

**FAIRLINGTON VILLAGES, A CONDOMINIUM ASSOCIATION
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
COMMUNITY CENTER
December 4, 2019**

Directors Present:

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

Also Present:

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

I. Residents' Comments

Ben Freeman, one of the homeowners residing at 4720 S. 30th Street, came before the Board to provide comments concerning (1) trash collection, (2) to recommend that hours at the administrative office be varied to allow for at least one evening opening, and, (3) to ask questions and make observations concerning financial record keeping and reporting.

II. Call to Order

At 7:13 p.m. President Placek called the regular agenda to order.

III. Establishment of Quorum

President Placek noted there was a quorum with six members present. She reported that Vice President and Ward VI Director Melanie Alvord, Ward I Director Jessica Auston and Ward V Director Philip Brown would be unable to attend the meeting.

IV. Approval of Minutes – November 6, 2019 Regular Meeting

Ms. Wasowski moved the minutes of the November 6, 2019 regular meeting of the Board of Directors be approved, as revised. Seconded by Mr. Reem and passed (6-0-0).

V. Old Business

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

VI. New Business

A. Variance Request – 3022 S. Abingdon Street – Remove a Portion of 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 26, 2019 variance request from the homeowner at 3022 S. Abingdon Street, to remove a portion of 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 Ms. Wasowski and passed (6-0-0).

Ms. Dies reported the Architectural Control Committee unanimously recommended the Board approve the request.

B. Variance Request – 3087 S. Abingdon Street – Remove a Portion of 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 November 11, 2019 variance request from the homeowner at 3087 S. Abingdon Street, to remove a portion of 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. Stolof and passed (6-0-0).

Ms. Dies reported the Architectural Control Committee unanimously recommended the Board approve the request.

C. Variance Request – 3087 S. Buchanan Street – Create a New Penetration for a Kitchen Vent

Ms. Dies moved the Board approve the October 31, 2019 variance request from the homeowner at 3087 S. Buchanan Street, to create a new penetration for a Kitchen vent, in accordance with the specifications outlined in the attached variance request. 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. Seconded by Mr. Reem and passed (6-0-0).

Ms. Dies reported that, after additional material was provided by the applicant, the Architectural Control Committee unanimously recommended the Board approve the request.

D. Disabled Parking Request – 3031 S. Columbus Street, A-1

Ms. Dies moved the Board of Directors approve Management's action of installing one disabled parking space in parking lot 9 (3011-3033 S. Columbus Street) and approve the request from the homeowner. Seconded by Mr. Stolof and passed (6-0-0).

E. Standard Policy & Variance for Residential Video Doorbells

Ms. Dies moved that the Board approve the attached Standard Policy for Residential Video Doorbells effective December 4, 2019. Seconded by Mr. Stolof and passed (6-0-0).

During discussion the Board unanimously agreed to add language to the policy denoting that the device may be installed on the door or on the door jamb.

F. Tree Pruning

Mr. Reem moved the Board approve the proposal from Lancaster Landscapes for tree pruning at a cost of \$26,200.00. Seconded by Ms. Wasowski and passed (6-0-0).

To be charged to Operations Account 6160 – Tree Maintenance

G. Workers' Compensation Insurance Renewal

Mr. Reem moved that the Board of Directors authorize Holden & Company Insurance to place Workers' Compensation Insurance for the period from December 18, 2019 until December 18, 2020, with Massachusetts Bay Insurance Co. as outlined in the attached 2019-2020 Insurance Proposal coverage summary. Worker's Compensation - \$12,573.00. Seconded by Ms. Wasowski and passed (6-0-0).

To be charged to Operations Account 5390 – Workers' Compensation

H. Planting Guidelines

Mr. Reem moved the Board establish a policy of planting both native and non-native plants, including ornamentals, on the property, with the mix of natives and/or non-natives to be planted at each planting site to be determined by various factors, including whether the site is part of a designated historic streetscape encompassing the community's historic Colonial Revival and Williamsburg-style buildings or if it is located in one of the property's natural areas. Seconded by Ms. Dies and passed (6-0-0) on a roll call vote with Director Dies, President Placek, Treasurer Reem, Director Stolof, Director Straub and Secretary Wasowski in favor.

General Manager Roby briefly reviewed the need for a policy, noting that there should be a balanced approach to landscaping and plant selection and that this offers that approach. Dave Rose and Jim Ostroff, Co-Chairs of the Grounds Committee, participated in the discussion.

I. 2019 Revision of Election Rules

Ms. Dies moved the Board of Directors adopt the 2019 Draft Revision of Election Rules as attached. Seconded by Mr. Reem and passed (6-0-0).

Ms. Dies reported that the additions made to the rules were for clarification of certain items.

VII. Management Action Items

There were no Management Action Items presented.

VIII. Reports

President: President Placek began her report by stating she hoped to see everyone at the Holiday Party on Thursday, December 5th (7:00 – 9:00 PM) and at Morning with Santa on Saturday, December 7th (10:00 – 11:30 AM). She announced that the developers of Park Shirlington will be making a presentation to the community at the North Fairlington Community Center on Wednesday, January 22nd and she urged Board Members to attend as this redevelopment directly affects Fairlington Villages.

PCAM Case Study: President Placek announced that, with the permission of the Board, the Community Associations Institute would like to have Fairlington Villages host the upcoming

PCAM case study in April 2020. The PCAM (Professional Community Association Manager) Certificate is the most sought after designation in the industry, and to achieve this top level an applicant must go through a series of educational levels, topped off by an in-depth study of an Association and a report/critique on that Association's governance and administration. The condominium receives copies of the top three to five reports. She asked if the Board would agree to host the study and the Members unanimously agreed.

Vice President: Vice President Alvord being absent there was no report.

Secretary: Ms. Wasowski had no report.

Treasurer: Mr. Reem reported the Audit of the financial records for Fiscal Year 2019 is expected to be finished and ready for review by January 2020. He stated that there is a \$5,438 excess of income over expense shown in the report for the first month of Fiscal Year 2020.

Committee Reports

Architectural Control Committee: Ms. Dies reported that the committee would like guidance on a time limitation for Halloween decorations and President Placek requested that the committee prepare a proposal for presentation to the Board.

Noise Working Group: Director Straub reported that the next meeting of the Group will be January 14, 2020.

Parking Working Group: Director Straub suggested that the work of this Group be placed in abeyance for the near future.

[President Placek recessed the meeting at 7:56 p.m. and called the meeting back to order at 8:13 p.m.]

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

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. President Placek followed up on an action taken by the Board at the November meeting. She stated that management performed the duties required by the Board under a resolution approved at the meeting granting a Request for Reasonable Accommodation; however, the person making the request has yet to contact management to fulfill his part of the agreement, although he has been contacted by email with reminders. He will be contacted again to remind him that there is a time limit on his participation and that he needs to contact the office by this coming Friday.

Strategic Plan Tracking: Director Stolof requested that the Board set benchmarks for tracking the recommendations contained in the Strategic Plan approved by the Board to make sure that goals are being met.

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, January 8, 2020.

X. Adjournment of Meeting

Ms. Dies moved that the Board adjourn the meeting of December 4, 2019. Seconded by Mr. Stolof and passed (6-0-0).

President Placek adjourned the meeting at 8:22 p.m.



Secretary

Fairlington Villages, a Condominium Association