



Fairlington Villages,
A Condominium Association

OFFICE MANAGER REPORT SEPTEMBER 2021

MANAGEMENT OFFICE

The mask mandate for the Office has been reinstated. Residents may not be in the office without a mask. If they do not have a mask, we will provide one. We only allow members of one household in the office at a time.

We have had 267 individual visits to the Office between 8/19/21 and 9/23/21

COVID RELATED CLEANING PRODUCTS

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

FALL YARD SALE

The Fall Yard Sale will be held on October 2. Residents registered by sending an email to activities@fairlingtonvillages.com. The office verified that all the people registering are Fairlington Villages residents. All registered residents must pay the \$10 registration fee by Wednesday, September 29.

The CC parking lot will be closed on Friday, October 1 at 12 p.m. and it will open at 1 p.m. on Saturday, October 2. Flyers will be put on all the cars in the parking lot by the Patrol Officer every night from Monday, September 27 until Thursday, September 30. Flyers will also be distributed to the units surrounding the CC.

OCTOBER BOARD BOOK

Erin prepared New Business A, New Business B, New Business C, New Business D, this report and the Committee Report for the October 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 October Board Book into an electronic file that will be distributed via email. Marcus will assemble the hard copy binder that will be hand delivered.

OFFICE ADMINISTRATOR 1

This month, Victoria completed 7 condo questionnaires, 12 Resale Disclosures and 3 Dues Requests. She processed the monthly water bills, 5 settlements, 2 batches of Accounts Receivable checks (a total of 20 checks) and 46 assessment checks. She also created 29 Social Media Posts.

OFFICE ADMINISTRATOR 2

This month, Marcus researched all reported violations to make sure they are valid. This month he sent 10 violation letters and sent out 8 memos regarding violations (spreadsheet attached). He has been assisting Mark with cable issues throughout the community. He refunded 4 community center deposits, completed 4 Dues Requests, monitored the Patrol's Report daily and created a report tracking pool attendance.

OVERVIEW

In the month of September, the Management Office sent over 500 emails, answered over 530 phone calls, processed 241 Work Orders/TownSq Requests, closed 249 Work Orders, registered 26 New Residents.

Respectfully submitted,

Erin Moran, CMCA
Office Manager

September 23, 2021