noted Management was looking at a new sticker/hang tag system that allows the expiration date to be written on the sticker, as well as considering new visitors' hang tags that would be given to residents for their visitors.

Leak Prevention and Water Sensors: Mr. Gullotta stated that as Management performs the yearly inspections, they would inspect all pipes/lines of sinks, toilets, hot water heaters, and washer machines and owners would be notified if their unit requires pipes to be replaced. The Board will look into getting prices for bulk jobs and owners will be given the option of replacing the pipes themselves or having the Association to do it, billing the owners. If owners chose to do the work, they will be given a deadline for when it should be completed. Additionally, the Board will be looking into technology that detects when/where there is moisture in pipelines that will alert and prevent possible leaks. Owners were asked to turn off their water if they will be away for a weekend or an extended period of time and to inform the Front Office.

Mr. Nemmers left the meeting at 8:45 p.m.

Hotel Issues: Ms. Gallagher reminded residents that she is the only person who will notify them if they were due to be temporarily relocated to the hotel and she would contact only those who would be moved. Those with questions were asked to contact Ms. Gallagher directly.

Car Repairs for Damaged Vehicles: Mr. Stopa discussed the incident that occurred in the garage in September which caused damage to an owner's vehicle. Mr. Gullotta advised residents to

notify Management and the Front Office as soon as they become aware of an issue so that a resolution can be determined as soon as possible. *(although the incident was discussed in detail, because the minutes will become public, I thought it best to not put this discussion in the minutes, so as to prevent possible adverse actions)*

OPEN FORUM

An owner asked why the minutes were no longer posted out front.

ADJOURNMENT

MOTION: There being no further business to discuss, Mr. Stopa moved, Mr. Gullotta seconded, to adjourn the Board meeting at 8:58 p.m. The motion carried.