



**Fairlington Villages, a Condominium
Management's Project & Status Report – February 3, 2021 Meeting of the Board**

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I. ACTION ITEMS

- A. Action Requested by the Board of Directors:** Management is requesting action by the Board of Directors on Agenda Items VI New Business (A through J).
- B. Informational Items of Special Note Included in Board Book:** Please see Association Counsel's 2021 Pool Season Opinion Letter, suitable for general distribution, attached.
- C. December 31, 2020 Financial Statements:** The Financial Statements and Operating Statement Review for the month ending 12-31-2020 are attached. The Association is in a good position as it closes the first quarter of the fiscal year. We continue to run a \$100K plus surplus for the second month in a row we benefit from less than anticipated expenditures for snow removal (\$0.00 year-to-date) & Water (\$81,000 under year-to-date).

II. INSURANCE

- A. Claims:** There are no new or pending claims against the Association's general property and liability insurance.

III. OTHER ITEMS

A. C-3 Database

1. **Rules & Covenants Violations:** Work on the module set up has continued with Marcus showing some very real initiative and ownership over the nuts and bolts of the project. Per Marcus, we are on track to having the module operational by the week of February 17th, 2021, or the week following.
2. **Amenities Reservation:** Continues to work as expected for reservation of tennis courts 1 through 5. Management expects to use this this module in C-3 to administer pool reservations during the summer swimming season but is also assembling a list of alternate software packages if needed.

B. Comcast & Verizon Fios:

1. **Comcast:** No Pending Issues.
2. **Verizon FiOS:** Louise T. Anderson remains our POC at Verizon for installation and other matters associated with FiOS.

C. Delinquencies & Collections: Delinquent Accounts *increased* \$6,646 from November to a total of \$104,153 just above 1% of Operations through December 30, 2020. Industry standards classify delinquencies at or below 3% of operations *excellent*. Management continues to monitor delinquent accounts pursuant to Association policy.

D. Strategic Plan Tracking Report: The four Managers have begun revising and updating the Report which is slated for delivery by February 12th (Mid-February).

E. FY 20 Audit: Kim Marinus with JBI is well into the FY20 Audit. Management, L&N and the Shared Service Center in Dallas are working on responses to additional requests for schedules, ledgers and back-up documents made as recently as last Wednesday. The first DRAFT is now *tentatively* scheduled for delivery to the Treasurer and Management for initial review in mid-February for review with the FINAL slated for acceptance by the Board at its March February 3rd meeting.

F. Management Projects and Tasks At-A-Glance

Completed

1. Transfer of Association's files from Stackhouse offices to CW. (Management & Counsel). Files still need to be inventoried and sorted.
2. General Survey of property for non-legacy trees growing in limited common elements appurtenant to homes (With Mark Johnson). 100% complete.

Ongoing (Underway and In Progress)

1. Updates to Strategic Plan Tracking Report (2/15/2021 Delivery)
2. 2021 Annual Meeting Preparations
3. FY20 Audit Draft with Auditor
4. Season Planning for Summer Pool Operations

Short Term (30 Days)

1. Update & Standardize Standing Committee Charters
2. Update Sustainable Operations Plan to include the new “normal” realities of COVID
3. General Annual Survey of property for rules/covenants violations (with Marcus Reed)

Mid Term (30 – 60 Days)

1. Review & Inventor Peter Stackhouse, Esq. files

Longer Term (60 + Days)

1. Staff Career Development Plan 2021
2. Personnel Action Plan