

**FAIRLINGTON VILLAGES, A CONDOMINIUM ASSOCIATION
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
COMMUNITY CENTER
May 6, 2020**

Directors Present:

Terry Placek	President and At-Large Director
Melanie Alvord	Vice President and Ward VI Director
Anne Wasowski	Secretary and At-Large Director (Via Teleconference)
Harry Reem	Treasurer and Ward III Director (Via Teleconference)
Philip Brown	Ward V Director (Via Teleconference)
Andi Dies	Ward IV Director (Via Teleconference)
Edward Stollof	Ward II Director (Via Teleconference)
Larry Straub	At-Large Director (Via Teleconference)

Also Present:

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

President Placek announced that due to the continuing nation-wide emergency caused by the Covid-19 (Corona) Virus, and the need to maintain social (safe) distancing between people, the meeting was being held entirely by teleconference.

I. Residents' Comments

There were residents joining the teleconference, but none wished to speak.

II. Call to Order

At 7:02 p.m. President Placek called the regular agenda to order.

III. Establishment of Quorum

President Placek noted there was a quorum with eight members present, either in person or by teleconference connection. She noted that Ward I Director Jessica Auston was ill and unable to attend.

IV. Approval of Minutes

April 1, 2020 Regular Meeting

Mr. Reem moved the minutes of the April 1, 2020 regular meeting of the Board of Directors be approved, as revised. Seconded by Ms. Alvord and passed (8-0-0).

V. Old Business

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

VI. New Business

A. Rules Violation Enforcement – 4836 S. 29th Street, B-1 - Noise

Mr. Brown moved that 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 Leon and Lynn Fuerth, owners of 4836 S. 29th Street, B-1, \$50.00 for the Bylaws violation noted in the February 12, 2020 letter and authorizes a \$10.00 per day fine for any continuing violations of a similar nature. Seconded by Ms. Wasowski and failed on a Roll Call Vote (0-8-0) with President Placek, Vice President Alvord, Secretary Wasowski, Treasurer Reem and Directors Brown, Dies, Stolof and Straub opposed.

Leon Fuerth, the owner of 4836 S. 29th Street, A-1, and Julie Fuerth, the resident and daughter of the owner, came before the Board to review the complaint and answer questions. The complaint concerned alleged noise caused by the pet of the resident and Mr. and Ms. Fuerth provided evidence of the methods they are using to mitigate any possible noise made by the pet.

B. Rules Violation Enforcement – 4836 S. 29th Street, A-1 – Decorations in Common Area

Mr. Brown moved that 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 Debi Deimling, owner of 4836 S. 29th Street, A-1, \$50.00 for the Bylaws violation noted in the March 17, 2020 letter and authorizes a \$10.00 per day fine for any continuing violations of a similar nature. Seconded by Ms. Alvord and passed (8-0-0).

C. Rules Violation Enforcement – 4858 S. 28th Street, A-2 – Bird Feeder In Common Area

By Unanimous Consent the Board of Directors agreed to withdraw this resolution from consideration.

D. Apartment Hallway Carpet Cleaning

Mr. Reem moved the Board approve the proposal from CMR Alliance for apartment hallway carpet cleaning at a cost of \$13,870.00. There is \$1,430.00 remaining in the budget for this item. Seconded by Ms. Wasowski and passed (8-0-0).

To be charged to Operating Account 6575 – Carpet Cleaning

E. Standing Board Practices and Procedures, 2020-2021 Board Year

Ms. Alvord moved that the Board adopt the following procedures for the conduct of monthly Board meetings and the transaction of Association business during the 2020-2021 Board year. These procedures shall remain in effect until amended by a majority of the Board, upon motion and second, at any regular or special meeting of the Board. By unanimous consent the Board may temporarily waive any procedure specified in this resolution.

Section 1. Homeowner Forum. There shall be a Homeowner Forum prior to each regularly scheduled monthly Board meeting, in which homeowners and residents may speak for up to five minutes each on any matter directly affecting the operation of the condominium.

Section 2. Meeting Agenda. The agenda for each regular monthly meeting of the Board shall be developed by the President in consultation with the General Manager, shall be presented to Board members prior to the meeting, and shall be deemed to have been approved upon the convening of the meeting unless an amendment to the agenda is offered by a Board member, seconded, and approved by a majority of the Board.

Section 3. Corrections to Minutes. Technical corrections to the minutes shall be submitted to the Secretary prior to the Board meeting and shall be deemed to be included in the minutes prior to a vote on final adoption of the minutes.

Section 4. Permission to Speak. Committee chairs or their designees shall be permitted to address items on the agenda concerning the work of their respective committees during the time in which the matter is being considered by the Board, unless upon motion duly offered and seconded, a majority of the Board votes otherwise. Homeowners affected by a specific resolution affecting them or their unit, such as a variance request, a rules violation enforcement action, or a refund request, shall be permitted to speak during the time in which the matter is being considered by the Board, provided that the President or the Board may impose reasonable limits on the length of

time the individual may speak and once the Board begins its own deliberation over the resolution, the permission to speak shall terminate.

Section 5. Reports. Reports from Officers, Committees, and Management shall be presented after New Business items have been disposed of.

Section 6. Liaisons. The President shall be the liaison to the General Manager, the staff, and Association Counsel. The President is authorized to appoint Board members as liaisons to the Association's standing and ad hoc committees.

Section 7. Board Requests of Staff. To facilitate the flow of work in the condominium management office, the President may establish reasonable restrictions and priorities for the handling by staff of requests from Board members, provided that these restrictions may not infringe on the rights of Board members to have access to materials and information that are necessary for Board members to carry out their responsibilities under the By-Laws and the Virginia Condominium Act.

Section 8. Communication with Residents. From time to time, unit owners/residents will contact Board Members regarding questions/concerns related to Association matters. Whenever possible, Board Members should discuss the question/concerns raised by the owners/residents with Management and/or the President prior to making any commitment to the owners/residents that the Association will/will not take any particular action to address their questions/concerns.

Section 9. Confidentiality Agreement. Board Members will receive certain confidential information during his/her term of service on the Board of Directors. Board Members agree to take reasonable measures to keep confidential such information. Board Members confirm their agreement to keep confidential such information by individually signing the attached Fairlington Villages, A Condominium Association Confidentiality Agreement.

Seconded by Mr. Stolof and passed (8-0-0).

VII. Reports

President: President Placek reviewed the following topics: (1) that Board Members sign the 2020-2021 Confidentiality Agreement and turn it into the Administrative Office; (2) that Board Members sign the card congratulating Legal Counsel Peter Stackhouse on his retirement; (3) that during the Covid-19 Pandemic there have been some work changes at the Administrative Office with Ms. Moran working one-half day Monday through Friday and Ms. Gomillion and Mr. Reed working three days a week, and that the office will no longer be closed from 12:00 p.m. through 1:00 p.m.; (4) that management is continuing to plan how to distribute 2020 parking decals; (5) that management is developing procedures for use of swimming pools during the Covid-19 Pandemic if the City of Alexandria and Arlington County allow pools to open; (6) she recommended the Board agree to cancel the Annual Fourth of July Parade because it would be nearly impossible to properly maintain social distancing protocols at the event – after some discussion, the Board, by consensus, agreed to cancellation of the parade and Ms. Placek will

notify the Fairlington Citizens Association of that decision; and, (7) that future agendas for Board of Directors meetings will carry a report from all Managers (General Manager, Facilities Manager, Operations Manager and Office Manager).

Vice President: Vice President Alvord had no report.

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

Secretary: Ms. Wasowski had no report.

Treasurer: Mr. Reem reported the Financial Statement for March, after adjustments, shows there is an approximate \$135,000 excess of income over expense. He noted that the financial impact of the Covid-19 Pandemic on Fairlington has been a rise in water & sewer expense; however, thus far only one owner has asked for relief of payment of the monthly assessment. He concluded by reporting he is forwarding the planning package for the Fiscal Year 2021 Budget and would like to receive comments not later than May 22nd.

Committee Reports

Amenities Working Group: Ms. Wasowski reported the Group has developed a draft survey to be sent to residents and owners and will finalize it and forward it to the Board for review and approval prior to sending to owners and residents. After receipt of responses, the committee will make recommendations to the Board concerning expansion of amenities. President Placek requested the committee fast track this process to allow for recommendations to be taken into consideration during development of the Fiscal Year 2021 Budget.

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: Mr. Roby briefly reviewed his written report and asked for Board guidance on the following issues:

Engineer's Report Fee Reimbursement

Mr. Roby reported that an owner had requested a variance for installation of an egress window for their unit and the Architectural Control Committee had declined to review the request until the owner obtained a letter from a Certified Engineer. The owner obtained the letter at the request of the committee and management; however, in the interim the Board agreed, on advice of Legal Counsel, to hold in abeyance acceptance of any applications for egress window installation. This information was not quickly transmitted to the owner in question and she had already gone to the expense of obtaining the required report. Mr. Roby recommended the Board approve reimbursement to the owner of the \$750 fee associated with obtaining the report. Mr. Brown stated that he felt granting this request would set a poor precedent and asked for a roll call vote on the matter.

Mr. Brown moved the Board approve reimbursement of a \$750.00 fee associated with the report of a Certified Engineer procured by a homeowner. Seconded by Ms. Wasowski and passed on a Roll Call vote (7-1-0) with President Placek, Vice President Alvord, Secretary Wasowski, Treasurer Reem and Directors Dies, Stolof and Straub in favor and Director Brown opposed.

Assessment Hardship Plan

Mr. Roby reported that, as noted by Treasurer Reem, one homeowner has requested that their monthly assessment be held in abeyance because of financial difficulties brought on by Covid-19 Pandemic stay-at-home orders. In consideration of this request, and the possibility that there may be others of the same nature, he devised a plan for dealing with these and requested guidance from the Board. His plan allows for approval of holding assessment payments in abeyance provided the homeowner agree to a payment plan and that the payment plan is approved by the Executive Committee of the Board of Directors (President, Vice President, Secretary, Treasurer). After discussion, the Board approved the following Assessment Hardship Plan.

Ms. Alvord moved the Board approve the following Assessment Hardship Plan: Fairlington Villages recognizes that the Covid-19 pandemic is not only a threat to the health of our residents, but also a potential threat to unit owners' financial well-being. To mitigate the pandemic's effect on owners' financial well-being, the Board of Directors approves an Assessment Hardship Plan offering relief to those owners experiencing housing insecurity and financial hardship. The Plan is flexible, and allows owners to postpone payment of monthly condominium fee assessments and pay missed payments by installment in later months. In addition, for owners participating in the Plan, their accounts will be placed on hold to avoid additional attorney and collection costs, and late fees will be waived for those months subject to the Plan. Seconded by Mr. Reem and passed (8-0-0).

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.

VIII. Establishment of Next Board Meeting

The next regular meeting of the Board will be held Wednesday, June 3, 2020.

IX. Adjournment of Meeting

Ms. Alvord moved the Board adjourn the meeting of May 6, 2020. Seconded by Mr. Straub and passed (8-0-0).

President Placek adjourned the meeting at 7:42 p.m.



Secretary
Fairlington Villages, a Condominium Association

