

**FAIRLINGTON VILLAGES, A CONDOMINIUM ASSOCIATION**  
**MINUTES OF THE**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**COMMUNITY CENTER**  
**April 3, 2019**

**Directors Present:**

Melanie Alvord	Vice President and Ward VI Director
Andi Dies	Secretary and Ward IV Director
Harry Reem	Treasurer and Ward III Director
Jessica Auston	Ward I Director
Philip Brown	Ward V Director (via telephone until 8:19 p.m. and present after 8:22 p.m.)
Larry Straub	At-Large Director
Edward Stollof	Ward II 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 voice opinions and present information on a number of topics, including: (1) the County Board public meeting on the budget; (2) traffic signs ignored by through-traffic; (3) the refurbished Fairlington Community Center; and, (4) Schedule for repaving and striping parking lots.

**II. Presentation – Lancaster Landscapes**

Vice President Alvord introduced Joel Owen and <sup>Adrienne</sup>Adrien Zaleski of Lancaster Landscapes for an overview of its operations at Fairlington Villages. Mr. Owen introduced Ms. Zaleski as the new President of Lancaster. He was pleased to report that landscape preparation for the spring 2019 season at Fairlington Villages is well underway with turf preparation, mulching and herbicide. He noted the company was moving away from its reliance on Roundup in favor of a formula that uses animal fat as its base ingredient. The company is also expanding use of an Integrated Pest Management (IPM) program which relies on natural predators, such as lady bugs and praying mantis, rather than chemical spraying to keep pests and insects under control. He concluded his presentation with an update on the Rain Garden at Pool Two and took questions from the Board.

Vice President Alvord asked if Lancaster had any recommendations on mosquito control to which Mr. Owen indicated that removing the reason mosquitos are infesting an area (e.g. standing water for a period of 21 days or longer) is the surest method of control. He recommends the use of natural control methods to eliminate standing water, such as drainage and erosion control rather than chemical sprays.

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

At 7:15 p.m. Vice President Alvord called the regular agenda to order.

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

Vice President Alvord noted there was a quorum with seven members present either in person or by telephone. She reported that President and At-Large Terry Placek and At-Large Director Anne Wasowski were unable to attend the meeting.

*Director*

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

*Mr. Reem moved the minutes of the March 6, 2019 regular meeting of the Board of Directors be approved. Seconded by Mr. Stolof and passed (7-0-0).*

### **VI. Old Business**

There was no Old Business.

### **VII. New Business**

Mr. Brown raised a Point of Order to inquire about how the effect of a challenge to an election would have on proceeding with certification of the 2019 Election of Members to the Board of Directors. Board Secretary Andrea Dies stated that under the Election Rules approved by the Board in 2016, the Certification of Candidates proceeds with new members being seated subject to a resolution of a challenge in favor of the losing candidate.

### **Certification of Election**

Ms. Dies reported that at the Forty-First Annual Meeting of the Fairlington Villages Unit Owners Association held on Wednesday, March 27, 2019, at the Fairlington Community Center, three Members of the Board of Directors were elected. She noted the ballot tally was counted twice to assure accuracy.

Election results were: Ward I Director – Jessica Auston was elected to a three-year term with 44 votes and with Tonya Morris receiving 20 votes; Ward VI Director – Melanie Alvord was elected to a three year term with 66 votes; and, At-Large Director – Terry Placek was elected to a three year term with 302 votes.

*Without objection, the Board accepted the Certification of Election as submitted by Ms. Dies and the newly elected Member of the Board, Jessica Auston, was seated.*

Ms. Alvord welcomed Ms. Auston to the Board.

#### **A. Election of Officers**

Vice President Alvord stated this portion of the agenda was set aside for election of Officers for the 2019/2020 term of the Board of Directors. She then called for nominations for the office of President.

##### Office of President

*Ms. Dies nominated Terry Placek for the Office of President. The nomination was seconded by Mr. Brown.*

*There were no further nominations for the Office of President. Without objection nominations were closed and Terry Placek was elected President (7-0-0).*

##### Office of Vice President

Treasurer Harry Reem called for nominations for the Office of Vice President.

*Mr. Brown nominated Melanie Alvord for the Office of Vice President. The nomination was seconded by Mr. Stolof.*

*There were no further nominations for the Office of Vice President. Without objection nominations were closed and Melanie Alvord was unanimously elected Vice President (7-0-0).*

##### Office of Treasurer

Vice President Alvord called for nominations for the Office of Treasurer.

*Mr. Stolof nominated Harry Reem for the Office of Treasurer. The nomination was seconded by Ms. Dies.*

*There were no further nominations for the Office of Treasurer. Without objection nominations were closed and Harry Reem was unanimously elected Treasurer (7-0-0).*

##### Office of Secretary

Vice President Alvord called for nominations for the Office of Secretary.

*Mr. Reem nominated Anne Wasowski for the Office of Secretary. The nomination was seconded by Ms. Dies.*

There were no further nominations for the Office of Secretary. Without objection nominations were closed and Anne Wasowski was unanimously elected Secretary (7-0-0).

**B. Variance Request – 4864 S. 28<sup>th</sup> Street – Change the Swing of the Porch Door**

*Mr. Brown moved the Board of Directors approve the February 27, 2019 variance request from the homeowners at 4864 S. 28<sup>th</sup> Street, to change the swing of the porch door in the rear of their unit, 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 code. Seconded by Ms. Dies and passed (7-0-0).*

Mr. Brown reported the Architectural Control Committee recommended the Board approve the request. In response to a question, he reported that the door will swing out.

**C. Variance Request – 4611 S. 30<sup>th</sup> Road - Remove a Non-Load-Bearing Wall between the Kitchen and the Dining Room and Move a Load-Bearing Wall between the Kitchen and the Living Room**

*Mr. Brown moved the Board approve the February 22, 2019 variance request from the homeowner at 4611 S. 30<sup>th</sup> Road to remove a non-load-bearing wall between the kitchen and the dining room and move a load-bearing wall between the kitchen and the living 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. Dies and passed (7-0-0).*

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

**D. Variance Request – 4824 S. 27<sup>th</sup> Road – Remove a Load-Bearing Wall between the Kitchen and the Dining Room**

*Mr. Brown moved the Board approve the February 1, 2019 variance request from the homeowner at 4824 S. 27<sup>th</sup> Road to remove a load-bearing wall between the kitchen and 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. Auston and passed (7-0-0).*

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

**E. Variance Request – 2823-A S. Abingdon Street - Remove a Non-Load-Bearing Wall Between the Kitchen and the Dining Room and Remove a Load-Bearing Wall Between the Kitchen and the Living Room**

*Mr. Brown moved the Board approve the March 6, 2019 variance request from the homeowner at 2823-A S. Abingdon Street to remove a non-load-bearing wall between the kitchen and the dining room and remove a load-bearing wall between the kitchen and the living 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 (7-0-0).*

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

## **F. Spring Plant Replacements**

*Mr. Reem moved the Board approve the proposals from Lancaster Landscapes for Renovation Planting at a cost not to exceed \$19,137.00. Seconded by Mr. Stolof and passed (7-0-0).*

To be charged to Operating Account 6145 – Grounds Improvements

## **G. Ward V Renovation Planting**

*Mr. Reem moved the Board approve the proposals from Lancaster Landscapes for Renovation Planting at a cost not to exceed \$18,500.00. Seconded by Ms. Dies and passed (7-0-0).*

To be charged to Operating Account 6145 – Grounds Improvements

## **H. Spring Mulch and Fertilizer**

*Mr. Reem moved the Board approve the proposal from Lancaster Landscapes for Spring Mulch and Fertilizer at a cost of:*

<i>Mulch</i>	<i>\$34,674.00</i>
<i>Fertilizer and Chemicals</i>	<i>\$ 4,484.66</i>
<i>Total</i>	<i>\$39,158.66</i>

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

To be charged to Operating Account 6140 – Grounds Non-Contract

## **I. Towing Reimbursement – 2839 S. Columbus Street**

*Ms. Dies moved the Board approve the request from the resident of 2839 S. Columbus Street, for the reimbursement of \$160.00 for expenses as described in the attached request. Seconded by Mr. Reem and failed (1-6-0).*

## **J. Reimbursement Request – 2952 S. Columbus Street, A-2 – Car Damage**

*Mr. Reem moved the Board approve the request from the resident of 2952 S. Columbus Street, A-2, for the reimbursement of \$383.10 in expenses incurred to repair damage from a branch falling on his car as described in the attached request. Seconded by Ms. Alvord and failed (0-7-0).*

## **K. Porch and Lead Walk Railings – Ward V**

*Mr. Brown moved the Board authorize Management to contract with Koppers Fabricators, Inc., for the installation of porch and lead walk railings in Ward V, per the attached proposal, at a cost not to exceed \$33,600.00. Seconded by Mr. Reem and passed (7-0-0).*

To be charged to Reserve Account 3700 – Reserves – Exterior Building

**L. Pitched Roofs Replacement FY2019**

*Mr. Reem moved the Board of Directors authorize Management to contract with Northern Virginia Roofing for the FY2019 roof replacements, in accordance with the attached recommendation and proposal, at a total cost of \$349,762.00. Seconded by Ms. Dies and passed (7-0-0).*

To be charged to Reserve Account 3700 – Roofs

**M. Exterior Painting and Rotten Wood Replacement – Ward VI**

*Mr. Reem moved the Board of Directors authorize Management to contract with Middledorf Property Services, Inc., for the replacement of rotten wood in Ward VI, at a cost not to exceed \$40,000.00 and to contract with Middledorf Property Services, Inc., for exterior painting in Ward VI at a cost of \$61,880.00. Seconded by Mr. Stolof and passed (7-0-0).*

To be charged to Reserve Account 3700-2000 – Building Exteriors & Structural - \$40,000 for rotten wood

To be charged to Operating Account 6680 – Exterior Painting - \$61,880.00 for exterior painting

**N. FY 2019 Masonry Repair Project – Phase 5**

*Mr. Reem moved the Board of Directors authorize the General Manager to enter into a contract with American Restoration LLC and Facility Engineering Associated, P.C., for the 2019 Masonry Repair Project as follows:*

<i>Masonry Repairs ( American Restoration)</i>	<i>\$465,200.00</i>
<i>Consulting and Construction Assurance/Contract Administration(FEA)</i>	<i>\$ 36,500.00</i>
<b><i>TOTAL</i></b>	<b><i>\$501,700.00</i></b>

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

To be charged to Reserve Account 3700 – Reserves

**O. Reserve Study Update**

*Mr. Reem moved the Board of Directors, after a review of that report, accepts the report and directs the findings be incorporated into the Association Budget as the basis for the Replacement Reserve Contribution. Seconded by Mr. Stolof and passed (7-0-0).*



Mr. Reem distributed an article he has written for the May issue of the *Fairlington News* which briefly describes what is a Study of Reserves and the process used to achieve the study results.

#### **P. Pool I Concrete Pad**

*Ms. Auston moved the Board approve the replacement of a section of the Pool I pad at a cost of \$12,250.00. Seconded by Ms. Dies and passed (7-0-0).*

To be charged to Reserve Account 3700 – Reserves – Pools

#### **Q. Fairlington Historical Society Donation Ratification – Home & Garden Tour**

*Ms. Dies 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 March 27, 2019, authorizing the donation to the Fairlington Historical Society Home & Garden Tour an amount not to exceed \$1,000.00. Seconded by Mr. Straub and passed (7-0-0).*

To be charged to Operating Account 5000 – Administrative Miscellaneous

#### **R. Trash Enclosure #5**

*Mr. Stolof moved the Board approve the construction of Trash Enclosure #5 at a cost of \$21,900.00. Seconded by Ms. Dies and passed (7-0-0).*

To be charged to Reserve Account 3700 – Reserves – Trash Enclosures

[Vice President Alvord recessed the meeting at 8:19 p.m. and called the meeting back to order at 8:36 p.m.]

[Mr. Brown broke telephone communication at this time and arrived at the meeting at 8:22 p.m.]

### **VIII. Reports**

President: President Placek was not present and there was no report.

Vice President: Vice President Alvord reported that two weekends ago a group distributed Nazi propaganda in sections of Fairlington and a South Fairlington resident has developed, at her expense, non-hate signs which can be displayed from windows as well as a refrigerator magnet.

Secretary: Ms. Wasowski was not present and there was no report.

Treasurer: Mr. Reem reported the most recent financial report, which covers the first five months of the fiscal year, shows that income over expense amounts to \$102,209. He also reported the amount of uninsured losses is significantly down from the previous fiscal year.



**Strategic Plan Task Force:** Mr. Reem reported the Task Force is now beginning to prepare a draft plan for Board and community review. After that review a final plan will be prepared and published.

### Committee Reports

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

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

**Management's Financial Report:** There was no additional report to that provided by the Treasurer and those in writing, and there were no questions from the Board.

#### **Management's Administrative Report**

**Ratification of Manager Approval of Unbudgeted Expense for the Month:** Mr. Roby reported he funded two pool projects over his spending authority (\$5,000.00) to ensure they opened as scheduled. The first was white-coating Pool 4 at a cost of \$5,150.00 and the second was a combined white-coating of the small and large pools at Pool 3 at a cost of \$17,600.00. He asked the Board to ratify his action for purposes.

*Mr. Reem moved the Board approve the General Manager's decision to fund unbudgeted expenses for white-coating Pool 4 at a cost of \$5,150.00 and two pools at Pool 3 at a cost of \$17,600.00, for a total expenditure of \$34,275.00. Seconded by Ms. Dies and passed (7-0-0).*

Mr. Roby's report then highlighted: (1) the new gates at the renovated Maintenance Yard; (2) an update on conforming enforcement of the Trash Rules to the process used for all other alleged violations; and (3) the recent internet and telephone outage.

**Maintenance Reports:** There were no reports in addition to those in writing, and there were no questions from the Board.

**Operations Report:** There were no reports in addition to those in writing, and there were no questions from the Board. At this time the Board, in light of recent security issues, held a wide-ranging discussion and review of security procedures for Fairlington Villages.

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

The next regular meeting of the Board will be held Wednesday, May 1, 2019.

**X. Adjournment of Meeting**

*Ms. Dies moved that the Board adjourn the meeting of April 3, 2019. Seconded by Mr. Straub and passed (7-0-0).*

Vice President Alvord adjourned the meeting at 9:17 p.m.

*Al Masowski*

Secretary

Fairlington Villages, a Condominium Association

*approved 9 to 0*