

**FAIRLINGTON VILLAGES, A CONDOMINIUM ASSOCIATION  
MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
COMMUNITY CENTER  
October 6, 2021**

**Directors Present:**

|                |  |
|----------------|--|
| Terry Placek   | President and At-Large Director (Via Teleconference) |
| Melanie Alvord | Vice President and Ward VI Director                  |
| Harry Reem     | Treasurer and Ward III Director                      |
| Larry Straub   | Ward IV Director                                     |
| Joe Torres     | At-Large Director                                    |

**Also Present:**

|                    |   |
|--------------------|---|
| Gregory B. Roby    | General Manager                           |
| Miguel Galvez      | Facilities Manager                        |
| Mark Johnson       | Operations Manager                        |
| Erin Moran         | Office Manager (Via Teleconference)       |
| Victoria Gomillion | Office Administrator (Via Teleconference) |
| Marcus Reed        | Office Administrator (Via Teleconference) |
| Dave Bush          | Recording Secretary                       |

**President Placek announced that due to the continuing nation-wide emergency caused by the Covid-19 (Corona) Virus, and the need to maintain social (safe) distancing between people, the meeting was being held partly by teleconference.**

**I. Residents' Comments**

Angel Welch, the homeowner residing at 4601 S. 31<sup>st</sup> Road, came before the Board to speak on her concerns about placement of a bench in her court and Ward I renovation plantings.

Erin McCarthy, the homeowner residing at 4606 S. 31<sup>st</sup> Road, came before the Board to speak on her concerns about placement of a bench in her court. She reviewed four locations for the bench, each of which she felt had negative safety or privacy issues for placement. She suggested the Board consider placing the bench in a more public area such as a bus stop or tennis court.

Carol McCaffery, the resident residing at 2850 S. Columbus Street, reported that she and a number of her neighbors would like to opt out of the upcoming chemical spraying of turf in their area and asked how this could be accomplished. She also noted there was a particular odor associated with recent seeding of grass and wondered if there were chemicals involved in the process.

## II. Call to Order

At 7:12 p.m. President Placek called the regular agenda to order.

## II. Establishment of Quorum

President Placek noted there was a quorum with five members present either in person or by teleconference connection. She noted the absence of Secretary and At-Large Director Anne Wasowski, Ward I Director Jessica Auston, Ward V Director Philip Brown, and Ward II Director Ed Stollof

## IV. Approval of Minutes

### August 30, 2021 Regular Meeting

*Mr. Reem moved the minutes of the August 30, 2021 regular meeting of the Board of Directors, as revised, be approved. Seconded by Ms. Alvord and passed (5-0-0).*

[At the August 4<sup>th</sup> regular meeting of the Board it was agreed to schedule the regular September meeting - which was originally to be held on Wednesday, September 1, 2021 – for Monday, August 30, 2021.]

## V. Old Business

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

## VI. New Business

### **A. Rules Violation – 2856 S. Buchanan Street, C-2**

*Mr. Torres moved that the Board find that there is a violation of the Association's By-Laws, and hereby assesses Mr. Corey Matthew Thomas, owner of 2856 S. Buchanan Street, C-2, \$50.00 for the Rules violation noted in the letters sent to him dated April 21, 2021, August 20, 2021, and September 1, 2021. Seconded by Mr. Straub.*

Management established that the two parties involved in the dispute had agreed to and completed a mediation session, which had not yielded a positive outcome for the complainant. The Board then conducted a hearing during which the complainant (Lisa Grant Tillman, the homeowner residing at 2856 S. Buchanan Street, C-1) and respondent (Cory Matthew Thomas, the owner of 2856 S. Buchanan Street, C-2) both spoke at length in support of their positions. Ms. Tillman arguing that the noise coming from the unit above her occupied by tenants was constant and unbearable, and Mr. Thomas noting the efforts he had taken in an effort to resolve the complaint.

President Placek asked both parties if further mediation would be of interest and helpful. Ms. Tillman stated it would not and Mr. Thomas stated he would be willing to participate. Mr. Reem suggested having an independent evaluation of the noise levels performed by an outside group and Mr. Torres stated he felt the Board needed more time to evaluate the evidence and to gather more facts, prior to a final decision.

*Following the review and evaluation of all evidence, argument and/or comments presented to the Board, Mr. Reem moved that a motion concerning a rules violation for 2856 S. Buchanan Street, C-2, be tabled until the regular meeting of the Board in November 2021 to allow management time to investigate timelines and videos associated with the alleged violation. Seconded by Ms. Alvord and passed (5-0-0).*

**PRESENTATION:** Amanda Taylor Award – Vice President Alvord

Vice President Alvord reported that each year at the Annual Meeting, the Board of Directors presents to a person or persons who have performed outstanding service for the Association, an award named after the first chair of the Grounds Committee Amanda Taylor. Because the 2021 Annual Meeting was held entirely by teleconference, the award was not presented at that time. She was delighted to now present the Amanda Taylor Award to Barbara and Sean Keyser, mother and son Co-Chairs of the Architectural Control Committee, for their many hours of devoted service.

**B. Variance Request – Install Wildlife Barrier and Fake Ivy on the Fence – 2827 S. Abingdon Street**

*Mr. Torres moved the Board approve the September 8, 2021 variance request from the homeowner at 2827 S. Abingdon Street, to install wildlife barrier and fake ivy on the fence in the rear of the unit, in accordance with the specifications outlined in the attached variance request. Approval is subject to the unit owners' acceptance of responsibility for any damage caused by the approved modifications and indemnification of the Association for all of its costs, judgments and/or expenses, including its attorneys' fees, which may arise from or relate to the approved modifications or to damages or damage claims arising therefrom. Seconded by Mr. Reem and failed (0-5-0).*

Ericka Reynolds, the homeowner residing at 2827 S. Abingdon Street, came before the Board to review her variance application and answer questions. She stated that she has certain health problems which are exacerbated by her allergy to cats and that she has asked for this variance because the neighbor's cat climbs over the fence separating the patios and therefore presents a health hazard. She stated she has tried a number of alternative methods to deter the cat, but to no avail; therefore, she is asking to be allowed to place anti-bird and wildlife spikes to the fence line, as well as artificial ivy, to try to stop the cat from using this as an entry point.

Also appearing before the Board was the owner of the cat who stated that this was the first time she had been informed that the cat was a problem and that she was more than willing to work

with the neighbor to resolve the issue. She stated that from here on she will make sure the cat remains inside her unit.

The Board agreed to not approve the variance on the condition that management sent the cat owner a letter informing her that the cat must remain within the confines of her unit.

**C. Employer’s Voluntary Contribution to a Simplified Employee Pension (SEP) Plan**

*Ms. Alvord moved that the Board authorize a Voluntary Employer Contribution equal to 4% of gross compensation for all eligible employees, for the period of September 30, 2020, through October 2, 2021 (last date of last pay period in FY 2021). Seconded by Mr. Reem and passed (5-0-0).*

To be charged to General Leger 5385

[By unanimous consent the Board of Directors agreed to take up Agenda Item M. Rules Violation 3056 S. Abingdon Street – Dog Off Leash, as the next order of business].

**M. Rules Violation – 3056 S. Abingdon Street – Dog Off Leash**

*Mr. Torres moved that having conducted the Hearing and following the review and evaluation of all evidence, argument and/or comments presented to the Board of Directors of the Unit Owners Association of Fairlington Villages, the Board of Directors finds that there is a violation of the Association’s By-Laws, and hereby assesses Kurt Rosell, owner of 3056 S. Abingdon Street, \$50.00 for the Rules violation noted in the letters dated July 18, 2021, July 26, 2021 and August 19, 2021. Seconded by Ms. Alvord and tabled to allow management to work with the owner of the dog in question concerning settlement of the issue.*

*Ms. Alvord moved that a motion concerning a rules violation for 3056 S. Abingdon Street be tabled to allow management time to receive a picture of the pet in question and verification that the owner will no longer allow the pet off-leash. Seconded by Ms. Alvord and passed (5-0-0).*

Lauri Debbieri, one of the homeowners residing at 3054 S. Abingdon Street, came before the Board to review her complaint and answer questions. She presented pictures which showed the pet not leashed and on the common element. She stated she continues to be concerned about whether this pet can be properly restrained and that she fears that it may either attack her or her pet.

Claudia \_\_\_\_\_, the resident at 3056 S. Abingdon Street, came before the Board to respond to the complaint and stated that once she was told about the violation she made sure her pet and visiting pets are leashed and that she will continue to do so.

[The Board returned to the regular order of business on the agenda beginning with Agenda Item D. Transfer of FY 2021 Excess Assessments to FY2022]

**D. Transfer of FY2021 Excess Assessments to FY2022**

*Mr. Reem moved the Board of Directors authorize that any excess of membership assessments over membership expenses for the fiscal year ending September 30, 2021, shall be applied against member assessments for fiscal year 2022, commencing October 1, 2021, as provided by Revenue Ruling 70-604. Seconded by Mr. Torres and passed (5-0-0).*

**E. Slate Roofs Preventive Maintenance Program – Wards III and IV**

*Mr. Reem moved the Board of Directors authorize Management to contract with Northern Virginia Roofing, to provide preventive maintenance repair services on the slate roofs located in Wards III and IV at a cost not to exceed \$30,000.00. Seconded by Mr. Straub and passed (5-0-0).*

To be charged to Operating Account 6725 – Roofing

**F. Foundation Repairs at 4911 S. 31<sup>st</sup> Street**

*Ms. Alvord moved that the Board of Directors authorize Management to contract with Basement Masters Waterproofing to repair the front foundation wall at 4911 S. 31<sup>st</sup> Street, in accordance with the attached proposal, at a total cost of \$10,234.00. Seconded by Mr. Reem and passed (5-0-0).*

To be charged to Reserve Account 3700 – Exterior Building

In response to a question posed by Director Straub, Mr. Galvez stated that there are very few buildings where this sort of work needs to be performed and that since the major storm in 2006 management had developed protocols to deal with foundational water proofing.

**G. Flat Roofs Inspection and Preventive Maintenance FY2022**

*Mr. Reem moved the Board of Directors authorize Management to contract with Northern Virginia Roofing, to inspect and provide preventive maintenance repair services to 50 flat roofs at a cost not to exceed \$14,200.00. Seconded by Ms. Alvord and passed (5-0-0).*

To be charged to Operating Account 6725 – Roofing

**H. Spring Plant Replacements**

*Mr. Reem moved that the Board approve the proposal from Lancaster Landscapes for Fall Plant Replacements at a total cost of \$9,316.00. Seconded by Ms. Alvord and passed (5-0-0).*

To be charged to Operating Account 6145 – Grounds Improvements

**I. Ward I Renovation Planting**

*Ms. Reem moved the Board approve the proposal from Lancaster Landscapes for the Ward I Renovation Planting at a total cost of \$17,464.50. Seconded by Ms. Alvord and passed (5-0-0).*

To be charged to Operating Account 6140 Grounds Non-Contract

**J. Pool Contract**

*Mr. \_\_\_\_\_ moved the Board approve the proposal from \_\_\_\_\_ for pool management for the 2022 pool season at a total cost of \$\_\_\_\_\_. Tabled until the regular meeting in December.*

*Ms. Alvord moved to table New Business Agenda Item J (Pool Contract) until the Board's December 2021 meeting.*

*Further, the Board instructs the association's management to provide the Board with a more detailed and standard format comparison of the submitted bids.*

*In keeping with standard public and private sector business practices, and in accordance with the expectations of the Board's adopted Strategic Plan, management is further advised not to conduct or entertain in-person meetings with representatives of any of the companies that have provided bids for a pool contract with Fairlington Villages condominium Association. To the extent that email correspondence is necessary, all Board Members must be copied. Should phone conversations occur, they must be documented and summaries of such conversation provided to the Board within 24 hours.*

*Seconded by Mr. Reem and passed (5-0-0).*

Mr. Roby stated that the resolution could be construed to mean that management has not been properly performing its job and that this is not the case. He wanted to reassure the Board that management stands ready to implement contract review and negotiation in any way the Board wishes. President Placek assured him that this in no way was meant to be a negative reflection on the way management was conducting business, but was meant to assure that everyone knew the process and that negotiations were transparent.

**K. Fall Landscape Chemicals**

*Mr. Reem moved the Board approve the proposal from Lancaster Landscapes for Fall Landscape Chemicals at a total cost of \$3,940.00. Seconded by Ms. Alvord and passed (5-0-0).*

To be charged to Operating Account 6140 – Grounds Non-Contract

**L. Fall Focal Bed Plantings**

*Mr. Reem moved the Board approve the proposal from Lancaster Landscapes for Fall Focal Bed Plantings at a total cost of \$4,250.20. Seconded by Ms. Alvord and passed (5-0-0).*

To be charged to Operating Account 6145 – Grounds Improvements

## VII. Reports

President: Ms. Placek thanked Director Torres and the Activities Committee for conducting a very successful fall yard sale. She then reported that Lorraine Drolet, who was instrumental in fostering efforts which led to the Fairlington Community gaining Historic District status, recently passed away. The November newsletter will carry a tribute to the wonderful work she performed on behalf of the seven villages which comprise the Fairlington Community. She concluded her report by stating that there will be an inventory of all benches in Fairlington Villages, both Association sponsored and those placed by individuals, with the expectation of setting guidelines and criteria for standardization.

Vice President: Ms. Alvord had no report.

Treasurer: Mr. Reem reported that the Association's Fiscal Year began on October 1<sup>st</sup>. The financial reporting for the month ending August 31<sup>st</sup>, which was the eleventh month of Fiscal Year 2021, showed a year-to-date favorable variance of \$2,327 and may show a very small pre-audited favorable balance for the full fiscal year ending on September 30<sup>th</sup>. Fiscal Year 2021 expenditures include \$37,953 in Fiscal Year 2020 painting costs that were deferred until Fiscal Year 2021 because of COVID-related delays. The Fiscal Year audit will begin in mid-November following final closure of the Fiscal Year 2021 books, and the Auditor's goal is to complete the draft audit by mid-December so the Board can review it at the January 5, 2022 meeting. He noted that spending on pool supplies is projected to be approximately equal to the Fiscal Year 2021's budget of \$65,000; that the Association received a 2021 pool season refund of \$20,412 from Premier Aquatics; and that the Association paid \$8,450 (out of \$34,750 authorized) in pool premium pay to seven lifeguards. He completed his report by noting that the Association has or will reinvest \$400,000 in Certificates of Deposit that have recently matured, or will soon mature, back into its investment ladder.

Secretary: Ms. Wasowski was not present and there was no report.

### Committee Reports

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

**Communications Committee:** Vice President Alvord presented a synopsis of discussion topics and actions at the most recent meeting.

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

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

Management's Project & Status Report: There were no reports, other than those in writing, and there were no questions from the Board.

Office Administrative Report: There were no reports, other than those in writing, and there were no questions from the Board.

Facilities Report: 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.

**IX. Establishment of Next Board Meeting**

The next regular meeting of the Board will be held Wednesday, November 3, 2021.

**X. Adjournment of Meeting**

*Mr. Torres moved the Board adjourn the meeting of October 6, 2021. Seconded by Ms. Alvord and passed (5-0-0).*

President Placek adjourned the meeting at 8:38 p.m.



---

Secretary