

DRAFT

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

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

August 9, 2017

Board Members Present

Mr. Chris Gullotta	President
Mr. James Saulnier	Vice President
Mr. Robert Nemmers	Secretary
Ms. Karen Gallagher	Director
Mr. Vladimir Yackovlev	Director

Board Members Absent

Mr. Richard Stopa	Treasurer
Ms. Sharlan Starr	Director

Others Present

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

CALL TO ORDER and OPENING REMARKS

At 7:04 p.m., Mr. Gullotta established that a quorum was met and called the August 9, 2017 Board of Directors (Board) meeting to order. He welcomed everyone and introduced the Board and their positions.

APPROVAL OF THE JUNE 27, 2017 ANNUAL MEETING

Because the Annual Meeting was held June 27th, approval of the minutes was deferred until the next Board meeting.

TREASURER'S REPORT

In Mr. Stopa's absence, Mr. Gullotta discussed the finances of the Association and presented a graph to highlight key focus areas. He reported that the total assets were the highest the Association had ever been, despite the projects that came up and were taken care of. The Association was doing well and the bank was pleased with its financial position. Mr. Gullotta added that the loan should be finished by the end of the week.

COMMITTEE REPORTS

Finance Committee Report: Mr. Bob Mason reported on the activities of the Committee, noting the Committee met August 8th at 5:30 pm and the next meeting would be September 11th, 6:30 pm. He discussed the expenses and income, highlighting: on June 26th, the loan application reimbursement check came in; a check in the amount of \$6,780 on pre-paid workman's comp insurance was received; the Association received an insurance payment in the amount of \$80,997 for the flood; and year-to-date, \$48,965 had been deposited in income.

Social Committee: Mr. Gullotta read Ms. Jean Banks report in her absence: 7 bingo nights; 1 Newcomers' Supper/Birthday Party (50 attendants); 7 Romeo luncheons; 1 Book Club meeting; 1 poker night; 1 Happy Hour; 3 movie nights; and 1 Meet the Candidates Night. Ms. Peggy Harris and her friend, Ms. Lynette Prince, provided the music for the Newcomers' Supper/Birthday Party.

In her report, Ms. Banks noted that Ms. Barb Rueckert was retiring and thanked her for years of leading Bingo Night. Ms. Banks continues to welcome ideas for social activities from residents.

Communications Committee: In Ms. Karen Smith absence, a Committee member reported that the next meeting would be August 29th and welcomed all to attend. During the meeting held on August 8th, it was brought to the Committee's attention that construction noise in the garage was louder than upstairs, therefore, ear plugs would be located in the front office, as well as upstairs and downstairs and at the entrance of the garage.

Neighborhood Watch Committee: Mr. Bob Mason noted that Mr. Yackovlev was on neighborhood watch two nights a week.

Landscaping Committee: Ms. Karen Gallagher reported that the Committee was successful in getting many of the plants dug up, however, there were still a few left to remove in the upper court. She added that she spoke with Villa Ridge about parking spaces and although their Board's president was eager, the Board was not. At Villa Ridge's September Board meeting, the president stated she would bring the discussion up again, however, she advised not to be optimistic.

WELLNESS COORDINATOR REPORT

Mr. Yackovlev read Ms. Mildred Lyons' July, 2017 report: 2 home visits; 43 clinic visits; 0 first-time visits; 70 residents attended the exercise class; and 45 unique visits. Ms. Lyons was talking with CVS's pharmacist about a flu vaccine clinic, which would probably be held in September, and a presentation on neck issues would be held on August 10th. Ms. Lyons continues to be available to all residents and their family for any medical issues they experience.

MANAGEMENT AND OPERATIONS REPORT

Flood Damage Update: Mr. Kirchner reported that he received the first check from the insurance company and 99% of drywall was completed. The final cost will be approximately \$106,000 and the work was expected to be completed within 10 days.

Front Parking Update: Mr. Kirchner reported the spaces were temporarily taken back and residents would be notified when they would not be able to park in the spaces.

Beginning of 2018 Fiscal Year: Mr. Kirchner reminded residents that the new fiscal year begins September 1st and new fees would be due. New fees were posted and anyone with questions should contact Diana or Management.

OLD BUSINESS

Update on Renovation 2020 (20 mins): Mr. Nemmers reported that the weekly meeting with K3 was held and the application for the construction permit was submitted. No construction activity nor renovation of walkways can begin until the permit is obtained and once received, K3 would begin mobilization and work on the road.

Mr. Nemmers added that he and Ms. Gallagher were putting together the application package to submit to the Design and Review Board of the Reston Association, as their approval is need for the various changes on the property. The Design and Review Board will meet August 22nd to review the application and will provide an answer by the 24th. The combined approval from the Reston Association and other planning should allow for an order of 107 doors to be replaced.

Lastly, Mr. Nemmers reported that within the next couple of weeks, the garage doors would be closed to allow for the crane and notices would be put out with detailed information.

NEW BUSINESS

Parking Committee: Mr. Gullotta reported that a Parking Committee had been established and Mr. Saulnier would lead the Committee. Mr. Saulnier added he will collaborate with Diana to review the parking permits and empty parking spaces. The Committee would look at the 16 empty parking spaces and the empty parking spaces in the garage, as well as redoing the temporary parking spaces. More Committee members are needed, as Mr. Saulnier and Ms. Gallagher are the only members.

Thoreau Place UOA Organization Chart: Mr. Gullotta presented and discussed the UOA Organization Chart which includes Management, Legal Counsel, the Board, employees, and committees.

Hotel Liaison: Ms. Gallagher is the liaison for residents who will be temporarily relocated to the hotel during renovations. Residents requiring special attention should complete the Special Needs Form located in the front office and Ms. Gallagher will contact them. She noted she was

trying to arrange transportation for those staying at the hotel and she will accompany all who go there. Hotel information can be obtained from the front office.

Door Color Selection Update: Ms. Gallagher reiterated that the colors chosen for the doors were given to Reston Association, along with the chosen doors. Reston Association will inform the Association of its decision by August 24th and in the interim, she would like residents to select their preferred choices. Upon approval from Reston Association, the color with the majority votes will be selected as the door colors.

Trash Pick-Up Service: because of the expense of the trash collection, Mr. Gullotta is exploring other companies for the same services at a more economical price.

By UNANIMOUS CONSENT at the Board's Executive Session, the Board approved moving forward with exploring other vendors who provide the same service as a better price.

Use of Back Gate, Sidewalk, Tunnel, and Front Entrance: Mr. Gullotta presented an aerial view of the property and discussed where and how residents will be able to access the building and shopping center and accommodations will be considered for residents using grocery carts. The Board is exploring flashing lights for the crosswalk. Mr. Kirchner advised that changes will occur very fast on a very regular basis and asked residents to be patient and always ask questions. If residents are going out of town, please notify Diana, the Board, or Management.

OPEN FORUM

The Board addressed the following questions:

- Does the hotel have a shuttle for residents to commute back and forth?
- If residents chose a specific color and Reston Association refused all colors presented to them, what is the next recourse?
- Would it not be best to get the architect's opinion on the colors presented, as she does not believe the colors selected do not coordinate with the building's brick.
- When will the first set of residents be going to the hotel?
- Will residents be given 30 days notice prior to the relocation?
- Will a listing of doors and windows to be replaced be posted/handed out?
- Will doors not being replaced be painted to match the new doors?
- Will residents be responsible for moving items away from the door/window when new ones are being installed?
- Will the windows be double paned?
- Will the 6th floor windows be replaced?

ADJOURNMENT

MOTION: There being no further business to discuss, Ms. Gallagher moved, Mr. Yackovlev seconded to adjourn the August 9, 2017 Board Meeting at 8:14 p.m. The motion carried.