

**FAIRLINGTON VILLAGES, A CONDOMINIUM ASSOCIATION  
MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
COMMUNITY CENTER  
January 5, 2022**

**Directors Present:**

Terry Placek	President and At-Large Director (Via Teleconference)
Melanie Alvord	Vice President and Ward VI Director (Via Teleconference)
Anne Wasowski	Secretary and At-Large Director (Via Teleconference)
Harry Reem	Treasurer and Ward III Director (Via Teleconference)
Philip Brown	Ward V Director (Via Teleconference)
Ed Stolof	Ward II Director (Via Teleconference)
Larry Straub	Ward IV Director (Via Teleconference)
Joe Torres	At-Large Director (Via Teleconference)

**Also Present:**

Gregory B. Roby	General Manager (Via Teleconference)
Miguel Galvez	Facilities Manager (Via Teleconference)
Mark Johnson	Operations Manager (Via Teleconference)
Erin Moran	Office Manager (Via Teleconference)
Dave Bush	Recording Secretary (Via Teleconference)

**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.**

**Due to a snow storm, bringing with it unsafe traveling conditions, this meeting was held entirely by teleconference.**

**I. Residents' Comments**

Lisa Grant Tillman, the homeowner residing at 2856 S. Buchanan Street, C-1, asked why the original agenda had been revised concerning resolution of a rules violation she had brought before the Board, with the current agenda item now stating that the item will be a ratification of a unanimous written consent. President Placek stated that Ms. Tillman received a letter from Fairlington Villages Legal Council which provided a full explanation of how the Board had proceeded on this matter and she referred her to that letter. Ms. Tillman then requested the Board postpone action on this agenda item until she received information about how the Board came to its decision and so she might be able to engage her own legal counsel on this matter. She was followed by Denis Quick who also asked the matter be postponed and provided a number of

examples of how rules were being broken with no action by the Board.

\_\_\_\_\_ Shenenberg, the homeowner residing at \_\_\_\_\_, came before the Board to thank staff for the many hours of work performed to clear snow and fallen limbs from the recent storm.

## II. Call to Order

At 7:05 p.m. President Placek called the regular agenda to order.

## III. Establishment of Quorum

President Placek noted there was a quorum with eight members present either in person or by teleconference connection. Ward I Director Jessica Auston did not attend the meeting.

## IV. Approval of Minutes

### November 22, 2021 Special Meeting

*Ms. Wasowski moved to approve the minutes of the November 22, 2021 special meeting of the Board of Directors, as revised. Seconded by Mr. Reem and passed (8-0-0).*

### December 1, 2021 Regular Meeting

*Ms. Wasowski moved to approve the minutes of the December 1, 2021 regular meeting of the Board of Directors, as revised. Seconded by Mr. Reem and passed (8-0-0).*

## V. Old Business

### **A. Ratification of Unanimous Written Consent in Lieu of A Meeting – Authorize Counsel to Proceed with Correspondence**

*Mr. Brown moved the Board of Directors hereby ratifies said action for purposes of the record. Seconded by Ms. Alvord and passed (8-0-0).*

Mr. Brown read the full resolution into the record:

WHEREAS, Virginia Code Title 55.1 Section 1956(B) allows the Board of Directors to exercise power assigned to the “unit owners’ association” by the Act, to the extent permitted by the By-Laws of the Unit Owners Association;

WHEREAS, Article III, Section 2, of the By-Laws assigns the Board of Directors with “all of the powers and duties necessary for the administration of the affairs of the Condominium,” and further states that the Board may do all such acts and things as are not by the Act or by the By-Laws directed to be exercised and done by the Unit Owners Association;

WHEREAS, the Board of Directors acted by Unanimous Written Consent in Lieu of a Meeting on Monday, December 13, 2021 to authorize Counsel to write to the parties to the dispute and deliver the Board's decision on the complaint, which decision was deliberated and discussed in consultation with Counsel in the November Executive Session meeting.

THEREFORE, BE IT RESOLVED, the Board of Directors hereby ratifies said action for purposes of the record.

## **VI. New Business**

[By Unanimous Consent, the Board agreed to take up Agenda Items E. (FY2021 Draft Audit Acceptance), and F. (FY22 Audit & Tax Return Proposal) as the first orders of business]

### **E. FY2021 Draft Audit Acceptance**

*Mr. Reem moved the Board of Directors accept the attached DRAFT audit for the fiscal year ending September 30, 2021. Seconded by Ms. Alvord and passed (8-0-0).*

#### **Presentation – Kim Marinus – Johnson, Bremer, and Ignacio, P.C.**

Treasurer Reem introduced Kim Marinus of the Certified Public Accounting Firm of Johnson, Bremer & Ignacio, the firm contracted to perform the annual audit for the last thirty years. Ms. Marinus presented a detailed review of the audit of the financial records for Fiscal Year 2021, which ended September 30, 2021. Ms. Marinus reported that overall the Association had a good year. She reported that at the end of the fiscal year cash on hand increased by \$700,000 (including funds in Money Market, Certificates of Deposit, and investments). She reported that assessments receivable at the end of the fiscal year stood at 1.3% of assessments, which is very low and well within normal limits. She noted that prepaid assessments increased slightly and that the year ended with a slight deficit of \$9,078.00 which brought Unappropriated Owner Equity to \$745,208 which is about 9% of the level of annual assessment. She noted that this percentage is lower than the auditor recommended 20% level for aging communities. She then reviewed revenue and expenses, noting slight increases and decreases as compared to FY2021, due mainly to COVID related actions by the Board. She then answered questions.

Director Straub noted that because the Board and Management have continued to foster programs in repair/maintenance and improvements for the community such as new balconies, shutters, trash enclosures, landscaping and roof replacement, together with a myriad of other examples, he would not define Fairlington Villages as an "aging Community," but rather as one which is well maintained and up-to-date. In fact, he felt Fairlington Villages is getting younger every day.

Treasurer Reem thanked Ms. Marinus for her thorough report.

### **F. FY22 Audit & Tax Return Proposal**

*Mr. Reem moved the Board of Directors authorize Management to contract with Johnson, Bremer, and Ignacio, CPAs, P.C., to prepare annual audits of the Association's financial statements and federal and state income tax returns, as set forth in its attached engagement letter, for the following years at the aggregate amounts specified: For fiscal Year 2022 - \$15,500 (Tax Returns: \$1,000.00; Annual Audit: \$14,500.00). Seconded by Ms. Alvord and passed (8-0-0).*

To be charged to Operating Account 7000 - Audit/Tax Return Preparation

[The Board returned to the regular Order of Business beginning with Agenda Item A. Variance Request – 4835 S. 27<sup>th</sup> Road – Remove a Load Bearing Wall]

**A. Variance Request – 4835 S. 27<sup>th</sup> Road – Remove a Load Bearing Wall**

*Ms. Wasowski moved the Board approve the August 2, 2021 variance request from the homeowner at 4835 S. 27<sup>th</sup> Road, to remove a load bearing wall in their 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. Further, the homeowner is responsible for obtaining all building permits, ensuring that the modifications are in accordance with those permits and all applicable building codes. Seconded by Mr. Stollof and passed (8-0-0).*

**B. Variance Request – 2881 S. Abingdon Street – Grandfather the Installation of a Vent**

*Mr. Reem moved the Board approve the November 5, 2021 variance request from the homeowner at 2881 S. Abingdon Street to grandfather the installation of a vent on the exterior of their unit, in accordance with the specifications outlined in the attached variance request. Seconded by Ms. Alvord and passed (8-0-0).*

**C. Shutter Replacement – Ward VI**

*Ms. Alvord moved the Board of Directors authorize Management to purchase the shutters from Mid-South Building Supply, Inc., at a cost not to exceed \$72,965.78 and to contract with Middeldorf Property Services, Inc., for the installation of the shutters in Ward VI, at a cost not to exceed \$60,636.60. The total cost of this project is \$133,602.38. Seconded by Ms. Wasowski and passed (8-0-0).*

To be charged to Reserve Account 3700-2000 – Exterior Building

Mr. Brown noted that, when this work was performed in his area, clean up of debris was lacking and he asked that there be better oversight of the contractors performing work. Mr. Galvez stated that management had been alerted to this deficiency and has taken action to see that clean-up is

properly performed. In answer to a question from Director Straub, Mr. Galvez reported that the expected useful life of shutters is 30 years and all shutters are of the same size and type.

**D. IT Managed Service Provider Agreement Renewal**

*Mr. Brown moved that the Board of Directors accept the proposal for renewal of its proactive Managed Service Provider Agreement with MadWolf Technologies pursuant to its proposal dated December 17, 2021, for a twelve-month (12) term running February 1, 2022, to January 31, 2023, at a monthly cost of One Thousand Twenty-Five Dollars per month; Twelve Thousand Three Hundred and NO/100 Dollars (\$12,300) annually. Pricing represents a 3% increase over the previous year. Reactive services will continue to be provided at an additional charge per the Agreement. Seconded by Mr. Stolof and passed (7-1-0).*

To be charged to Operating Account 5085 – Office Equipment

**G. Professional Property Surveying Services**

*Mr. Reem moved that the Board of Directors accept the proposal for professional surveying services from Dominion Surveyors, Inc., at an estimated cost not to exceed Thirteen Thousand and No/100 Dollars (\$13,000.00) with a 10% contingency of One Thousand Three Hundred Dollars (\$1,300.00) for additional services necessitated but not included in the estimated proposal to be billed at the hourly rates contained therein. Seconded by Mr. Brown and passed (8-0-0).*

To be charged to Operating Account 7010 – Planning & Engineering

President Placek stated that former General Manager Colin Horner had researched whether there had been previous surveys and could not find any on record, so this may be the first and is needed because of continuing projects which border Fairlington Villages boundaries.

**VII. Reports**

President: Ms. Placek thanked all staff and management for their tireless work on snow removal, which was especially challenging due to the type and amount of precipitation. She noted that those clearing snow had to perform beyond and above because this year there was a lack of day laborers, which only added to the problem.

She concluded by reporting she will be appointing a Noise Abatement Working Group with the goal of finding options for action on noise abatement, particularly along the King Street corridor. Vice President Melanie Alvord and Secretary Anne Wasowski will take the lead as co-Chairs and Ms. Placek will be developing a Group Charter which will be sent to Board Members within the week.

Secretary: Ms. Wasowski had no report.

Treasurer: Mr. Reem reported the audit of the FY21 financial records and the tax return for that year have been completed and the October financial statement shows a slight excess of revenue over expense.

Vice President: Ms. Alvord had no report.

**Articles for the February 2022 Issue of the *North Fairlington News*:** The Board reviewed items to be included in the February 2022 issue of the *North Fairlington News*.

Committee Reports: There were no committee reports, other than those in writing, and there were no questions from the Board.

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.

#### **VIII. Establishment of Next Board Meeting**

The next regular meeting of the Board will be held Wednesday, February 2, 2022.

#### **IX. Adjournment of Meeting**

*Ms. Wasowski moved the Board adjourn the meeting of January 5, 2022. Seconded by Ms. Alvord and passed (8-0-0).*

President Placek adjourned the meeting at 7:53 p.m.

A handwritten signature in black ink, appearing to read "A. D. Doushi".

Secretary  
Fairlington Villages, a Condominium Association

