

DRAFT

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

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

February 8, 2017

Board Members Present:

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

Board Members Absent:

Ms. Lillian Florcsk	Secretary
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Others Present:

Mr. Tim Kirchner	Property Manager, Northern Virginia Management, LLC
Mr. Jeff Martello	President and Owner, K3 Construction Group
Mr. Jason Jopkins	Architect, Design Physics
Mr. Joseph Shannon	Legal Counsel, Rees Broom
Ms. Rene Malone	Recording Secretary, Independent Contractor

CALL TO ORDER and OPENING REMARKS

At 7:05 p.m., Mr. Stopa established that a quorum was met and called the February 8, 2017 Board of Directors (Board) meeting to order, stating the purpose of the meeting was to provide an update on Renovation 2020 project. He thanked Mr. Gullotta for ensuring the sound and visual equipment was ready and thanked the Social Committee for providing the refreshments.

RENOVATION 2020 DISCUSSION

Mr. Stopa provided a background on Renovation 2020, discussing the need for the renovation and the next steps. A Reserve Study was performed in 2015, as required by state law every five years, which revealed: (1) the condition of the property and the associated problems that could result in potential violation of Virginia's Condominium Act; (2) the increased potential for law suits due to accidents; (3) the continued deterioration of the property; (4) the continued decline in property value; and (5) increased expenses for repairs in the future.

Mr. Stopa discussed the process for submitting an application for the loan, stating that, to move forward with the loan and renovation, it would require no less than 50% of the unit owners'

approval. If a 50% affirmative vote is not received, the Board has the authority to levy a special assessment of \$14,000-\$41,000 to maintain the common elements. He noted this is not the option the Board wishes to take and the estimated cost for Renovation 2020 is \$3.5 million.

Mr. Nemmers discussed the condition of the building, explaining the various areas throughout the property where deterioration exists and detailed the scope of work the renovation project would involve. He discussed the options by which the Association could finance the renovation, reiterating the Board's desire for residents' input on the final decision.

A special meeting to vote on the construction loan will be held April 4th. During the construction process, Mr. Stopa noted that special accommodations would be made for residents when construction is taking place in front of their unit and consideration and planning has been given to the safety of all residents.

Mr. Stopa introduced the project team: Mr. Tim Kirchner, Property Manager; Mr. Jeff Martello, Construction Manager; Mr. Andrew Altman, Project Manager; Mr. Jason Jopkins, Architect; and Ms. Mary Richardson, Resident Liaison to the Board and Management.

OPEN DISCUSSION

The Board addressed questions from the residents. As the primary question from owners related to the loan and having visuals for owners to gauge an idea of the finished work, the Board assured owners that it would not move forward on securing a loan for the project without the majority consent of the owners and that visuals would be available for owners review prior to the April 4th meeting. The Board stressed that the April 4th meeting would be to further discuss the loan, address additional questions, and to vote on whether the Board should secure a loan for the project.

APPROVAL OF THE JANUARY 11, 2017 MEETING

MOTION: Mr. Gullotta moved, Mr. Nemmers seconded, to approve the minutes from the January 11, 2017 Board meeting as submitted. The motion carried.

TREASURER'S REPORT

Mr. Gullotta provided a visual presentation on the one-year assets of the Association, highlighting that the Association continues to sustain its expenses based on the monthly dues collected. He added when trying to secure a loan, this provides a better position for the Association, as well as allows the Association to use a small amount of the assets over time to amortize a loan (chart to be included at attachment).

COMMITTEE REPORTS

Finance Committee Report: Mr. Bob Mason reported on the activities of the Committee, noting the Committee met February 8th prior to the Board meeting. The assessment fees increased by

\$845, bringing a balance of \$8,862. A John Marshall CD in the amount of \$100,00 matured January 10th and was moved to a temporary money market account, which would be moved to the Northwest Federal Credit Union. Mr. Mason stated that \$30,268.50 was paid to the architect for the Renovation 2020 Project and this expense would come out of the Replacement Reserve and a charge of \$4,220 would be transferred from the Social Committee to the Replacement Reserve, as the expense was for the audio/visual in the multi-purpose room. Lastly, Mr. Mason reported the 2014-2015 audit is awaiting a report from one additional bank.

The next Committee meeting is scheduled to take place Monday, March 8, 2017 at 6:00 p.m. before the Board meeting.

MOTION: Mr. Nemmers moved, Ms. Gallagher seconded. to accept the Finance Committee Report as provided. The motion carried.

Social Committee: Ms. Jean Banks reported on the social events held in January: 4 bingo nights; 4 Romeo luncheons; 1 book club; 1 Happy Hour; inauguration birthday luncheon; 1 Super Bowl/pizza party; 2 movie nights; and 1 poker night. A Valentine/birthday party is scheduled for Saturday, February 11th, 7:00 pm and the Committee sponsors shopping trips on Friday mornings, where the Fast Tran takes residents to the Fair Oaks mall, Target, and Walmart. Owners are asked to sign-up for the shopping trips.

Mr. Stopa noted that the Board would like to use a portion of its March meeting to recognize: committee members; employees, and previous Board members. Cake and ice cream will be served at the meeting.

Communications Committee: Ms. Mary Richardson reported the last Committee meeting was held on January 17th, where discussions on the bulletin boards continued, of which two boards were up and others would be put up once the fabric for the boards was in. Flyers announcing the April 4th meeting will be put up, as well as an announcement about the meeting would be placed in the newsletter. Additional items for the newsletters are: a reminder about changing out furnace filters; a reminder about replacing water heaters (if needed); and a call for Board candidates for the 2017 elections. Ms. Richardson added the Committee received nice comments about the newsletter.

Neighborhood Watch Committee: no report provided

Landscaping Committee: no report provided

WELLNESS COORDINATOR REPORT

Mr. Yackovlev read Ms. Mildred Lyons' January 2017 report: the bulletin board outside of the office is designated to wellness articles and alerts; residents should be aware that many seniors are susceptible to pneumonia this time of year, therefore, they were encouraged to use hand sanitizer often; and Alzheimer disease presentation will be held on February 16th and handouts will be available, as well as left in the wellness waiting area; the wellness area is for all residents

and all are encouraged to use area it; and Ms. Lyons is in the process of updating the Medical Release for Exercise form. Owners are asked to inform her if they no longer wish to attend the classes. Statics for January: 6 home visits; 55 clinic visits; 1 first-time visit; 73 attended exercise class; and 20 unique visits.

MANAGEMENT AND OPERATIONS REPORT

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

Job Descriptions for Employees: previously provided to the Board.

Garage Door Problems: Management reported the garage door is fixed.

Excessive Smoking Problems Between Two Units: the offending unit is in the process of vacating the tenant from the unit. The Board directed Management reach out to legal counsel seeking proof of the tenant is vacating the unit by the end of the month.

Other items to report: Mr. Gullotta provided an update on the services for the cable and phone lines. Verizon is able to provide a bundle package inclusive of all services and equipment needed, saving the Association \$4,000 per year. He will work with Management and Randy to facilitate the work.

NEW BUSINESS

Lender for Renovation 2020

MOTION: Mr. Nemmers moved, Ms. Starr seconded, to approve the Renovation 2020 Program to renovate the common elements and areas identified. The motion passed unanimously (6-0-0).*

**Passing of the motion is contingent upon Thoreau Place owners approving the Board moving forward on the construction and the Association's legal counsel approving the loan language. If the language is not approved, the Board will convene a special meeting to discuss the next steps.*

MOTION. Mr. Nemmers moved, Ms. Starr seconded, to obtain a loan from Alliance Association Bank, as proposed on January 31, 2017. The motion passed unanimously (6-0-0).*

**Passing of the motion is contingent upon Thoreau Place owners approving the Board moving forward on the construction and the Association's legal counsel approving the loan language. If the language is not approved, the Board will convene a special meeting to discuss the next steps.*

MOTION: Mr. Nemmers moved, Ms. Starr seconded, to accept K3 Construction Group to accomplish the renovation work defined in our Renovation 2020 program. The motion passed unanimously (6-0-0).*

**Passing of the motion is contingent upon Thoreau Place owners approving the Board moving forward on the construction and the Association's legal counsel approving the loan language. If the language is not approved, the Board will convene a special meeting to discuss the next steps.*

MOTION: Mr. Nemmers moved, Ms. Starr seconded, to increase unit fees and/or assessments for the Renovation Program. The motion passed unanimously (6-0-0).*

**Passing of the motion is contingent upon Thoreau Place owners approving the Board moving forward on the construction and the Association's legal counsel approving the loan language. If the language is not approved, the Board will convene a special meeting to discuss the next steps.*

MOTION: Mr. Nemmers moved, Ms. Starr seconded, to approve the term of increased fees match or exceed the term of the loan. The motion passed unanimously (6-0-0).*

**Passing of the motion is contingent upon Thoreau Place owners approving the Board moving forward on the construction and the Association's legal counsel approving the loan language. If the language is not approved, the Board will convene a special meeting to discuss the next steps.*

Pre-Construction Work by K3 Construction Group

MOTION: Mr. Nemmers moved, Mr. Gullotta seconded, to approve the pre-construction work performed by the K3 Construction Group for Renovation 2020. The motion carried.

MOTION: Mr. Nemmers moved, Mr. Yackovlev seconded, to approve K3 Construction Group's Investigative Deconstruction Proposal for risk reduction in the Renovation 2020 Program. The motion carried.

Other

MOTION: Mr. Nemmers moved, Ms. Starr seconded, to accept the proposal from Contee to replace the HVAC unit in the kitchen at an amount of \$4,600. The motion carried.

ADJOURNMENT

MOTION: There being no further business to discuss, Mr. Nemmers moved, Mr. Gullotta seconded to adjourn the February 8, 2017 Board Meeting at 10:00 p.m. The motion carried.