

**FAIRLINGTON VILLAGES, A CONDOMINIUM ASSOCIATION  
MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
COMMUNITY CENTER  
August 5, 2020**

**Directors Present:**

Terry Placek	President and At-Large Director
Melanie Alvord	Vice President and Ward VI Director
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
Miguel Galvez	Facilities Manager (Via Teleconference)
Mark Johnson	Operations Manager (Via Teleconference)
Erin Moran	Office Manager (Via Teleconference)
Dave Bush	Recording Secretary

**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 by teleconference.**

**I. Residents' Comments**

Daniel Meshel, the homeowner residing at 2903 So. Dinwiddie Street, who Chairs the Tennis Committee, came before the Board to request the committee be allowed to sponsor a tennis clinic. He outlined the guidelines for the clinic, noting that all Covid-19 precautions will be taken. President Placek asked Mr. Meshel to draw up a written proposal for the Board to review at the September regular meeting and he agreed to do so.

**II. Call to Order**

At 7:09 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 either in person or by teleconference connection. She stated that Anne Wasowski, Secretary and At-Large Director was out of town but would attempt to call in to attend the meeting.

**IV. Approval of Minutes**

July 1, 2020 Regular Meeting

*Mr. Reem moved the minutes of the July 1, 2020 regular meeting of the Board of Directors be approved, as revised. Seconded by Ms. Alvord and passed (8-0-0).*

July 15, 2020 Special Meeting

*Ms. Alvord moved the minutes of the July 15, 2020 special meeting of the Board of Directors be approved, as revised. Seconded by Mr/ Reem, and passed (8-0-0).*

**V. Old Business**

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

**VI. New Business**

**A. Insurance Renewal**

*Mr. Reem moved the Board of Directors authorize Holden & Company Insurance, the Association’s Insurance Broker, to bind the policies recommended in Option 2 of its Insurance Renewal Proposal dated July 1, 2020 and as revised July 9, 2020, for coverage from July 15, 2020 until July 15, 2021, at a total annual premium not to exceed \$420,457.00, comprised of the following coverages:*

<i>Package Policy (Greater New York – Building Limit - \$279,899,000)</i>	<i>\$359,502.00</i>
<i>Business Auto Coverage (Greater New York)</i>	<i>12,738.00</i>
<i>Primary &amp; Excess Crime Coverage (Cincinnati)</i>	<i>2,751.00</i>
<i>Primary &amp; Excess Crime Coverage (CNA)</i>	<i>328.00</i>
<i>Non-Profit D&amp;O Liability (Travelers)</i>	<i>11,488.00</i>
<i>Primary Commercial Umbrella (Greater New York Limit \$10,000,000)</i>	<i>15,150.00</i>
<i>Excess Liability – (Chub - \$15,000,000 excess of Primary Umbrella)</i>	<i>18,500.00</i>
<i>Annual Total</i>	<i>\$420,457.00</i>

*Seconded by Mr. Stolof and passed (8-0-0).*

*To be Charged to: General Ledger 2030 (Insurance – Prepaid) General Ledger 5400 (Insurance Expense)*

*FY 2021 Budget - \$420,457.00*

**B. Draft FY2021 Budget, Revised, Final Approval**

Mr. Reem moved that the Board of Directors approve as FINAL FY21 draft budget approved on July 1, 2020 and as revised July 29, 2020 to account for increases of the Insurance and Water lines in same, but maintaining an increase to condominium fees of 0% effective October 1, 2020, and summarized as follows:

<u>Total Expenditures</u>		<u>\$8,009,467</u>
Operating expenses:	\$4,883,825	
Reserve contributions:	\$3,125,642	
 <u>Total Estimated Revenue</u>		 <u>\$8,009,467</u>
Condominium fees:	\$7,844,949	
Other Income:	\$ 164,518	

AND IT IS FURTHER RESOLVED, that a copy of the FINAL FY2021 Budget shall be provided to all unit owners. Seconded by Ms. Alvord and passed (8-0-0).

Mr. Reem provided a brief review of both items A. and B. when discussion of Item A. took place.

**VII. Reports**

President: President Placek reviewed the following topics: (1) Grounds Committee Chair: She announced that Co-Chair Dave Rose had resigned and that Angela McNamara has agreed to take his place and that the Committee will continue to be Co-Chaired by Jim Ostroff - she thanked Mr. Rose for his many years of service to the community through his devotion to grounds maintenance and enhancements; (2) Emails: she noted that when she receives emails which mention the Board of Directors she forwards copies to each Board Member – she requested that when Board Members receive these kind of emails they also be forwarded to the other Members; (3) she reported that the final draft of the Resident Handbook will be sent to Board Members for review in the next month or two; and (4) she concluded by reporting that the Fairlington Mom’s Group has severed ties to the International Group but will continue to function as The Fairlington Mom’s Group.

Vice President: Vice President Alvord had no report.

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

Secretary: Ms. Wasowski was not present and there was no report.

Treasurer: Mr. Reem reported the most recent Financial Statement shows a continuing surplus for the year.

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: Mr. Roby reminded Board Members that he had sent a request that each submit their comments concerning the updating of the Strategic Plan. He asked that Members send these to him as soon as possible.

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.

### **VIII. Establishment of Next Board Meeting**

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

### **IX. Executive Session**

President Placek asked for a motion to Adjourn into Executive Session as permitted under the Code of Virginia (Condominium Act) 55-79.75c.

*Ms. Alvord moved the Board of Directors adjourn the regular meeting into closed session as allowed under the Code of Virginia, to discuss unit owners common liability. Seconded by Mr. Stolof and passed (8-0-0).*

At 7:25 p.m., the Board recessed the Open Session and reconvened in Executive Session to discuss personnel, legal or contractual matters, as permitted by subsection [C] of Section 55-79.75 of the Code of Virginia.

At 8:28 p.m. the Board adjourned the Executive Session and returned to open session to affirm one motion composed during the Executive Session.

### **VI. New Business (Continued)**

During the Executive Session the Board took up matters concerning signage and composed the following motion for approval in open session:

#### **C. Signs Policy**

*Mr. Reem moved the Board of Directors direct Legal Council to prepare a policy statement on signs for review by the Board. Seconded by Mr. Brown and passed (8-0-0).*

### **X. Adjournment of Meeting**

*Mr. Straub moved the Board adjourn the meeting of August 5, 2020. Seconded by Ms. Alvord and passed (8-0-0).*

President Placek adjourned the meeting at 8:30 p.m.



---

Secretary  
Fairlington Villages, a Condominium Association