

**LPCC Board of Governors Meeting
Minutes 2026-1-13**

I. Call to Order

- **Attendees:** Ann Pitts, Michael Kunkler, Elizabeth Sheehy, Steve Geiger, David Newman, Elizabeth Wray, Shelya White, Bess Zelle, Paul Showalter, and Bill Anhut
- **Absences:** None

II. Review and Approval of November minutes - Approved.

- Ann sent out 1/7, phone number was changed on the minutes after distribution

III. Announcements and Administrative Items

- The new phone number was wrong in the last agenda. Correct number: (703) 857-0165
- Reminder to give Bill feedback on his draft guidance for event chairs

IV. Old Business

- LPCA assuming responsibility for the PO Box (Elizabeth S.)
- Sign at corner of Pershing and Fillmore - Paul and Darcy are working on a design proposal.
- Discussion of building a community bulletin board near the portico walkway was inconclusive.

V. Treasurer's Report (Michael)

- December financial reports were sent out by Michael on 08 Jan 2026.
- Michael reported:
 - Cash in the banks was \$225,819, of which \$40,891 comprises renter deposits. Income for Nov was \$13,032, expenses of \$8,871, for a profit of \$4,161.
 - Half way into the FY, we have earned 51% of anticipated total revenues, expended 44% of budgeted expenses, used 30% of Community Events funds, and earned 116% of estimated profit.
- We established a not-for-profit Fidelity brokerage account to accept equity donations. We established a Chase Business checking account to gradually replace the Wells Fargo account.
- We will look into getting a PayPal card reader to collect onsite payments.

VI. Rental Agent Report

Rental income only (does not include fundraising and donations)

| | |
|-------------------------------|-----------|
| Dec 2025 earned rental income | \$ 8550 |
| FY 2026 total rental income | \$ 52,035 |
| Corresponding FY 2025 income | \$ 53,804 |

VII. Building Maintenance and Capital Improvements

- Maintenance progress (David) - Work by Dimas has been completed. Only two items are left to do on the maintenance list approved with FY26 budget. (backflow valve inspection/ replacement and smell in men’s room)
- Recycling procedures (Ann) - To address the County’s issues with renters not properly recycling, a new corral now physically separates recycling and compost bins from trash bins. Lori will provide guidance to renters on how to correctly recycle.

VIII. New Business

- Report on rentals and violation fees after one year with Lori Cruz (Ann). A new policy to require that renters hire our cleaning company with every rental was implemented a year ago. This was intended to reduce disputes with the rental agent and the number of times money is withheld from security deposits. The BOG was asked to report back on the effectiveness of this policy and whether it led to any loss of income. Data was gathered and presented.

| | Rent earned | \$ withheld from security deposits | # withholds / total # events | % of renters with money withheld |
|-----------------------|--------------------|---|-------------------------------------|---|
| Jan - Dec 2025 | \$111,143.00 | \$2,460.00 | 11/143 | 8% |
| Jan - Dec 2024 | \$119,813.00 | \$21,461.00 | 64/148 | 43% |

- 4 of the 11 times money was withheld in 2025, the renters did not use TNAG as cleaners. (Their contract was signed before the new procedures were implemented.)
- This appears to show a reduction of ~\$28,000 in 2025, but
- Profit for 2025 (\$45,855.36) was slightly higher than for 2024 (\$44,641.42). New CDs earned \$5500.

New policies appear to be working, reducing complaints and disputes and improving community relations. We should seek opportunities to advertise this.

- **Policy review of penalty fees for usage rule violations** (David)
 - Note: We will clarify/revise the text of rental documents as needed.
 - For using the LPCC before/after times in the contract, the renter will be charged double the hourly rental rate.
 - For confetti/glitter, etc., clarify the rental contract to show a \$100 penalty + \$190 min additional cleaning charge.
 - **VOTING ITEMS:** Two points above - *Both approved unanimously*

- **Donation to Long Branch PTA (David)**
 - We've made this donation in recent years
 - **VOTING ITEM:** Donate one rental period for a birthday party for a child turning 10 or under, including waiver to allow self-cleaning and reduced security deposit (\$500), to the Long Branch PTA fundraiser auction, with the offer to expire in one year.
 - **Result: Approved unanimously**

- **VOTING ITEM:** Waive a half-day evening rental fee and the TNAG cleaning requirement for Little Beginnings Child Care Center's 40th anniversary on Friday Jan 30.
 - Emilie Johnson (LP resident) is asking for a rent reduction for the 40th anniversary celebration of Little Beginnings. LB is a co-op & non-profit. Event invitees will be LB alumni still in the area and prospective users in the neighborhood.
 - **Result: Approved unanimously**

- **VOTING ITEM:** Approve rent and cleaning waivers for a potluck Passover Seder (dinner) open to all community members on Wednesday April 1.
 - David would host and be responsible for cleaning. The full facility may be used. The invitation would be published on Lyon Park and Ashton Heights listserves and, subject to editor approval, the Lyon Park Citizen.
 - **Result: Approved unanimously**

IX. Committee Reports

- **Grounds Committee (Bill and Steve)**
 - The redbud at the SW corner of the community center fell down and was removed. The BOG voted to authorize Bill to apply to the County for a Scarlet Oak to be planted near that spot through the County Tree Canopy Fund.
 - Discussion of whether the Playground Committee should be asked to consider adding new tree plantings to the proposed upgrade plan. Noted that the County tree canopy program might provide free trees. Any recommendation would come from the Grounds Committee for BOG vote. One member asked for a 10-yr tree plan and the Grounds Committee will consider the idea.
 - Garden work sessions starting late January. Deborah will be starting up garden work sessions in late January, to be held on the weekends. We will announce on LP and AH listserves. BOG members also suggested the Grounds Committee invite gardeners directly, ask groups for community volunteer groups, and advertise what volunteer work will be done at each session.

- **Playground Committee (Michael/Paul)**
 - The Grounds Committee will consider whether the Playground Committee should be encouraged to incorporate tree plantings throughout the park, as part of the playground upgrade budget.

- **Rental Procedures Committee (Ann)**

- Emma Sheehy videotaped the facility on 12/14, for purposes of creating a virtual tour to be included on our website. We plan to add photos of events, with consent.

X. Special Events

- Report on holiday party 12/14 (Paul) - Great party!
- Pancake Breakfast, Sat 1/31
 - Lori will attend this and other events to advertise that we have a new rental agent. David will plan to introduce her.
 - *POC: Trish.* The BOG supported use of event revenue to pay for cleaning. Profits will go to LPCC.
- Valentine cupcake sale, Fri-Sat 2/13-14 (Elizabeth W.) *POC: Elizabeth W.* The BOG supported use of event revenue to pay for cleaning. Profits will go to Woman's Club
- Red Cross donation dates, 3/3 and 6/8 (David) We will discuss with TNAG whether weekly cleaning can be done after the event, to avoid need for separate cleaning and associated cost of \$250. *POC: David*
- Chili Cook-off, Sun 3/15 (Elizabeth S.) *POC: David Morgan.* Pending decision to have community members clean or use proceeds to pay the \$250 cleaning fee. Profits will be donated to LPCC.
- Plant sale Saturday, 4/18 (Steve) *POC: Steve.* Pending decision on community cleaning or use profit to pay \$250 cleaning fee.
- Egg Hunt, Sat 4/18 (Paul) *POC: Paul.*
VOTING ITEM: Fund the Egg Hunt for up to \$500 out of the Community Events Budget.
 - **Result: Unanimous approval.**
 - **NOTE:** BOG will pay for two cleanings out of the Community Events Budget so that the bathrooms can be open during the Egg Hunt/Plant Sale and during the Spring Fair.
- Tree mulching Saturday, 4/25 (Bill) *POC: Bill.* The building will not be open, so no cleaning fee.
- Community Concert with Susan Robinson, 4/28 (David)
 - *POC: Paul.* Community cleaning or use profit to pay \$250 cleaning fee
 - Will require reservations for seats - but no charge
- Community events budget
 - **VOTING ITEM:** Increase Community Events Budget from \$3000 to \$4000 to provide for a stipend to be paid to performers (David)
 - **Result: Unanimous approval.**
- Two new event ideas were discussed: Celebration of Newsletter team in March and LP/AH community picnic in June (Elizabeth POC). Follow-up will take place at a later time.

XI. Action Items - N/A

XII. Adjournment 8:04 pm