

**LPCC Board of Governors Meeting**  
**Meeting minutes 2024-10-30 (Approved 11/21/2024)**

**I. Call to Order**

Attendees: David Newman, Ann Reimers Pitts, Bill Anhut, John Ausink, Elizabeth Wray, Paul Showalter, Jeannette Wick, Shelya White & Kim Franklin. Natalie Roy arrived after 50 minutes.

II. Review and Approval of last month's Minutes – Following general discussion of clarifications under consideration, the minutes were tentatively approved with no changes, pending future discussion.

**III. Announcements and Administrative Items**

- Resolution on regular monthly meetings.
  - The BOG voted unanimously for a resolution setting monthly meetings on the 3<sup>rd</sup> Thurs of every month, starting at 6:00 pm.
- Conflict of interest signatures
  - Ann reported the need for conflict of interest forms to be signed by Kim, Shelya, Paul, and Elizabeth.
- David sought BOG agreement on appointing a contact for liability insurers.
  - The BOG agreed David and John would follow up on matters relating to LPCC insurance, including reviewing the policies in advance of yearly renewals and providing insurers any requested information (e.g., revenue numbers), and ensuring timely renewals. Following discussion of the benefits of having input from a professional, John Ausink offered to consult a neighbor with relevant expertise.
- Liaison with the LPCA
  - David reported the need to appoint a liaison with the LPCA. The BOG agreed that Kim will fill that role by sending our approved meeting notes to Mike Kunkler each month, noting she is doing so in her capacity as liaison to the LPCA.
- Turning off the cameras on election day.
  - David requested approval to turn off relevant cameras on election day, because of general restrictions on photographing voters.
  - Some in the group expressed that they are uncomfortable with our camera, esp. with the upcoming election.
  - Motion that we vote to approve turning the camera off during Election Day - All agreed.

**IV. Old Business**

- Status of signatory authorization at Wells Fargo and Main Street Bank

- David reported that he visited both banks and confirmed there is no need for group to go to the bank together. For Main St. Bank, signatures have been completed. WF won't make any changes until we align our registered agent for Va with the bank's registered agent.
- VOTING ITEM: Approve Liz Delmar as Registered Agent for VA (replacing Rich Robinson)
  - Rich Robinson is our current registered agent and replacing him with Liz Delmar would align the two agent positions. Motion that Liz be our Registered Agent to VA was approved unanimously.
  - RA required to file an annual form and there is a fee that goes along with her report.
- Report on status of June rental security deposit issue referred by LPCA (David)
  - Outcome - We retained \$950 & returned \$250
  - Should this client want to rent again, the BOG will need to discuss it first
- Budget for 2024
  - A budget is required to be done at the start of the fiscal year (Sept) according to our bylaws. David noted the need to know what our numbers are for the rental agent and cleaning, before we can get a realistic budget.
  - Bill suggested we approve last year's actual numbers as the budget, to be in compliance with the bylaws, noting we can update estimates, for operational purposes, when we have more information.
  - Bill would like to see a subcommittee that would come up with more community events vs public events.
    - Motion to vote on using last year's actual numbers as the fiscal 2025 budget - All approved
- Historic Preservation Grant discussion
  - David noted that the BOG never voted on approval of changes to the LPCC and grounds as contemplated by the grant.
  - VOTING ITEM: Approve display case, signs to be placed in the park
    - Display case will be attached to the wall above the chair rail. 3 separate cases and they will be on wall across from hallway kitchen counter
      - Jeannette suggested that we not vote on this until we have more detailed information related to the case and signage
      - Ann will ask Elizabeth Sheehy for the information for the board to review
      - Vote on hold until further review.

## V. Standing Agenda

### A. Treasurer's Report (John)

- Status of transition of treasurer's responsibilities
  - John still does not have access to Wells Fargo bank, because WF requires certain changes before they will approve changes to

signature authority. David will address the WF requirements, which include amending the Articles of Incorporation, now that the registered agent change has been approved.

- Good to have the Treasurer as an authorized signatory on the account, but Liz does everything.
- John sent the BOG the profit/loss statement for 2024 Q3 (FY2024 Q4) and the balance sheet as of 10/30/24
  - Net income for the quarter was lower than last year due to clubhouse repairs - HVAC \$12K
  - Paul gave Ann a building tour and Sump Pumps will have to be replaced in the future. No early warning signs but Ann thinks they typically have a 10 yr life.
  - There was a discussion of installing a monitor to alert us when there's water due to sump pump failure. Ann agreed to look into it, particularly a unit that would send a text alert, not an alarm audible only if someone were in the LPCC.
  - Discussion of a line item showing \$11,500 in "Other Income." John to follow up with Liz and he will forward her response to everyone. Since we were just added to the Main St. Bank account, John doesn't have any insight into past bank activity.
- Form 990EZ and Non-profit form 102 (due Nov 15)
  - This has been submitted and the form signed by David
- Request by LPCA for our 501(c)(3) documentation (Ann)
  - LPCA has asked if donations made in conjunction with purchases of historical plaques could be paid to LPCC. Agreed that anything over the actual cost of plaques would stay with LPCC to be used for historical conservation purposes, so the LPCA request seems appropriate.
  - Ann to ask Elizabeth Sheehy for a proposal on the Historical Plaques and how the money will be handled/earmarked for historical renovation/preservation purposes.

#### B. Rental Agent Report and Community House issues

- Discussion of the fact that some bidders to provide cleaning services may not have insurance and concerns that LPCC might need a separate rider, if we hired this type of company. John will look into this by January
- Rental agent's report includes Security Deposit Deductions, Issues and Work Needed – David will circulate to the group via email.
- Report of rental income

### Rental income

<b>OCT</b>	<b>\$ 8,430.00</b>
<b>NOV</b>	<b>\$ 9,285.00</b>
<b>DEC</b>	<b>\$ 4,062.00</b>
<b>2024</b>	<b>\$116,968.00</b>
<b>2025</b>	<b>\$21,160.00</b>

#### Status of hiring a new rental agent and cleaners (Ann)

- Ann wrote ads for both the Rental Agent and Cleaner – Ads submitted on the list serve, Arlington County Employment Commission, Zip Recruiter, Next Door & FB
- We received a lot of interest on the cleaning ad, much more so than on the Rental Agent role
- Ann sent a more detailed email to those that responded to the ads and used screening questions to drill down to a serious group of contenders
- She asked them to sign up for walk throughs – two 1-hr walk throughs.
  - They had 5 cleaning groups come at once and all knew there was competition. Ann asked for bids with various scenarios. Only one has provided her with a bid at this point.
  - Cleaner candidate Javier and his family are former residents of LP and could offer both rental/cleaning.
  - Cindy really liked one of the Rental Agent candidates – Tola, who lives in Betty Perfall's old house on 4<sup>th</sup> St facing the park. He is currently working a part-time teaching job
- Sketch of next steps...Deadline is Nov 5 on bids and we hope to make a decision by EOM Nov.
- David posted on the list serve for community members who are interested in joining the evaluation process for hiring. Two people responded. They will be asked to be a part of the evaluations after all of the candidates get in their bids.
- We plan to have contracts with the winner of the bid and they will need to work out the pricing related to the various scenarios.
- The groups that came had multiple employees/bandwidth
- VOTING ITEM: Compensating Cindy during transition time
  - Cindy is currently not compensated until after the event has taken place
  - Cindy has already booked events for 2025 and should get a % of those that she has booked thus far. Most of the work is front loaded – writing the contract, answering a lot of questions
- The group discussed the division of rental agent fees between Cindy and her successor, for events booked by Cindy that occur after her departure. David will discuss with the division with Cindy. The transition date should be Dec. 1<sup>st</sup>, assuming the new rental agent will be responsible for new bookings as of that date. Cindy will train the new agent during December and be paid an hourly rate for that work. David will discuss the

arrangement Cindy and, based on that discussion, establish her hourly rate for training the new agent that's consistent with BOG discussions.

- Motion to vote on this action – All in favor
- VOTING ITEM: Retirement gifts for Cindy and Bill
  - Motion to vote on an agreed amount – All in favor
- VOTING ITEM: Posting internet password for renters
  - Concerns expressed about liberally sharing the wifi password included our inability to get the system fixed on an emergency basis, possibly leaving renters dissatisfied, because they relied on having wifi.
  - WiFi is here primarily for our security cameras
  - WiFi is not currently provided to the renters as part of our rental agreement.  
Ann suggests we look into it further. Natalie feels we should really have it. David recognized potential concerns.
  - David will talk to Cindy about how many renters ask for wifi.
- VOTING ITEM: Requirement that renters use in-house cleaner  
Alternatively, permit renters to use their own professional?
  - Some interested companies feel it is a waste of their time in bidding if a lot of our renters want to bring their own cleaners
  - We have only received one bid so far with proposed pricing.
  - Motion to amend contract to require our in-house cleaner for all rentals with a few exceptions, as individually approved by the BOG.
  - 7 voted Yea, 3 Nea (Elizabeth, Jeannette & Paul) – they want more info on the costs, certain issues with above & beyond cleaning – depends on the cost
  - Yea votes were made mostly to allow Ann to continue negotiations with cleaners.
  - David stated that we will work toward consensus after Ann has more cost information and renter responsibilities and requirements are better defined.

#### C. Special Events

- Yard sale (Jeannette) and Parade of costumes (Paul)  
Yard sale brought in \$250 and reportedly vendors did well.  
Parade of Costumes was hugely attended. Lots of prizes, LP cookies, winners took home fun memories. Paul to upload photos. Great report from those that attended.

- Halloween (Tabitha, Kim and Natalie)
  - a. Washington Post reached out and asked what Lyon Park & Ashton Heights were doing on Halloween. We did not respond as the additional advertising would not necessarily enhance the community nature of the event.
  - b. Natalie identified a cleaner for cleaning bathrooms and small kitchen after bonfire- suggest \$180 – Motion to approve this cleaning fee – All in favor
  - c. Tabitha/Bill will manage/clean the bonfire.
  - a. Jeanette suggests we confirm with the ACFD if we can proceed considering the dry conditions.
  - d. \$450-\$500 Donut cost and LPCC has traditionally paid for it. LPCA paid last year because the Women's Club does all of the work, but they repaid LPCC.
  - e. Motion that all costs associated with the Halloween bonfire be borne by LPCC – All in favor
- Craft Fair (Jeannette) – canceled Juried Craft Fair traditionally and we were down to 5 vendors this year due to aging out/surgeries, and applicants this year has merchandise of poor quality. Cancelled for the year.
- November 17, 2024, commemorate 100th anniversary of 1st meeting of stakeholders of the LP Community House.  
VOTING ITEM: Should we host a happy hour (BYOB)?
  - a. Did not pass because we don't have a leader for the event, concern about limited interest given it is one week before Thanksgiving, and it is short notice.
- Holiday Party (Paul) - Sunday 12/15 – not addressed due to time constraints.

## VI. New Business

- Issue with HVAC billing - filters (David) – not addressed due to time constraints.
- VOTING ITEM: Replacing Trustees (David). Elect three BOG volunteers or should we solicit members of LPWC and LPCA?
  - Passive position – Rich Robinson, Gary Putnum and Larry Mayer are currently the Trustees.
  - Bill, David and Paul have all volunteered to be Trustees.
  - Motion that the three become new trustees – All in favor
  - David will follow up on the paperwork requirements.

## VII. Action Items

- Paul is looking into Big Belly trash cans for the park. Kim to put him in touch with Arlington County Solid Waste Bureau to get more research.
- Ann will ask Elizabeth Sheehy for the information for the BOG to review related to the historical display case and outdoor signs. Ann will also ask Elizabeth to submit a proposal on the Historical Plaques and how the money would be handled/earmarked for historical renovation/preservation purposes.
- David will handle Wells Fargo bank signatory changes now that the registered agent change has been approved.
- Ann to look into moisture detectors for the basement as early warning for sump pump failure.
- John to find out what \$11,500 in "Other Income" is on FY2024 Q4 financial report. He will also talk to his neighbor, a former insurance professional, about the existing LPCC liability policy and similarly look into whether our liability insurance would cover a cleaning crew who did not have their own insurance.
- Kim will send our approved meeting notes to LPCA president Mike Kunkler each month
- David will have a conversation with Cindy about approved compensation arrangement for 2025 bookings and her hourly rate for training the new agent
- David will ask Cindy to start collecting data on how many inquiries we get for internet access from renters.
- David will handle paperwork requirements of changing Trustees.

## VIII. Adjournment