

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

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

October 11, 2017

Board Members Present

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

Board Members Absent

Mr. James Saulnier	Vice President
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Others Present

Mr. Tim Kirchner	Property Manager, Northern Virginia Management, LLC
David Watson	Merrifield Landscape
Ms. Rene Malone	Recording Secretary

CALL TO ORDER and OPENING REMARKS

At 7:05 p.m., Mr. Gullotta established that a quorum was met and called the October 11, 2017 Board of Directors (Board) meeting to order.

OPEN FORUM

The Board addressed the following concern/question:

- An owner suggestion that the lock box owned by residents be placed back downstairs and the boxes for the vacant units be placed on those unit doors.

APPROVAL OF THE SEPTEMBER 13, 2017 MEETING

Deferred until the November meeting.

TREASURER'S REPORT

Mr. Stopa discussed the finances of the Association, noting that as of September 30th the total current assets were \$1,263,244.28, total liabilities were \$40,805.10, and the total Replacement Reserves were \$1,181,618.04. Liabilities dropped from the previous month.

He and Mr. Kirchner had two phone calls with representatives from Morgan Stanly to set-up the association's account. Mr. Kirchner will begin getting hard copies of the monthly accounts and he and Mr. Mason will get electronic records.

Lastly, Mr. Stopa reported on the meeting he had with Mr. Nemmers and Mr. Mason to discuss K-3 Construction's invoices and the Renovation 2020 Project. Moving forward, Mr. Kirchner would be recording the amount paid to K-3 on the monthly financial statements, Mr. Sulnier would be a signer on the account, and the Finance Committee would begin reviewing all Renovation 2020 invoices. Mr. Nemmers added there is a 'checks and balance' process that is in place for paying invoices and he stressed the need for paying them on time.

COMMITTEE REPORTS

Finance Committee Report: Mr. Bob Mason reported on the activities of the Committee, noting the Committee met Wednesday, October 11th, at 5:30 p.m., and the next meeting would be Monday, November 8, 5:30 p.m. No insurance expenses were booked for September and the outstanding assessment fees increased only by \$1,930.00. The auditors adjusted entries for 2016 and the Replacement Reserve transfer entry for the first two draw downs in the amount of \$124,226 from Omaha Mutual would be moved to a balance sheet account.

Landscaping Committee: Ms. Karen Gallagher reported she invited three landscapers to address the Board and owners regarding the landscape of the grounds and only Mr. David Watson of Merrifield Landscape accepted the invitation. The Committee is still going through the bidding process for irrigation, plants, and the fountain and thus far, of the three contractors they've heard from, Merrifield is the only company that can do both the irrigation and landscape. Mr. Watson was present at the meeting and provided a visual presentation discussing the plants, fountains, and irrigation system.

Social Committee: Ms. Jean Banks reported on the Committee's September activities: 4 bingo nights; 4 Romeo luncheons; 1 Book Club meeting; 1 Happy Hour; 1 Birthday Party with actress, Elaine Flynn as Alice Roosevelt Longworth; and 1 Friday Morning Shopping Trip. Activities planned for October included: a presentation by Dr. Vladimir Yackolev on '*Air Transportation*' (the 14th at 7:00 p.m.); and a Halloween and October birthday potluck dinner (the 26th at 6:30 p.m.). Refreshments will be served at the presentation and prizes will be given for the best costumes at the potluck dinner.

Communications Committee: Ms. Karen Smith reported that the Committee met on September 19th to discuss the newsletter and Mr. Nemmers attended to provide an update on the progress of Renovation 2020. The Committee meets weekly with K-3 and communicates updates and relevant information from those meeting to owners. Additionally, on a daily basis, the Committee speaks with residents who have concerns/questions regarding the construction. Ms. Smith expressed gratitude for Mr. Jim Mockabee, the construction superintendent, and Mr. Nemmers for their patience and consistent willingness to facilitate adjustments to accommodate residents. She encouraged residents to reach out to the Committee whenever there are questions and they will find answers.

Neighborhood Watch Committee: Mr. Bob Mason had nothing new to report.

WELLNESS COORDINATOR REPORT

Mr. Yackovlev read Ms. Mildred Lyons' September, 2017 report: 10 home visits; 42 clinic visits; 1 first-time visit; 60 residents in the exercise class; and 27 served by the flu clinic. On December 21st, the Fairfax Consumer's Department will give a presentation on 'Scams Effecting Seniors' and family members were encouraged to attend.

MANAGEMENT AND OPERATIONS REPORT

Flood Damage: Mr. Kirchner reported that Management was down to one unit that needed to be done and the final inspection had not taken place. He discussed the problem they were having with residents using the dumpsters for everything and reminded residents that the dumpsters should not be used for large items (ie, furniture) and to reserve the dumpsters for K-3 construction. Owners caught leaving large items will be fined.

Parking: Mr. Gullotta reported that three more spaces were opened on the upper level and more people are able to park on Sagewood. Some cars had to be moved on the lower level, but the Board was working with that owner. He thanked everyone for their patience and for working with the Board and Management on this issue and asked owners to provide feedback to Management. Additionally, Mr. Gullotta asked owners who have garage parking, not to park on the upper level, so as to have more available spaces for those in need. He added there is a possibility of adding nine additional spaces on a private cul-de-sac, reserved for Thoreau residents only.

Notice of Absence: Mr. Gullotta informed owners of the form, stating it is a required form owners must complete and submit to Diana when they will not be available and their parking space is needed. Owners will be asked to leave a key to their car with the notice. He stressed the need for owners to leave a spare key with Diana or someone else, so as to give access to move their car. A waiver will be signed, relieving the association from liability.

Mr. Gullotta addressed questions regarding parking during the construction, overnight parking for visitors, and parking for caregivers, etc.

OLD BUSINESS

Renovation 2020 (Update): Mr. Nemmers reported that the project was on schedule, even though there were some days work could not be done due to the rain. He is working hard to keep immediate impacted owners aware of updates on the walkway construction and their options. He noted that the membranes for the water proofing would begin and the re-barred orange items are for the workers' safety. Mr. Nemmers discussed the next steps: water proofing; breaking of some cement; and putting down membranes. He added when putting down the members, it would become quite odorous, however, it would not be toxic. Mr. Nemmers, Ms. Gallagher, and Mary will continue to put out flyers to keep everyone informed and up-to-date on the progress.

NEW BUSINESS

K-3 Owners' Designated Representative: Mr. Stopa was assigned as the representative of the K-3 account. Due to his work and travel schedule, he wanted to appoint Mr. Nemmers as his deputy.

MOTION: Mr. Stopa moved, Ms. Starr seconded to acknowledge and support the appointment of Mr. Nemmers as deputy owner representative for the duration of the K-3 construction project. The motion carried.

Moving Reserve Accounts to Morgan Stanley

MOTION: Mr. Stopa moved, Ms. Gallagher seconded, to transfer the CDs to the Morgan Stanley account. The motion carried.

MOTION: Mr. Stopa moved, Ms. Gallagher seconded to close the money market accounts at the John Marshall Bank, Washington First Bank, and the Northwest Bank, which totals \$443,943.82. The motion carried.

Hotel: Ms. Gallagher reported that the first group of owners would be taken to the hotel Tuesday, the 17th, and a chart would be provided of what units will be moved and when. Owners will be asked to fill out a short form that has three questions: do they want to go to the hotel, do they have a pet, and will they need handicapped room. Owners are not be expected to pay anything upon checking into the hotel.

ADJOURNMENT

MOTION: There being no further business to discuss, Mr. Nemmers moved, Mr. Yackovlev seconded to adjourn the Board meeting at 8:35 p.m. The motion carried.