

## **LPCC Board of Governors Meeting Meeting minutes 2025-04-8**

### **I. Call to Order at 6:37pm**

Attendees: Ann Reimers Pitts, Bill Anhut, Elizabeth Sheehy, David Newman, Jeannette Wick, John Ausink, Paul Showalter

Absences: Natalie Roy, Shelya White, Elizabeth Wray  
Paul Showalter was acting secretary.

### **II. Review and Approval of February's minutes**

Ann Moved. Bill Seconded. Minutes approved

### **III. Announcements and Administrative Items**

- Shelya's news
    - Her husband Robert passed away recently.
    - David will send a sympathy gift from BOG costing about \$100.
  - Follow up request for Secretary and alternatives (David)
    - BOG encouraged to ask family and community members if they would be willing to take notes during meetings. The volunteer would not be the official Secretary (The Secretary must be a BOG member).
  - Still looking for a chair for Noise Mitigation Committee (David)
    - (This will be moved to "Old Business" for future meetings.)
- Purpose: To develop recommendations and options for BOG consideration for mitigating noise inside the LPCC and for monitoring it outside.

### **IV. Treasurer's Report (John)**

- The Treasurer's Report for February was distributed on 3/10/25
- Report for March was distributed on 4/7/25.
  - Our cash balance was just under \$234,000
  - Security deposits, unearned rents and credit card liabilities are just over \$80,000
  - Leaving us with about \$153,000 – an increase of about \$8,000 over Feb
  - Natural gas bill March 2024 v. 2025 increased from ~ \$100 to ~ \$270
    - Need to determine what appliances operate on gas
    - Need to determine what appliances operate on electric
- Ann is working on purchasing CDs from Main Street Bank with our savings. Security deposits and unearned income will be held in a CD account that has no penalty for early withdrawal. About \$25k will be left in the WF checking account and the remainder will be invested in a 6-month standard CD.
- John, David, Liz and Ann will discuss certain accounting practices, including preparation of the Form 990EZ.
- New accounting categories have been created to detail historic grant-related money.

### **V. Old Business**

- Medical Me camp rental update (David)
  - Medical Me requests to pay \$75 per hour for two weeks during the summer. Offering a scholarship and/or discount to Lyon Park residents. Following discussion, took place as to advantages/disadvantages of their offer. The scholarship program was dismissed, largely because of the difficulty of administering it.
  - BoG voted to approve a rental rate of \$75 per hour as long as residents of Lyon Park and Ashton Heights are afforded a 15% discount for children (grandchildren, etc.) who they register.
  - Motion by David. Elizabeth S. second. Unanimously approved.
- Status of tree maintenance (Bill)
  - White Ash trees have been pruned.
  - Emerald Ash Borer treatment will be applied.
  - The Red Bud tree is suffering. Trimming will take place.
  - Discussion about identifying the trees in the park with signs.
- Friends of the Planetarium found alternate space to test the mobile planetarium (David)
  - Could the planetarium exhibit be set up at LPCC for the community to view? David will engage with them.

## VI. Rental Agent Report

Rental income only (does not include fund raising and donations)

Feb 2025 earned rental income	\$ 6,924.
Mar 2025 earned rental income	\$ 12,000.
Fiscal 2025 YTD rental income	\$ 86,170.
Fiscal 2024 total rental income	\$123,902

The fiscal year runs from July 1 to June 30.

- Report for Feb was circulated on 3/10/25. Report for March was circulated on 4/7/25.
- Presentation of data on security deposit deductions (Ann)
 

An analysis of income from FY24 and FY25 showed that, historically, money retained from security deposits averaged 20% of the rental income. Some of this money was used to pay cleaners but some was retained by the LPCC. After the 1/1/2025 policy change requiring renters to purchase professional cleaning, there has been far less need to retain money from security deposits. This should be taken into consideration when comparing income amounts to historical data, unless comparisons are made to earned rental income only. Ann will report on trends in income, retained security deposits, and cleaning costs once we have more data under the new policy.

## VII. Building Maintenance and Capital Improvements

- Mopping the floors after LPCC, LPCA and WC usage

David and Ann presented a recommendation from Lori Cruz and TNAG staff regarding floor cleaning after all events at LPCC where food is served, regardless of who hosts. Specifically, they believe wood floors should be mopped after all events at which there is food, using a specific type and concentration of cleaning product that will be provided. Lori is preparing detailed instructions that can be posted in the janitorial closet. There will be two mops, two buckets and two cleaning products - one for the wood floors and one for the tile floors. Representatives of the LPWC and LPCA expressed views that those organizations should sweep floors, but only hit specific spots on the floor, as needed, with a wet mop or rags.

- Walkthrough regarding maintenance items in rental agent's reports (David, Paul)
  - Hot water heaters
  - Power-washing and painting - will get estimates for this
  - Outside drains
  - Old windows need to have the mullions cleaned
- Trash issues (David)
  - Will look into increasing frequency of pickup for high season (when weather is nice)
  - Proposed building a new corral for organic and recycling barrelsLengthy discussion about how to handle trash and recycling from the Park and the LPCC building.

## VIII. Committee Reports

- Playground Committee (Paul)
  - LPCCGovernors has been getting input from community members
  - [Flyer](#) and [survey](#) developed by the committee were reviewed
  - Flyer was inserted into newsletters being delivered in April
- Rental Procedures Committee (Ann)
  - Working on implementing the software solution to enable all contracts to be issued electronically.
- LPCC Pricing and Usage Committee (Bill)
  - Scheduled a meeting to discuss past usage and future usage
  - April 16 meeting to be held on plan to engage the community to generate input

## IX. Special Events

- Report from Chili Cook-off (Elizabeth S.)
  - Netted \$1200 for the LPCC
- Report from Bingo (Paul)
  - 100 plus people attended. More than \$1,000 was raised for PathForward. A great community event.
- Mulching - Sat, April 12 (Bill)

- Mulch is being delivered on Friday the 11<sup>th</sup>.
- Spring Egg Roll & Plant sale - Sat, April 19 (Paul) Set up Fri, April 18.
  - We have great prizes and a huge Peep for photos
- Spring Food Truck Event - This event is not happening
- Spring Fair and Bake Sale - Sat, May 17 – Darcy Rosenbaum is coordinating
- Celebrations for various holidays can be celebrated in Lyon Park
  - Like Diwali Festival of Lights
  - Apply for grants from the County? (Paul)
- Arlington 250 celebration – Summer 2026
  - Money is available. Elizabeth S. recommended the BOG apply for a grant to host an event at the LPCC.

#### X. New Business

- VOTING ITEM: Approve waiving rent for Long Branch PTA on Saturday 6/16, for the full day, for the PTA to host their kindergarten picnic and 5th graduation. (David)
  - The PTA did not request a rent waiver. This waiver would be on our own initiative, allowing the money collected by the PTA to benefit students and teachers, rather than covering rent.
  - Unanimously approved – no rent
- Updated logo (Ann)

Discussion about the proposed new logo for LPCC. The tree is well represented and the logo's concept was well received. The building is whimsical and needs to be tweaked. Suggested possible edits to the building will be made by the designer to finalize the logo.



- Plaques for the Lyon Park homes are being delivered in the week of April 7, 2025. Discussion about where the LPCC historical plaque will be placed.
- The acrylic display boards in the hallway will be filled with information on:
  - 100 years of giving
  - 100 years of history
  - 100 years of community

#### XI. Action Items

- 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
- All BOG members to ask family and community members if they would be willing to take notes during meetings.
- Ann will purchase CDs from Main Street Bank
- John, David, Liz and Ann will discuss accounting practices
- David will look into increasing frequency of trash pickup for high season

XII. Adjournment at 8:35pm