

FINAL

**FAIRLINGTON VILLAGES, A CONDOMINIUM ASSOCIATION
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
COMMUNITY CENTER
November 4, 2020**

Directors Present:

Terry Placek	President and At-Large Director
Melanie Alvord	Vice President and Ward VI Director
Anne Wasowski	Secretary and At-Large Director (Via Teleconference)
Harry Reem	Treasurer and Ward III Director (Via Teleconference)
Philip Brown	Ward V Director (Via Teleconference)
Andi Dies	Ward IV Director (Via Teleconference)
Edward Stollof	Ward II Director (Via Teleconference)
Larry Straub	At-Large Director (Via Teleconference)

Also Present:

Gregory B. Roby	General Manager (Via Teleconference)
Miguel Galvez	Facilities Manager (Via Teleconference)
Mark Johnson	Operations Manager (Via Teleconference)
Erin Moran	Office Manager (Via Teleconference)
Marcus Reed	Administrative Assistant (Via Teleconference)
Dave Bush	Recording Secretary (Via Teleconference)

President Placek announced that due to the continuing nation-wide emergency caused by the Covid-19 (Corona) Virus, and the need to maintain social (safe) distancing between people, the meeting was being held entirely by teleconference.

I. Residents' Comments

No residents asked to be allowed to ask question, make comments or speak to the Board.

II. Call to Order

At 7:01 p.m. President Placek called the regular agenda to order.

III. Establishment of Quorum

President Placek noted there was a quorum with eight members present by teleconference connection. She reported that Ward I Director Jessica Auston was not in attendance.

IV. Approval of Minutes

October 7, 2020 Regular Meeting

Ms. Wasowski moved the minutes of the October 7, 2020 regular meeting of the Board of Directors be approved, as revised. Seconded by Ms. Alvord and passed (8-0-0).

V. Old Business

There was no Old Business on the Agenda and none was presented.

VI. New Business

New Business

A. Variance Request – 2856 S. Abingdon Street – Remove a Load Bearing Wall Between the Kitchen and the Living Room and Remove a Non-Load Bearing Wall Between the Kitchen and the Dining Room

Ms. Dies moved the Board approve the September 24, 2020 variance request from the homeowner at 2856 S. Abingdon Street, to remove a load bearing wall between the Kitchen and the Living Room and remove a non-load bearing wall between the Kitchen and the Dining Room in the unit, in accordance with the specifications outlined in the attached variance request and drawings, provided that there be of record a certified engineer's letter that includes a clear statement that the structural integrity of the building will not be impacted by this work. Approval is subject to the unit owners' acceptance of responsibility for any damage caused by the approved modifications and indemnification of the Association for all of its costs, judgments and/or expenses, including its attorneys' fees, which may arise from or relate to the approved modifications or to damages or damage claims arising therefrom. Further, the homeowner is responsible for obtaining all building permits, ensuring that the modifications are in accordance with those permits and all applicable building codes, and providing written evidence that the work was performed in accordance with the attached supporting engineer's statement and drawings, and the attached variance request form, including evidence that any major plumbing was performed under a licensed plumber. Seconded by Mr. Reem and passed (8-0-0).

B. Purchase of Maintenance Truck

Mr. Reem moved the Board of Directors authorize Management to purchase one low mileage used pick-up truck with similar features as the Nissan Frontier to replace the last Vantage utility vehicle in use by the Association's Maintenance Staff, at a cost not to exceed \$20,000 plus state sales tax. Second by Mr. Stolof and passed (8-0-0).

To be charged to Reserve Account 3700-3610 – Maintenance Vehicles

C. Annual Tree Pruning

Mr. Reem moved the Board approve the proposals from Lancaster Landscapes for tree pruning and tree removals at a total cost of \$49,529.00. Second by Ms. Alvord and passed (8-0-0).

To be charged to Operating Account 6160 – Tree Maintenance

D. Staff Holiday Bonuses

Ms. Alvord moved the Board of Directors authorize \$4,750.00 + FICA Taxes for holiday bonuses for the Association staff to be distributed as recommended by the General Manager and approved by the President, with length of service to be a guideline. Seconded by Mr. Stolof and passed (8-0-0).

To be charged to Operating Accounts: 5304 – Maintenance Payroll - \$2,850.00
 5032 – Administrative Staff - \$ 900.00
 5306 – Management Staff - \$1,000.00

E. Assessment Collection Procedures

Mr. Brown moved the Board hereby adopt the following amended assessment collection policies and procedures as part of the Association’s Rules and Regulations, which hereby supersede and replace any and all previous rules and regulations pertaining to the collection of assessments. Seconded by Mr. Straub and passed (8-0-0).

Mr. Roby reported that Wil Washington, Legal Counsel for the Association, has provided a set of procedures for collection of assessments which combines all the rules, procedures and legal requirements associated with collections into one procedural document. Mr. Roby briefly reviewed the set of procedures which include a section on Routine Collections (due dates, owners’ mailing addresses and invoices and other notices); and a section on Remedies for Nonpayment of Assessment (interest, late fees, acceleration, returned checks, attorney fees/collection costs, referral of account for collection, lien, further legal action, foreclosure, waivers, management waiver and application of payments).

VII. Management Action Items

There were no Management Action Items brought before the Board at this meeting.

VIII. Reports

President: President Placek requested that Board Members please check their emails before each meeting to assure they are up-to-date on agenda and presentation items so they may be prepared. She went on to report that the November issue of the All Fairlington Bulletin carries an article updating residents on the most recent developments for redevelopment of Park Shirlington which continues to have as a part of its plan a set aside of a portion of its community as affordable housing. She noted that a large building which was to be placed near Fairlington Villages is now

planned to be built further down the hill. She concluded by noting that the draft of the Fairlington Villages Handbook will be forwarded to each Board Member for review within the next two weeks and is scheduled for publication in January of 2021.

Vice President: Vice President Alvord thanked Ms. Moran for information included in her monthly report as Office Manager and noted that a contract has been signed with Frontsteps to redo the website, with implementation taking no longer than 45 days.

Articles for the December 2020 Issue of the *North Fairlington News*: The Board reviewed items to be included in the December 2020 issue of the *North Fairlington News*.

Secretary: Ms. Wasowski had no report.

Treasurer: Mr. Reem reported that Legum & Norman will be holding open Fiscal Year 2020 financial reporting for September (the last month of Fiscal Year 2020) to make sure that all payable items are properly accounted for prior to sending materials to the Auditor. Therefore, there will be no financial report issued to the Board for review at the November meeting and the 2020 Fiscal Year-End report, along with the reports for September and October (the first month of Fiscal Year 2021), will be issued for review at the December meeting.

Committee Reports: There were no reports, other than those in writing, and there were no questions from the Board.

Management's Financial Report: There were no reports, other than those in writing, and there were no questions from the Board.

Management's Administrative Report: There were no reports, other than those in writing, and there were no questions from the Board.

Maintenance Reports: There were no reports, other than those in writing, and there were no questions from the Board.

Operations Report: There were no reports, other than those in writing, and there were no questions from the Board.

IX. Establishment of Next Board Meeting

The next regular meeting of the Board will be held Wednesday, December 2, 2020.

X. Adjournment of Meeting

Ms. Alvord moved the Board adjourn the meeting of November 4, 2020. Seconded by Mr. Stoloff and passed (8-0-0).

