

APPROVED

**FAIRLINGTON VILLAGES, A CONDOMINIUM ASSOCIATION
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
COMMUNITY CENTER
October 3, 2019**

Directors Present:

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

Also Present:

Gregory B. Roby	General Manager
Erin Moran	Office Manager
Miguel Galvez	Facilities Manager
Mark Johnson	Operations Manager
Dave Bush	Recording Secretary

I. Residents' Comments

Joe Torres, the homeowner residing at 4601 S. 31st Road - A-1, came before the Board to ask that the Board authorize a working group to investigate a standard policy for installation of egress windows. He stated that the Architectural Control Committee, and owners wishing to install these, need guidance. President Placek stated that within the next several weeks she will be appointing an Egress Window Policy Working Group and will be asking for volunteers to serve.

Kent Keyser, a homeowner residing on 30th Road, had posted a congratulatory video on Facebook and Office Manager Erin Moran brought the video onto her cell phone to show to the Board and those assembled. Mr. Keyser was thanking the Board and staff for improvements to the Administrative Offices, particularly the entry, noting how helpful these are to residents. Mr. Roby and Ms. Placek thanked Mr. Keyser for his kind remarks.

Bob DeLong, one of the homeowners residing at 3026 S. Abingdon Street, and Jasper Cooke, one of the homeowners residing at 2856 S. Abingdon Street, rose to thank Mr. Torres for his suggestion concerning an egress window policy, and to lend their support to the request.

II. Call to Order

At 7:07 p.m. Vice President Alvord called the regular agenda to order.

III. Establishment of Quorum

Vice President Alvord noted there was a quorum with seven members present. She reported that Ward I Director Jessica Auston and Ward II Director Edward Stollof would not be in attendance.

IV. Approval of Minutes – September 4, 2019 Regular Meeting

Mr. Reem moved the minutes of the September 4, 2019 regular meeting of the Board of Directors be approved as revised. Seconded by Mr. Straub and passed (7-0-0).

V. Old Business

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

VI. New Business

[By unanimous consent the Board agreed to take item D. Variance Request – 3026 S. Abingdon Street (Remove a Non-Load Bearing Wall and Remove a Load Bearing Wall) as the first order of business to allow the homeowner to participate in the review and discussion.]

D. Variance Request – 3026 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 5, 2019 variance request from the homeowner at 3026 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 (7-0-0).

Ms. Dies reported the Architectural Control Committee recommended the Board grant the variance request.

Bob and Anne DeLong, the homeowners residing at 3026 S. Abingdon Street, came before the Board to review their request and answer questions.

[The Board returned to the regular order of business beginning with item A. Rules Violation – 3044 S. Buchanan Street, A-1 – Maintenance of Back Yard]

A. Rules Violation – 3044 S. Buchanan Street, A-1 (Maintenance of Back Yard)

By unanimous consent the Board agreed to withdraw this item from the agenda.

B. Variance Request – 4879-B S. 28th Street – Grandfather the Removal a Load Bearing Wall Between the Kitchen and the Living Room and Removal a Non-Load Bearing Wall Between the Kitchen and the Dining Room

Ms. Dies moved the Board approve the August 14, 2019 variance request from the homeowner at 4879-B S. 28th Street, to grandfather the removal a load-bearing wall between the Kitchen and the Living Room and the removal 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. Seconded by Mr. Reem and passed (7-0-0).

Ms. Dies reported the Architectural Control Committee recommended the Board grant the variance request.

C. Variance Request – 4835-B S. 28th 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 July 14, 2019 variance request from the homeowner at 4835-B S. 28th 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 (7-0-0).

Ms. Dies reported the Architectural Control Committee recommended the Board grant the variance request.

E. Variance Request – 4642 S. 30th Road – Remove a Load Bearing Wall Between the Kitchen and the Dining Room

Ms. Dies moved the Board approve the August 14, 2019 variance request from the homeowner at 4642 S. 30th Road, to remove a 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 Ms. Wasowski and passed (7-0-0).

Ms. Dies reported the Architectural Control Committee recommended the Board grant the variance request.

F. Variance Request – 2952 S. Columbus Street, A-2 – Install Back-Patio Door With Internal Beveled Edges

Ms. Dies moved the Board approve the August 22, 2019 variance request from the homeowner at 2952 S. Columbus Street, A-2 to install a back-patio door with internal beveled edges. Seconded by Mr. Reem and passed (5-2-0).

Ms. Dies reported the Architectural Control Committee recommended the Board grant the variance request.

Mr. Brown requested that from here on a picture of the proposed item to be installed be presented, along with the application, so the Board is fully informed.

G. Disabled Parking Request – 3074 S. Abingdon Street, B-2

Ms. Wasowski moved the Board of Directors approve Management's action of installing one disabled parking space in parking lot #58 (3066-3082 S. Abingdon Street) and approve the request of the homeowner. Seconded by Ms. Dies and passed (7-0-0).

Ms. Dies requested that from here on both the front and back of the Disabled Parking Placard be copied because there is different information on each side.

H. Slate Roofs Preventive Maintenance Program – Wards V and VI

Ms. Placek 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 V and VI at a cost not to exceed \$30,000.00. Seconded by Ms. Dies and passed (7-0-0).

To be charged to Operating Account 6725 – Roofing

I. Employer’s Voluntary Contribution to a Simplified Employee Pension (SEP) Planting

Ms. Placek 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, 2018, through September 27, 2019 (pay periods in FY2019). Seconded by Mr. Brown and passed (7-0-0).

J. Transfer of FY2019 Excess Assessments to FY2020

Mr. Reem moved the Board of Directors authorize that any excess of membership assessments over membership expenses for the fiscal year ending September 30, 2019, shall be applied against member assessments for fiscal year 2020, commencing October 1, 2019, as provided by Revenue Ruling 70-604. Seconded by Ms. Dies and passed (7-0-0).

K(a). Ratification of Items approved by Unanimous Written Consent

Ms. Wasowski moved the Board of Directors hereby ratifies said action of Fine Earth for shade landscape proposal for purposes of the record and to ensure an audit trail for the expenditure. Seconded by Ms. Dies and passed (7-0-0).

K(b). Ratification of Unanimous Written Consent In Lieu of a Meeting Saturday, September 21, 2019

Mr. Reem moved the Board of Directors hereby ratifies said action for approving the substitute FY2020 Budget Resolution for purposes of the record and to ensure an audit trail for the expenditure. Seconded by Ms. Placek and passed (7-0-0).

L. Fall Focal Beds

Mr. Brown moved the Board approve the Fall Focal Beds proposal from Lancaster Landscapes at a cost of \$3,675.00. Seconded by Ms. Dies and passed (7-0-0).

To be charged to Operating Account 6150 – Contractor Planting

M. Fall Plant Replacements

Ms. Dies moved the Board approve the proposal from Lancaster Landscapes for Fall Plant Replacements at a cost not to exceed \$9,500.00. Seconded by Mr. Reem and passed (7-0-0).

To be charged to Operating Account 6145 – Grounds Improvements

N. Ward IV Renovation Planting

Ms. Wasowski moved the Board approve the proposal from Lancaster Landscapes for the Ward IV Renovation Planting at a cost not to exceed \$18,500.00. Seconded by Mr. Reem and passed (7-0-0).

To be charged to Operating Account 6145 – Grounds Improvements

O. Code of Virginia Codification Conversion Resolution

Ms. Placek moved that any references to any section in Title 55 of the Code of Virginia in any of the Association's documents, including but not limited to resolutions, resale certificates, resale disclosure packets, legal notices and correspondence shall be automatically converted to applicable Title 54.1 or Title 55.1 statutory reference, as it may be amended, as provided in the attached table referenced as Exhibit A. Seconded by Mr. Reem and passed (7-0-0).

VII. Management Action Items

There were no Management Action Items presented.

VIII. Reports

President: President Placek again thanked Kent Keyser for his kind remarks on Facebook. She reported that Fairlington Villages has submitted its application for the Washington Metropolitan Chapter Community Associations Institute Community Association of the Year – Large Category, award. She went on to note that staff and Ms. Alvord are diligently working to upgrade and update the website to ensure it continues to be a well functioning communication arm of the Association.

Ms. Placek then stated she will be devising a charter for an Egress Window Working Group designed to develop and recommend to the Board a policy on installation of egress windows. She suggested that until the Working Group submits its report, and the Board approves a new policy, there be a moratorium on applications for variances for egress windows and by unanimous consent the Board agreed to her suggestion.

Mr. Brown reported that last year he did extensive investigation of the technical requirements for egress windows and he will forward the information he gathered to management. He asked that any applications for egress windows held during the moratorium be forwarded to the Board and the Working Group in order to ascertain what applicants were requesting and Mr. Roby stated that this would be done.

Ms. Placek also announced that she will be developing a charter for an Amenities Working Group which will investigate further enhancements or additions to the amenities at Fairlington Villages.

She completed her report by noting that the Fairlington Historical Society will be holding an event at the Fairlington Community Center on November 7 at 7:30 p.m. which will center on the building materials used when Fairlington was built by Defense Housing. She stated that South Fairlington resident and Historical Society member Julie Butler will be making the presentation and leading the discussion. She urged Board Members to attend.

Vice President: Vice President Alvord had no report.

Secretary: Ms. Wasowski had no report.

Treasurer: Mr. Reem reported the most recent financial report, which covers the first eleven months of the fiscal year, shows an approximate \$18,000 surplus of income over expense for the year-to-date. He reported that he expects there will be a slight surplus or deficit and that the books for the fiscal year will be held open until the end of October to garner any late expense invoices submitted.

Committee Reports

Communications/Technology Committee

Articles for the November 2019 Issue of the *Fairlington News*: The Board reviewed items to be included in the November 2019 Issue of the *Fairlington News*.

Emergency Plan Working Group: Mr. Brown reported that the Director of Arlington CERT will be participating in helping to develop the plan and that the next meeting is planned for Thursday, although he will be out of town. Given the fact that Mr. Brown will not be available for the meeting it was agreed it should be canceled.

Noise Working Group: Mr. Straub reported that one resident attended the last meeting, although a number of volunteers expressed interest. He noted that a concern raised at the meeting was noise coming from floors between units.

Tennis Committee: The committee will be holding a grand re-opening of the Community Center Tennis Courts on October 25th. President Placek requested that as many Members of the Board as possible attend.

Management's Financial Report: There was no report, other than that provided by the Treasurer and those in writing, and there were no questions from the Board.

Management's Administrative Report: Office Manager Erin Moran reported that she and Office Administrator Victoria Gomillion are working to upgrade the website in the resource area to include information on minutes, the budget and other matters of interest to owners.

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, November 6, 2019.

X. Adjournment of Meeting

Ms. Placek moved that the Board adjourn the meeting of October 3, 2019. Seconded by Ms. Dies and passed (7-0-0).

Vice President Alvord adjourned the meeting at 7:56 p.m.



Secretary
Fairlington Villages, a Condominium Association