

**FAIRLINGTON VILLAGES, A CONDOMINIUM ASSOCIATION  
MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
COMMUNITY CENTER  
May 4, 2022**

**Directors Present:**

Melanie Alvord	President and Ward VI Director
Ed Stolof	Vice President and Ward II Director
Anne Wasowski	Secretary and At-Large Director
Harry Reem	Treasurer and Ward III Director (Via Zoom Video)
Philip Brown	Ward V Director (Via Zoom Video)
Kate Lankford	Ward I Director
Karen Olson Weaver	At-Large Director (Via Zoom Video)
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
Victoria Gomillion	Office Administrator
Marcus Reed	Office Administrator
Dave Bush	Recording Secretary

**President Alvord announced that due to the continuing nation-wide emergency caused by the Covid-19 (Corona) Virus, and the need to maintain social (safe) distance between people, the meeting was being held entirely by Zoom Video.**

**I. Residents' Comments**

No residents requested to speak during Resident Comments.

**II. Call to Order**

At 7:03 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

##### April 6, 2022 Regular Meeting

*Ms. Wasowski moved to approve the minutes of the April 6, 2022 regular meeting of the Board of Directors, as revised. Seconded by Mr. Stolof 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 – 4855 S. 28<sup>th</sup> Street – Convert Attic to Living Space, Remove Several Non- Load Bearing Walls, Install Outdoor Spigot, Install HVAC Exterior Vent Cover**

*Mr. Torres moved the Board approve the April 4, 2022 variance request from the homeowner at 4855 S. 28<sup>th</sup> Street, to convert the Attic to living space, remove several non-load bearing walls, install an outdoor spigot and install an HVAC exterior vent cover, in accordance with the specifications outlined in the attached variance request. Approval is pending the homeowner's having performed the proper tests for the presence of asbestos and that the test results are turned into the Administrative office. Approval is also 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. Stolof and passed (7-2-0).*

Discussion centered around the need for air testing for asbestos fibers which may be disturbed during the construction phase. Fairlington Villages recently placed on its various social media platforms information concerning Federal and local government requirements for testing for the presence of airborne asbestos when performing construction work in multi-unit buildings. It was noted that this application was in the process of submission when this information was posted but that the application does carry the proper form for asbestos testing. It was agreed that while Fairlington Villages has no policy concerning testing for asbestos, nonetheless all Federal and local codes must be followed when performing construction within a Fairlington Villages unit. The requirement is that testing must be performed on behalf of the homeowner and the results submitted to the Administrative Office, and that the finding of a positive test may lead to further abatement as required by code.

The main motion was amended to reflect the need for asbestos testing and submission of test results to the Administrative Office.

Mr. Roby reported that management is working with Legal Counsel to formulate a policy for asbestos which will follow local and Federal codes. It was agreed that management will present

a resolution at the June meeting concerning the handling of asbestos during remodeling construction with a holistic policy to follow at a later date.

**B. Ratification of Unanimous Written Consent in Lieu of a Meeting Tuesday, April 26, 2022 (Variance Request – 3073 S. Buchanan Street, C-2)**

*Ms Wasowski moved the Board of Directors hereby ratifies said action for purposes of the record. Seconded by Ms. Lankford and passed (9-0-0).*

**C. Standing Board Practices and Procedures, 2022-2023 Board Year**

*Ms. Lankford moved that the Board adopt the following procedures for the conduct of monthly Board meetings and the transaction of Association business during the 2022-2023 Board year. These procedures shall remain in effect until amended by a majority of the Board, upon motion and second, at any regular or special meeting of the Board. By unanimous consent the Board may temporarily waive any procedure specified in this resolution.*

*Section 1. Homeowner Forum. There shall be a Homeowner Forum prior to each regularly scheduled monthly Board meeting, in which homeowners and residents may speak for up to five minutes each on any matter directly affecting the operation of the condominium. Should several households choose to speak on the same topic, the President may opt to limit the time to three minutes per household.*

*Section 2. Meeting Agenda. The agenda for each regular monthly meeting of the Board shall be developed by the President in consultation with the General Manager, shall be presented to Board members prior to the meeting, and shall be deemed to have been approved upon the convening of the meeting unless an amendment to the agenda is offered by a Board member, seconded, and approved by a majority of the Board.*

*Section 3. Corrections to Minutes. Technical corrections to the minutes shall be submitted to the Secretary prior to the Board meeting and shall be deemed to be included in the minutes prior to a vote on final adoption of the minutes.*

*Section 4. Permission to Speak. Committee chairs or their designees shall be permitted to address items on the agenda concerning the work of their respective committees during the time in which the matter is being considered by the Board, unless upon motion duly offered and seconded, a majority of the Board votes otherwise. Homeowners affected by a specific resolution affecting them or their unit, such as a variance request, a rules violation enforcement action, or a refund request, shall be permitted to speak during the time in which the matter is being considered by the Board, provided that the President or the Board may impose reasonable limits on the length of time the individual may speak and once the Board begins its own deliberation over the resolution, the permission to speak shall terminate.*

*Section 5. Reports. Reports from Officers, Committees, and Management shall be presented after New Business items have been disposed of.*

*Section 6. Liaisons. The President shall be the liaison to the General Manager, the staff, and Association Counsel. The President is authorized to appoint Board members as liaisons to the Association's standing and ad hoc committees.*

*Section 7. Board Requests of Staff. To facilitate the flow of work in the condominium management office, the President may establish reasonable restrictions and priorities for the handling by staff of requests from Board members, provided that these restrictions may not infringe on the rights of Board members to have access to materials and information that are necessary for Board members to carry out their responsibilities under the By-Laws and the Virginia Condominium Act.*

*Section 8. Communication with Residents. From time to time, unit owners/residents will contact Board Members regarding questions/concerns related to Association matters. Whenever possible, Board Members should discuss the question/concerns raised by the owners/residents with Management and/or the President prior to making any commitment to the owners/residents that the Association will/will not take any particular action to address their questions/concerns.*

*Section 9. Confidentiality Agreement. Board Members will receive certain confidential information during his/her term of service on the Board of Directors. Board Members agree to take reasonable measures to keep confidential such information. Board Members confirm their agreement to keep confidential such information by individually signing the attached Fairlington Villages, A Condominium Association Confidentiality Agreement.*

*Seconded by Mr. Torres and passed (9-0-0).*

#### **D. Revised Tree Removal Policy**

By unanimous consent this item was withdrawn from the agenda and will be included on the agenda for the regular meeting in June.

#### **VII. Reports**

President: Ms. Alvord presented a Charter for a *Special Commission on Potential Architectural Changes in Fairlington Villages (SCOPAC)* which carries an effective date of May 2<sup>nd</sup>. She appointed Ward V Director Philip Brown as Chair of the Commission. She reported that the Commission has been formed in "response to owners' interest in potential architectural changes to their units for both safety and aesthetic purposes, as well as concerns voiced by other owners about such changes' impact on liability, monthly condominium assessments, adherence to structural integrity, and impacts on shared area encroachment and landscaping."

She also reported that the City of Alexandria will be conducting a study of traffic at King and Beauregard Streets and reminded the Board that the Board Training session will be held June 11<sup>th</sup>.

Vice President: Mr. Stolof called on each committee liaison to briefly review their committee's activity.

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

**Treasurer:** Mr. Reem reported the Association remains in sound financial condition. He reported that the most current financial report shows a \$21,272 excess of income over expense for the month and \$194,994 excess for the first six months of the fiscal year. He noted that these reported excess funds will undoubtedly diminish with the inclusion of outstanding bills and larger-than-expected expenses in certain categories. Mr. Reem concluded by stating that the Fiscal Year 2023 budget cycle is now underway and that, because the rate of inflation is at a forty-year high, the Board can expect a budget carrying up to a five percent increase in assessments.

**Secretary:** Ms. Wasowski briefly reviewed a report on the second meeting of the Noise Abatement Working Group. The Group set standards for communications, outreach to governmental and civic groups and continuing areas of research.

**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:** Mr. Roby reported that all pools will be ready for opening on Memorial Day weekend and that representatives of High Sierra, the pool service provider, will be attending the June meeting. He noted the spring community walkthrough was well attended.

**Perimeter Fence:** In response to a question posed by Director Lankford, Mr. Reem reported that the current budget carries a figure of \$225,000 for replacement of perimeter fencing over a two-year period. He noted that no design guidelines have been developed. Mr. Roby reported that the entire fence line has been inspected and that a holistic scheme needs to be developed for how to approach edges at Fairlington Villages through the use of vegetation, hardscape or fencing as a barrier for entry and noise abatement.

**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, June 1, 2022.

**IX. Adjournment of Meeting**

*Mr. Straub moved the Board adjourn the meeting of May 4, 2022. Seconded by Mr. Brown and passed (9-0-0).*

President Alvord adjourned the meeting at 8:55 p.m.

A handwritten signature in cursive script, appearing to read "A. W. Drouski".

Secretary  
Fairlington Villages, a Condominium Association