

LPCC Board of Governors Meeting

Meeting minutes 2024-11-21

I. Call to Order

Attendees: David Newman, Ann Reimers Pitts, Elizabeth Wray, Jeanette Wick, Kim Franklin, and Shelya White. Elizabeth Sheehy attended part of the meeting as a guest.

Absent: Bill Anhut, Natalie Roy, John Ausink and Paul Showalter.

II. Review and Approval of last month's Minutes

- October Minutes
 - Note on typo on page 3 of draft minutes. October Minutes approved as corrected
- September Minutes (revised)
 - Sept Minutes approved as revised

III. Announcements and Administrative Items

- LPCA questions/comments at their Nov meeting (Ann)
 - Will WiFi be available to Renters? BOG representative promised to report back after BOG discussion. BOG discussion included that WiFi login commonly is provided to renters with the caveat that it is available only to the renter, not guests, to avoid overload.
 - Will LPCC hold more community events? BOG discussed the possible creation of a subcommittee on this topic. One idea was to solicit a volunteer to draft an article in the newsletter inviting proposals for events by community members willing to take the lead. Issues to address with community events include rental and cleaning fees for such events, as well as volunteers to lead and run the events.
 - Rental Rates - Some people think we undercharge. The BOG representative offered that the BOG would look into this once a new rental agent is in place. Consideration will be given to whether rates should be raised for renters from outside the community.
- Still need Paul's conflict of interest form (Ann) - Paul sent it to Ann

IV. Old Business

- Status of signature authorization at Wells Fargo and appointment of new Registered Agent for VA (David)
 - We still have not changed the registered agent for VA to align with the primary POC given to Wells Fargo Bank, which is Liz Delmar. The Registered Agent must be a board member, an officer, or an attorney licensed in Virginia.

- The role of the Registered Agent is limited. David will discuss with John Ausink.
 - Status of appointing new Trustees (David)
 - David noted possible legal questions related to actions appearing to merge the roles of trustees and the BOG, noting trustees may be held to a higher standard of care, which a judge might impute to the Board, if there's an overlap in membership. That suggests pursuing trustees who are not BOG members, to be safe
 - Gary Putnum and Rich Robinson are fine with continuing on for now. Larry Mayer does not own property or reside in Lyon Park
- Jeannette noted there's potential liability for Trustees and recommended seeking legal advice, possibly from Barnes Lawson, which represented LPCC in past litigation.
- Suggestion that Susan Bell may be a good fit

A vote was taken on voiding the former vote naming as new trustees David, Bill, and John. The proposal was approved by consensus vote.

A vote was taken to void the prior BOG vote naming Liz Delmar as registered agent for VA, in light of legal requirements. The proposal to void the prior vote was approved by consensus vote.

- There was a brief discussion on amending our founding documents (articles and bylaws) to eliminate the trustee role. The decision requires legal input. David will solicit volunteer legal services on the listserv.
- Historic Preservation Grant discussion (Ann, Elizabeth Sheehy)
 - Information on display case and exterior sign wording
 - The manufacturer showed a variety of sizes for consideration. Paul joined that discussion and reportedly preferred the larger sized cabinets.
 - Display cases will be mounted on a bracket and secured to the wall and locked from above. The locking mechanism at the top won't be easy to remove.
 - A locking cleat will be mounted to the studs in the wall - it will be well mounted
 - There will be three cabinets with separate themes
 - Concern was raised about the location of the donors list, now mounted on the wall where the display cases will go. It was noted that the list of donors is outdated, so the sign must be redone.
 - Elizabeth was asked why the grant proposal was not brought before the BOG prior to the grant application being submitted. Elizabeth discussed the history of communications with the BOG Chair,

beginning May 2023, and noted that all LPCA Leaders and LPCA BOG members were aware of the grant. There was general consensus that, going forward, any applications for grants directly affecting the LPCC go through BOG at earliest stages.

- BOG members noted a photo of Frank Lyon had been found by an active long-time community member and there were discussions about displaying it in the LPCC. Concerns were raised about aspects of Lyon's character that might suggest displaying his photo might not be consistent with LPCC values. The discussion ended with an understanding that the historian would consult the LPCA and the BOG on any decision about displaying the photo in the LPCC.
- A vote was held to approve installation of three display cases on the wall facing the large kitchen, hung above the chair rail, with plexiglass fronts. The proposal was approved.
- A vote was held on an updated donors list being created and an appropriate place be found, with the option of placing it in one of the display case. The proposal was approved.
- Placement of outdoor signs funded by the historical grant.
 - A subcommittee will be created to recommend locations for the outside signs. It was reported that Natalie Roy (not present) volunteered for this.

Votes were taken on the following proposals:

1. At no cost to the BOG, to install three display cases in a row along the hallway wall facing the kitchen. Each case will be 33" X 26" or smaller with a depth of no more than 2.5". They will be hung above the chair rail, surface mounted to wall studs from the interior. Cases will have plexiglass covers that secure the contents. The contents will be determined by the historian in consultation with the LPCA.
 - Proposal approved
2. At no cost to the BOG, three outdoor signs shall be placed on Lyon Park property that display historical information about Lyon Park, with the content having been determined and reviewed by the historian and input from the community as shown [here](#). Placement locations of the signs to be determined by the historian with input from the LPCA, subject to agreement by the BOG;
 - Proposal approved

There was a discussion of membership of a subcommittee to submit recommendations for sign placement. It was reported that Natalie and Paul are interested

3. That people purchasing historic markers, including in some cases, making additional donations, shall write checks to the LPCC, which shall make payments to the manufacturer of the markers and retain donated funds in a reserve account for historic preservation or other maintenance related expenses for the LPCC, as determined by the BOG, with input from the historian and LPCA.

- The vote was deferred until John and Bill are able to weigh in.
- Monitoring our garbage/recycling in response to a local citizen's persistent complaints: Anne Bodine reportedly willing to engage. Natalie Roy offered to follow up with Anne. Status report.
 - Discussion held until Natalie is available to present
- Whether to procure and install a noise monitor to promote compliance with our commitment to the neighbors under the Arlington County Code. Ann Reimers Pitts agreed to look into outdoor noise monitoring equipment. Status report.
 - Ann is looking into this and hopes to have information to share at the next meeting.

V. Standing Agenda

A. Treasurer's Report (John)

1. Status of transition of treasurer's responsibilities
 - a. Hold questions until John is present
 - b. David referenced financials sent by John before the October meeting
2. Status of general commercial liability and property damage insurance policies
 - Insurance policy was renewed by the 11/21 due date
 - Agent provided incomplete responses to our questions. John and David will follow up, as necessary.
3. Review of who picks up mail at PO box and in mailslot at the community center
Ann Marie picks up the mail at the PO Box (astanz10@gmail.com). No conclusion about who picks up mail at the community center, but it was noted that mail rarely is delivered there.

B. Rental Agent Report and Community House issues

1. Report of rental income

Rental income	
OCT	\$ 8,430.00
NOV	\$ 11,185.00
DEC	\$ 4,337.00
2024	\$119,143.00
2025	\$34,750.00

2. Ann reviewed cleaning costs to renters and to LPCC in bids received (Ann)

BOG discussed recommendations from the subcommittee (find them [here](#)).

BOG members generally agreed that the cost of cleaning is relevant to deciding whether renters should be required to use our contracted cleaner

Ann discussed our selection procedures. One step was publishing notices on the listserv about the need to fill the rental agent and cleaner positions, including an invitation for community members to join a subcommittee preparing recommendations. The responding community members joined 4 BOG members in receiving all info on bids from the various companies, discussing the candidates in light of our goals, and developing recommendations. One applied for both positions and was highly qualified to serve as rental agent, but cleaning prices were too high.

VOTING ITEM: Cleaners Recommendation to enter six month contract with cleaning company recommended by the subcommittee, with possible extension, was approved.

VOTING ITEM: Approve requirement for all renters to use the cleaner under contract to the LPCC. Some BOG members strongly supported this requirement, but others still had questions. If approved, the next step is to develop a revised draft rental contract to implement this requirement. The contract should be clear about renter obligations for cleanup (e.g. trash, tables and chairs, decorations etc) and terms for withholding security deposits. The vote was deferred until after a draft revised contract is developed and discussed.

RENTAL AGENT SELECTION Ann presented subcommittee recommendations on the rental agent.

VOTING ITEM: Rental Agent Recommendation to approve entering 6 month contract with Lori Cruz and TNAG Services was approved, with compensation at the rate she proposed.

BOG members noted the extensive property management experience of Lori Cruz and her fluency in English and Spanish. Some expressed concern about her living 20 minutes away in Alexandria and the difficulty of getting to the LPCC after events, as needed; however, she has other staff that can help her manage the position. The other applicant lives on the park, but lacked relevant experience and other questions were raised.

The BOG agreed on the need for monthly assessments of the new rental agent's performance that will be reported to the BOG.

3. The BOG discussed transitional compensation for Cindy: Hourly compensation and split of rental agent fees. David will follow up with BOG Members by email.

C. Special Events

1. Halloween (Kim and Natalie) - Was a very successful event. Perfect amount of donuts; need more cider/water/cups. Lots of requests for napkins, which were not provided because experience shows they create a significant cleaning burden and haven't been provided in the past. Suggested we return to past practice of not having filled donuts, which are messier. Also suggestions for putting out a jar for donations in the future.
2. November 17th commemoration of 100th anniversary of LP Community House stakeholders' meeting was a great event! Easy and nice that folks contributed food & drink. About 75 attended. For the future, remember we never have enough water or diet sodas.
3. Holiday Party - Sunday 12/15 (based on notes emailed in advance by Paul Showalter):

The kids holiday party is scheduled for December 15 from 1pm to 3pm.

Darcy Rosenbaum and Paul Showalter are coordinating it. Paul requested a budget of up to \$1,000. Current proposed activities for the kids' party include craft tables for the kids, a wrapping station (which was a big hit last year), a Santa, candy canes for the kids, hot chocolate, sweet treats, a cookie decorating station, maybe a photo booth area. The LPCA will be using the building immediately following the kids' party for the neighborhood adult holiday happy hour.

VOTING ITEM: Budget for Holiday Party. BOG approved up to \$750 and recommended party coordinators request donations of money and baked goods.

4. Pancake breakfast - Typically in January. No event chair has been identified yet.
5. Chili cook-off - No host identified yet, typically held Feb/March.

V. New Business

The agenda included the following item that was not discussed for time consideration:

- Replacing missing kitchen items.
 - **Request for volunteer** to create an inventory of what we have in both kitchens and list items we'd like
 - VOTING ITEM: Approve publishing a request on the listserv for donations of specific types of kitchen equipment (e.g., large mixing bowls, serving platters, baking trays, etc, based on report of volunteer doing inventory

VI. Action Items

- David to seek volunteer legal advice on eliminating the trustee role.

There was no discussion of the following action items that were on the agenda. The following items remain and updates should be sought at the next meeting.

- Big Belly trash cans for the park. Paul is action officer. Kim to put him in touch with Arlington County Solid Waste Bureau to get more research.
- Moisture detectors for the basement as early warning for sump pump failure. Ann is action officer. No update.
- Sound monitoring. Ann will research.

VII. Adjourned