

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

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

**April 12, 2017**

**Board Members Present:**

Ms. Karen Gallagher	Vice President
Mr. Chris Gullotta	Treasurer
Ms. Sharlan Starr	Director
Mr. Vladimir Yackovlev	Director

**Board Members Absent:**

Ms. Richard Stopa	President
Mr. Robert Nemmers	Director
Ms. Lillian Florcsk	Secretary

**Others Present:**

Mr. Tim Kirchner	Property Manager, Northern Virginia Management, LLC
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**CALL TO ORDER and OPENING REMARKS**

At 7:04 p.m., Mr. Gullotta, speaking for Karen Gallagher who was recovering from a sore throat, established that a quorum was met and called the April 12, 2017 Board of Directors (Board) meeting to order. Mr. Gullotta stated that the Open Forum part of the Agenda would be held at the end of the meeting.

**APPROVAL OF THE FEBRUARY 8, 2017 MEETING**

**MOTION: Ms. Gallagher moved, Mr. Yackovlev seconded, to approve the Minutes from the February 8, 2017 Board meeting as submitted. The motion carried.**

**TREASURER'S REPORT**

Mr. Gullotta reported on the financial status of the Association, highlighting that the total assets for the period ending March 31, 2017 were \$1,139,494.25. Mr. Gullotta stated that we have several CDs that will mature in both April and May. Mr. Gullotta said he would allow them to go into money market accounts until the 20/20 loan is finalized, and we can start drawing down funds. Mr. Gullotta noted that the auditor is scheduled to attend the May Finance Committee meeting.

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

### **COMMITTEE REPORTS**

Finance Committee Report: Mr. Bob Mason reported on the activities of the Committee, noting the Committee met April 10, 2017, at which six members and Management were present. Assessment Fees Outstanding increased \$3,038 to a balance of \$8,611. Mr. Mason stated that there were several CDs that will mature in May, and Mr. Gullotta said he would allow them to go into money market accounts until the 20/20 loan is finalized, and we can start drawing down those funds. Insurance expense has been amortized from Prepaid Insurance at a rate of \$3,033 a month for the seven months. Recently, several invoices had been paid and charged to Prepaid Insurance. We need to review Prepaid Insurance to determine if the rate of amortization is adequate. Mr. Mason reported that the adjusted Net Income for the month of March is \$6,300.00, and the adjusted Net Income for the seven months is \$33,767. Mr. Mason said that the auditor is scheduled to attend our May meeting, and asked that everyone study the auditor's draft and have questions in advance for her. The draft has excess Revenue over expenses of \$22,896, and our financials had this as \$22,143.

The next Committee meeting is scheduled to take place Monday, May 8, 2017 at 6:30 p.m.

**MOTION: Ms. Starr moved, Ms. Gallagher seconded, to accept the Finance Committee Report as submitted. The motion carried.**

Communications Committee: No report provided.

Social Committee: Ms. Jean Banks reported on the social events held in March: 4 bingo nights; 1 St. Patrick's evening dinner and birthday party; 1 book club; 1 Happy Hour; 5 Romeo luncheons; 1 poker night. 1 movie night; 1 Air Transportation talk; 1 tax seminar; 1 annual piano tuning done on April 6 before a private party and concert on April 8. The Board used a portion of its March meeting to recognize: committee members; employees, and previous Board members, and served cake and ice cream.

**MOTION: Ms. Starr moved, Ms. Gallagher seconded, to accept the Social Committee Report as submitted. The motion carried.**

Neighborhood Watch Committee: no report provided

Landscaping Committee: Mr. Gullotta talked about having a plant giveaway day on April 29, 2017 at 10 AM. If anyone has any questions they should contact Karen Gallagher. The Landscape Committee was going to try to sell some of the plants first; then give away any of the remaining plants from both the upper and lower courtyards.

**MOTION: Ms. Starr moved, Ms. Gallagher seconded, to accept the Landscaping Committee Report as submitted. The motion carried.**

### **WELLNESS COORDINATOR REPORT**

Mr. Yackovlev read Ms. Mildred Lyons' March 2017 report: Diana is doing an excellent job of orienting new residents. The packets are complete and they are completing their File of Life Information in magnet form, which are put on the refrigerators of the residents. All Residents are now up to date on their Exercise Waivers. Millie has located a Geriatrician at Fair Oaks Medical Center who is accepting new Medicare patients, and residents should see her for more information. Any resident that has insurance and/or medical issues may find assistance with their questions by contacting Millie. Statics for March: 5 home visits; 65 clinic visits; 4 first-time visit; 51 attended exercise class; and 26 unique visits.

### **MANAGEMENT AND OPERATIONS REPORT**

After Hours, Weekend Maintenance, Emergency/Non-Emergency Issues: previously provided to the Board.

Garage Door Problems: Management reported that the garage door was hit by a vehicle, causing one of the doors to be destroyed. A temporary door has been installed until a permanent replacement can be installed. The insurance company of the vehicle owner has been notified and will be covering the expense.

Water Leaks: Management reported that there are 2 unit leaks from the outside walls, and the Board will be voting on one of the 3 proposals for repair. Management also reported that a new coin operated washing machine will be purchased and installed within the next week.

### **NEW BUSINESS**

Report on Discussion Points Covered in the Board's March 2017 Executive Session: Mr. Gullotta reported that the Board discussed the following items, however no action was taken.

- Update on Renovation 20/20
- Planning for 2017 Annual Meeting in July
- Call out for new Board and Committee Members
- Special Owner Meeting to Amend the Bylaws in May or June

**MOTION: Ms. Gallagher moved, Ms. Starr seconded, to accept the Valcourt Proposal to repair the water leaks in unit 201 and 302. The motion carried.**

**MOTION: Ms. Starr moved, Mr. Yackovlev seconded, to purchase a new coin operated washing machine from Lowes. The motion carried.**

**MOTION: Ms. Starr moved, Mr. Yackovlev seconded, to appoint Ms. Gallagher as Election Chair for the 2017 Annual Meeting. The motion carried.**

The Board held a discussion as to whether to leave, or replace the commercial stove in the kitchen. Mr. Gullotta stated that the stove should be left there. The rest of the Board agreed with Mr. Gullotta.

#### **PENDING CARRIED OVER BUSINESS**

1. Board and Finance Committee to meet with Association's auditor.
2. New 1951 Sagewood Lane street sign.

#### **OPEN DISCUSSION**

The Board addressed questions from the residents. A resident asked whether the leaks were coming from the roof. Mr. Kirchner explained that they were coming from the front wall of the building, which is where we have had several leaks in the past. Several residents asked the Landscape Committee Chair a number of questions about the plant giveaway. One resident asked for more details on the accident involving the garage door.

#### **ADJOURNMENT**

**MOTION: There being no further business to discuss, Ms. Gallagher moved, Mr. Yackovlev seconded to adjourn the April 12, 2017 Board Meeting at 7:42 p.m. The motion carried.**