

FINAL

**FAIRLINGTON VILLAGES, A CONDOMINIUM ASSOCIATION
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
COMMUNITY CENTER
December 5, 2018**

Directors Present:

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

Also Present:

Gregory B. Roby	General Manager
Miguel Galvez	Facilities Manager
Mark Johnson	Operations Manager
Erin Moran	Office Manager
Peter Stackhouse	Association Legal Counsel
Dave Bush	Recording Secretary

I. Residents' Comments

Karen Dadey, 4818 S. 28th Street, came before the Board to present a personal apology for any offense she may have given in recent emails to Members of the Board or Management. President Placek, Mr. Roby and Members of the Board thanked her and accepted the apology.

II. Call to Order

At 7:03 p.m. President Placek called the regular agenda to order.

III. Establishment of Quorum

President Placek noted there was a quorum with seven members present. She reported that Ward II Director Edward Stollof was attending a business meeting and would attempt to join the meeting later.

IV. Approval of Minutes – November 7, 2018 Regular Meeting

Ms. Dies moved the minutes of the November 7, 2018 regular meeting of the Board of Directors be approved. Seconded by Mr. Reem and passed (7-0-0).

V. Old Business

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

VI. New Business

A. Variance Request – 4809 S. 27th Road – Install a Fence in the Rear of the Unit and Install Balcony Steps

By unanimous consent the Board agreed to postpone action on this item until the January meeting.

B. Variance Request – 2873 S. Abingdon Street, B-1 – Move Dryer Vent

Mr. Brown moved the Board of Directors approve the November 5, 2018 variance request from the homeowners at 2873 S. Abingdon Street, B-1, to move the dryer vent in the unit, in accordance with the specifications outlined in the attached variance request and drawings. Approval is subject to the unit owners' acceptance of responsibility for any damage caused by the approved modifications and indemnification of the Association for 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 drawings, and the attached variance request form, including evidence that any major plumbing was performed under a licensed plumber. Seconded by Mr. Straub and passed (7-0-0).

Mr. Brown reported the Architectural Control Committee unanimously recommended the Board approve the request.

Mr. Straub noted that during conversion of Fairlington from rental to condominium units, there was a vent design flaw for duct work which led from units below attic spaces into and through the attic. He recommended Management work with owners to rectify this flaw and Mr. Roby stated that he will work with staff and owners on this problem.

C. Variance Request – 2941 S. Columbus Street, A-1 – Relocate HVAC Unit

Mr. Brown moved the Board approve the November 2, 2018 variance request from the homeowner at 2941 S. Columbus Street, A-1, to relocate their HVAC unit, in accordance with the specifications outlined in the attached variance request and drawings. 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 variance request form. Seconded by Ms. Alvord and passed (7-0-0).

German Mundarain, 2941 S. Columbus Street, A-1, was present to answer questions from the Board.

Mr. Brown reported the Architectural Control Committee unanimously recommended the Board approve the request.

D. Variance Request – 2941 S. Columbus Street, B-1 – Relocate HVAC Unit

Mr. Brown moved the Board approve the November 2, 2018 variance request from the homeowner at 2941 S. Columbus Street, B-1, to relocate their HVAC unit, in accordance with the specifications outlined in the attached variance request and drawings. Approval is subject to the unit owners' acceptance of responsibility for any damage caused by the approved modifications and indemnification of the Association for 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 variance request form. Seconded by Mr. Straub and passed (7-0-0).

Michael Lekson, 2941 S. Columbus Street, B-1, was present to answer questions from the Board.

Mr. Brown reported the Architectural Control Committee unanimously recommended the Board approve the request.

E. Disabled Parking Request – 2949 S. Columbus Street, A-2

Ms. Alvord moved the Board of Directors approve Management's action of installing one disabled parking space in parking lot #26 (2931-2951 S. Columbus Street) and approve the request from the homeowner for the period of December 5, 2018 – April 30, 2019. Seconded by Ms. Wasowski and passed (7-0-0).

F. Disabled Parking Request – 4904 S. 29th Road, A-1

Ms. Wasowski moved the Board of Directors approve Management's action of installing one disabled parking space in parking lot #22 (4902-4922 S. 29th Road) and approve the request from the homeowner for the period of December 5, 2018 – June 15, 2019, upon receipt of a copy of the permanent placard. Seconded by Mr. Reem and passed (7-0-0).

G. Disabled Parking Request – 3020 S. Buchanan Street, C-1

[At this time President Placek transferred the gavel to Vice President Alvord in order that she could move a resolution concerning the next item on the agenda.]

L. Maintenance Equipment Purchase Ratification – Kubota Tractor RTV-900

Ms. Placek moved that for purposes of the record, the Board hereby ratifies and affirms the action taken by Unanimous Written Consent In Lieu of A Meeting on November 28, 2018, authorizing the purchase of a Kubota Tractor RTV-900 with a 6” hydraulic blade and a 12 yards salt spreader from James Hower for an amount not to exceed \$13,500.00. Seconded by Ms. Wasowski and passed (7-0-0).

To be charged to Reserve Account 3700-3610 Maintenance Vehicles

Ms. Placek noted that this is a pro-forma resolution that helps to assure that business conducted by Unanimous Written Consent in Lieu of a Meeting a meeting is properly noted on the record.

[After the vote on the resolution, President Placek again assumed the Chair and direction of the business of the meeting.]

M. Maintenance Yard Gates and North Wall Completion

Ms. Alvord moved the Board approve the following improvements to the maintenance yard at the prices quoted:

<i>Brick work</i>	<i>American Restoration</i>	<i>\$17,750.00</i>
<i>Gates (2)</i>	<i>Expert Fence</i>	<i>\$15,215.00</i>
<i>Contingency:</i>		<i><u>\$ 5,000.00</u></i>
<i>Total Project Price</i>		<i>\$37,965.00</i>

Seconded by Ms. Wasowski and passed (7-0-0).

To be charged to Reserve Account 3700- Reserves

N. Maintenance Yard Improvements – Concrete Foundation Floor and Storage Shed

Ms. Wasowski moved the Board of Directors authorize Management to contract with American Restoration to build a concrete foundation floor for a storage shed at a cost of \$11,900.00 and to purchase from Carport.com a metal shed at a cost of \$12,400.00. Seconded by Mr. Straub and passed (7-0-0).

To be charged to Reserve Account 3700 – Reserves

O. Reserve Study Update

Mr. Reem moved the Board of Directors authorize Management to contract with Facility Engineering Associates, P.C. (FEA), in accordance with the proposal dated November 30, 2018 to perform a Reserve Study Update at a cost of \$15,750.00. Seconded by Ms. Alvord and passed (7-0-0).

Mr. Reem reported that the Virginia Condominium Act requires that every three to five years Condominium Associations perform an Update of their Reserve Study and this update will fulfill that requirement.

[At this time President Placek transferred the gavel to Vice President Alvord in order that she could move a resolution concerning the next item on the agenda.]

P. Amanda Taylor Award

Ms. Placek moved the Board of Directors wishes to present the Amanda Taylor award at the Annual Meeting in 2019 to an outstanding volunteer selected by the Board at this meeting. Seconded by Mr. Straub and passed (7-0-0).

[After the vote on the resolution, President Placek again assumed the Chair and direction of the business of the meeting.]

VII. Management Action Items

There were no Management Action Items on the agenda and none were presented.

VIII. Reports

President: President Placek congratulated the Members of the Board for their adherence to the protocol that they formally move the action for any resolution concerning matters before a committee for which they are a liaison or a directly involving the Ward they represent. She also requested that when Board Members contact Management in writing about matter(s) brought to their attention by an owner or resident, that they *not* send a courtesy copy of their correspondence with management to that owner or resident. It is simply best to let the owner or resident know they will forward the matter to Management.

She reported that the Board will be sponsoring four listening sessions in the coming year intended to collect additional feedback from residents and owners of units in areas where the permanent location of trash containers is in dispute. These areas include S. 30th Road, S. Woodrow Street, S. Buchanan Street and S. Columbus Street. Through these sessions both residents and owners from the concerned areas can come to consensus on the best location for the enclosures serving them. Prior to these sessions management will send an invitation that includes a background chronology and rules for the conduct of any further polling to be conducted. No enclosures will be constructed in these four areas until Spring 2019. The first listening session is planned in mid-January for owners and residents 39th Road neighborhood.

She concluded her report by reminding those present that the Annual Holiday Party will be held on Thursday, December 6th in the Community Center and urged all Board Members attend.

[President Placek recessed the meeting at 7:51 p.m. and called the meeting back to order at 8:05 p.m.]

Vice President: Vice President Alvord had no report.

Treasurer: Mr. Reem reported that Year-End Financial Statements will be provided to the Board on Thursday, December 6th and he also noted that reserves now stand at \$1.3 million. He also reported that the work of the Strategic Plan Task Force is proceeding and that there will be a survey sent out in January which will be followed by a Town Hall meeting on February 2, 2019.

Secretary: Ms. Dies had no report.

Committee Reports

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

Ad Hoc Parking Working Group: Mr. Brown reported the Working Group continues to seek volunteer members and that he will write an article for the January 2019 *Fairlington News* about the goals and objectives of the committee and the need for volunteers.

Management's Financial Report: Mr. Roby had no report other than what was reported by Treasurer Reem.

Management's Administrative Report: Mr. Roby distributed draft copies of a letter to be sent to homeowners in those areas mentioned in the Report of the President, along with draft *Rules for Determining Final Trash Container Locations in Disputed Neighborhoods* and a sample background sheet – this one for the S. 30th Road area. President Placek requested Board Members review the drafts and submit suggested revisions within the coming week.

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. 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.

Mr. Reem moved that the Board of Directors adjourn the regular meeting into closed session as allowed under the Code of Virginia, to discuss the legal obligations of individual owners. Seconded by Mr. Brown and passed (7-0-0).

At 8:25 p.m., the Board agreed to recess the Open Session and reconvene 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.

IF THERE WERE ANY MOTIONS MADE, THEY SHOULD BE PLACED HERE.

X. Establishment of Next Board Meeting

The next meeting of the Board will be held Wednesday, January 2, 2019.

XI. Adjournment of Meeting

Ms. Dies moved that the Board adjourn the meeting of December 5, 2018. Seconded by Mr. Reem and passed (7-0-0).

President Placek adjourned the meeting at _____ p.m.

Secretary
Fairlington Villages, a Condominium Association