

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

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

September 13, 2017

Board Members Present

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

Board Members Absent

Others Present

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

CALL TO ORDER and OPENING REMARKS

At 7:10 p.m., Mr. Gullotta established that a quorum was met and called the September 13, 2017 Board of Directors (Board) meeting to order. He provided an update on Project 2020, stating there was and would continue to be much noise with the construction and implored owners' patience during the renovations. He asked owners to write down any questions and concerns they have during this time and someone would be in touch with them with answers.

Mr. Gullotta briefly discussed the attempt to change the Bylaws at the Annual Meeting, noting that 74% of the owners were in agreement of the change. Although this percentage was high, it was not enough to carry the vote, as not enough people voted. He stated the vote would be going back out and encouraged all to vote.

Lastly, Mr. Gullotta displayed a graph showing the relationship between the Board, Management, onsite staff, owners, landlords, tenants, and the association's financials.

OPEN FORUM

The Board addressed the following concerns/questions:

- When would the K-3 website (www.k3cg.com) be available?
- The owner of a 5th floor could not stay in her unit for a month due to a chemical odor from the unit next to her. She asked for the next steps/course of action for remediation?
- Concern was expressed regarding the parking situation, which was stated as unacceptable. Why were owners not permitted to park in the unused parking spaces?
- Regarding the flood on June 28th, an owner asked why the work/repairs in her unit were not done correctly the first time? It took several times for it to be completed.
- Years earlier, owners were told parking would be available on Sagewood Lane? Is this still the case? Can temporary signs be made for owners to park on Sagewood Lane?
- Will the assessment amount currently calculated remain the same for the next 15 years?

APPROVAL OF THE JUNE 27, 2017 ANNUAL MEETING and AUGUST 9, 2017

MOTION: Ms. Gallagher moved, Mr. Saulnier seconded, to approve the minutes from the August 9, 2017 Board meeting as submitted. The motion carried.

TREASURER'S REPORT

Mr. Stopa discussed the finances of the Association noting that as of August 31st the total current assets were \$1,116,636.69, total liabilities were \$58,963.02, and the total Replacement Reserves were \$1,477,152. He attended his 1st Finance Committee meeting as Treasurer on Monday, September 11th. Mr. Stopa stated he would be meeting with Mr. Bob Mason, Finance Committee chair, and with Mr. Kirchner prior to the next Board meeting, after which he will provide a report to the Board on his goals and objectives as Treasurer. He added that Morgan Stanly was retained to manage the association's investments and Ms. Megan Fox is the representative.

MOTION: Mr. Saulnier moved, Ms. Gallagher seconded, to accept the Treasurer's report as presented. The motion carried.

COMMITTEE REPORTS

Finance Committee Report: Mr. Bob Mason reported on the activities of the Committee, noting the Committee met Monday, September 11th, at 5:30 p.m. and the next meeting would be

Wednesday, October 11th, 5:30 p.m., as Monday, the 9th, is a holiday. He discussed the expenses and income, highlighting: outstanding assessment fees were \$25,873, an increase from August; the net income for August was \$1,840 and year-to-date was \$63,366; and \$263,366 was being put into the Replacement Reserves. The expenses for Project 2020 was \$163,745, which was paid out of the Replacement Reserve account.

Lastly, he added that Mr. Stopa received the auditor's contract to prepare the 2016-2017 audit.

MOTION: Mr. Saulnier moved, Mr. Yackovlev seconded, to accept the Finance Committee's report as presented. The motion carried.

Social Committee: Ms. Jean Banks reported on the Committee's August activities: 5 bingo nights; 4 Romeo luncheons; 1 Book Club meeting; 1 poker night; 1 Happy Hour; 3 movie nights; and 3 Friday Morning Shopping Trips. She thanked Mr. Gullotta for the large screen and surround sound and invited all to come out and enjoy a movie.

The Committee meets the second Thursday of the month at 10:30 a.m. New members and ideas are welcomed.

MOTION: Mr. Yackovlev moved, Mr. Saulnier seconded, to accept the Social Committee's report as presented. The motion carried.

Communications Committee: Ms. Mary Richardson reported that the Committee met on August 29th and discussed the newsletter, the construction progress and K-3's website, and assessment fees. Flyers about leaks in the garage, checking cars daily, and parking issues resulting from construction equipment were posted on the bulletin board and owners were encouraged to refer to the small red notebook for questions and answers on these topics. Additionally, the schedule for the walkway renovation, traffic coat application, unit window and door installations, and exterior walls can be found in the notebook. Owners were encouraged to check the book daily, as scheduled dates could change and if so, the book would be updated. Ms. Richardson added that on Monday, the 18th, the schedules and questions and answers would be transferred to a white larger binder, so as to allow for additional information.

MOTION: Mr. Saulnier moved, Mr. Yackovlev seconded, to accept the Communications Committee report as presented. The motion carried.

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

Landscaping Committee: Ms. Karen Gallagher had nothing new to report.

WELLNESS COORDINATOR REPORT

Mr. Yackovlev read Ms. Mildred Lyons' August, 2017 report: 7 home visits; 68 clinic visits; 1 first-time visit; 81 residents attended the exercise class; 10 residents attended the presentation on

neck issues; and 75 nurse visits, of which 22 were unique visits. Handouts are available in the Wellness waiting room.

Ms. Lyons met with Mr. Mockabee, the construction's onsite operation's supervisor, to discuss high risk residents and she acknowledged the excellent job Mr. Casper did on painting the Wellness office and waiting area.

MOTION: Ms. Stazrr moved, Mr. Nemmers seconded to accept the Wellness Coordinator's report as read. The motion carried.

MANAGEMENT AND OPERATIONS REPORT

Flood Damage: Mr. Kirchner reported the goal is to have everything to be completed by Friday in one week (1 hour) and as of today, everything is on schedule. The only thing that remains to be completed is the flooring.

Beginning of 2018 Fiscal Year: Mr. Kirchner reported that assessment fees increased and friendly reminders would be going out.

OLD BUSINESS

Renovation 2020 (Update): Mr. Robert Nemmers reported meeting each with K-3. Demolition in lower courtyard is slowing down and picking up in the upper courtyard. At 4:15 in the afternoon, the gates at both entrances will re-open. Within the next week, the crane will arrive. Crane work is not anticipated to last longer than 2 hours. Mason repair will start on 6th floor. Landscape for irrigation will be onsite Friday, the 15th. Still on schedule for Design and Review Board on the 26th to approve all construction work (demolition work previously approved). When new doors arrive, will come with three keys. Renovation of unit start (doors, windows, and installation of walls) owners will be required to removed window treatment. Handyman has been retained that owners can pay to handle this and move furniture. Most up-to-date schedule of all activities related to the renovation project is kept in red schedule book. Owners were encouraged to review the book frequently for updates.

NEW BUSINESS

Audit Proposal

MOTION: Mr. Saulnier moved, Mr. Nemmers seconded to accept the two year contract from Johnson, Bremer, & Ignacio, CPAs to prepare the audit at \$3,600 and the taxes at \$600. The motion carried.

Parking: the Board will seek approval from the association across the street for parking spaces. Three areas will be provided for handicapped spaces (with lift-gate access); two spaces for the kitchen access will be provided for handicap; additional spaces will be looked into on Sagewood

Lane; and one area in the circle will be blocked off for handicap parking. These options will allow for additional handicap parking spaces. Mr. Gullotta will work with Management to discuss these and other options and inform owners of the decision.

Petition: Mr. Kirchner discussed the petition for temporary housing for owners from units that were flooded and stated the Board would need to decide if it was willing to compensate for inconvenience endured for the past three months. *An owner asked that it be placed in the minutes that she believes this to be negligence and not an 'inconvenience'.* The Board recommended the inconvenienced owners to go to their insurance companies first before it decided to take action on the petition and directed Management to have the president/representative of Rainbow come to meet with Management and Board members to discuss owners' concerns.

Temporary Housing Budget: Ms. Gallagher reported that initially, the block of rooms was 7-11 rooms continuously until May. However, now there are only 4 rooms that will be used, with a week break. As such, the hotel is offering a corporate rate of \$83 per room instead of \$55 per room.

MOTION: Mr. Stopa moved, Ms. Starr seconded, to accept Candlewood Suites hotel as the base hotel. The motion carried.

The Recording Secretary was excused at 9:18 p.m.