



**Fairlington Villages, a Condominium
Management's Project & Status Report – May 5, 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 VI New Business (A through G).
- B. Informational Items of Special Note Included in Board Book:** None this month.
- C. March 28, 2021 Financial Statements:** The Financial Statements and Operating Statement Review for the month ending 3-31-2021 are attached. The Association remains in a very good position at the close of the sixth month of the fiscal year carrying forward over \$48,506 in Net Income at the close of the month.

II. INSURANCE

A. 2021 Claims:

- a. 4800 B S. 28th Street experienced an electrical fire in the HVAC system located in the unit's attic on February 20th. 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.
- c. All investigations have concluded with a finding electrical short circuit inside dryer controls. Greater New York is paying the claim. The Unit Owner is responsible for the \$15,000.00 deductible pursuant to well-established Board policy; but her HO6 carrier attempted to argue on her behalf that the deductible wasn't assessable to the unit owner. GDR responded with 10-day DEMAND letter indicating that if payment wasn't received by the 10th day, the unit Owner's account would be assessed and immediately forwarded to Counsel for collections.

III. OTHER ITEMS

A. C-3 Database

1. **Rules & Covenants Violations:** Work on the module set continues but at a slow pace. While set up has progressed due to Marcus' initiative and ownership of the project, it is not yet operational. Marcus is working directly with L&N's Executive VP to complete set up.

- B. **Amenities Reservation:** The team continues its work on the pool reservation database, collectively is brainstorming and running all aspects of the proposed reservation system through dry runs to anticipate as many weaknesses as possible. Building the "amenities" database is labor intensive. Rather than each swimming pool being a single amenity, the divisions of the deck have essentially converted each into six amenities for purposes of reservation. And the parameters of each amenity (e.g. reservations periods, time of day begin, time of day end, breaks, etc.) must be entered by hand manually.

C. Comcast & Verizon Fios:

1. **Comcast:** Remediation for contracted installation that are made improperly is an ongoing item. Other than requests to bury temporary installations, there are no Pending Issues.

2. **Verizon FiOS:** Remediation for contracted installation made improperly is an ongoing item with Verizon as well. And like Comcast, other than requests to bury temporary installations, only one other class of problems exists – mist pre-installation wiring for a limited number of units on the outer perimeters of the community.

D. Delinquencies & Collections: Delinquent Accounts decreased \$1,455 over February to a total of \$85,533 through March 31, 2021, *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. Six accounts received DEMAND letters in April, four of which have been forwarded to Counsel.

E. Strategic Plan Tracking Report: The *Revised* Strategic Plan Tracking Report through FY2021 Second Quarter was hand-delivered to the Members on Friday, April 23rd.

F. 2021 Spring Inspection: The round of inspections necessary to complete the annual spring inspection are completed and the revisions to the various report sections for 2021 have been DRAFTED and are in review. Along with the Reserve Plan and Reserve Budget, this annual report helps direct the Association's budgeted capital expenditures for the year to the elements of infrastructure most in need. The Board will have a copy of this report in hand by May 15th.

G. Management Projects and Tasks At-A-Glance

Completed

- 1. FY20 Audit - FINAL**
- 2. 2021 Annual Meeting**
- 3. Strategic Plan Tracking Report through FY2020 2nd Quarter**
- 4. Standardized Standing Committee Charter(s)**

Next Immediate Priority:

1. 2021 Annual Spring Inspection
2. FY22 Budget Season 5/1/2021

Ongoing (Underway, In Progress, On Schedule)

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

Short Term (30 Days)

1. 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