

LPCC Board of Governors Meeting Minutes 2025-06-10

I. Call to Order at 6:35

Attendees: Elizabeth Wray, David Newman, Ann Reimers, Elizabeth Sheehy, Shelya White, John Ausink, Paul Showalter, Bill Anhut

Absences: Natalie Roy, Jeannette Wick

Note Taker: John Ausink

II. Review and Approval of May minutes

- Meeting minutes from May approved
- For the benefit of future note-takers, which we'll need until we have a new Secretary, Ann provided assurances that the draft notes are reviewed by the Vice Chair and the Chair, before being sent to BOG members. She also explained that note-takers receive "a starting point" document, which outlines the meeting agenda and includes text explaining the context for anticipated comments by the Chair and Vice Chair. The note-taker may draw on the starting point document and adjust the text to reflect the actual discussions at the meeting.

III. Announcements and Administrative Items

- BOG meetings over the summer. David explained current BOG resolutions call for monthly meetings, without exception for the summer months. David invited BOG discussion of that plan, subsequently concluding that meetings would remain on the calendar, but cancellation of each would be considered, as warranted, the week before each meeting. No vote was called to modify the prior resolution on meetings.
- September's BOG elections. David expressed appreciation for the contributions of each BOG member, noting much was accomplished since last September and there's a lot we want to accomplish in the coming year. He referenced the several committees established, some still lacking a BOG chair. He also noted the need for hosts for many of the annual events. Citing the bylaws, he related the requirement for at least ten BOG members, with procedures to add more. David invited BOG members to recruit new potential BOG members and to let him and Ann know if anyone is considering resigning.
- Elizabeth S noted her need to know of any possible BOG membership changes by August 1, to allow required coordination and for information to be published in the August newsletter.

IV. Old Business

- Progress on 2026 event dates

Paul reported on his meeting with Elizabeth Sheehy, noting they have pretty much finalized things through next year's Spring Fair. "Save the Dates" for most events are in the June newsletter.

- Paul met with Elizabeth S and worked out tentative dates for many upcoming community events at the LPCC. The dates are in the June newsletter and on the shared events calendar.
- Dates must be forwarded to Lori Cruz, to ensure they're blocked off on the LPCC reservations calendar.
- The Centennial picnic will be 26 July and the next blood drive Sept 19
- Other dates will be published online, as available
- Newsletter article soliciting volunteers to chair FY 2026 events
 - Elizabeth S noted plans to publish a solicitation for volunteers in the next newsletter, providing Paul's official email LP address for expressions of interest (with Paul's consent). Paul will collect the names of volunteers.
- Noise monitoring
 - Events with excessive noise
David reported on excessive noise, neighbor complaints, and other violations at three May events, noting the noise problems stem from a combination of loud amplified music and opened doors and windows, in violation of "usage rules" set out in the contract. The BOG takes these violations very seriously, addressing them through enforcement and preemptive measures.
 - Ann reported on the preparation and distribution of a flyer detailing our protocol for addressing excessive noise reported by neighbors, including information for contacting the Rental Agent and, indirectly, BOG members, to take any required actions. The flyer was delivered on May 31 to all park neighbors. The flyer (copy below) is designed so the lower portion can be detached and posted in homes, to keep the contact information handy.
 - Noise monitoring equipment
Elizabeth S reported on her research into noise monitoring equipment. Ann provided additional expertise, referencing a free downloadable sound monitoring app and discussing county noise regulations.
 - Elizabeth S opened discussion on the possibility of deputizing willing neighbors to measure noise at loud events. Ann noted the complexity of noise measurement generally and County rules in particular.
 - No vote was taken, but there was general support for waiting to see whether the protocol set out in the flyer already distributed would adequately address noise concerns.

V. Treasurer's Report (John reporting)

- Report for May was distributed by John on 6/9/25
- Our end-of-May cash balance was about \$231,835
- Security deposits, unearned rents and credit card liabilities are \$69,365

- Leaving us with about \$161,007 – an increase of about \$5,000 over April
- We earned \$687.88 in interest on our CDs last month
- No additions to the report during the meeting, save for congrats to Ann for investing LPCC cash in CDs.

VI. Rental Agent Report

Rental income only (does not include fundraising and donations)

May 2025 earned rental income	\$ 11,810.
Fiscal 2025 YTD rental income	\$103,692.
Fiscal 2024 total rental income	\$123,902

- Report circulated 6/10/15.
- Following discussion of the report above, it was generally preferred that the third line of future reports show total rental income for the prior fiscal as of the same month. So, for example, in July, line two will show FY25 YTD Rental income as of June 2025, and line 3 will show FY24 total rental income as of June 2024 - so we can compare apples to apples.
- YTD income for 2025 appears to be on track to achieve 2024 numbers for the year.

VII. Building Maintenance and Capital Improvements

- Oven hoods. Cleaning completed for \$350 for both. Future cleanings at least annually.
- Thanks to Paul for removing a broken picnic table with exceptional speed.
- Thanks to Paul for getting 8 new tables at \$70 each (a great price!). They are currently stored upstairs. As designed, these tables stack better than the older tables.
- Ann reported the need for repairs to our HVAC systems totaling \$2,422:
 - For heat: \$1398:
 - Replace motor of furnace in the right side of basement. \$1103
 - Cut, clean out and replace exhaust pipe. \$295
 - For air conditioning: \$1024
 - Clean 3 outdoor air conditioning coils. \$324
 - Repair kitchen and bathroom a/c unit (leaking freon) \$700
- Power-washing and painting plans. David drafted a description of needed painting and powerwashing work, based on separate walkthroughs with Paul, then Ann and Lori. He got a bid from his handyman on the tasks and is awaiting an opportunity to meet with TNAG's handyman to get a second bid.

VIII. Committee Reports

- Playground Committee. Paul reported that significant community input has been received and the Committee is almost ready to publish a summary of input and recommendations.
- Rental Procedures Committee.
 - Ann reported she has forwarded edits to Lori on an updated rental brochure Lori created and Ann continues to provide current photos for possible inclusion. David praised Ann's extensive work with Lori on incorporating more efficient software solutions into multiple stages of the rental process, including cell-phone friendly on-line checkout procedures.
 - Video tour - The BOG further discussed creating a video tour for prospective renters, to reduce demand for in-person tours. Various leads on possible volunteers with relevant skills haven't panned out. David could provide audio for video showing still photos and a walkthrough. Paul suggested soliciting skilled volunteers using the listserv. Ann's prior solicitation along those lines wasn't fruitful, but perhaps a new effort targeting students who need to meet school requirements for volunteer hours could be more productive. Ann and David will discuss further.
- LPCC Pricing and Usage Committee. Bill had nothing to report

IX. Special Events

- Report on Spring Fair and Bake Sale (Paul)
 - Elizabeth S. requested details for the August newsletter
 - Paul reported the event netted just over \$2,000 – a big change from last year, when bad weather contributed to our losing a couple hundred dollars. Additional volunteers would have been helpful.
 - The moon bounce was good, but not as profitable as the obstacle course would have been, had it been available.
 - Ann notes a circle painted on the grass for games still was apparent when a wedding was held in the park later in the week; Paul will look into other approaches to marking the grass. Elizabeth S suggested using baseball bases.
- Lyon Park Centennial Event - Sat, July 26 (Elizabeth S.)
 - Elizabeth wants a booth to sell historical home plaques
 - Elizabeth suggested Paul consider a playground-related booth.
- Fall Food Truck Festival. Status uncertain:
 - No date established yet; no event chair identified

X. New Business

- VOTING ITEM: Renewal of TNAG/Lori Cruz's contract. The BOG agreed to renew TNAG/Lori Cruz's contract for the coming 12 months and to increase the rental agent fee by five percentage points above the current rate. Details will be worked out between David and Lori when revising the contract.

Noted before the above vote was taken: David reported on his and Ann's discussion with Lori about extending her contract, as preliminarily reported in an email David sent ahead of the meeting. Lori wants to renew for 12 months for both cleaning and rental agent responsibilities, but because of the time burden of the latter responsibilities, she requested a 5% increase in rental agent-related compensation.

- Elizabeth reported LPCA is writing a proclamation for the 100th anniversary of the LPCC and suggested the BOG review it, because the anniversary is for the LPCC, not the LPCA. Ann will send the proclamation to BOG members for their comment.
- VOTING ITEM: Reducing the security deposit for kid's parties and seminars/classes not involving significant food. The BOG voted unanimously to reduce the security deposit required for these events to \$500.

Noted before the above vote was taken: Current security deposit is \$1200 or \$800 in some cases. This may discourage, or make the LPCC unavailable to, certain renters seeking to hold a birthday party for a child under 10 or for a renter hosting a class. These events present fewer risks than other events, so a reduced security deposit of \$500 was deemed warranted.

- Elizabeth S. noted that a \$1200 security deposit for a \$200 party for kids seemed too high to her. Elizabeth S will research what other communities charge for a deposit.
- It was suggested that taking a credit card swipe rather than cash may also help ease the burden of the security deposit for some families. David agreed to look into that possibility.

XI. Action Items

- Event dates, as reflected in the June Newsletter, must be forwarded to Lori Cruz to block off the dates on the LPCC rental calendar. (David followed up 6/18/25)
- Elizabeth S will publish a solicitation for volunteers in the next newsletter. Paul will collect the names of volunteers.
- Ann will send the LPCA's draft proclamation for the 100th anniversary of the LPCC to BOG members for their comment.
- David will look into the possibility of taking a credit card swipe in lieu of renter paying a security deposit.
- Elizabeth S will research what other communities charge for security deposits.

XII. Adjournment

Meeting adjourned 8:12 pm



Lyon Park Community Center
414 N. Fillmore St, Arlington, VA 22201
LyonPark.info

May 30, 2025

The LPCC Board of Governors values our relationship with you - our neighbors living directly on Lyon Park. To preserve the tranquility of the area while still allowing celebrations at the LPCC, our rental contract requires all renters to follow these rules regarding noise:

- Music may not be played outside of the building (on the patio or in the park), amplified or unamplified.
- Doors and windows must be closed when music is playing inside.
- Music must be played at a level that does not bother neighbors.

We are aware that some renters have not followed these rules. To help address issues promptly, we're implementing a new noise complaint protocol, which is outlined below. Lori Cruz, our Rental Agent, will be your primary contact. **If music from the LPCC is unreasonably loud and bothering you, please call/text her at (703) 705-1074.** If she is unable to resolve the issue promptly, she will engage a member of the Board of Governors to assist. Please keep this information handy.

With appreciation of your continued support and partnership,

David Newman
Chair, LPCC Board of Governors

Fold along this line and post in your kitchen!



Is the LPCC too loud?

Step 1

Call or text Lori Cruz
(703) 705-1074
Lori will contact the
renter and ask them to
correct the issue.

Step 2

Lori will call you back
to see if the issue has
been resolved.
If not, she will contact
a Board member to
talk with the renter.

Step 3

A Board member will
work with the renter
until the issue is
resolved and keep you
informed.