

**FAIRLINGTON VILLAGES, A CONDOMINIUM ASSOCIATION
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
COMMUNITY CENTER
December 2, 2020**

Directors Present:

Terry Placek	President and At-Large Director
Melanie Alvord	Vice President and Ward VI Director (Via Teleconference)
Anne Wasowski	Secretary and At-Large Director (Via Teleconference)
Harry Reem	Treasurer and Ward III Director (Via Teleconference)
Jessica Auston	Ward I 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)
Victoria Gomillion	Office Administrator (Via Teleconference)
Dave Bush	Recording Secretary

President Placek announced that due to the continuing nationwide 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

No residents asked to be allowed to ask questions, make comments or speak to the Board.

II. Call to Order

At 7:01 p.m. President Placek called the regular agenda to order.

III. Establishment of Quorum

President Placek noted there was a quorum with nine members present either in person or by teleconference connection.

IV. Approval of Minutes

November 4, 2020 Regular Meeting

Ms. Wasowski moved the minutes of the November 4, 2020 regular meeting of the Board of Directors be approved, as revised. Seconded by Mr. Reem and passed (9-0-0).

V. Old Business

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

VI. New Business

A. Shutter Replacement

Mr. Brown moved the Board of Directors authorize Management to purchase the shutters from Mid-South Building Supply, Inc., at a cost not to exceed \$64,194.45 and to contract with Middeldorf Property Services, Inc., for the installation of the shutters in Ward V, at a cost not to exceed \$60,976.50. The total cost of this project is \$125,170.95. Seconded by Mr. Stolof and passed (9-0-0).

To be charged to Reserve Account 3700 -2000 (Exterior Building) - \$125,170.95

Mr. Reem reported that funding in this resolutions falls \$15,000 under budget and that shutters will be replaced in two Wards in 2022.

B. Ratification of Unanimous Consent – Rotten Wood Replacement – Ward III

Mr. Reem moved the Board of Directors hereby ratifies said action for purposes of the record and to ensure an audit trail for the expenditure. Seconded by Ms. Alvord and passed (9-0-0).

To be charged to Reserve Account 3700-1920 (Woodwork) - \$156,552.00

C. Retaining Walls – 4829-A S. 28th Street, 4827-A S. 28th Street, 4822 S 27th Road and 4801-4805 S 31st Street

Mr. Stolof moved the Board approve the following proposals for the retaining wall replacement project at a total cost of \$77,696.00 on a remaining budget of \$90,000.00.

<i>American Restoration:</i>	<i>\$49,850.00</i>
<i>Lancaster Landscapes:</i>	<i>\$ 5,650.00</i>
<i>Frosty’s Heating and AC</i>	<i>\$ 2,547.00</i>

Seconded by Ms. Wasowski and passed (9-0-0).

To be charged to Reserve Account 3700 – Retaining Walls - \$77,696.00 (\$45,000.00 - FY 2020 and \$45,000.00 - FY 2021)

In response to a question posed by Mr. Straub, Mr. Roby reported that to perform the removal and replacement of the retaining wall at 4801-4805 S. 31st Street there will be some disruption of HVAC service when equipment and wiring is removed to perform the work; however, there should not be more than one day of service interruption.

D. Trash Enclosures – 4829 S. 28th Street and 3008 S. Abingdon Street

Mr. Reem moved the Board approve the proposals from American Restoration for Trash Enclosure Construction at a total cost of \$11,675.00. Seconded by Ms. Auston and passed (9-0-0).

To be charged to Reserve Account 3700 - 5420 – (Trash Enclosures) - \$11,675.00

John Grimaldi, the homeowner residing at 4821 S. 28th Street came before the Board to voice support for the project.

In response to a question posed by Mr. Straub, Mr. Johnson reported that shrubs originally placed at the 3008 S. Abingdon Street location were being replaced by a wall because they did not grow well in the location and therefore did not fully conceal the trash receptacles. He noted all camouflaging shrubs are being checked and that Lancaster Landscapes will be replacing those which have died while under warranty.

E. Workers’ Compensation Insurance Renewal

Mr. Reem moved that the Board of Directors authorize Holden & Company Insurance, to place Workers’ Compensation Insurance for the period of December 18, 2020 until December 18, 2021, with Massachusetts Bay Insurance Co. as outlined in the attached 2020-2021 Insurance Proposal dated November 23, 2020. Seconded by Mr. Straub and passed (9-0-0).

To be charged to Operating Account 5390 – Worker’s Compensation - \$14,480.00

Mr. Reem reported the premium amount had increased \$1,643.00 over last year because one employee received Worker’s Compensation during the insurance year.

F. Revisions to Replacement Residential Window Standard Policy

Mr. Straub moved the Board of Directors adopt the December 2, 2020 revisions to Replacement Residential Window Standard Policy adding a fifth “style” of basement window to the permitted list for consideration. Seconded by Mr. Brown and passed (8-1-0).

Issues discussed included whether the Standard Policy was vague and needed more detail; the size of windows, and the fact the window replacement must exactly fit the existing aperture; and, whether hinged window, when open, met with Fairlington Villages architectural standards. In keeping with points raised during discussion the Board agreed to two changes to the policy and also agreed that the Architectural Control Committee will review the policy and window criteria

and present any recommendations for strengthening or revising language to the Board at either the February or March regular meeting.

G. Bathroom Construction to Serve the Tot Lot and the Main Tennis Courts

Ms. Wasowski moved that the Board of Directors authorize Management to contract with Plumbing Mechanical Group (PMG Inc.) for the plumbing portion of this project at a cost not to exceed \$7,985.00 and with American Restoration for the construction part of the project at a cost not to exceed \$8,500.00. Before opening the bathroom for use, Management will assure that all health and safety factors connected to the Covid-19 Pandemic have been taken into consideration. Seconded by Mr. Straub and passed (9-0-0).

To be charged to Reserve Account 3700-1100 – Interior Building - \$16,485.00

H. Tot Lot Improvements

Ms. Alvord moved the Board approve the proposal from PlayMark, Inc., for Tot Lot Improvements at a total cost of \$28,055.00 with \$25,000.00 remaining in the FY2020 Reserve Budget for Tot Lot Improvements. Seconded by Ms. Wasowski and passed (9-0-0).

To be charged to Reserve Account 3700-8200 – (Tot Lot) - \$28,055.00

I. Resident Handbook Revisions

Mr. Straub moved the Board of Directors approve the eighth edition of the Handbook, as attached and provided to the Board on November 24, 2020, for distribution to unit owners and residents. Seconded by Ms. Alvord and passed (9-0-0).

The Board reviewed the final edition making several revisions prior to final approval.

VII. Reports

President: President Placek announced that the *All Fairlington Bulletin*, published by the Fairlington Citizens Association, carries an article highlighting a December 9 and 10 Blood Drive at the Fairlington Community Center, sponsored by Children’s National Hospital. She reported that reservations are now fully booked and there may be another opportunity to participate later in the year. She continued by noting that boxes assigned for toy donations and food donations are now located at the front entrance to the Fairlington Villages Administrative Offices. Finally, she wished all very happy holidays, a Merry Christmas, a happy Hanukkah, a happy Kwanzaa and best wishes for a Happy New Year.

Vice President: Vice President Alvord had no report.

Articles for the January 2021 Issue of the North Fairlington News: The Board reviewed items to be included in the January 2021 issue of the *North Fairlington News*.

Secretary: Ms. Wasowski had no report.

Treasurer: Mr. Reem reported that the 2020 Fiscal Year-End report shows a \$146,000 unaudited favorable income over expense for the year. This figure may vary slightly up or down depending on the Audit which is due to be reviewed by the Board in January, 2021.

Committee Reports

Architectural Control Committee: Ms. Dies reported the committee is in the process of reviewing all policies and will recommend updates as needed.

Management's Financial Report: Mr. Roby followed up on the Treasurer's report by noting that although there will be an excess of income over expense for Fiscal Year 2020, those funds are made up of money allocated for projects which crossed Fiscal Year 2020 into Fiscal Year 2021. Therefore the actual excess amount will be far less than noted in the Year End Report.

Management's Administrative Report: There were no reports, other than those in writing, and there were no questions from 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.

VIII. Establishment of Next Board Meeting

The next regular meeting of the Board will be held Wednesday, January 6, 2021.

IX. Adjournment of Meeting

Mr. Brown moved the Board adjourn the meeting of December 2, 2020. Seconded by Ms. Wasowski and passed (9-0-0).

President Placek adjourned the meeting at 7:30 p.m.



Secretary
Fairlington Villages, a Condominium Association