

**MARKET STREET AT TOWN CENTER CONDOMINIUM  
UNIT OWNERS' ASSOCIATION ANNUAL MEETING  
7 P.M. ON DECEMBER 9, 2020**

The Annual Meeting of the Unit Owners of The Market Street at Town Center Condominium met on December 9, 2021 via Zoom due to the Pandemic.

The following persons were in attendance:

**BOARD OF DIRECTORS**

Chris Burke, President  
Megan Lubina, Secretary-on Zoom  
Betty McFarlane, Member at Large

Jack Harvey, Vice President  
Nicole Gillen, Treasurer-on Zoom

**OTHERS**

Sue Carr, General Manager. CMC (GM)  
Shauna Shepherd, Portfolio Mgr., CMC (PM)

**ANNUAL MEETING**

**CALL TO ORDER**

The Annual meeting was called to order at 7:01 p.m.

**PROOF OF QUORUM & MAILING OF NOTICE**

Mr. Burke announced that there was a quorum, we have 25.24% of unit owners.  
Mr. Burke confirmed that the Proof of Notice was sent First Class mail on October 15, 2020.

**APPROVAL OF 2019 ANNUAL MEETING MINUTES**

Donald Hunt made a motion to approve the 2019 Annual Meeting Minutes. Diana Meadows seconded; motion passed.

**BOARD INTRODUCTION**

**Mr. Burke introduced the Board and CMC**

Shauna Shepherd, Portfolio Manager, CMC  
Chris Burke, President  
Megan Lubina, Secretary  
Betty McFarlane, Member at Large  
Jack Harvey, Vice President  
Nicole Gillen, Treasurer

Mr. Burke first started with the year that we have all experienced in dealing with the pandemic, not something we have seen before, we are learning as we go. Many things had to be done differently or not at all, pool not opening for the season at the encouragement of the CDC and Association Counsel.

## **REPORT OF OFFICERS/BOARD OF DIRECTORS**

- Mr. Burke shared the accomplishments of 2020
- Reduced insurance cost by \$130K
- Replaced 4 common area HVAC units
- Shingle roof replacement completed
- Tile at St Francis Street entrance completed
- PTAC units for elevator lobby's
- Desk and Computer for Admin Assistant
- 2 Tables and 10 chairs for the Community Room
- 2 New chairs for the Management office

## **FUTURE PROJECTS**

- A part time assistant has been hired for the General Manager in 2020
- The common area will be painted, and carpeting replaced in the next two years
- Callbox for the St Francis Street entrance
- Exterior Lighting
- Roof above Community/Fitness Room
- Install 4 common area HVAC units

Mr. Burke addressed the homeowners about the need for volunteers to join the various committees. The following committees have openings:

- Facility Committee
- Budget Committee
- Safety and Security Committee
- Social Committee
- Covenants Committee

Mr. Burke thanked the Budget Committee for all their hard work and repeated that there will be NO increase for 2020.

## **COMMITTEE REPORTS**

Ms. McFarlane Member at Large spoke about GRACE (Greater Reston Art Center) and changes that will be coming, new design and name change.

Chris Burke wanted to also mention the dedication of the Cleaning Staff, Concierge Staff and the Maintenance staff for continuing to work through the Pandemic.

Chris Burke made a mention of the Community Survey that will be going out to all homeowners very soon.

**HOMEOWNER FORUM**

Inquiry regarding parking in the garage, would like for the Concierge and Management to call for towing if someone is parked in their space. Management was able to give him a temporary spot to park until the issue was resolved, homeowner was provided the number for Henrys Towing to have the car towed, he suggested maybe tags to identify the owner. Several homeowners agree that it is the responsibility of the owner to call and have cars towed, all spaces are individually owned.

Inquiry regarding outdoor lighting, are there any lighting improvements planned for lights on the sidewalks and stairs on Town Center Parkway? The stairs are particularly dark.

Inquiry as to why Grace Gallery is exempt from the In Unit Maintenance Inspection.

Inquiry with respect to In Unit Maintenance Inspections, if they need to occur every year maybe some things could be staggered? for example Washing Machine hoses every 5 years, dryer vent cleaning 2-3 years. Many homeowners agreed with this.

**APPOINTMENT OF BOARD MEMBERS**

Bob Bacock and Jugnu Garfield volunteered to count proxies and verify quorum prior to the start of the meeting. The new members elected to the Board of Directors are Chris Burke & Dan Fulton.

**ADJOURNMENT**

Bob Babcock made a motion to adjourn the Annual Meeting at 7:43 p.m. Tom McFarlane seconded; motion passed.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**