

**DRAFT**

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

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

**June 14, 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
Ms. Rene Malone	Recording Secretary, via Digital Recorder

**CALL TO ORDER and OPENING REMARKS**

At 7:00 p.m., Mr. Stopa established that a quorum was met and called the June 14, 2017 Board of Directors (Board) meeting to order. He announced that Ms. Florcsk was not present, as she sold her unit and would no longer be on the Board. He acknowledged the great job she did during her tenure on the Board.

He commended the Board for the tremendous amount of work it completed in the past several months and the hard work and commitment of the members.

**OPEN FORUM**

**APPROVAL OF THE MAY 10, 2017 MEETING**

**MOTION: Ms. Gallagher, moved, Ms. Starr seconded, to approve the minutes from the May 10, 2017 Board meeting as submitted. The motion carried.**

## **TREASURER'S REPORT**

Mr. Gullotta reported that total assets as of May 31, 2017 were \$1,151,011.33 versus \$1,144,455.66 from the April 30, 2017, representing an increase of \$6,555.67. He noted the Board selected Mutual of Omaha Bank for the Renovation 2020 loan and the Board signed the bank's proposal. At the time of the meeting, the proposal was being underwritten and expected to close in two weeks. Lastly, Mr. Gullotta added the Finance Committee approved the FY2018 budget, as submitted by Management.

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

## **COMMITTEE REPORTS**

Finance Committee Report: Mr. Bob Mason reported on the activities of the Committee, noting the Committee met June 12<sup>th</sup> and the next meeting would be August 7<sup>th</sup>, 6:30 pm. The outstanding assessment fees decreased by \$5,287, leaving a balance to \$5,666. The balance for miscellaneous income for May was \$6,922, of which \$6,870 was for a workmen's compensation refund, which should be used to reduce the Association's insurance expense. The \$1,580 charge for the security camera was transferred to the Replacement Reserve. He added the Morgan Stanley is now the Association's broker and would be overseeing the investments.

Mr. Mason stated the Committee recommended three changes to the FY2018 budget submitted by Management: (1) increase the Social/Recreation line item by \$500, making it \$4,500; (2) increase the Trash Removal expense by \$5,000, making it \$33,000; and (3) reduce the Reserve Contributions by \$5,500 to cover the two increases previously stated.

Mr. Mason noted the Committee lost one member, Ms. Loretta Saunders, as she sold her unit and was moving to Florida.

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

Social Committee: Ms. Jean Banks reported on the social events held for the past month: 4 bingo nights; 1 Country themed Birthday Party and Potluck Dinner; 5 Romeo luncheons; 2 Book Club meetings; 1 poker night; 1 Happy Hour; 2 movie nights; 3 shopping trips; and 1 '*My Life in Four Countries*'.

On Thursday, June 15<sup>th</sup>, a Newcomers' Supper and Dessert Party would be held and Peggy Harris and Lynette Prince, the Nostalgic Duo, would perform the entertainment. All were invited to attend.

Communications Committee: Ms. Karen Smith reported that due to the majority of the members being out of town, there was no Committee meeting since the last Board meeting. The Committee planned the Newcomers' Supper and Dessert Party, which allowed new residents to

meet the Board and familiarize themselves with active committees. All newcomers were individually invited.

Ms. Smith added that the Annual Meeting and elections would be held on Monday, July 31<sup>st</sup> and the Meet the Candidates night would be held Wednesday, July 26<sup>th</sup>. Both events would begin at 7:00 p.m. and flyers were posted.

Committee meetings will be held the third Tuesday of the month and all newcomers were encouraged to attend.

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

Landscaping Committee: no report provided

### **WELLNESS COORDINATOR REPORT**

Mr. Yackovlev read Ms. Mildred Lyons' May, 2017 report: 7 home visits; 65 clinic visits; no first-time visits; 88 residents attended the Body & Soul class; 2 residents attended the Tai Chi class; and 23 unique visits. A presentation on stroke risks was held on May 18<sup>th</sup>, at which 15 attended. Prior to attending any exercise class, residents must provide a Physician's Release form and to date, 50 residents were cleared by their physician. Ms. Lyons continues to collaborate with the Communications Committee regarding safety during the renovation project and ear plugs and face masks are available in the front reception area and Wellness Waiting Room. Suggestions for presentations are welcome.

### **MANAGEMENT AND OPERATIONS REPORT**

Tim Kirchner stated that the 2018 draft budget was given to the Finance Committee, and the Board will be voting on it. He also stated that the Board has asked for a report on the yearly inspection of each unit, as well as an inventory report. Tim Kirchner provided the Board with a copy of the agreement with Randy Kasper regarding reimbursement terms for continuing education. Mr. Kirchner stated that the 2016 audit has begun and that moving forward, the audits will be complete within 90-days, following the end of the fiscal year, which is a condition of the loan.

### **OLD BUSINESS**

Mr. Nemmers gave an update on Project 2020. Chris Gullotta stated that he is working on installation of a front, lighted sign for 1951 Sagewood Lane. He also updated the Board on the ongoing process of installing security cameras throughout the building. Karen Gallagher stated that the courtyard plant giveaway was put on hold, and it was discussed that the sprinkler system be turned back on due to the delay in removing the plants.

## **NEW BUSINESS**

Report on Discussion Points Covered in the Board's June 7, 2017 Executive Session: Mr. Stopa reported that the Board discussed the following items:

- Short presentation by a Morgan Stanley wealth advisor to discuss the Association's reserve funds

**MOTION: Mr. Yackovlev moved, Ms. Smith seconded to accept Morgan Stanley to assist the Board in monitoring the Association's CDs and money market fund. The motion carried.\***

*\*The bank is not charging the Association for this service.*

- The loan from either Alliance Bank or Mutual of Omaha Bank (an agreement was made)

**MOTION: Mr. Gullotta moved, Mr. Yackovlev seconded to accept Mutual of Omaha Bank as the lender for the Renovation 2020 project with the loan amount up to \$3.5 million. The motion carried.\***

- The K3 Contract (pricing for entire project) (*once the loan is signed, the contract will be finalized*)
- Timetable for and communication to owners and residents on Renovation 2020 through at least September 1, 2017
- The Annual Meeting and election process (*there will not be a regular July Board meeting*)
  - Ms. Gallagher was appointed as the Chair of Elections Committee and Management will mail out notification of the amendment to the Bylaws, and proxies.
- Residents being permitted to take a cat and dog carrier through the lobby with the pets inside
- The painting that was donated by an owner and taken down
- Parking at Villa Ridge

**MOTION: Mr. Gullotta moved, Mr. Yackovlev seconded to accept the Finance Committee's recommendation to approve the 2018 Budget. The 2018 Budget includes a 3% cost of living increase, as well as funds to be used towards the payoff of the 3.5 million dollar loan for the Renovation 2020 project.**

**MOTION: Ms. Starr moved, Mr. Gullotta seconded to revise the Rules and Regulations to allow for the transporting of a small dog or cat in a closed carrier through the lobby. The motion carried.**

**MOTION: Ms. Gallagher moved, Mr. Yackovlev seconded to revise the rules and regulations to change the number of Board of Directors members from seven (7), to five (5); as well as eliminate the one year term held by a non-unit owner. The motion carried.**

**ADJOURNMENT**

**MOTION: There being no further business to discuss, Mr. Nemmers moved, Ms. Gallagher seconded to adjourn the June 14, 2017 Board Meeting at 9:15 p.m. The motion carried.**