

**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Midtown Alexandria Station**  
**Thursday, November 18, 2021**  
**7:00 PM**  
**Phone Conference**

**BOARD MEMBERS PRESENT**

Zak McNamara, President  
Linda DeBerry, Vice President  
John Beyrent, Treasurer  
Kathy Hill, Secretary  
Eric Retzloff, Director

**DIRECTORS ABSENT**

**MANAGEMENT PRESENT**

Tracy Plazyk, Community Manager  
Elizabeth Carlisle, Assistant Manager

**MANAGEMENT ABSENT**

Carol Bhatti, General Manager

**I. CALL TO ORDER**

Zak McNamara called the meeting to order at 7:01 pm.

**II. APPROVAL OF MINUTES**

Zak McNamara, President, motioned to approve the October 21, 2021, BOD meeting minutes. Eric Retzloff, Director, seconded. All Approved.

**III. RESIDENT FORUM**

Zak McNamara opened resident forum.

Rocco Detomo, inquired about planning to replace the carpet in the Party Room.

John Sannar, inquired about planning to replace the tile in the Lobby Area.

**IV. COMMITTEE REPORTS**

Jeremy Scroggins, Chair of the Facilities & Grounds Committee, was present. Jeremy Scroggins mentioned again that the F&G Committee is focused on what they are going to propose in the Fiscal Year of 2022. Jeremy Scroggins stated that the F&G Committee have a plan for Fiscal Year 2022, and they will be focusing on four main areas of concern which will be: garage repairs, painting, digital signage, and security.

John Beyrent spoke on behalf of the Finance Committee. John Beyrent reported for the month of October there was a surplus of \$26,936.00 after adjustments. John Beyrent stated that the surplus for the year so far is \$122,200.00.

Brittini Abell, the Rules & Covenant Committee Chair, was present, no new updates.

## **V. MANAGEMENT REPORT**

Tracy Plazyk provided the Board of Directors with updates on the Management Operational Calendar for 2021.

Tracy Plazyk mentioned Management will be starting to prepare for the 2022 Annual Meeting.

Tracy Plazyk reported the FHA was up for renewal and has been re-certified, the new expiration date is October 26, 2024.

Tracy Plazyk stated Johnson Control conducted the bi-annual fire alarm inspection on November 3<sup>rd</sup>.

Tracy Plazyk mentioned that Management would like to work with the RC&C to make current updates to the handbook for 2022.

Tracy Plazyk stated the Management office will close at 3:00 pm on November 24<sup>th</sup> and be closed on November 25<sup>th</sup> and 26<sup>th</sup> for the Thanksgiving holiday.

Tracy Plazyk reported that the irrigation system was winterized on November 2<sup>nd</sup>.

Tracy Plazyk mentioned that Lennar cut the lines to the guest parking lot lights and Lennar's electrical contractor has repaired them.

Tracy Plazyk stated Ploutis Painting will resume painting starting the week of November 22<sup>nd</sup>.

Lastly, Tracy Plazyk mentioned that the Trash Chute cleaning will be completed on December 6<sup>th</sup>.

## **VI. NEW BUSINESS**

### **Planned Building Services Cleaning Renewal**

The Board of Directors deferred the discussion regarding the renewal of the Planned Building Services Janitorial Contract.

### **New Elliptical for Fitness Center**

The Board of Directors approved replacing the older model elliptical with a new EPES-Touch (Matrix Endurance Touch Elliptical) for the total cost of \$6,646.20. Zak McNamara moved. Linda DeBerry seconded. All Approved.

### **STH (Booster Pump PM) Renewal for 2022**

The Board of Directors approved the renewal proposal from STH (Shafer, Troxell & Howe, Inc.) for annual preventative maintenance on the booster & fire pump for the total cost of \$1,040.00. Zak McNamara moved. Eric Retzloff seconded. All Approved.

## **VII. UNFINISHED BUSINESS**

No unfinished business.

## **VIII. EXECUTIVE SESSION**

Zak McNamara, motioned to enter into Executive Session at 7:46 pm. Kathy Hill, seconded.  
All Approved.

Tracy Plazyk, L&N, discussed the status of residential delinquent accounts.  
Zak McNamara, motioned to adjourn Executive Session at 8:18 pm. Eric Retzloff, seconded.  
All Approved.

## **IX. ADJOURNMENT**

The next meeting is scheduled for December 16, 2021.

A motion was made to adjourn General Session at 8:21 pm. The motion was seconded and passed.