

## **LPCC Board of Governors Meeting Meeting Minutes 2025-05-13**

### **I. Call to Order**

Attendees: Ann Reimers Pitts, David Newman, Paul Showalter, Elizabeth Sheehy, Shelya White, Natalie Roy, Elizabeth Wray, John Ausink, Jeannette Wick

Absences: Bill Anhut

Elizabeth Sheehy filled in as secretary for this meeting.

### **II. Review and Approval of April minutes – the minutes were approved**

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

- Follow up on secretary/notetaking alternatives - Still no permanent volunteer. Will re-address in September with the elections.

### **IV. Old Business**

- Bunny Hop
  - This year's race resulted in \$25,000 donation to Bridges, the sole beneficiary of the fund-raising event
  - Next year's date is Saturday, April 11, 2026. We need to avoid any conflicting rentals.
- LPCC Events calendar has been shared as a Google Sheet. Paul, Ann, David, Mike Kunkler, Elizabeth Wray, and Lori Cruz have access to make edits. All BOG members have read-only access, but can request access to make edits, as needed. Now we need a version to post on the website. We are now contemplating publishing the following information: event name, date (tentative), and how to sign up to volunteer. It was noted that most PTAs in Arlington add the name of a contact person online. Paul will review 2026 event dates/times and add them to the calendar.
- Medical Me camp rental update – They chose not to rent this year, but we will stay in touch for next year, aiming to resolve contract issues earlier.
- Ann has confirmed the LPCC wifi is divided and that renters, BOG and LPCA members, and others using the "public" login credentials we provide to them are not able to access the "private" portion of the LPCC wifi that houses the Nest security system. Lori Cruz posted the public wifi name and password behind the proscenium on the "Lyon" side of the wall dividing the main hall and the kitchen.

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

- Report for April was distributed on May 11, 2025.
  - Our cash balance on that date was \$235,000.
  - Security deposits, unearned rents, credit card liabilities were approx \$80,000.
  - The remainder was about \$156,000, which was about \$3,000 greater than in March.

- Natural gas bill for April was \$96, roughly in line with last April's bill of \$56. The anomaly last month (\$271 vs. \$102 in March 2024) may tie to the four unseasonably cold days at the start of March (31, 23, 30, and 36 degrees)
- Ann completed the purchase of the CDs:
  - \$80,000 in a 1-year CD, with no penalty for early withdrawal, at 3.75%. This amount coincides with deposits that may need to be paid out (security deposits + unearned rents + credit card liabilities).
  - \$130,000 in a 6-month standard CD at 4.25%
- Our cash funds as shown on the balance sheet are now distributed among four accounts:
  - Regular Main St checking account
  - Main Street standard 6-month CD
  - Main Street no-penalty 1-year CD
  - Wells Fargo checking account
- There was a discussion of how to ensure consistent reporting of rental income (apples-to-apples) for fiscal and calendar years. There was a drop in rentals for April (April 2025 was \$5,712; April 2024 was \$13,152). This was somewhat balanced by higher income in March (March 2025 was \$12,000; March 2024 was \$7,542).

## VI. Rental Agent Report

- Report was circulated the morning of the meeting, May 13, 2025. Accurate rental income numbers were not available during the meeting. Ann provided those listed below via email after the meeting, along with a projected total earned rental income of \$118,142 for FY2025.

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

Apr 2025 earned rental income	\$ 5,712
Fiscal 2025 YTD rental income	\$ 91,882
Fiscal 2024 total rental income	\$123,902

- Video tour – David has offered to narrate a video tour. Natalie will follow up with Matt Leighton about creating a marketing video for renting the Community Center. Ann Reimers Pitts has 3 leads on community members who might contribute to the editing effort. Paul suggests contacting Darcy for “props.” Lori Cruz has been collecting photos from recent events.

## VII. Building Maintenance and Capital Improvements

- Still working on identifying contractor to clean oven hoods and finding a remotely controlled lock that can be used on the portico entrance. Most available locks don't work on doors, such as the portico door, that have a lock bar system.

- David and Paul completed walkthrough, inside and out, reviewing maintenance items in rental agent's reports and identifying other needs, primarily power washing and painting. David asks BOG members for recommendations on whom to ask for bids. He will ask the handyman he uses to bid the set of projects.
- Our trash engineer, Tyle Hawkins, will power-wash the exterior walkway to the kitchen and the trash cart corral for \$50.
- Trash issues
  - Discussion with Tyler on improving trash management as the high season is approaching.
  - We generally will eliminate use of recycling carts by renters, due to chronic non-compliance. We will make exceptions for renters we are confident will adhere to county rules. Tyler will use recycle bins only for cardboard.
  - David will price out replacing the interior recycle bins with standard trash bins.
- Debris in furnace vents - There are three vents with exterior access near the basement stairs. HVAC tech (Oscar) discovered the vent connected to the burned-out furnace was stuffed with debris. Ann's husband Bruce installed protective vent covers.

#### VIII. Committee Reports

- Playground Committee – Paul reports over 100 responses to the survey seeking community input on playground design. Volunteers will collect more data at the Spring Fair. We will aim to provide updates in the newsletter, on the website, and on the listserve.
- Rental Procedures Committee – Ann reports that the Renter's Responsibilities Checklist can be completed and signed online now, but also can still be done on paper. Still working on providing online signature of rental contracts.
- LPCC Pricing and Usage Committee (David, in Bill's absence) - Committee will solicit community input on types of classes or events they would like at the LPCC. Survey is now being developed.

#### IX. Special Events

- Report from Mulching (David, in Bill's absence) - The Saturday, April 12, mulching day went smoothly with many volunteers. Bill facilitated the mulch order.
- Report from Easter Egg Roll/Plant sale - Sat, April 19 (Paul)
  - Total revenue from plant sale was \$2,312.75.
  - For the future, we will aim to avoid scheduling the Egg Roll during the school Spring Break, with a goal of holding it a month prior to the Spring Fair.
- Spring Fair and Bake Sale - Sat, May 17 - Darcy Rosenbaum is event chair and aims to keep the menu simple. Next year will be the 100<sup>th</sup> actual picnic (since 2020 & 2021 were cancelled).
- Lyon Park Centennial Event - The date is Saturday, July 26, with Elizabeth Sheehy taking the lead, but other details yet to be developed.

## X. New Business

- New logo has been finalized as shown on right, thanks to Ann and her niece, Alexandra Krial.
  - We will start using it for LPCC purposes, including LPCC postings in the LP Citizen.
  - Letterhead was also created for BOG and Rental Agent use.
  - Annemarie is using new letterhead with this logo for thank you letters.
  - A letterhead template and copy of the logo will be sent to all BOG members for their use.
- Noise monitoring - Event of May 11 (David) - According to Kevin Behr and Shelya, noise level was extreme. David did not see their emails in time to act while the renter was still there. David and Ann will notify neighbors to call or text Lori at (703) 705-1074 to report noise in the future. Elizabeth S. volunteered to look into a decibel meter (cost and installation).
- New approach to securing event chairs - Elizabeth S. suggests recruiting and creating a list of event coordinators for the full year ahead by the September meeting. She will draft an article for the newsletter soliciting volunteers.
- Lori Cruz created a new brochure for BOG review. Ann is reviewing now.
- Discussion on offering outdoor table and chair rental as a community service in general. The group decided the cons outweighed the pros, but outdoor tables and chairs can be made available for community events, including school events.



**VOTING ITEM:** Loaning LPCC tables and chairs. BOG members are authorized to approve loans of outdoor tables and chairs (from the basement), without charge, for use at an event held for the community (not including private/invitation-only events), after confirming with Lori Cruz that they are not needed for a rental. This documents a vote by email that approved the recommendation on 5/9/25.

## XI. Action Items

- Paul to confirm as many 2026 event dates/times as he can and add them to the shared events calendar.
- Natalie will follow up with Matt Leighton about creating a marketing video for renting the Community Center.
- David will price out replacing the interior recycle bins with standard trash bins.
- Ann will send a letterhead template and a copy of the logo to all BOG members.
- David and Ann will notify neighbors to call or text Lori at (703) 705-1074 to report excessive noise by renters in the LPCC.
- Elizabeth S. will look into a decibel meter (cost and installation).
- Elizabeth S. will draft an article for the newsletter soliciting volunteers to chair events in FY 2026.

- Ann will finish her review of the new rental brochure.

XII. Adjournment at 7:49 pm.