

**FINAL**

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

**Directors Present:**

Terry Placek	President and At-Large Director
Anne Wasowski	Secretary and At-Large Director
Harry Reem	Treasurer and Ward III Director
Jessica Auston	Ward I Directors (Arrived at 8:29 p.m.)
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
Miguel Galvez	Facilities Manager
Mark Johnson	Operations Manager
Erin Moran	Office Manager
Dave Bush	Recording Secretary

**I. Residents' Comments**

Jim Hurysz, a resident at 2863 S. Abingdon Street, came before the Board to raise concerns about the quality of life in Fairlington Villages as areas surrounding the community become more and more developed. He suggested the Board consider taking funds not used in the current budget, such as unused funds for snow removal, and use that money to enhance the landscape.

A number of owners and residents came before the Board to discuss the use of the 28<sup>th</sup> Street tennis court for basketball. These included: Miguel Welsh (4600 S. 31<sup>st</sup> Street, C-1), Branden Merrill (4800 S. 28<sup>th</sup> Street), Leah Steekle (4800 S. 28<sup>th</sup> Street), Michael Torres and Challie Stefani (4900 S. 29<sup>th</sup> Street), Ben Kochman (4800 S. 28<sup>th</sup> Street), Denise Bentley (4719 S. 29<sup>th</sup> Street), and James Basker (\_\_\_\_\_). The main concern raised was that noise was a constant factor in the use of the newly placed basketball hoop, with yelling and the sound of the bouncing ball being the worst. It was suggested that the court is too close to residences and that those living there cannot enjoy the peaceful use of their homes. A few of those speaking stated they work evening and night hours and cannot get proper rest during the day with the noise and play on the court. One of the speakers suggested that existing tennis courts closer to King Street and not close to residences would be a better choice, and another suggested using a noise deadening agent to resurface the area under the hoop.

President Placek thanked the speakers for their remarks and noted that the Board and Management are continuing to investigate solutions for the issues brought up and are very mindful of the important concerns raised by residents.

Jasper Cooke, the homeowner residing at 2856 S. Abingdon Street, came before the Board to note that the work of the Egress Window Working Group is now being held in abeyance and to urge that the Board move forward with this important safety issue. President Placek reported that the Working Group is still considered as active and that, due to new information, which the Board will be discussing in Executive Session later in the meeting, its work is being held in abeyance. She asked that those interested in this issue be patient and stated that more information will be forthcoming.

## **II. Call to Order**

At 7:16 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 Vice President and Ward VI Director Melanie Alvord was ill and unable to attend (Director Auston was not yet present).

## **IV. Approval of Minutes – January 8, 2020 Regular Meeting**

*Ms. Wasowski moved the minutes of the January 8, 2020 regular meeting of the Board of Directors be approved, as revised. Seconded by Mr. Stollof and passed (6-0-1).*

## **V. Old Business**

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

## **VI. New Business**

### **Presentation – Kim Marinus – Johnson, Bremer, and Ignacio, P.C.**

Treasurer Reem introduced Kim Marinus of the Certified Public Accounting Firm of Johnson, Bremer & Ignacio, the firm contracted to perform the annual audit for the past twenty-eight years. Ms. Marinus presented a detailed review of the audit of the financial records for Fiscal Year 2019, which ended September 30, 2019, and answered questions posed by Members of the Board. Ms. Marinus reported that the Audit shows a slight deficit of \$15,236 of assessment income over expense and a very low level of assessment receivables. She emphasized the Association continues to be in very good financial condition, has one of the lowest delinquency rates in the Washington metropolitan condominium industry, and that the Association is financially well managed through its contracted Management Firm of Legum & Norman. She also congratulated the Board on being able to provide for extensive repair and replacement projects through judicious use of reserves. She noted that Owner Equity now stands at about 7%

of the level of annual assessment and that her firm recommends that Owner Equity be between 5% and 20%, so Owner Equity for Fairlington Villages is slightly low. In response to a question posed by Director Brown concerning deficiencies in internal controls, Ms. Marinus reported that these concerned two journal entries and that these accounting issues have been properly dealt with and arrangements made to assure they do not occur again.

[By unanimous consent the Board agreed to take item B. Audit Acceptance, as the first order of New Business.]

**B. Audit Acceptance**

*Mr. Reem moved the Board of Directors accept the attached draft audit for the fiscal year ending September 30, 2019. Seconded by Mr. Brown and passed (7-0-0) on a Roll Call Vote with Mr. Brown, Ms. Dies, Ms. Placek, Mr. Reem, Mr. Stoloff, Mr. Straub and Ms. Wasowski in favor.*

[The Board returned to the Regular Order of Business on the Agenda beginning with New Business Item A. Rules Violation Enforcement – 4900 S. 29<sup>th</sup> Road, C-1 (Noise)]

**A. Rules Violation Enforcement – 4900 S. 29<sup>th</sup> Road, C-1 (Noise)**

*Mr. Reem moved following the review and evaluation of all evidence, argument and/or comments presented to the Board of Directors of the Unit Owners Association of Fairlington Villages, the Board finds that there is a violation of the Association’s Bylaws, and hereby assesses Michael Anthony Torres owner of 4900 S. 29<sup>th</sup> Road, C-1, \$50.00 for the Bylaws violation noted in the January 16, 2020 letter and authorizes a \$10.00 per day fine for any continuing violations of a similar nature. Seconded by Ms. Wasowski and failed (0-7-0).*

Michael Torres, the homeowner residing at 4900 S. 29<sup>th</sup> Road, C-1, came before the Board to review the alleged violation and answer questions. He was joined by unit resident Challie Stefani. Mr. Torres and Ms. Stefani reviewed the complaint and provided a detailed description of actions they have taken to lessen the impact on their downstairs neighbor of noise generated by their pets.

Mr. Roby reported that mediation of disputes is one of the methods used by management in cases like this and that when it was offered as a possible solution the complaining party refused and asked that the matter be taken to a hearing. In response to a question posed by Director Brown, Mr. Roby stated that if the Board agreed there was no violation, future complaints of this nature by this complainant would not be recognized.

**C. Auditor Engagement**

*Mr. Reem moved the Board of Directors authorize Management to contract with Johnson, Bremer and Ignacio, CPA’s, P.C., to prepare annual audits of the Association’s financial statements and federal returns, as set forth in its attached engagement letter, for the following years at the aggregate amounts specified:*

For Fiscal Year 2020 - \$11,750.00 (Tax Returns: \$1,000.00; Annual Audit \$10,750.00).

Seconded by Mr. Stolof and passed (7-0-0).

To be charged to Operating Account 7000 – Audit/Tax Return Preparation

**D. FY2020 Masonry Repair Project – Phase 6**

Mr. Brown moved the Board of Directors authorize the General Manager to enter into a contract with American Restoration, LLC and Facility Engineering Associates, P.C., for the 2020 Masonry Repair Project as follows:

Masonry Repairs (American Restoration)	\$392,000.00
Consulting and Construction Assurance/Contract Administration (FEA)	\$ 39,250.00
<b>TOTAL</b>	<b>\$431,250.00</b>

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

To be charged to Reserve Account 3700 - Reserves

**E. Janitorial Contract**

Ms. Dies moved the Board approve the proposal from Corporate Cleaning Solutions for the following term:

March 1, 2020 – February 28, 2021	\$10,324.29 per month, \$123,891.48 annually
March 1, 2021 – February 28, 2022	\$10,582.40 per month, \$126,988.80 annually
March 1, 2022 – February 28, 2023	\$10,846.96 per month, \$130,163.52 annually

Seconded by Mr. Stolof and passed (7-0-0).

To be charged to Operating Account 6430 – Janitorial Contract

**F. Certification of Candidates**

Mr. Stolof moved that the Board of Directors hereby certify the following individual(s) as qualified for the 2020 Board of Directors election, for the position as indicated:

<u>Position</u>	<u>Candidate</u>
Ward III	Harold Reem
Ward V	Philip Brown
At-Large Director	Anne Wasowski
	Joseph Torres
	Lauren Bailey

Seconded by Mr. Straub and passed (7-0-0).

**G. 2019 Election Panel - Director Members**

*Ms. Wasowski moved the Board appoint the following Directors, whose terms do not expire, to the 2020 Election Panel. Director member: Terry Placek. Alternate Director member: Andi Dies. Second Alternate Director member Edward Stollof. Seconded by Ms. Dies and passed (7-0-0).*

**H. 2019 Election Panel – Non-Director Panel**

*Mr. Straub moved the Board appoint the following Non-Director Unit Owners to the 2020 Election Panel. Unit Owner member: Cheryl Chevalier, Unit Owner member: Sharon Bisdee, and Alternate Unit Owner member: Denise Rippert. Seconded by Ms. Dies and passed (7-0-0).*

**I. 2020 Revision of Election Rules**

*Ms. Dies moved the Board of Directors adopt the 2020 Draft Revision of Election Rules as attached. Seconded by Mr. Reem and passed (7-0-0).*

**J. Amanda Taylor Award**

This Item was taken up during Executive Session.

**VII. Management Action Items**

There were no Management Action Items presented.

President Placek announced that the developer of Park Center is hosting a community meeting on Tuesday, February 11<sup>th</sup> at 4401 Ford Avenue beginning at 6:30 to discuss future plans for the properties at 3101 Park Center Drive and 4401 Ford Avenue. She asked if any Board Member could attend and Ms. Dies stated she would make an effort to do so.

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

**VIII. Reports**

President: President Placek reported that the Community Associations Institute has selected Fairlington Villages as the community to host the 2020 Professional Community Association Manager program of Certification on April 2/3. Thirty applicants for this prestigious certification will attend and perform a two-day review of administrative and community activities and will prepare reports outlining their findings and providing a critical analysis of operations. The top three reports will be provided to management and thereafter the Board and Management will use the findings as a review element for improving how both the management and the Board operate.

She continued by reporting that the Fairlington Citizens Association will be hosting a Home Improvement Forum at the Fairlington Community Center on February 15<sup>th</sup>. She concluded by reporting that Lancaster Landscape has offered, at no cost to Fairlington Villages, to design and install a Memory Garden between the office and the maintenance facility. The garden will be designed as a place of contemplation and to honor all those who have given their time and devotion to Fairlington Villages as volunteers.

Vice President: Vice President Alvord was absent and had no report.

Secretary: Ms. Wasowski had no report.

Treasurer: Mr. Reem reported that in the third month of the Fiscal Year 2020 reporting shows a \$79,503 surplus for the year-to-date.

### Committee Reports

#### **Grounds Committee:**

#### **Sense of the Board – Instructions for the Grounds Committee**

Mr. Reem read the following:

“At its December 4, 2019 meeting the Fairlington Villages Board of Directors adopted the following General Resolution No 12/6/2019, ‘Planting Guidelines,’ which states that:

*‘[T]he Board establishes 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.’ ”*

Mr. Reem then offered the following resolution as a directive to the Grounds Committee:

*Mr. Reem moved the Board direct that the Fairlington Villages Grounds Committee, acting as a whole:*

- *Review Fairlington Villages’ current recommended planting list contained in the Association’s October 3, 2017 “Revised Landscaping Policy” and make recommendations to add some additional commercially available native plants to the list.*
- *Present its recommendations to the Board of Directors at its May 6, 2020 meeting.*

*Seconded by Ms. Dies and passed (7-0-0).*

[President Placek recessed the meeting at 8:09 p.m. and called the meeting back to order at 8:29 p.m.]

[Director Auston arrived at 8:29 and began participation in the meeting.]

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

Management's Administrative Report: There was no report, other than that in writing, and there were no questions from the Board. Mr. Roby provided copies of the Strategic Plan progress status report template he will be using to memorialize implementation of goals and objectives provided in the Plan.

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.

*Ms. Placek moved 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 Ms. Dies and passed (8-0-0).*

At 8:34 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.

During the Executive Session the Board chose a person to receive the 2020 Amanda Taylor Award presented at each Annual Meeting.

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

The next regular meeting of the Board will be held Wednesday, March 4, 2020.

### **IX. Adjournment of Meeting**

President Placek adjourned the meeting at 8:54 p.m.



Secretary  
Fairlington Villages, a Condominium Association