



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

Gregory D. Roby, CMCA®, PCAM®, General Manager

I. ACTION ITEMS

- A. Action Requested by the Board of Directors:** Management is requesting action by the Board of Directors on Agenda Items V Old Business (A) and VI New Business (A through G).
- B. Informational Items of Special Note Included in Board Book:** Please see the DRAFT FY21 Audit (Agenda Item VI-B).
- C. January 31, 2020 Financial Statements:** The Financial Statements and Operating Statement Review for the month ending 1-31-2021 are attached. The Association remains in a very good position as it closes the fourth month of the fiscal year. Operations continue to run over \$100,000 in Net Income at the close of the 4th month.

II. INSURANCE

- A. Claims:** 4800 B S. 28th Street experienced an electrical fire in the HVAC system located in the unit's attic on February 20th. The Fire Department responded. The indoor HVAC unit was destroyed, and the unit incurred smoke damage. A claim has been filed with the Master Policy *for purposes of demonstrating lack of coverage for the event to the Unit Owner's Insurance*, which is primary. There are no other new or pending claims against the policy.

III. OTHER ITEMS

A. C-3 Database

1. **Rules & Covenants Violations:** Work on the module set continues. While set up has progressed due to Marcus' initiative and ownership of the project, it is not yet operational. Marcus is working directly with Hilary Lape, L&N's Executive VP to complete set up. Much like the Work Order module, the front end is labor-intensive; but the payoff will be well worth the effort. Hesitation with moving to C-3 to administer Work Orders on the part of employees notwithstanding, all are now satisfied and actually pleased the new system.
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. Celebrate, a new active adult community in Stafford County, uses TownSq to administer *all* of its amenities, including meeting rooms, card rooms, fitness center, pools, pool tables, tennis courts, and more. Samantha Papajohn has offered to give in-depth demonstration to FVAC staff and is confident it will serve Fairlington's needs well. The recommendation and assurances notwithstanding, the option of using alternative software remains open.

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 *decreased* \$10,572 from December to a total of \$93,581, just over 1% of Operations through January 31, 2021. Industry standards classify delinquencies at or below 3% of operations *excellent*. Management continues to monitor delinquent accounts with regular turnover to Association Counsel for collections per Association policy.

D. Strategic Plan Tracking Report: Management received *excellent* suggestions from this body to improve the Report. With the much-appreciated help of the President, a bird's eye view and review of the Report is being undertaken to divide it into distinct sections, including an Executive Summary, and to ensure the focus of the reports remains at the Strategic Plan's higher level Goals and Objective, and less with the indicia of success.

- E. **FY 20 Audit:** Kim Marinus with JBI has completed the DRAFT FY21 Audit and it is on the Agenda for your consideration, review, and acceptance. Kim conducted her standard, *thorough* review of trial balances, AP and AR processes, accounting, application of industry best practices and evaluation of internal controls. The Audit is clean, although several items are noted throughout the DRAFT for review and continued improvement.

F. **Management Projects and Tasks At-A-Glance**

Completed

1. **DRAFT FY20 Audit.**

Ongoing (Underway and In Progress)

1. **REVISION** and updates to Strategic Plan Tracking Report
2. 2021 Annual Meeting Preparations
3. Season Planning for Summer Pool Operations

Short Term (30 Days)

1. Update & Standardize Standing Committee Charters (Unchanged from last month but needs priority)
2. Update Sustainable Operations Plan to include the new “normal” realities of COVID (Operations have adapted accordingly, but the Plan needs to be reviewed to ensure it is in alignment)
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