

**FAIRLINGTON VILLAGES, A CONDOMINIUM ASSOCIATION  
MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
COMMUNITY CENTER  
November 6, 2019**

**Directors Present:**

Terry Placek	President and At-Large Director
Harry Reem	Treasurer and Ward III Director
Anne Wasowski	Secretary and At-Large Director
Jessica Auston	Ward I Director
Philip Brown	Ward V Director
Andi Dies	Ward IV Director
Edward Stollof	Ward II
Larry Straub	At-Large Director

**Also Present:**

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

**I. Residents' Comments**

Karen Olsen Weaver, the homeowner residing at 3048 S. Abingdon - C-2, came before the Board to ask that the Board institute measures to protect trees from damage when heavy vehicles are traveling over the root systems or workers are undertaking projects in close relation to tree systems. She distributed a report she had personally written titled, *Documentation of Tree and Landscape Damage by Contractor Activities, January 19-September 19, 2019, at Fairlington Villages*.

**II. Call to Order**

At 7:04 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. She reported that Vice President and Ward VI Director Melanie Alvord would be unable to attend the meeting.

**IV. Approval of Minutes – October 3, 2019 Regular Meeting**

*Ms. Wasowski moved the minutes of the October 3, 2019 regular meeting of the Board of Directors be approved, as revised. Seconded by Ms. Dies and passed (8-0-0).*

**V. Old Business**

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

**VI. New Business**

**A. Rules Violation – 2837 S. Buchanan Street, A-1 (Back Yard Maintenance)**

By unanimous consent of the Board of Directors, and at the request of the homeowner, this item was withdrawn from the agenda.

**B. Variance Request – 4818 S. 30<sup>th</sup> Street – Change The Swing of the Patio Door**

*Ms. Dies moved the Board approve the September 24, 2019 variance request from the homeowner at 4818 S. 30<sup>th</sup> Street, to change the swing on the patio door, in accordance with the specifications outlined in the attached variance request and drawings. Approval is subject to the unit owner's 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 attorney's fees, which may arise from or relate to the approved modifications or damages or damage claims arising therefrom. Seconded by Mr. Brown and passed (8-0-0).*

Ms. Dies reported the Architectural Control Committee voted unanimously to recommend the Board approve the variance.

**C. Variance Request – 2858 S. Abingdon Street – Remove a Portion of a Load Bearing Wall Between the Kitchen and the Living Room, Remove a Non-Load Bearing Wall Between the Kitchen and the Dining Room and Create New Penetration for a Kitchen Vent**

*Ms. Dies moved the Board approve the October 5, 2019 variance request from the homeowner at 2858 S. Abingdon Street, to remove a portion of a load bearing wall between the Kitchen and the Living Room, remove a non-load bearing wall between the Kitchen and the Dining Room and create a new penetration for a Kitchen vent, 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. Brown and passed (8-0-0).*

Ms. Dies reported the Architectural Control Committee voted to deny the request as it was in need of further information. That information has been forthcoming and the application is now in order.

**D. Request for Reasonable Accommodation**

*Mr. Reem moved the Board of Directors grant the residents at 3082 S. Abingdon Street, Unit A-2, the accommodations requested pursuant to their letter dated October 11, 2019, with that all expenses associated with those accommodations to be paid by the residents, through January 9, 2019.*

- Specific requests:*
- 1. Installation of 2 Wireless Night Vision Cameras*
  - 2. Issue a second Orange Parking Sticker*
  - 3. Installation of 2 "Reserve" Parking Signs*

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

Discussion centered around the best way to reserve a parking space, the length of time the cameras will be installed, and coordination with Arlington Police.

**E. Ratification of Unanimous Written Consent In Lieu Of A Meeting Thursday, October 10, 2019 (Rotten Wood Replacement)**

*Mr. Stolof 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 Mr. Reem and passed (8-0-0).*

**F. Shutter Replacement – Ward IV**

*Ms. Wasowski moved the Board of Directors authorize Management to purchase the shutters from Mid-South Building Supply, Inc., at a cost not to exceed \$61,818.51 and to contract with Middeldorf Property Services, Inc., for the installation of the shutters in Ward IV, at a cost not to exceed \$77,710.00. Seconded by Ms. Dies and passed (8-0-0).*

General Manager Roby gave an extensive presentation on how the new porch will be laid out and constructed. He noted that the reconstructed porch will give ease of access to the Community Center, will be an additional attractive and useful amenity for the center, and will provide more useful space for events.

**G. Staff Holiday Bonuses**

*Ms. Wasowski moved the Board of Directors authorize \$4,250.00 + FICA taxes for holiday bonuses for the Association staff to be distributed as recommended by the General Manager and*

*approved by the President, with length of service to be guideline. Seconded by Ms. Dies and passed (8-0-0).*

To be charged to Operating Account:	5304 – Maintenance Payroll =	\$2,400.00
	5095 – Administrative Staff =	\$ 850.00
	5306 – Management Staff =	\$1,000.00

**H. Tree Removals**

*Mr. Reem moved the Board approve the proposal from Lancaster Landscapes for Tree Removals at a cost of \$20,145.00. Seconded by Mr. Stolof and passed (8-0-0).*

To be charged to Operating Account #6160 – Tree Maintenance

Grounds Committee Interim Chair Jim Ostroff took a moment to emphasize that the presentation made by Ms. Weaver was not approved or solicited by the committee. He noted Ms. Weaver had attended a committee meeting and suggested the committee work on this matter, but that the committee had made no recommendations and the report she submitted was entirely her own and not a part of committee proceedings.

[President Placek recessed the meeting at 7:30 p.m. and called the meeting back to order at 7:48 p.m.]

**I. Community Center Porch**

*Ms. Dies moved the Board approve the proposal from Edge Concrete for Community Center Porch renovations at a cost of the following:*

<i>Edge Concrete Price</i>	<i>\$43,372.50</i>
<i>Contingency for Landscaping</i>	<i>\$ 5,000.00</i>
<i>Total Project:</i>	<i>\$48,372.50</i>

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

**VII. Management Action Items**

There were no Management Action Items presented.

**VIII. Reports**

President: President Placek began her report by reminding members that at the Fairlington Villages Community Center on Thursday, November 8<sup>th</sup>, Julie Butler of the Fairlington Historical Society will be making a presentation on historic building materials used when Fairlington was built. She went on to note that at the November 13th Fairlington Citizens Association meeting, Standard Communities and Foundation Housing, the owners of Park Shirlington, will be presenting a brief on their plans for expansion of the complex. She reported she will be seeking

to have the same presentation given at Fairlington Villages so that owners and the Board can be well informed about the plans. Because Fairlington Villages will be directly impacted by any development at Park Shirlington she reported management has been in contact with Keith Martin, the zoning attorney retained by Fairlington Villages when former owners of Park Shirlington were anticipating major redevelopment of the complex, so the Board and community will be properly represented and informed.

President Placek then went on to receive updates from the Directors Brown and Straub, Parking, Noise and Emergency Preparedness Plan Working Group leads. Mr. Brown reported he has received some advice concerning the uses of the soon-to-be-abandoned fire station and Ms. Placek asked him to forward that information to Guy Land, President of the Fairlington Citizens Association, as this matter fell within their activity area.

Ms. Placek concluded by noting that the Holiday Party will be held Thursday, December 5th and that Morning With Santa will be held on Saturday, December 7<sup>th</sup>. She also reported she will be sending members proposed dates in November to hold an Executive Session concerning a performance review, and she asked that members respond with their preferences as quickly as possible.

Vice President: Vice President Alvord was not in attendance and there was no report presented.

Secretary: Ms. Wasowski had no report.

Treasurer: Mr. Reem reported the unaudited Fiscal Year 2019 End-of-Year financial report, which covers all twelve months of the fiscal year, shows \$3,240 in surplus of income over expense. He reported that for the combined 2018 and 2019 Fiscal Years there was a total \$30,914 surplus. Materials to be sent to the Auditor for the audit of Fiscal Year 2019 books are now being prepared and the Audit is expected to be finished and ready for review by January 2020.

#### Committee Reports

#### **Communications/Technology Committee**

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

**Architectural Control Committee:** The Board held a general discussion concerning what could or would be considered an emergency request for action on a variance, and agreed that each request had to be judged on a case-by-case basis by the Committee and the Board.

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: There was no report, other than those in writing, and there were no questions from the Board.

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, December 4, 2019.

**X. Adjournment of Meeting**

*Mr. Reem moved that the Board adjourn the meeting of November 6, 2019. Seconded by Mr. Straub and passed (8-0-0).*

President Placek adjourned the meeting at 8:40 p.m.



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Secretary  
Fairlington Villages, a Condominium Association