

SPRING 2020

# CONSENSUS

Central Virginia Chapter of CAI  
Serving Central Virginia and vicinity

## CA - Day Trade Show and Expo 2020

Rescheduled for October 30, 2020  
Richmond Omni Hotel

Following the CDC and White House recommendations to limit gatherings and practice social distancing to minimize physical contact, and to be in compliance with the recent Executive Order of Governor Northam (March 30th) limiting non-essential businesses and activities to gatherings of less than 10 people over the next 30 days, the Board of Directors decided to postpone Community Associations Day, which was scheduled for April 17th.

All sponsors, booths and attendee registrations will transfer to the new date. The CA Day Committee will be sending updated registration forms for any new registrants.

## FEATURED ARTICLES

- Don't Panic: Changes to Numbering of the POA
- How to Prepare for Power Washing Service
- Rejuvenating the Mature Landscape
- Maintaining productivity (and sanity) while working remotely
- Welcome Richard Cooppage

Ashley Ewell, CMCA®  
CVC-CAI Chapter President

We are pleased to bring you the latest edition of Consensus! Inside you will find useful information and articles on topics and items of interest in the community association industry. Without a CED to lead the charge, the Chapter's Public Relations Committee worked hard to put together this issue and, on behalf of the entire Board of Directors, I want to thank the Committee for its' efforts. Hasn't the start to 2020 been interesting? Due to COVID-19, we have postponed our events including Winter Social, Fair Housing Week, CA Day Trade Show and Expo and Summer Social. We have missed being able to get together to network, meet new members and learn from our colleagues. Please stay tuned to your email for event and Chapter updates. As you may know early this year, Stacey Drayer resigned to pursue a new professional adventure. We thank Stacey for all she did during her 17 years with our Chapter and wish her the best in her future endeavors. In exciting news, the Board hired a new Chapter Executive Director (CED)! We are excited to welcome Richard Coppage as our new CED. Richard is excited to partner with the Board and help us grow our Chapter! Make sure to read more about Richard in the Consensus article. Please make sure to welcome Richard by email, [caicvcinfo@gmail.com](mailto:caicvcinfo@gmail.com).

Finally, as the new Chapter President, I'd like to take a moment to thank you, and all our members, for the support you give us. Whether you are a Chapter or event sponsor, you've organized, volunteered at or attended our Chapter events this past year – it's your support and participation that makes this Chapter successful! If you haven't gotten involved with a Committee yet, now is the time to join one! Please feel free to contact the Committee Chair or Board Liaison directly, or our CED, Richard Coppage or me.

The Board is looking forward to a wonderful year and providing fun and educational events, as well as networking opportunities for the Chapter and its' membership. We can't wait to see you at one of our events later this year!



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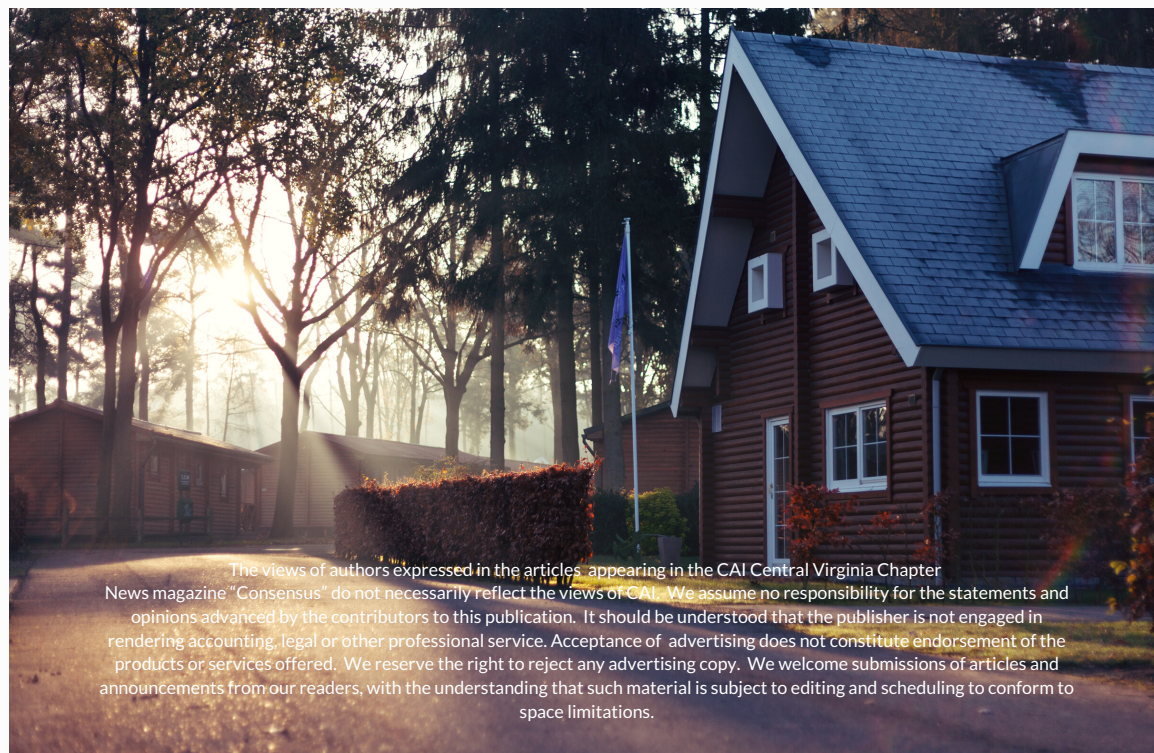
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# Don't Panic: Changes to the Numbering of the Property Owners' Association Act and the Virginia Condominium Act

By Cassie Craze, Craze Law, PLLC



Over the past few months, more than a few panicked phone calls from clients occurred after an online search to look up a provision of the Property Owners' Association Act ("POA Act") or Virginia Condominium Act ("Condo Act") and found a message that these statutes were repealed as of October 1, 2019." The good news is that these statutes are still effective. The bad news is that they have both been moved from Title 55 of the Virginia Code to Title 55.1 and have been completely renumbered so those of us who were familiar with all of the prior statute numbers will need to re-learn them.

While there is no requirement that community associations amend their governing documents to reflect the new numbering, it is important to be aware of this change when a provision of the POA Act or Condo Act is referenced in your governing documents and to review forms and policies used by your association (disclosure packet, form letters, collections policy, etc.) to make sure they cite the updated POA Act and Condo Act numbering.

Below are commonly referenced provisions with their numbering both prior to and following the October 1, 2019 changes to the POA Act and Condo Act:

**Definitions:** The definitions used through the POA Act and Condo Act, and used in many association's governing documents. Previously in Section 55-508 of the POA Act and Section 55-79.41 of the Condo Act. These are now in Section 55.1-1800 of the POA Act and Section 55.1-1900 of the Condo Act.

**Rental of Lots/Units:** The provisions allowing associations to require certain tenant contact information were previously contained in Section 55-509.3:1 of the POA Act and Section 55-79.87:1 of the Condo Act. These are now in Section 55.1-1806 of the POA Act and Section 55.1-1973 of the Condo Act.

**Disclosure Packets/Resale Certificates:** The provisions regarding disclosure packets for property owners' associations, including what must be included, the fee that can be charged, etc., were previously included in Sections 55-509.4 through 55-509.10 of the POA Act. These are now in Sections 55.1-1808 through 55.1-1814. The provisions regarding resale certificates for condominiums were previously included in Sections 55-79.97 through 55-79.97:3 and Section 55-79.87 of the Condo Act. These are now in Sections 55.1-1990 through 55.1-1995.

**Access to Association Books and Records:** The provisions regarding access to association books and records, including qualifications for access, time limits for providing access, and what books and records can be withheld from inspection and copying, were previously located in Section 55-510 of the POA Act and Section 55-79.74:1 of the Condo Act. These provisions can now be found in Section 55.1-1815 of the POA Act and Section 55.1-1945 of the Condo Act.

**Meetings:** Requirements regarding notice and operation of membership meetings were previously included in Section 55-510 of the POA Act and Sections 55-79.75, 79.76, and 79.77 of the Condo Act. These are now included in Section 55.1-1815 of the POA Act and Sections 55.1-1949, 1952, and 1953 of the Condo Act. Requirements regarding notice and operation of Board meetings, including when the Board may enter executive session, were contained in Section 55-510.1 of the POA Act and Sections 55-79.75 and 55-79.76 of the Condo Act. These are now located in Section 55.1-1816 of the POA Act and Sections 55.1-1949 and 1952 of the Condo Act.

**Rulemaking:** Rulemaking authority, including violation charges, suspension of right to use the common area, and hearing/due process requirements, were contained in Section 55-513 of the POA Act and Section 55-79.80:2 of the Condo Act. These are now located in Section 55.1-1819 of the POA Act and Section 55.1-1959 of the Condo Act.

**Late Fees:** Late fee limitations and authority were previously included in Section 55-513.3 of the POA Act and Section 55-79.83 of the Condo Act. These can now be found in Section 55.1-1824 of the POA Act and Section 55.1-1964 of the Condo Act.

**Special Assessments:** Special assessment authority was previously contained in Section 55-514 of the POA Act and Section 55-79.83 of the Condo Act. This is now contained in Section 55.1-1825 of the POA Act and Section 55.1-1964 of the Condo Act.

**Reserves:** Requirements regarding reserves and reserve studies were previously contained in Section 55-514.1 of the POA Act and Section 55-79.83:1 of the Condo Act. These requirements are now located in Section 55.1-1826 of the POA Act and Section 55.1-1965 of the Condo Act.

**Compliance with Declaration/Condominium Instruments:** Provisions regarding compliance with the Declaration and Condominium Instruments, including those allowing for attorney's fees to the prevailing party in litigation to enforce the Declaration/Condominium Instruments, were included in Section 55-515 of the POA Act and Section 55-79.53 of the Condo Act. These can now be found in Section 55.1-1828 of the POA Act and Section 55.1-1915 of the Condo Act.

**Amendments to Declaration/Condominium Instruments:** Provisions regarding amendments to the Declaration/Condominium Instruments were previously contained in Sections 55-515.1 and 515.2 of the POA Act and Sections 55-79.71 and 55-79.73:1 of the Condo Act. These provisions are now contained in Sections 55.1-1829 and 55.1-1830 and Sections 55.1-1934 and 55.1-1941 of the Condo Act.

**Liens:** Provisions regarding lien authority and requirements were previously located in Section 55-516 of the POA Act and Section 55-79.84 of the Condo Act. These provisions are now contained in Sections 55.1-1833 of the POA Act and Section 55.1-1966 of the Condo Act.

*"repealed as of October 1, 2019"*

# How to Prepare your Home for a Power Washing Service:

By Chess Vess  
Excellent Exteriors, LLC

Winter was hard on your house and now the siding is covered with green stuff. Well, soft washing can resolve and get it looking great again.

Ways to prepare for this project:

- Secure any openings where water can enter through and ensure doors and windows are completely closed and locked.
- Notify the professional if there are any areas where water may enter so they can be extra cautious around that area.
- Relocate anything you do not want to get wet; i.e., potted plants, exterior furniture/decorations, etc.
- Be sure to unplug any extension cords and to close the covers on outlets.
- Turn on exterior hose bibs.

Tips on what to ask the professional when obtaining a proposal?

- Soft spray, ladders, etc.?

1. There is a huge difference between pressure washing and soft washing. Pressure washing utilizes high pressure water which can damage your home's exteriors (screens, decking, painted trim, caulking, and even siding)! Soft washing on the other hand utilizes garden hose like pressure and a blend of biodegradable detergents to actually kill all organic growth on your home's exterior. Soft washing is safe for all home exteriors (windows, siding, trim, decking, and even shingles)!

2. Make sure to ask if your contractors are trained and certified in the Soft Washing industry! Utilizing the soft wash methods your contractor should also never need a ladder which is a big relief for the homeowners! Soft wash technicians can reach up to four stories while safely on the ground!

- Ask what chemicals they are using and if they will damage your vegetation around the house. A reputable soft washing company will take measures to use biodegradable solutions and will also make sure all vegetation is thoroughly rinsed after applications.



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# Rejuvenating the Mature Landscape

By: Kathy Duncan, Landscape Designer and ISA certified Arborist  
James River Grounds Management



Numerous studies have shown the benefits of plants in a landscape. A beautiful property will often command higher rents and vacancies will fill more quickly, which shows people value aesthetics. Other studies have shown that, even correcting for various demographic differences, neighborhoods and properties with more trees and plants have lower rates of crime and vandalism and occupants have better overall mental health. People who can see plants from their hospital window have a much faster recovery time than those whose view is of a brick wall. Nature is ingrained in the human psyche and it affects us on a deep level. To continue to reap the benefits of your landscape, periodically all landscape areas require rejuvenation, replanting, or complete renovation.

Signs your landscape is ready to be refreshed include:

- Overgrown plants
- Lack of visual interest or plant diversity
- Overcrowded beds
- Unhealthy or dying plants
- Placement causing damage to house or property

Landscape renovation or rejuvenation uses a combination of techniques to improve an older landscape and ensure it will be beautiful for many years to come. First, walk around and take an honest look at your plant material and what it does, or was supposed to do, to enhance your property or solve a problem. Whatever your situation, eventually plants may need to be pruned, removed, transplanted, or replaced. Once you've evaluated the situation, you can identify the various courses of actions and determine the level of intervention necessary.

## RENOVATION

Working area by area with an overall plan in mind can keep a much larger project from being overwhelming and also help with budgeting. A landscape designer can look at the area realistically and rationally with knowledge of what plants will do well in this area. Whether using the services of a professional or developing a plan on your own, a multitude of improvement options exist as seen below.

- Install fast growing but short-lived plants
- while waiting for slow growing plants to mature.
- Transplant healthy plants to a better location
- and group for more impact.
- Prune and fertilize to restore health.
- Remove unattractive or dying plants.
- Prune plants back to reduce their size
- Drastically cut back overgrown but healthy shrubs.

*What can you do to improve it without ripping everything out and starting over?*



# Rejuvenating (continued)

## MAINTENANCE

You can lightly prune or shear shrubs for shape almost any time of the year but for hard pruning, waiting until the plant is dormant is preferred. After the first hard frost, the plant will not send out tender new growth that might be damaged in cold weather. In this area, any time after Thanksgiving works well. However, the plant will not re-grow until spring so I often wait to prune until late February or early March so the branches are bare for less time. Heavily pruned plants often leaf out later than the unpruned shrubs nearby so don't panic if you don't see new growth as the first daffodils bloom. Pruning in the summer is fine but it is not a good idea to drastically prune during drought or any time the plants are stressed. All hard pruning should be completed by the end of August so new growth has time to mature before cold weather.

Once you identify which shrubs can be pruned back hard, what plants need to be permanently removed and which can stay, then you should decide if new plants need to be installed. A large tree crammed between two buildings should not be replaced but a tree providing afternoon shade in the summer that was storm damaged is worth saving or replacing. Now is a good time to make changes if you realize that new plants should be moved away from the foundation of the building or positioned a little farther from the parking lot. One of the mantras of good landscape design is "right plant; right place." This is where doing your research or hiring a professional can help narrow down the best plant choices for your property that will produce the look you want without undesirable side effects. Choosing your new plants wisely and with the knowledge of their preferred habitat, potential form, and size will guarantee that you, your residents, and the plants will be happier!



## PRUNING TIPS & TRICKS

It's important to properly identify your plant material and know what the results of the pruning will be. Drastic pruning can leave the landscape bare for two or three years until good growth returns. Choose one variety per year can spread out the process so no area looks too bare for too long.

If the shrub dies, it was not healthy enough to withstand a drastic cut-back. Some plants may need additional pruning over several years to grow the way you want.

Renovation and structural pruning are much different than shearing shrubs for shape and often take a different skill set. If you hire someone to prune, make sure they can explain how they will prune, why they are pruning that way, and what the results will be. The local Cooperative Extension Service is a great free resource for information on all aspects of landscape maintenance and can help give you enough knowledge so you know what questions to ask. You can search for publications on specific topics or find your local branch at <https://ext.vt.edu/>.





BY: KELLIE DICKERSON, CMCA  
RELATIONSHIP MANAGER, FIFTH THIRD BANK

## Maintaining Productivity (and sanity) while working remotely

On Wednesday March 11th, the CDC announced that COVID-19 had been upgraded to a worldwide pandemic. That announcement has resulted in many organizations taking steps to allow a portion if not all of their employees to work remotely for an unknown period of time. While virtual work is becoming more commonplace, it is a new experience for many. In order to support the efforts of the organizations for which we work and the needs of the clients we serve, it is important to maintain a proper level of productivity during this time while also balancing the need to remain calm and healthy.



Over the course of my career, I've held two positions which required me to work from home full-time; including my current post. My first foray into virtual work was from 2004-2006 and I hated it. I felt isolated and wildly unproductive. The company where I was employed at the time, required me to work from home but failed to offer the support necessary to ensure my success. This past Fall, I started a new position which too has me working from home, but has offered me all of the proper resources. As such I've learned from two vastly different experiences how to be effective in a virtual environment and now find that I am equally, if not more efficient working from home than I was in a traditional office. To help those who might be embarking on remote work for the first time, I am sharing the lessons below.

**Set up a dedicated work space** – This is not the easiest task if your remote work is temporary or unexpected, but having a clean dedicated place to work will greatly help with your productivity. I converted a spare bedroom into a permanent home office, but you can make do with a spot in the Dining Room or Kitchen. I start each day by decluttering anything left on my desk from the previous day and ensuring I have everything I need within reach. If the Kitchen or Dining room is the place where you will be working, the same rule applies. Clear the table of dishes, placemats, condiments etc. If you will be working remotely for a longer period of time or permanently, you might consider a more optimal environment and equipment. For me, this meant upgrading my desk to a larger piece equipped with plenty of storage and an integrated charging station for my electronics. I viewed the expense as an investment in my comfort and productivity which has paid for itself threefold.

**Properly stock supplies** – Make sure your company has provided you with all of the things you need to do your job thoroughly off site. This might include a printer, paper, letterhead and extra ink etc. Also check to see if you can set up a teleconference account, such as WebEx, allowing you to easily meet with colleagues and clients virtually. A great asset to me, I can set up any conference on my own without having to “borrow” someone else's line.

**Maintain your normal routine** – Whatever your routine is working in a traditional office, strive for the same routine when working from home. My day starts at Orange Theory Fitness at 6AM. I'm home by 7:15, showered, dressed and at my computer by 8:30. When I first transitioned back to virtual work last Fall, I played around with going to the gym at different times of the day, relishing in the idea of sleeping later than 5:30. I found within the first week that I was unable to get my day going nearly as efficiently so I went back to hitting the gym first thing.

**Maintain your level of Fitness and Nutrition** – Working from home is great, but it's easy to find yourself sitting all day and/or snacking on things in your kitchen nonstop. As I mentioned above, I go to the gym each morning at 6. Thanks to the pandemic, we're facing the potential closure of fitness facilities, so I've already planned for a mixture of outdoor runs and on-demand fitness solutions via streaming. I also plan for my meals just as I did when I had to pack a lunch each day. Planning ahead for workouts and lunches not only keeps you healthy but also allows you to maintain your focus during the workday. Be sure to drink plenty of water too! (continued on next page)



# Productivity (Continued)

**Dress the Part** – No, I do not wear a suit when I am scheduled to be in my home office all day, but I don't work in my pajamas either. I find that it's easier for me to get into a productive frame of mind when I'm properly dressed with shoes on. I don't know what it is about shoes, but for some reason I work better when wearing them.

**Take breaks** – Let's be honest, we take breaks at the office, probably more often than we realize. Whether it's checking the news online, eating lunch in the breakroom, catching up with a colleague at the water cooler or wasting time in another person's office – we all take breaks and it's healthy to do so. Those breaks allow your brain to refresh and your body to relax especially during the uncertainty of the pandemic. I try to tackle minor house chores during my breaks such as throwing in a load of laundry or taking out the trash. This is really one of the best perks of working from home. I rarely have to devote a full Saturday to laundry or massive house work because I can handle minor things in short spurts throughout the work week.

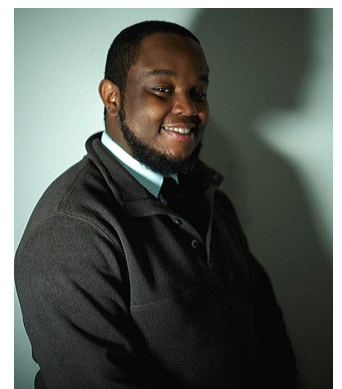
**The 7th Inning Stretch** – The late afternoon is when I tend to lose my focus, so I have a daily 3PM ritual – Afternoon Tea. During the lull of the afternoon when my mind is exhausted, I enjoy a cup of tea. Not only does it ward off the afternoon snack cravings but it also provides me with a scheduled mental break. Tea may not be your thing, but find something that makes the afternoon get by and incorporate it into your day. (15-minute Yoga, a quick walk around the block etc.)

**Finish your day on time** – If you are a workaholic, it will be very easy for you to continue working late into the evening because there is no evening commute. As I've already stated, keep to your normal routine and this includes wrapping up at a reasonable time. This will allow you to decompress and start the next work day properly refreshed. More importantly, it will allow for meaningful family time.

While all of the strategies above are the rules I follow, the main point of this piece is finding the routine that works for you. No two people tackle work in the same way, therefore no two people find peace working from home in the same manner either. Think about the things that are important to your work and productivity and create a plan that makes sense. Doing so will allow you to find the optimal balance between work and personal productivity.

## WELCOME RICHARD COOPPAGE

A native Richmonder, Richard joins CAI-CVC as the new Chapter Executive Director. He is a graduate of Mary Baldwin College and currently is completing a web development certificate at Reynolds Community College. Richard brings 10 years of property management experience, which covers the areas of facilities management, commercial management, and residential management. Richard is excited about his new position with CAI-CVC as Chapter Executive Director and the opportunity to help the organization grow.





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