



**Fairlington Villages, a Condominium  
Management's Project & Status Report – April 7, 2021 Meeting of the Board**

**Gregory D. Roby, CMCA®, PCAM®, General Manager**

**I. ACTION ITEMS**

- A. Action Requested by the Board of Directors:** Management is requesting action by the Board of Directors on Agenda Items V Old Business (A) and VI New Business (A through G).
- B. Informational Items of Special Note Included in Board Book:** None this month.
- C. February 28, 2021 Financial Statements:** The Financial Statements and Operating Statement Review for the month ending 2-28-2021 are attached. The Association remains in a very good position at the close of the fifth month of the fiscal year carrying forward over \$100,000 in Net Income at the close of the month.

**II. INSURANCE**

**A. 2021 Claims:**

- a. 4800 B S. 28<sup>th</sup> Street experienced an electrical fire in the HVAC system located in the unit's attic on February 20<sup>th</sup>. The Fire Department responded. The indoor HVAC unit was destroyed, and the unit incurred smoke damage. A claim has been filed with the Master Policy *for purposes*

*of demonstrating lack of coverage for the event to the Unit Owner's Insurance, which is primary.*

March 31, 2021: The unit owner proceeded under the HO6 policy and the claim with Greater NY has been closed.

- b. March 16, 2021: 3080 S. Abingdon Street, Unit B-1. Fire in laundry facilities. (A General Electric stackable washer/dryer and vent system serviced just the day before failed.) The exact cause for the failure is still undetermined. Physical damage to facilities and immediate surroundings in B-1. Water damage to A-1 and smoke damage to C-1. Remediation to A-1 and C-1 are complete. The fire is still under investigation by the Arlington County Fire Marshall. The Master Policy, HO6 carriers, General Electric *and the carrier for the servicing vendor* have *also* assigned investigators. The unit owner and management have been directed not repair or otherwise disturb the area under investigation pending further notice.

### III. OTHER ITEMS

#### A. C-3 Database

1. **Rules & Covenants Violations:** Work on the module set continues. While set up has progressed due to Marcus' initiative and ownership of the project, it is not yet operational. Marcus is working directly with Hilary Lape, L&N's Executive VP to complete set up. Like the Work Order module, the front end is labor-intensive; but the payoff will be well worth the effort. Progress slowed a bit this month as the demands of Marcus' other responsibilities increased.
2. **Amenities Reservation:** Erin and Mark took a field trip to Celebrate (a new active adult community in Stafford County) earlier in the month to observe the mechanics of how that Community uses TownSq to administer *all* of its amenities, including meeting rooms, card rooms, fitness center, pools, pool tables, tennis courts, and more. Based upon the insight gained, the team started building a pool reservation system for the summer 2021 season.

#### B. Comcast & Verizon Fios:

1. **Comcast:** Management has established a new POC at Comcast who in just the past two weeks has been extremely responsive and helpful in cleaning up temporary installations throughout the community. No Pending Issues.

2. **Verizon FiOS:** We also appear to have hit a jackpot of sorts with Verizon. After months of silence from our *former* Verizon contacts, we were put in touch with an individual who was the key to unlocking access to a what appears to be a well-organized team! As with Comcast, in just the past week we've been able literally, through email communications among 5 individuals, to witness the progress in cleaning up temporary and otherwise improper installations in each of the 6 Wards.

Like the motorist at 31<sup>st</sup> and King who's been waiting for an opportunity to negotiate a right turn in afternoon traffic, we've rounded the corner and hit the gas and are nearly up to speed *and* changing lanes!

- C. **Delinquencies & Collections:** Delinquent Accounts decreased \$6,593 from January to a total of \$96,988 through February 28, 2021, literally *just* over 1% of Operations. Industry standards classify delinquencies at or below 3% of operations *excellent*. Management continues to monitor delinquent accounts with regular turnover to Association Counsel for collections per Association policy. We have a number of accounts that are about to receive DEMAND letters and will very probably end up at collections.
- D. **Strategic Plan Tracking Report:** The Management Team is grateful to Terry for her assistance in implementing the *excellent* suggestions and edits received to the Strategic Plan Tracking Report (SPTR). With the insight and *editorial authority*, if you will that only a co-author could possess, she provided the appropriate outline and level of detail for the final product, which was the single but significant block that was impeding progress. The SPTR *through 2<sup>nd</sup> Quarter FY21* will be available by April 15<sup>th</sup>.
- E. **2021 Spring Inspection:** The round of inspections necessary to complete the annual spring inspection are already well underway. Along with the Reserve Plan and Reserve Budget, this annual report helps direct the Association's budgeted capital expenditures for the year to the infrastructure elements most in need. The Board will have a copy of this report in hand by May 15<sup>th</sup> if not before.
- F. **FY 20 Audit:** The FY20 Audit, approved by the Board at the last meeting, is now available in final form. If you would like a hard copy, please let Management know.

## **G. Management Projects and Tasks At-A-Glance**

### **Completed**

1. **FINAL FY20 Audit.**
2. **2021 Annual Meeting**

### **Next Immediate Priority:**

1. Update & Standardize Standing Committee Charters

### **Ongoing (Underway, In Progress, On Schedule)**

1. 2021 Annual Spring Inspection
2. Season Planning for Summer Pool Operations'
3. Staff Career Development Plan 2021

### **Short Term (30 Days)**

1. Strategic Plan Tracking Report through 2<sup>nd</sup> Quarter FY2021 (4-15-2021)
2. General Annual Survey of property for rules/covenants violations (with Marcus Reed)

### **Mid Term (30 – 60 Days)**

1. Covenants Module Implementation (Milestone: creation of all necessary forms and templates in C-3 ready for operational testing).
2. Update Sustainable Operations Plan to include the new “normal” realities of COVID (With the approach of summer, the current “realities” of the pandemic could change significantly in either direction. Operations have and will continue to adapt accordingly, but the Plan should be to be reviewed periodically to ensure it is in alignment)
3. Review & Inventor Peter Stackhouse, Esq. files

### **Longer Term (60 + Days)**

1. Personnel Action Plan