



Fairlington Villages,
A Condominium Association

OFFICE MANAGER REPORT JULY 2021

MANAGEMENT OFFICE

We have lifted some restrictions in the Management Office. You are required to wear a mask if you are not vaccinated. We only allow members of one household in the office at a time.

We have had 282 individual visits to the Office between 6/25/21 and 7/22/21

COVID RELATED CLEANING PRODUCTS

The Management Office continues to have a strong supply of disinfectants, hand sanitizer and masks.

2021 POOL SEASON

We have been using Amenity Boss to make reservations for the Pools. Residents can only make reservations if they have signed the Assumption of Risk Form. They must list all people coming to the pool on the reservation. At Pools 1, 2, 3 and 5 there are no limits on the reservations and residents may stay beyond the time they reserved. We are only requiring the reservations to ensure that everyone going to the pool has signed the Assumption of Risk Form.

Guests are now allowed at the Pool. Each guest must sign the Assumption of Risk Form and their names must be listed on the resident's reservation.

Pool 4 continues to have the following restrictions:

- Only six households are allowed to be at the pool at the same time.
- Residents can use Pool 4 up to three hours a week.
- Residents will need to wear masks when they are on the pool deck and social distancing must be practiced.

2021 POOL IDs

Between 6/25/21 and 7/22/21, we have made 119 IDs. In Fiscal Year 2019, the last year the pools were open, we made 98 IDs.

GROUNDS WALKING TOUR

Erin has been investigating programs to create a mobile walking tour of Fairlington Villages.

HANDBOOK

Erin and Victoria have been working on a photo collage for the cover for the Resident Handbook.

AUGUST BOARD BOOK

Erin helped prepared New Business A & B, this report and the Committee Report for the August Board Book. Marcus compiled the Patrol Officer's Report and the Pool Attendance Report that is attached to the Operations Manager's Report. Erin will organize and compile the August Board Book into an electronic file that will be distributed via email. Victoria and Marcus will assemble the hard copy binder that will be hand delivered.

OFFICE ADMINISTRATOR 1

This month, Victoria completed 12 condo questionnaires, 10 Resale Disclosures and 1 Dues Requests. She processed the monthly water bills, 17 settlements, 2 batches of Accounts Receivable checks (a total of 45 checks) and 27 assessment checks. She also created 12 Social Media Posts.

OFFICE ADMINISTRATOR 2

This month, Marcus sent 7 violation letters and sent out 7 memos regarding violations (spreadsheet attached), completed 11 Dues Requests. He also monitored the Patrol's Report daily.

OVERVIEW

In the month of July, the Management Office sent over 650 emails, answered over 450 phone calls, processed 121 Work Orders/TownSq Requests, closed 180 Work Orders, registered 25 New Residents, gave out 82 ID stickers and made 119 Pool Id's.

Respectfully submitted,

Erin Moran, CMCA
Office Manager

July 22, 2021

Date	Address	Violation	
6/25/2021	4907-11 S. 29th Road	Mice seen in multiple units	Memo
6/28/2021	4855-57 S. 27th Road	Several items stored in front of units	Memo
6/28/2021	2861 S. Abingdon Street	Storing items in front of unit	Letter
6/28/2021	4857 S. 27th Road	Storing items on the front & side of unit	Letter
6/28/2021	4813-17 S. 27th Road	Storing items behind the unit	Memo
6/29/2021	4708 S. 29th Street	Clean up backyard	Letter
7/1/2021	2845 S. Buchanan Street	Mice seen in unit	Memo
7/3/2021	2829-B S. Abingdon Street	Person walking; squeaky floors	Letter
7/6/2021	2987-89 S. Columbus Street	Treated common area for mosquitos with TruGreen	Memo
7/7/2021	3056 S. Abingdon Street	Loud parties and dog barking	Letter
7/8/2021	3056 S. Abingdon Street	Open flame within back patio	Letter
7/8/2021	2923 S. Dinwiddie Street	Air BnB	Letter
7/14/2021	3070-72 S. Abingdon Street	Storage bins stored outside of fence	Memo
7/20/2021	4601 S. 31st Road #C1 & C2	Desk stored in hallway	Memo