

**APPROVED**

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

**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
Edward Stoloff	Ward II Director
Ann Wasowski	At-Large Director
One Vacant	

**Also Present:**

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

**I. Residents' Comments**

No homeowners came before the Board to ask questions or offer comments.

**II. Presentation – FEA – Patio Fences**

President Placek introduced Michael Payne and Erin Falvey of Facility Engineering Associates, P.C., who were present to review an FEA report on a community-wide Fencing Replacement Project. Ms. Falvey reported that FEA completed an assessment for replacement of fencing; included in the Assessment Report are the project background, a review of the scope of services, overview of possible fence replacement options, recommendations for replacement, project phasing, and FEA's opinion of cost for these recommendations.

She reported that overall the assessment shows that fencing is nearing the end of its useful life as fences were, in main, installed between 1988 to 1996. Because the majority of fencing installed on the property is now showing the effects of age, the Board is seeking to plan a comprehensive fence replacement project to upgrade fences over a five to six-year period.

FEA evaluated six types of fencing replacement material options, including: pressure-treated pine, cedar wood, hardwood (Mahogany, Teak, Ipe or Batu), vinyl/PVC, Composite (wood-plastic), and fiberglass. The evaluation included cost of materials and installation, life expectancy

and the annual maintenance expense associated with each type of material. Ms. Falvey then reviewed the approximate cost of the aforementioned materials for a comprehensive fencing replacement program which would be implemented over a five-to-six-year period. She completed her report review by reviewing the estimated yearly upkeep maintenance costs, including replacement of individual wood slats, gate maintenance and cleaning. She and Mr. Payne then answered questions from the Board.

### **III. Call to Order**

At 7:19 p.m. President Placek called the regular agenda to order.

### **IV. Establishment of Quorum**

President Placek noted there was a quorum with seven members present. She reported that At-Large Director Larry Straub was out of town and unable to attend the meeting.

### **V. Approval of Minutes – February 6, 2019 Regular Meeting**

*Ms. Dies moved the minutes of the February 6, 2019 regular meeting of the Board of Directors be approved. Seconded by Ms. Wasowski and passed (7-0-0).*

### **VI. Old Business**

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

### **VII. 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-seven years. Ms. Marinus presented a detailed review of the audit of the financial records for Fiscal Year 2018, which ended September 30, 2018, and answered questions posed by Members of the Board. Ms. Marinus reported that the Audit shows a surplus of \$27,675 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 and on maintaining an Owner Equity fund of Unallocated Reserve which meets the general criteria set for funding unexpected or unbudgeted expenses. She noted that Owner Equity now stands at \$559,433, which is 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 Mr. Brown concerning the newly instituted Revenue Recognition Standard, Ms. Marinus stated that the Board will have to make a decision during the coming year on how to proceed with the new standard, which was explained in detail in Audit Report.

**A. Audit Acceptance**

*Mr. Reem moved the Board of Directors accept the attached draft audit for the fiscal year ending September 30, 2018. Seconded by Ms. Alvord and passed (7-0-0).*

**A.1 Auditor Engagement**

*Mr. Reem moved the Board of Directors authorize Management to contract with Johnson, Bremer, and Ignacio, CPAs, P.C. to prepare annual audits of the Association's financial statements and federal and state income tax returns, as set forth in its attached engagement letter, for the following years at the aggregate amounts specified: For Fiscal Year 2019 - \$11,600.00 (Tax Returns: \$1,000; Annual Audit \$10,600). Seconded by Ms. Dies and passed (7-0-0).*

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

**B-1. Trash Violation – 4859 S. 27<sup>th</sup> Road**

After hearing from Brian Myer, one of the residents residing at 4859 S. 27<sup>th</sup> Road, Management requested to be allowed to withdraw the violation complaint and, by unanimous consent, the Board agreed to withdraw the motion concerning this item on the agenda.

**B-2. Trash Violation – 4824 S. 30<sup>th</sup> Street**

*Mr. Brown moved that following the review and evaluation of all evidence, argument and/or comment presented to the Board of Directors of the Unit Owners Association of Fairlington Villages, the Board finds that there was a violation of the Association's trash policy, and hereby imposes an assessment of \$50.00 for the trash violation against unit owner Alyce Tidball, pursuant to rights granted to the Association pursuant to the Bylaws and Section 55-79.80:2 of the Virginia Condominium Act. Such assessment shall be immediately payable to the Association, and, if not paid promptly within 15 days, these charges shall be placed against the unit assessment account in addition to a \$25.00 late fee. Furthermore, the assessment may be converted into a lien against unit 4824 S. 30<sup>th</sup> Street, Arlington, VA 22206, pursuant to Section 55-79.84 of the Virginia Condominium Act. Seconded by Ms. Alvord and passed (7-0-0).*

**B-3. Trash Violation – 3046 S. Abingdon Street, A-1**

After hearing from James Harlow, one of the residents residing at 3046 S. Abingdon Street, A-1, Management requested to be allowed to withdraw the violation complaint and, by unanimous consent, the Board agreed to withdraw the motion concerning this item on the agenda.

**B-4. Trash Violation – 2832 S. Buchanan Street**

*Ms. Alvord moved that following the review and evaluation of all evidence, argument and/or comment presented to the Board of Directors of the Unit Owners Association of Fairlington Villages, the Board finds that there was a violation of the Association's trash policy, and hereby imposes an assessment of \$50.00 for the trash violation against unit owner Megan Daum, pursuant to rights granted to the Association pursuant to the Bylaws and Section 55-79.80:2 of the Virginia Condominium Act. Such assessment shall be immediately payable to the Association, and, if not paid promptly within 15 days, these charges shall be placed against the unit assessment account in addition to a \$25.00 late fee. Furthermore, the assessment may be converted into a lien against unit 2832 S. Buchanan Street, Arlington, VA 22206, pursuant to Section 55-79.84 of the Virginia Condominium Act. Seconded by Mr. Reem and passed (7-0-0).*

**B-5. Trash Violation – 3044 S. Buchanan Street, A-2**

*Ms. Alvord moved that following the review and evaluation of all evidence, argument and/or comment presented to the Board of Directors of the Unit Owners Association of Fairlington Villages, the Board finds that there was a violation of the Association's trash policy, and hereby imposes an assessment of \$50.00 for the trash violation against unit owner Terry and Janet Weir, pursuant to rights granted to the Association pursuant to the Bylaws and Section 55-79.80:2 of the Virginia Condominium Act. Such assessment shall be immediately payable to the Association, and, if not paid promptly within 15 days, these charges shall be placed against the unit assessment account in addition to a \$25.00 late fee. Furthermore, the assessment may be converted into a lien against unit 3044 S. Buchanan Street, A-2, Arlington, VA 22206, pursuant to Section 55-79.84 of the Virginia Condominium Act. Seconded by Mr. Reem and passed (7-0-0).*

**B.6-12 and 14 Trash Violations**

*Mr. Stolof moved that following the review and evaluation of all evidence, argument and/or comment presented to the Board of Directors of the Unit Owners Association of Fairlington Villages, the Board finds that there was a violation of the Association's trash policy, and hereby imposes an assessment of \$50.00 for the trash violations against the following listed unit owners pursuant to rights granted to the Association pursuant to the Bylaws and Section 55-79.80:2 of the Virginia Condominium Act. Such assessment shall be immediately payable to the Association, and, if not paid promptly within 15 days, these charges shall be placed against the unit assessment account in addition to a \$25.00 late fee. Furthermore, the assessment may be converted into a lien against said units pursuant to Section 55-79.84 of the Virginia Condominium Act.*

*2904 S. Buchanan Street – Thomas and Sue Etter  
 3039 S. Buchanan Street – Matthew Canonico  
 4836 S. 29<sup>th</sup> Street, A-2 – Tamara Collum  
 4810 S. 29<sup>th</sup> Street, C-1 – Erika Primdahl  
 4905 S. 29<sup>th</sup> Road, A-2 – Arline Eyster  
 4600 S. 31<sup>st</sup> Road – Elio Alfonso*

2854 S. Buchanan Street, A-1 – Anne Knabel  
4864 S. 28<sup>th</sup> Street – Stephanie Dobitsh

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

**B-13. Trash Violation – 3057 S. Buchanan Street, A-2**

By unanimous consent the Board of Directors agreed to withdraw the motion concerning 3057 S. Buchanan Street, A-2.

**C. Variance Request – 2962 S. Columbus Street – Remove a Load-Bearing Wall Between the Kitchen and the Living Room and Remove a Load-Bearing Wall Between the Kitchen and the Dining Room**

*Mr. Brown moved the Board approve the February 3, 2019 variance request from the homeowner at 2962 S. Columbus Street to remove a load-bearing wall between the Kitchen and the Living Room and remove a 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. Alvord and passed (7-0-0).*

**D. Variance Request – 4813 S. 28th Street – Remove a Load-Bearing Wall Between the Kitchen and the Living Room and Remove a Load-Bearing Wall Between the Kitchen and the Dining Room**

*Mr. Brown moved the Board approve the January 5, 2019 variance request from the homeowner at 4813 S. 28th Street to remove a load-bearing wall between the Kitchen and the Living Room and remove a 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 (7-0-0).*

**E. Variance Request – 2846 & 2844 S. Columbus Street – Change Color of Front Door**

By unanimous consent the Board of Directors agreed to withdraw the motion concerning a Variance Request submitted for units 2846 & 2844 S. Columbus Street.

**F. Spring Focal Bed Plantings**

*Mr. Reem moved the Board approve the purchase of focal bed flowers from Lancaster Landscapes at a cost of \$5,753.08. Seconded by Ms. Wasowski and passed (7-0-0).*

To be charged to Operating Account 6150 – Contractor Planting

**G. Yard Sale Flowers**

*Mr. Reem moved the Board approve the purchase of Yard Sale Flowers from Lancaster Landscapes at a cost of \$2,212.50. Seconded by Ms. Wasowski and passed (7-0-0).*

To be charged to Operating Account 6155 – Volunteer Plantings

**H. Interior Footing Drain and Sump Pump Installation at 4705 S. 30<sup>th</sup> Street**

*Mr. Reem moved that the Board of Directors authorize Management to contract with Portugal Construction for the installation of an Interior Footing Drain and Sump Pump in the basement of 4705 S. 30<sup>th</sup> Street, at a cost not to exceed \$12,040.00, modifying the amount approved on December 5, 2018 by \$6,158.00. Seconded by Mr. Stolof and passed (7-0-0).*

To be charged to Reserve Account 3700-2000 – Exterior Building

**VIII. Management Action Items**

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

**IX. Reports**

President: President Placek reported she received an email from a Ward One resident concerning location of trash receptacles which she has distributed to the Board. She reported that a Listening Session for Trash receptacle locations for Woodrow Street will be held Thursday, March 14<sup>th</sup> at 7:00 p.m. at the Community Center and that scheduling of a Listening Session for Buchanan Street trash receptacle locations will be announced, but will most likely be held the week of April 8<sup>th</sup>.

She then reported that she has received no comments from Board Members regarding material she forwarded to Members concerning reports to be presented at the March 27<sup>th</sup> Annual Meeting. She requested those making reports begin preparations and have their reports finalized within the next two weeks.

She concluded by reminding the Board that at the April 3<sup>rd</sup> regular meeting of the Board officers will be elected for the 2019-2020 term and that anyone interesting in serving in an office should let Mr. Roby know of their intention. She stated that she will be unable to attend the meeting but that she was willing to continue to serve as President.

Vice President: Vice President Alvord had no report.

Secretary: Ms. Dies had no report.

Treasurer: Mr. Reem reported the most recent financial report for Fiscal Year 2019 shows that in the fourth month of the fiscal year the income over expense amounted to \$50,525. He stated that this figure is deceptive in that there are outstanding expenses not included in the reporting which will diminish the amount significantly.

**Strategic Plan Task Force:** Mr. Reem reported that the first draft of a Strategic Plan Report will be submitted by early April and that the Task Force is continuing to review results of the survey sent on January 14<sup>th</sup> which generated an 11.4% response.

[President Placek recessed the meeting at 8:24 p.m. and called the meeting back to order at 8:42 p.m.]

### Committee Reports

**Parking Working Group:** Mr. Brown reported that due to inclement weather the scheduled meeting for the Working Group was canceled. President Placek reminded Board Members that when a meeting is canceled it is best to send out a notice of that cancellation as early as possible and to make sure that a notice is placed on the meeting room door and website.

### **Communications/Technology Committee**

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

**Fences:** Mr. Roby reviewed the type of fence material presented by FEA earlier in the meeting and asked if the Board wished to make a selection based on the information provided thus far.

The Board agreed that Composite material should be used for fencing and Mr. Roby will ask FEA to provide cost estimates and formulate a report for 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.

**X. Establishment of Next Board Meeting**

The next regular meeting of the Board will be held Wednesday, April 3, 2019.

**XI. Adjournment of Meeting**

*Ms. Wasowski moved that the Board adjourn the meeting of March 6, 2019. Seconded by Mr. Reem and passed (7-0-0).*

President Placek adjourned the meeting at 9:09 p.m.

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Secretary  
Fairlington Villages, a Condominium Association