

DRAFT

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

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

May 10, 2017

Board Members Present:

Ms. Richard Stopa	President
Ms. Lillian Florcsk	Secretary
Ms. Sharlan Starr	Director
Mr. Vladimir Yackovlev	Director

Board Members Absent:

Ms. Karen Gallagher	Vice President
Mr. Chris Gullotta	Treasurer
Mr. Robert Nemmers	Director

Others Present:

Mr. Tim Kirchner	Property Manager, Northern Virginia Management, LLC
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 May 5, 2017 Board of Directors (Board) meeting to order, noting that Ms. Gallagher and Mr. Gullotta was out of town and Mr. Nemmers was still on vacation.

OPEN FORUM

Ms. Starr voiced that her fob would not let her get into the garage, to which Mr. Stopa responded that she should see Diane, as the old fob wears out.

A resident inquired if a timeline of activities for the renovation project was available for residents and if not, could the Board say when the project would start. Mr. Stopa responded that the Board was finalizing the loan and that contracts with two banks were being reviewed by legal counsel. He added that Ms. Mary Richardson would be the liaison between the construction company (K3) and the residents and would keep the residents abreast of project activities. Additionally, the contractor would post weekly updates on its website, from which copies would be downloaded and posted throughout the building. Lastly, Mr. Stopa stated frequent update meetings would be held onsite for the residents.

Owners asked if parking at the association next store would be available and Mr. Stopa responded that Mr. Nemmers would be returning from vacation the following week and he would follow-up with him.

APPROVAL OF THE APRIL 12, 2017 MEETING

MOTION: Mr. Yackovlev moved, Ms. Starr seconded, to approve the minutes from the April 12, 2017 Board meeting as submitted. The motion carried.

TREASURER'S REPORT

Mr. Gullotta was not present to provide the report.

COMMITTEE REPORTS

Finance Committee Report: Mr. Bob Mason reported on the activities of the Committee, noting the Committee met May 8th and the next meeting would be June 12th, 6:30 pm. The outstanding assessment fees increased by \$2,341, increasing the balance to \$10,953. Four CDs were due to mature in May, of which \$50,000 would be moved to the existing \$100,00 money market account at Northwest Credit Union and another CD would be purchased at 2.03% APR for 30 months. The remaining \$200,000 would be placed in a money market account until the finances stabilized.

Mr. Mason discussed the status of the 2014-2015 audit, noting the Board accepted it and Mr. Gullotta signed off on the acceptance form and the audit is complete.

MOTION: Ms. Starr 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: 3 bingo nights; 1 *'Around the World Evening Birthday Party and Potluck Dinner'*; 4 Romeo luncheons; 1 Book Club; 1 poker night; 1 Happy Hour; 1 movie night; 3 shopping trips; and 2 Tai Chi classes, which would be held every Wednesday morning. Ms. Banks added that on Saturday night, Mr. Yackovlev would host a *'My Life in Four Countries'* and on Thursday, the 18th, the Billy and Bob Classic Country Show would perform at the birthday party. The evening would begin at 6:30 with a potluck dinner, followed by the entertainment.

Communications Committee: Ms. Karen Smith reported that at the Committee's last meeting, the Committee discussed items for May's newsletter: the tax relief program available for the disabled and individuals over 65; the 'New Comers' Party' in June (all are invited and new residents would receive written invitation); communication about the construction project to be printed on green paper; and welcome comments from residents to new residents.

Neighborhood Watch Committee: Mr. Bob Mason had nothing to report. He stated he was seeking volunteers, as the gentleman who was assisting was no longer able to assist him.

Landscaping Committee: In Ms. Karen Gallagher's absence, Mr. Stopa reported that the plant give-away project was postponed until the construction project had been launched.

WELLNESS COORDINATOR REPORT

Mr. Yackovlev read Ms. Mildred Lyons' April, 2017 report: 3 home visits; 42 clinic visits; 1 first-time visit; 56 persons attended the exercise classes; and 19 unique visits. A presentation would be held on stroke risks on May 18th and Ms. Lyons continues to act as a resource for residents and introduce new residents to her services. She can now refer residents to a geriatrician who practices out of the Fair Oaks Hospital.

MANAGEMENT AND OPERATIONS REPORT

Job Descriptions for Employees: previously provided to the Board.

Unit Water Leaks: Mr. Kirchner reported that the leaks were worked on and one was tested and worked. He was waiting on the rain to see if the other worked.

Garage Door Repair: Mr. Kirchner reported this project was completed.

Other Items to Report: Mr. Kirchner reported that Randy was running the wires for the security cameras, which was saving the Association much money.

OLD BUSINESS

Update on Renovation 2020: Mr. Stopa provided an update on the following:

- Status on Loan: the Board received a verbal commitment and email documents from a bank that Mr. Gullotta found that provides loans to associations. The terms were very good and the Board was finalizing some items and expected to sign the agreement soon.
- Contract with K3 Construction Group: the Board provided K3 with a verbal agreement that it would be signing them on as the contractors and waiting to sign the contract with the bank. The Board mandated K3 to get three proposals for every project to be subcontracted and once the final budget was received from K3, Mr. Nemmers would know how much of the project could be completed (ie, 100% or less). The Board hopes the final budget to be less than \$3.5 million and not more.
- Update on K3 Construction Group on Status of Renovation 2020: a written report was received from K3, noting that significant strides had been made in finalizing the price. K3 was clarifying some scopes and waiting on revised proposals, but was seeking the most competitive prices. The report from the structural engineer confirmed the shoring aspect

would be needed, but not at the amount originally thought, but less. The shoring design was sent out for pricing and expected back the following week. K3 was able to recognize savings in costs from the original presentation, however, the final cost would increase based on the price for shoring. Once determined, K3 would inform the Board, who would inform the residents. K3 expects to start the project in early June, but this would depend on when the permits are received.

Discussion of Association Audit Report and Meetings with Auditors: discussed in the Finance Committee's Report.

Installation of Security Cameras: discussed in 'Other Items to Report' under the 'Management and Operations Report'.

1951 Sagewood Sign: Mr. Stopa reported that the sign will go on the island and that Mr. Gullotta and Ms. Gallagher continues to work on this project.

Annual Fire Inspection: Mr. Kirchner reported the annual fire inspection would take place the second Tuesday in June, after which, Randy would begin his inspections inside the units.

Annual Common Element Inspection: As part of the management contract Northern Virginia Management Company is required to conduct an inspection of the Common Elements and provide a written report to the Board of Directors. Mr. Stopa brought this up and wanted this to be reflected in these minutes. Mr. Kirchner will work with Randy, our maintenance superintendent, on this inspection.

NEW BUSINESS

Annual Meeting: Mr. Stopa stated that Ms. Karen Gallagher was selected to be the chair of the Annual Meeting Committee and two volunteers were needed to assist her. There would be four vacant positions up for election, leaving three members on the Board. Mr. Stopa noted the Board is considering reducing the Board to five members, instead of seven, which it has the privilege to do.

Bylaw Amendments: Mr. Stopa discussed the four amendments to be voted on at the Annual Meeting, stating they must be approved by the owners before the Bylaws could be amended.

- Smoking: the amendment would allow the Board to regulate and monitor when and where smoking is to occur within the building and on the grounds.
- Rental Restrictions: the amendment would keep the rental percentage at 40% so as to allow 60% owner occupied. The current Bylaws do not restrict the percentage rate to the 40%.
- Thoreau Place Occupancy: the amendment would keep the community as a 55 and older community.

- Formation of Committees: in 2016, the Board developed language for the formation, structure, etc. of committees and wanted to have the language formalized and added to the Bylaws.

MOTION: Ms. Starr moved, Mr. Yackovlev seconded to approve the language as written and to be voted at the Annual Meeting to be included in the Bylaws. The motion carried.

Committee Members: Mr. Stopa announced that volunteers were needed for the various committees and interested residents should reach out to the chairs of those committees.

ADJOURNMENT

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