

FAIRLINGTON VILLAGES, A CONDOMINIUM ASSOCIATION
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS
COMMUNITY CENTER
July 6, 2022

Directors Present:

Melanie Alvord	President and Ward VI Director
Ed Stollof	Vice President and Ward II Director (Via Zoom)
Anne Wasowski	Secretary and At-Large Director
Harry Reem	Treasurer and Ward III Director
Philip Brown	Ward V Director (Via Zoom)
Kate Lankford	Ward I Director
Joe Torres	At-Large Director
Larry Straub	Ward IV Director
Karen Olson Weaver	At-Large Director

Also Present:

Gregory B. Roby	General Manager
Mark Johnson	Operations Manager
Victoria Gomillion	Office Administrator (Via Zoom)
Marcus Reed	Office Administrator (Via Zoom)
Dave Bush	Recording Secretary

President Alvord announced that due to the continuing nation-wide emergency caused by the Covid-19 (Corona) Virus, the meeting was being held in person and via Zoom Video.

I. Residents' Comments

Lisa Tillman, the homeowner residing at 2856 S. Buchanan Street, C-1, came before the Board to congratulate the pools service provider for a job well done this summer. She particularly noted the lifeguard Diego at Pool #4 has performed excellently, was friendly and managed the pool very well.

Angel Welsh, the homeowner residing at 4601 S. 31st Road, C-2, came before the Board to offer some suggested revisions to the Asbestos Policy which was slated to be voted upon later on the agenda.

II. Call to Order

At 7:06 p.m. President Alvord called the regular agenda to order.

III. Establishment of Quorum

President Alvord noted there was a quorum with nine members present either in person or by Zoom Video connection.

IV. Approval of Minutes

June 1, 2022 Regular Meeting

Ms. Wasowski moved to approve the minutes of the June 1, 2022 regular meeting of the Board of Directors, as revised. Seconded by Mr. Reem and passed (9-0-0).

V. Old Business

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

VI. New Business

A. Variance Request – 4815-B S. 28th Street – Remove A Load Bearing Wall Between the Kitchen and the Dining Room

Ms. Lankford moved the Board approve the June 1, 2022 variance request from the homeowner at 4815-B S. 28th Street, to remove a load bearing wall between the Kitchen and the Dining Room 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. Approval is contingent upon the successful abatement of asbestos and submission of a report to that effect to the General Manager. Seconded by Ms. Wasowski and passed (9-0-0).

Susan Goff Mason, the homeowner residing at 4815-B S. 28th Street, came before the Board to review the variance request and answer questions. She noted that she had been unaware of the recent changes to the rules on wall removal which require testing for asbestos and, if found, remediation. She stated that as soon as she was told of this she hired Advanced Air Analysis, Inc., a qualified testing company, which performed a proper inspection of the area to be removed and provided a report which showed the presence of asbestos. She then contracted with Asbestos Specialists, Inc., to undertake the process of abatement of asbestos during the removal process. She stated that the only matter outstanding was whether the area can be abated while the work is being performed. Mr. Roby stated that Ms. Mason should proceed with work and present the Administrative Office with a final report on abatement.

B. Variance Request – 4855 S. 28th Street, B-2, – Install Spigot

Ms. Wasowski moved the Board approve the June 1, 2022 variance request from the homeowner at 4855 S. 28th Street, B-2, to install a spigot on the exterior of 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 Ms. Lankford and passed (9-0-0).

C. Replacement of Common Area Windows Wards I & IV

Mr. Reem moved the Board authorize Management to contract with Nova Installations for the replacement of 59 windows in the common area hallways in Wards I and IV, per the attached proposal, at a cost not to exceed \$29,500.00. Seconded by Mr. Torres and passed (9-0-0).

To be charged to Reserve Account 3700-2500 – Windows

In response to a question posed by Director Brown, Mr. Roby stated that the windows in question are of the highest quality and that the company replaced the windows in the Administrative Office and thus far there has been no problem.

At the request of Director Olson Weaver Mr. Roby reviewed the process of project planning from creation of specifications for particular jobs, the bidding process to obtain a contractor, and project execution including oversight. He noted that some major projects require the hiring of an expert engineer to review the need, write specifications and oversee the project, while other less complex projects can be performed by simply hiring a contractor.

D. Porch Rails Replacement – Repairs

Mr. Reem moved the Board authorize Management to contract with Koppers Fabricators, Inc., for the replacement-repair of porch rails, per the attached proposal, at a cost not to exceed \$26,780.00. Seconded by Mr. Straub and passed (9-0-0).

To be charged to Reserve Account 3700 – 8650 – Iron Railings

E. Parking Lot Engineering

At the request of Management this item on the agenda was held over for presentation at the August regular meeting of the Board.

[By unanimous consent, at the request of the Treasurer, the Board took up Item G: Insurance Renewal out of order.]

G. Insurance Renewal

Mr. Reem moved that the Board of Directors authorize Holden & Company Insurance, the Association's Insurance Broker, to bind the policies recommended in the Executive Summary of its Insurance Renewal Proposal dated June 28, 2022, for coverage effective July 15, 2022 through July 15, 2023, at a total annual premium not to exceed \$484,374.00 comprised of the following coverages:

Package Policy (Greater NY – Building Limit - \$302,721,250)	\$402,999.00
Business Auto Coverage (Greater NY – Limit \$1,000,000)	17,825.00
Primary Crime Coverage (Cincinnati – Limit \$9,450,000)	3,171.00
Excess Crime Coverage (CNA)	740.00
Non-Profit D&O Liability (Travelers – Limit \$2,000,000)	15,614.00
Primary Commercial Umbrella (Greater NY – Limit \$10,000,000)	17,446.00
Excess Liability (Chubb Insurance Group – Limit - \$15,000,000)	22,180.00
Cyber Security (\$2,000,000)	4,399.00
Annual Total:	\$484,374.00

Seconded by Ms. Lankford and passed (9-0-0).

To be charged to Operating General Ledger Account 2030 (Insurance Prepaid) and Operating General Ledger Account 5400 (Insurance - Expense)

F. Proposed FY2023 Budget

Mr. Reem moved that the Board of Directors approve, as amended, the FY 2023 budget distributed to Board Members and Committee Chairs Monday, June 27, 2022, increasing condominium fees by 3.97%, effective October 1, 2022, and summarized as follows:

<u>Total Expenditures</u>	<u>\$8,461,064</u>
Operating expenses:	\$5,279,599
Reserve contributions:	\$3,181,465
<u>Total Estimated Revenue</u>	<u>\$8,461,064</u>
Condominium fees:	\$8,279,425
Other Income:	\$ 187,639

AND IT IS FURTHER RESOLVED that a copy of the FY 2023 budget shall be provided to all unit owners to allow opportunity for their consideration, commentary, and contribution. Seconded by Ms. Wasowski and approved (8-0-1).

The following motions to amend the draft budget were presented:

Expense Line Item 6160 (Tree Maintenance)

Ms. Olson Weaver moved that the Board approve adding \$9,700.00 to Line Item 6160 (Tree Maintenance) to fund a survey/database documenting the condition of 274 of the Association's largest trees. Seconded by Mr. Torres and passed (9-0-0).

Jim Ostroff, Co-Chair of the Grounds Committee, gave a brief presentation on the need for a tree survey. Director Brown reminded the Board that if a database is used there will be an annual expense to renew its use.

Income Line Item 4100 (Fairlington Court Annual Fee)

Mr. Torres moved that the Board approve increasing the Fairlington Court Annual Fee by 3.97%. Seconded by Ms. Olson Weaver and passed on a Roll Call Vote (5-2-2) with Vice President Stolof and Directors Lankford, Olson Weaver, Straub and Torres in favor; President Alvord and Treasurer Reem opposed; and, Secretary Wasowski and Director Brown abstaining.

Spending Decrease – Employee COLA

Vice President Stolof moved that the Board approve setting the Employee COLA at 4.1%. Seconded by Mr. Torres and passed (9-0-0).

Spending Decrease – Water & Sewer

Treasurer Reem moved the Board approve reducing the Line Item concerning Water & Sewer by \$2,000 or an amount sufficient to balance the draft budget at a total amount of \$8,461,064. Seconded by Ms. Lankford and passed (9-0-0).

Treasurer Reem briefly reviewed the proposed FY23 Budget. He noted that the main objectives of the budget are to (1) maintain the current level of services; (2) maintain full funding for reserves; (3) and, continue to fund critical reserve projects and execute reserve projects that were deferred or scaled back during the pandemic. He then reviewed some specific line items such as insurance, employee COLA, increases due to inflation, including service contract requirements which contain terms governing the impact of inflation, and increases in professional services costs. In particular he reported that, after a thorough review of the Bylaws by Legal Counsel, it was determined that the practice of only repairing plumbing pipes serving multi-units had to be changed to repairing all pipes, whether serving multi- or single units. This means that the FY23 Budget has to be prepared using only a “guesstimate” of what the added cost will be for making repairs to single-service pipes. After Mr. Reem’s review the Board discussed possible revisions to the proposed budget. After all revisions were made the proposed budget continued to remain at \$8,461,064 and a 3.97% assessment increase.

During discussion several Board Members expressed the desire to have either a meeting or workshop solely devoted to review, discussion and revision of any draft budget. Those members raising this concern stated they understood that this had not been common practice in the past and that provision had been made each year for questions and possible revisions; however, they felt

that there needed to be a more in depth review and discussion and urged that this method of budget formulation be adopted next year.

[The meeting was recessed at 9:15 p.m. and called back to order at 9:25 p.m.]

H. Asbestos Policy

By unanimous consent the Board agreed to not take up this resolution and to place it on the agenda for the August meeting.

VII. Reports

President: Ms. Alvord had no report.

Vice President: Mr. Stolof had no report.

Treasurer: Mr. Reem reported the Association remains in sound financial condition. He stated that the most current financial report shows a \$43,979.00 excess of income over expense for the year-to-date. He noted that the reported excess funds will undoubtedly diminish with the inclusion of outstanding bills and larger-than-expected expenses in certain categories.

Secretary: Ms. Wasowski had no report.

Committee Reports: There were no reports, other than those in writing, and none were presented.

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. Other Business

There was no Other Business presented.

IX. Establishment of Next Board Meeting

The next regular meeting of the Board will be held Wednesday, August 3, 2022.

X. Executive Session

President Alvord asked for a motion to Adjourn into Executive Session as permitted under the Code of Virginia (Condominium Act) 55-79.75c.

Ms. Alvord moved the Board of Directors adjourn the regular meeting into closed session as allowed under the Code of Virginia, to discuss unit owners common liability. Seconded by Mr. Reem and passed (9-0-0).

At 9:47 p.m., the Board recessed the Open Session and reconvened in Executive Session to discuss personnel, legal or contractual matters, as permitted by subsection [C] of Section 55-79.75 of the Code of Virginia.

At 10:26 p.m. the Board adjourned the Executive Session and returned to open session.

XI. Adjournment of Meeting

Mr Reem moved the Board adjourn the meeting of July 6, 2022. Seconded by Mr. Straub and passed (9-0-0).

President Alvord adjourned the meeting at 10:26 p.m.



Secretary
Fairlington Villages, a Condominium Association

