



**Fairlington Villages, a Condominium  
Management's Project & Status Report – September 27, 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 M).
- B. Informational Items of Special Note Included in Board Book:** The following supplements the information delivered with your Board Business Book this month: None
- C. August 2021 Financial Statements:** The Financial Statements and Operating Statement Review for the month ending 8-31-2021 are included in this month's Business Book. The Association remains in a very good position at the close of the eleventh month of the fiscal year carrying forward \$42,217 in Net Income at the close of the month (\$2,327 more than predicted by the budget for the period).

**II. INSURANCE**

**A. 2021 Claims:**

1. **March 16, 2021:** 3080 S. Abingdon Street, Unit B-1. Fire in laundry facilities. Claim Paid in Full and Closed.

### III. OTHER ITEMS

#### A. C-3 Database

1. **Rules & Covenants Violations:** The status of this project remains under review.

#### B. Comcast & Verizon Fios:

1. **Comcast:** Remediation for contracted installation that are made improperly is an ongoing item. No other pending issues.
2. **Verizon FiOS:** Remediation for contracted installation made improperly is an ongoing item. No other pending issues.

- C. **Delinquencies & Collections:** Delinquent Accounts *decreased* \$658 over July to a total of \$96,182 through August 31, 2021, at 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.

#### D. Management Projects and Tasks At-A-Glance

##### Completed

1. FY20 Audit - FINAL
2. 2021 Annual Meeting
3. Strategic Plan Tracking Report through FY2020 2<sup>nd</sup> Quarter
4. Standardized Standing Committee Charter(s)
5. Annual Spring Property Inspection
6. Opening of Summer Swimming Pool Season (3 of 6 pools)
7. Annual Review & Renewal of Various Insurance Policies
8. Website Upgrade
9. FY22 Budget Season
10. Management Comments (extensive) to *proposed* Strategic Plan Revisions
11. FY2022 Coupons
12. FY22 Budget imported into C-3 & Annual Assessments adjusted
13. Staff Year-End Bonuses & FY22 COI increases to L&N
14. Closing of Swimming Pool Season

**Next Immediate Priority:**

1. Close Accounting for FY21 (September 30, 2021)
2. (Carried Over) General Annual Survey of property for rules/covenants violations (with Marcus Reed)
3. (Carried Over) Covenants Module Implementation (Under Review: Most recent milestone: creation of all necessary forms and templates in C-3 making it ready for operational testing).

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

1. Close of FY21 Accounting
2. Annual Summer/Fall Landscaping Operations
3. Annual Masonry & Painting Projects

**Short Term (30 Days)**

1. Prepare FY21 Accounting for delivery to Auditor
2. Employee Open Enrollment: L&N Health Insurance Plans
3. Begin implementation of Strategic Plan *Revised* Objectives due by 12/31/21 & prior
4. Upgrade Association Information Storage, Retrieval and Data Processing:
  - a. *Long-Term Data Storage:* Elimination of local file server & transfer of data to cloud-based storage.
  - b. *Replacement of Office IT Equipment:* Desktops, Laptops, Monitors
  - c. *Software Upgrades:* For new IT configuration (Microsoft, Outlook365, Cloud Storage Access, Mitel Phone System, Network Provider).
5. Look for alternatives to VoIP Provider NexVortex (per Board Directive)

**Mid Term (30 – 60 Days)**

1. Covenants Module Implementation (Milestone: creation of all necessary forms and templates in C-3 making it ready for operational testing).
2. Continued Updates to Sustainable Operations Plan to reflect current realities of COVID-19 pandemic. While the trend appeared to be moving toward the President's July goals, the Delta Variant has turned matters toward the worse. Northern Virginia remains an area of "moderate" concern, but with recent CDC guidelines for a return of masks indoors in higher risk areas, COVID remains a concern. Operations have and will continue to adapt accordingly.

**Longer Term (60 + Days)**

1. Personnel Action Plan (Long-range)
2. Year-End Holiday Season (Nov-Dec 2021)