

LPCC Board of Governors Meeting Meeting Minutes 2025-02-20

I. Call to Order at 6:10 pm

Attendees: Ann Reimers Pitts, David Newman, Paul Showalter, Bill Anhut, Jeannette Wick, Elizabeth Wray, Natalie Roy (arrived at 6:30 pm)

Absences: John Ausink, Sheyla White, Kim Franklin

II. Review and Approval of January's Minutes-The minutes were approved

III. Announcements and Administrative Items

- New meeting day: second Tuesday of the month at 6:30 pm, starting 3/11
- Status of LPCA special election to replace Kim on the BOG - No one stood for election at the February LPCA meeting. Ann will pursue candidates for their next meeting.
- Follow up request for new Secretary within the existing Board. No volunteer.
- ISO Facebook monitor
 - Paul posts to Facebook and will report back if he sees anything we should address. Natalie has agreed to monitor "Arlington Neighbors Helping Each Other" FB page, which periodically has reviews of LPCC.

IV. Old Business

- Update on property insurance- We have increased the building replacement cost to \$900,000 and the additional policy premium has been paid.
- Status of efforts to create a calendar of annual events- Paul emailed a spreadsheet with regular events to each BOG member for comment and updating.
- Status of updating signature authority on Wells Fargo checking account- David reported that all documents have been completed and submitted to the bank.
- Donors list for new poster-David reported that Liz had supplied a report of donors since 2019. Because LPCC may solicit funds for a new playground, the Board decided not to update the listing posted in the kitchen hallway until that fundraising has been completed.

V. Treasurer's Report

- John circulated the P&L and Balance Sheet on 2/14, with the following comments- "Liz Delmar notes that there is nothing unusual. You will note that the rental agent and cleaning fees in the "LPCC P&L January 2025" file are both zero for Jan 25. This is because Lori did not submit her invoice until February 7. In the future, cleaning fees paid by renters up front with their contracts will go under "47212 income: Rental Cleaning Fees." Rental Agent and cleaning fees paid to Lori will go under the regular expense line "62100 - Rental Agent Fees" and "63120 Clubhouse Cleaning.""

- Bill reported that, as of January 31, 2025, LPCC had a total cash balance of \$204,000, comprising \$65,000 of security deposits and unearned rent and \$139,000 belonging to LPCC.
- Interest bearing savings account- Members generally supported the idea of putting \$100,000 in a six-month CD that has penalties for early withdrawal and putting a substantial amount of the remaining funds in some form of high-yield savings account. David and Ann will decide the details with John and report back on what was done.

VI. Rental Agent Report

- Circulated on 2/12. BOG decided that future rental agent reports are to be prepared on a fiscal year (not calendar).
- Pursuing repair/maintenance items recommended in agent's report - Paul, Ann, and David will find a time to do a walk-through to decide, what/when/how listed items should be addressed.
- Discussion of a marketing video for renting the Community Center-Natalie will ask Matt Leighton about creating such a video. David and Ann will plan to work on a script with Lori, possibly incorporating input from Matt, if he volunteers to engage.
- Lori's first Google review was discussed. She received 5 stars.
- Report on process streamlining with Lori and Liz - Ann generated a procedure document and she and David plan to have monthly meetings with Lori and Liz.
- Additional improvements to rental process-
 - Video tour discussed above, for uploading to our website and emailing to potential renters
 - Plans for Q&A page on website and sent via email
 - Remotely programmable door lock for security
Operated via phone or computer; unique codes for renters that include start and end times; helps prevent code sharing; faster response to difficulties entering; \$300-400. Board members were generally in favor of this type of lock.
- Lori Cruz asked when we need to know if she will not renew her 6-month contract - we agreed to have a discussion with her by March 31. LPCC likes her work and wishes to retain Lori.

January 2025 income	\$7,862
YTD 2025 income	\$7,862
2024 income	\$120,043

VOTING ITEM: Approval to pay TNAG (rental agent) all money withheld from renter's security deposits for unscheduled cleaning fees. The motion passed unanimously.

VII. Building Maintenance and Capital Improvements

- Initial repairs to HVAC system have been completed. Found cause of other concerns with HVAC systems. Will need to repair one of the furnaces - not firing due to a failed switch.

VOTING ITEM: Approve the replacement of a broken switch/capacitor and trap in the right-hand basement furnace. Installation + warranty = \$690. Motion passed unanimously.

- Need to keep areas in basement around furnaces open (Ann)
Ann placed signs around the HVAC systems in the basement. Particular concern is plant sale materials
- Stormwater management annual inspection report-Completed and submitted successfully by Ann
- Report on commercial exhaust hood cleaning contract-David reported that at Lori's initiative, we received a bid for \$450 for semi-annual cleanings from M&V Services. We should clean the two exhaust hood systems in our kitchen regularly. We asked Lori to obtain a second bid.
- Installation of moisture detectors as early warning for leaks and freezing temperatures - Initiative is delayed pending HVAC repairs
- Paul reported finding a mess in the bridal room when he attended the Ladies Club luncheon today. He cleaned the mess. Lori needs to be advised to inspect that room after events going forward.

VIII. Committee Reports

- Report and dissolution of the Outdoor Sign Placement Committee (Paul, David)
- Playground Committee-Paul reported the first meeting was last Friday. David, Paul, Mike and Mark Ilich attended. Ann and Natalie engaged on listserv. Tree preservation is a priority.
- Rental Procedures Committee-Ann reported that she and David met with Lori and Liz as reported above. They will engage with the community more in March and start to consider software needs, as appropriate.
- Noise Mitigation Committee – No one volunteered to head this committee.
Purpose: To develop recommendations and options for BOG consideration for mitigating noise inside the LPCC and for monitoring it outside.
- LPCC Pricing and Usage Committee-Bill reported that he will be starting in April.
Purpose: To develop recommendations and options for BOG consideration on balancing the time the LPCC is used for community events (that further our mission but produce no income) versus private rentals, understanding that income is needed to maintain and operate the LPCC and park and subsidize community events.

IX. Special Events

- Pancake breakfast 1/25 - \$1,177 collected at the door. Thanks to Trish Montgomery for organizing it!
- Valentine Cupcake Sale 2/7 - 2/8 - Elizabeth reported \$1,452 was raised by the Women's Club, selling 750 cupcakes.
- Chili cook-off - Elizabeth Sheehy and David Morgan are organizing for March 16.
- Easter Egg Roll/Plant sale - Paul requested a vote to fund purchase of supplies for egg roll.

VOTING ITEM: Approve payment of up to \$750 for Easter Egg Roll supplies.
Motion passed unanimously.

- Mulch Party April 12 Bill and Steve Geiger are organizers.
- Spring Fair and Food Truck Event – No dates and organizers have been identified for this LPCA event.

X. New Business

- Discussion of a four-week rental request for summer camp called [MedicalMe](#)
 - 8:00 am - 4:00 pm, Mon - Fri during four summer weeks
 - 40-50 campers, elementary school age, with 5-7 adults
 - Pricing should be competitive with Arlington County rates
 - Determine if there will be discount for LP/AH students
 - There was discussion about wear and tear on building and that it would block the building for use by community renters. The renters must clean the building daily. We would require a certificate of insurance. Concern about auto traffic at drop-off and pick-up. Consider rental history. David will solicit an email vote after we receive further input from the potential renter.

- Recurring Renter's Rate

VOTING ITEM: Approve the establishment of a discounted Recurring Renter's Rate offered for weekly or monthly events under the following terms:

- \$100/hr rate for non-resident renters, 4-hour minimum
- Must rent monthly or weekly, 6-month minimum contract (monthly rental), 8-week minimum (weekly rental).
- Monday thru Thursday only, excluding holidays.
- No food served or kitchen use
- Fewer than 40 people
- Pay a \$600 security deposit
- TNAG will offer a reduced \$125 cleaning fee, provided there is no food served, no kitchen use, and under 40 people present.

- LPCC reserves the right to cancel any date up to 30 days before, to accommodate any other renter or event.

Motion passed unanimously.

- Grounds maintenance contractor (Bill)

VOTING ITEM: Approval to renew contract with groundskeepers Adrian Lawncare Service under the following terms:

- Mowing cost to increase by \$25 per day over last year's amount. April through June: \$325 weekly for mowing, trimming, and removal of fallen branches/sticks.
- July through October: \$275 biweekly for mowing, trimming, and removal of fallen branches/sticks.
- \$60 for trimming the plants growing towards the building each time we mow (when needed).
- \$155 for bush trimming (when requested).

Motion to retain Adrian Lawncare Services for 2025 passed unanimously.

- Tree maintenance – Bill reported out biennial Emerald Ash Borer treatment is due for Lyon Park's two Co-Champion White Ash trees. Bill will submit a request to the county's Tree Canopy Fund for reimbursement.

VOTING ITEM: Authorize contract with Davey Tree for emerald ash borer treatments for the Champion White Ash trees at a cost of \$1,769.

Motion passes unanimously.

- Additional tree maintenance issues were discussed:

- Bill met with two arborists to discuss the decline in health of one of the two ash trees. Both recommended pruning the deadwood from the tree and pruning a horizontal limb extending toward Pershing Drive to lessen the weight of the limb. Cost approximately \$1,200. A proposal to remove the tree completely was \$5-6,000. Before the Board considers pruning or removing the tree, Vincent Verweij of Arlington County will inspect the tree, with a focus on safety considerations, and give his recommendation for pruning or removing the tree.
- One of the arborists recommended cabling a tulip poplar at the northwest corner of the park. The other arborist believes the decay at the base of the tree would defeat the effectiveness of the cabling. Because this tree is located in a part of the park that would not be impacted should a portion of the tree fall, Bill recommended not cabling the tree.

XI. Action Items

- David will pursue required steps to put Susan in place as trustee, replacing Larry Mayer.
- David will solicit information from the potential renter for a summer camp and report back to the BOG
- Ann will pursue candidates for replacement LPCA BOG representative.
- Ann will prepare future rental agent reports to the BOG on a fiscal year basis (not calendar).
- Paul, Ann, and David will find a time to do a walk-through to decide, what/when/how repair/maintenance items recommended in agent's report should be addressed
- Natalie will ask Matt Leighton about creating a marketing video for renting the Community Center.
- David will solicit an email vote after we receive further input from a potential renter interested in a block of time for a summer camp.
- Ann will ensure a list of "holiday dates" is established and publicized for use without holiday rental rates.
- Bill Anhut will continue to interact with County arborists concerning the safety of dying trees in the park
- Bill Anhut will research for the April meeting: the impact of public usage of the wifi signal; how to partition the wifi; how to change the wifi password

XII. Adjournment at 8:39 pm