

FINAL

**FAIRLINGTON VILLAGES, A CONDOMINIUM ASSOCIATION
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
COMMUNITY CENTER
October 7, 2020**

Directors Present:

Terry Placek	President and At-Large Director (Via Teleconference)
Melanie Alvord	Vice President and Ward VI Director (Via Teleconference)
Anne Wasowski	Secretary and At-Large Director (Via Teleconference)
Harry Reem	Treasurer and Ward III Director (Via Teleconference)
Jessica Auston	Ward I 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)
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

Angel Tilford, the homeowner residing at 2837 S. Columbus Street reported she is trying to make provision for installation of a new back door and has found that the companies she contacted no longer provide the size door required by Fairlington Villages. She asked how to proceed. President Placek urged her to put in an application for a variance with the Architectural Control Committee and to work with staff on a resolution of this issue.

II. Call to Order

At 7:08 p.m. President Placek called the regular agenda to order.

III. Establishment of Quorum

President Placek noted there was a quorum with all nine members present by teleconference connection.

IV. Approval of Minutes

September 2, 2020 Regular Meeting

Mr. Reem moved the minutes of the September 2, 2020 regular meeting of the Board of Directors be approved, as revised. Seconded by Mr. Stolof and passed (9-0-0).

V. Old Business

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

VI. New Business

A. Employer’s Voluntary Contribution to a Simplified Employee Pension (SEP) Plan

Mr. Reem moved that the Board authorize a Voluntary Employer Contribution equal to 4% of gross compensation for all eligible employees, for the period of September 29, 2019, through September 27, 2020 (pay periods in FY2020). Seconded by Mr. Stolof and passed (9-0-0).

To be charged to Operating Account 5385 - Retirement Fund Expense

B. Transfer of FY2020 Excess Assessments to FY2021

Mr. Reem moved the Board of Directors authorize that any excess of membership assessments over membership expenses for the fiscal year ending September 30, 2020, shall be applied against member assessments for fiscal year 2021, commencing October 1, 2020, as provided by Revenue Ruling 70-604. Seconded by Ms. Alvord and passed (9-0-0).

C. Slate Roofs Preventive Maintenance Program – Wards I and II

Mr. Stolof moved the Board of Directors authorize Management to contract with Northern Virginia Roofing, to provide preventive maintenance repair services on the slate roofs located in Wards I and II at a cost not to exceed \$30,000.00. Seconded by Ms. Austin and passed (9-0-0).

To be charged to Operating Account 6725 – Roofing

D. Ratification of Unanimous Written Consent In Lieu of a Meeting Tuesday, September 15, 2020 (Foundation Repairs at 4705 S. 30th Street)

Mr. Brown moved the Board of Directors hereby ratifies said action for purposes of the record and to ensure an audit trail for the expenditure. Seconded by Ms. Alvord and passed (9-0-0).

To be charged to Reserves Account 3700 (Exterior Building)

E. Fall Focal Beds

Mr. Reem moved the Board of Directors approve the proposal from Lancaster Landscapes for the planting of fall pansies in all the focal beds at a cost of \$3,927.40. Seconded by Ms. Wasowski and passed (9-0-0).

To be charged to Operating Account 6150 - Contractor Planting

F. Fall Plant Replacements

Mr. Reem moved the Board approve the proposal from Lancaster Landscapes for Fall Plant Replacements at a cost of \$11,445.50. Seconded by Mr. Stolof and passed (9-0-0).

To be charged to Operating Account 6145 - Grounds Improvements

G. Ward III Renovation Planting

Mr. Reem moved the Board approve the proposal from Lancaster Landscapes for the Ward III Renovation Planting at a cost of \$18,736.00. Seconded by Ms. Wasowski and passed (9-0-0).

To be charged to Operating Account 6145 – Grounds Improvements

In response to a question concerning the removal of English Ivy, Operations Manager Mark Johnson reported that when the most recent grounds walk-through took place it was determined that a number of areas had been infested with English Ivy and that this invasive species needed to be removed, especially where it is attached to trees or building facades. Because a full removal of all areas affected by this problem would require more funding than currently allowed by the budget, it was agreed there would be a joint operation involving staff and Grounds Committee volunteers to clear specific areas and this work is being accomplished. He noted that not all English Ivy was being removed as this ground cover can provide for retention of soil in areas which can experience erosion.

H. Tree Replacements

Mr. Reem moved the Board approve the proposal from Lancaster Landscapes for tree replacements at a cost of \$13,350.00. Seconded by Mr. Stolof and passed (9-0-0).

To be charged to Operating Account 6160 – Tree Maintenance

I. Rules Violation Enforcement – 3031 S. Columbus Street, C-1 – Violation of Trash Policy

By Unanimous Consent the Board of Directors agreed to withdraw this resolution from consideration.

VII. Management Action Items

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

VIII. Reports

President: President Placek reported that new patio enclosure fences are being installed in Ward One, and that many owners and residents have complimented the Board on the selection of fencing fabric and color, stating that it is aesthetically pleasing as well as durable.

Vice President: Vice President Alvord had no report.

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

Secretary: Ms. Wasowski had no report.

Treasurer: Mr. Reem reported the most recent Financial Statement shows a continuing surplus for fiscal year 2020. He also noted that \$1.1 million in unspent reserve funds had recently been invested in short- and long-term certificates of deposit, and that these investments should produce an estimated \$3,000 in interest income in Fiscal Year 2021.

Committee Reports:

Architectural Control Committee: Ms. Dies reported the committee received an email concerning a twenty-year-old attic renovation and the need to find an engineer who would vouch that the work was performed to Fairlington Villages' standards. President Placek stated that the issue needed to be thoroughly reviewed and she, staff and Ms. Dies would undertake to do that as soon as possible.

Management's Financial Report: Mr. Roby reported that Fiscal Year 2021 began on October 1st and that Legum&Norman will be holding open Fiscal Year 2020 financial reporting for September (the last month of Fiscal Year 2020) through October 31 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 report for September and October (the first month of Fiscal Year 2021), will be issued for review at the December meeting.

In response to a question concerning the rate of delinquent accounts, Mr. Roby reported that due to recent payments delinquencies are now slightly below one percent, which is a very low level for a condominium the size of Fairlington Villages. President Placek followed-up by noting there have been no requests from owners for consideration of Covid-19 hardship assessment payment plans.

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

