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THE QUARTERLY ASSESSMENT

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For updates throughout the year, information about CWMEB's upcoming 2015 Seminar Series, firm happenings, and other news, please visit us on the web at:

www.chadwickwashington.com

Solving the Proxy Puzzle

By: Susan L. Truskey, Esq.

To begin, let's start by clearing up two common misconceptions concerning proxies. First and foremost, *proxy* and *proxy forms* are not synonymous. Rather, a proxy (or proxy holder) is the person who has been appointed to act on behalf of another at a meeting; the proxy form is merely the document that authorizes this delegation of authority. Second, it is important to remember that proxies are not absentee ballots. By understanding the various requirements of proxy appointment forms and employing the best practices suggested below, association leadership can help ensure effective participation of members at association meetings.

The governing documents for most community associations enable association members to participate in association meetings by attending the meeting in person "or by proxy." The proxy provision, which is typically found in an association's bylaws or articles of incorporation, may require that certain elements be included on the proxy form for it to be valid. For instance, some governing documents state that proxy forms must be signed, dated and/or witnessed (i.e. requiring the signature of a third party on the proxy form). The governing documents may also prescribe when and to whom proxy forms must be submitted in advance of an association meeting, that the document is revocable by the member and other similar procedural requirements.

Proxy appointment forms can be used in many different ways. They may grant the proxy holder broad discretion as to voting, or alternatively, give no discretion at all. In particular, an *uninstructed* proxy form authorizes the proxy holder to vote as he/she sees fit at the meeting on the member's behalf. On the other hand, an *instructed* proxy form directs the proxy holder to vote in the manner expressly designated by the member on the form. Proxies may also be authorized to count for quorum purposes only with no participation in substantive association votes.

Many community associations provide their members with a sample proxy appointment form along with the notice of meeting; however, the use of the association's form is not mandatory to validly appoint a proxy. As long as the member's "homemade" form contains all of the information and elements required by the governing documents or applicable law, the form should be acceptable. Still, it is the best practice to circulate a comprehensible and appropriate form to the membership. In view of the costs and planning incurred in holding association meetings, it is a hard lesson learned to discover that the proxy form distributed for the meeting contained a typo or some other defect rendering the proxy appointment invalid. As one can imagine, this type of inadvertent mistake could cause an association to fail to achieve quorum or create an election dispute because of proxy problems.

The proxy appointment enables an association member to participate at a meeting through their

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designated proxy holder, who must be physically present at the meeting. If the proxy form fails to clearly identify a legal proxy holder or the proxy holder fails to attend the meeting, the proxy is of no legal effect. Associations should employ a reasonable method (e.g., clear and simple instructions) to assist members in properly completing proxy appointment forms and thereby avoid defective proxies. It is imperative that board directors and community managers review and understand the specific proxy requirements for the association well in advance of any scheduled association meeting. It may be prudent to consult legal counsel to ensure that the proxy forms comply with the law and don't contain ambiguities or other problems that render the proxies void.

Laws governing proxies vary from state to state. The following is a list of general best practices that are designed to help prevent defective and invalid proxies:

1. Generally, proxy appointments should always be in writing, in the form required by law and the association's governing documents.
2. Proxy appointment forms that are clear and concise are more likely to be understood and properly executed.
3. The proxy form should sufficiently identify the meeting for which the proxy is intended to be used (and any adjournment or reconvened sessions thereof).
4. Be sure that the proxy holder is someone who is likely to be present at the meeting. It is recommended to designate a default proxy holder on the proxy form who shall serve if no other person is designated (i.e. the Board Secretary, Community Manager, etc.), provided that this is allowed by the governing documents.
5. Clearly state when and to whom a proxy appointment form must be submitted at or before a meeting.
6. Include a disclaimer advising the member that if the proxy is not clearly instructed or is not clearly marked as uninstructed, that the proxy will be used for the purpose of establishing a quorum only.
7. The proxy appointment form should warn members that the effect of incorrectly completing the form is to possibly render the proxy invalid.

District Adopts New Bicycle Storage Rules

By Brendan P. Bunn, Esq.

The DC Department of Transportation has finally adopted a rules that require residential buildings to provide for bicycle storage. DDOT's rules have been under consideration for some time, but became final and effective on November 28, 2014. The new rule recognizes the District's increasingly bike-friendly environment.

Under these rules, DC residential buildings with more than 8 units -- including condominiums and cooperatives -- must now provide a reasonable number of secure, safe bicycle storage spaces. Here is a summary of the new DDOT rules and how they work:

Reasonable Number of Bike Spaces – Upon Request. The Association must provide a reasonable number of bicycle parking spaces within 30 days after receiving a written request from 1 or more tenants/owners. "Reasonable number" means the lesser of 1 bike space for each residential unit or "enough bicycle parking to meet the requested demand."

Complaints to DDOT. If a complaint is filed with DDOT by one or more residents, DDOT will first facilitate discussions between the parties to determine the number of spaces the building will provide. If the parties cannot agree, DDOT will decide.

New vs. Renovated Buildings. New residential buildings must have at least 1 secure bike parking space for each 3 units. Older buildings that have been substantially renovated with 8 or more units must have at least 1 secure space for each 3 units OR the same number of spaces as were in the building before renovation (whichever greater).

Exemptions Can Be Granted. DDOT can grant, upon written application of the building owner, an exemption or reduced level of compliance. It must be shown that providing the bike spaces is not physically practical; creating spaces would create an undue economic hardship; or that the nature of the building issue is such that bike spaces would not be used.

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Requirements for the Bicycle Spaces:

1. If possible, spaces must be located INSIDE the building. If outside, spaces must be secure, covered and adjacent.

2. Interior spaces located no lower than first basement level or first complete parking level below grade (and no higher than first above-grade level).

1. Spaces must be available to employees, residents, building occupants.

4. Required parking must be provided as racks or lockers. Interior racks must be provided in parking garage orbicycle storage room. When required bike parking is in garage, it must be clearly marked and separated from adjacent motor vehicle parking spaces by wheel stops or other barriers.

5. For bike rooms with solid walls, entirety of interior must be visible from entry door. Motion-activated security light shall be provided, unless otherwise illuminated so bikes are clearly visible.

6. When parking is provided in lockers, they must be securely anchored with certain minimum dimensions.

7. Minimum aisle width of 48 inches and vertical clear ance of 75 inches. Parking must be horizontal -- but some vertical bike racks are acceptable.

These rules could have a major impact on buildings throughout the City. Condominiums and cooperatives should strongly consider evaluating their options to determine how (or if) they can provide compliant facilities -- and how these requirements mesh with their governing documents. While this law is request-based, which implies that there may be time to consider the options, bear in mind that those requests will surely come.

The Anatomy of a Collections Case

By Alexandra Spaulding, Esq.

How many times do we say "assessments are the life blood of an association?" Hundreds of times, particularly when delinquencies are on the rise. As we all know, associations are funded predominantly by the assessments that each lot or unit owner is required to pay per the provisions of the recorded covenants. The association's board of directors prepares the annual budget, which budget will determine the lot or unit assessment obligation for the upcoming fiscal year based upon the association's anticipated obligations and expenses for the year. Usually, there is precious little "wiggle room" for most associations in their fiscal year calculations. Most boards are cognizant of economic pressures and attempt to set owner assessments as reasonably as possible while still enabling the association to meet its obligations. But when owners do not pay their share, it adversely affects the association's budget, which in turn has both practical and financial consequences for all other owners within that association.

Most boards are charged by the governing documents to pursue collection actions to recover those unpaid assessments. If the association is professionally managed, the property management company assists in this process. In the event that the association is unable to recover the arrearages on its own, however, it will often turn to its legal counsel for assistance with debt collection. Most law firms that work in the community association industry perform collections work as part of the package of legal services they offer. Law firms that do collections work are generally considered debt collectors under the Fair Debt Collections Practices Act ("FDCPA"), a federal law that establishes processes and procedures governing the collection of consumer debt, including delinquent community association assessments. If a delinquent account is turned over to the association's counsel, it will generally take the following path through the legal system, usually with the assistance of legal counsel.

Once an account is turned over to legal counsel…

Turnover and Review of the Account

The management agent (or the board treasurer, if the association is self-managed) turns delinquent accounts over to legal counsel, including an updated statement of account. A file is opened and ownership of the lot or unit is verified. Counsel reviews bankruptcy court records to determine if the debtor is in bankruptcy (which would stay collection activity, generally).

Sending a Lien Warning Letter

Counsel sends a demand letter that notifies the delinquent owner of their debt and that a lien may be filed against their property if their delinquent balance is not paid within a specified period of time. This letter is different than the initial letter sent by the Board or management. This letter typically includes some required language from the Fair Debt Collections Practices Act, notifying debtors of their right to dispute or confirm the validity of the debt.

Filing an Assessment Lien Against the Unit or Lot

Depending on the jurisdiction, counsel then records liens against the delinquent owner's lot or unit. Some jurisdictions have strict time requirements for recording liens; it is essential that liens be recorded within the time prescribed by statute. If an association's documents allow for "acceleration" of the annual assessment balance upon an owner's default, the accelerated balance can typically be included on an assessment lien filed against the property so long as the lien is timely filed.

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Filing a Civil Suit and Trial

To initiate a civil suit for unpaid assessments, counsel for an association will typically file a civil complaint along with a signed and notarized claim affidavit from an officer of the association and statement of account reflecting the amount of the claim. In Virginia, DC and Maryland, most civil suits for delinquent assessments are filed in a "lower court" (a court that hears cases without a jury). This is more cost-effective and efficient than pursuing such actions in the "higher" court. After the case is filed, the defendant(s) must be formally served with notice of the suit (referred to as service of process), which is typically performed by a sheriff's office.

Depending upon the jurisdiction, the association may obtain a default judgment if the defendant fails to file a response to the case or fails to appear on the initial return date. Some defendants may appear on the first court date and admit to owing the amount claimed, and the association is thereby able to obtain a consent judgment. Other times, defendants will contest the amounts owed and a trial is ordered. For cases that are set for trial, written pleadings are often exchanged and the association is required to provide witness testimony at trial to prove its case. Such testimony generally comes from the property management agent or the treasurer of the board. More often than not, the association prevails at trial and judgment is granted. In these cases, depending on the law of your jurisdiction and the governing documents for the association, the court may award attorney's fees, costs and and interest requested.

Post-Judgment Collection Activity

When a judgment is obtained, there is usually a waiting period before the judgment becomes final. Counsel for the association may seek a a certified copy of the judgment to file among the land records of the jurisdiction in which it was obtained, as well as in any foreign jurisdiction where it is known the defendant owns property. Once recorded, the judgment usually becomes a lien against real and personal property owned by the defendant within the jurisdiction in which it is recorded.

Post-judgment collection actions to satisfy the judgment include a wage, bank, or rent garnishment if the requisite information is already known; debtor's interrogatories or a "creditor's exam" to determine the debtor's financial assets; and/or a writ of attachment to pursue a levy on the debtor's personal assets. A wage garnishment typically orders the employer to withhold a portion of the debtor's wages and pay those wages to the association; a bank garnishment freezes the debtor's account (as to withdrawals, but not deposits) until the scheduled hearing date and pays over to the association any eligible funds seized, up to the amount of the judgment. If the debtor is a landlord, a rent garnishment orders tenants to pay rent into the court (versus the usual payment to the landlord/ debtor) for a specified period of time, up to the amount of the judgment. Upon the entry of an order for payment, the court will turn over any collected funds to the association in order to satisfy the association's judgment. Finally, a writ of attachment would allow the association to levy (through the sheriff's office) personal property of the debtor to be sold at an auction in an attempt to satisfy all or part of the judgment. Although this may sound appealing to a creditor association, the typically small price which a debtor's property commands at auction makes the writ of attachment usually unproductive as a post-judgment collection measure.

If information about a judgment debtor's financial assets is not known, the association's counsel may file a summons with the court ordering the debtor to a hearing to answer questions about their financial situation. Filed concurrently with that summons is typically a subpoena ordering the debtor to bring certain financial documents with them to the hearing, such as wage statements, bank statements, personal asset information, etc. The goal of "debtor's interrogatories" or a "creditor's exam" is to obtain information about the debtor that would lead to productive collection through the garnishment processes noted above.

If no information about a debtor can be found after a judgment has been awarded, then the association may choose to use the services of a private investigator to locate bank accounts, places of employment, tenants, etc. Most law firms have resources available to them to assist in searches for debtor information, but private investigators may be utilized when those resources render no productive information for collections purposes.

Instituting Foreclosure Proceedings

If all "traditional" efforts to collect delinquent assessments are unsuccessful, and the delinquency reaches serious proportions, it may be appropriate for the association to consider using its authority to undertake a non-judicial foreclosure on any outstanding assessment liens. A non-judicial foreclosure involves an auction of the unit or lot on the courthouse steps after certain notice procedures are followed. This procedure is available in DC and Virginia. Also, a foreclosure can be pursued through the court system (a "judicial" foreclosure), where a sale of the property would occur under court supervision. This can become an expensive and involved process, but can also prove to be effective in serious cases, provided that there is sufficient equity in the property. Foreclosure is generally viewed as a measure of last resort because of the expense of the proceeding. The first step in the foreclosure process is generally to obtain and review title work on the property to determine lien priorities and whether it is a viable candidate for foreclosure.

Accepting Payment Plans and Settlement Offers

There may be points in the collection process when a delinquent owner offers to enter into a payment plan or negotiate a full settlement with an association. This can be an effective way to resolve a conflict with a delinquent owner regarding contested issues (such as late fees, interest or violation charges) or to simply allow a delinquent owner who has had financial difficulties to pay off the debt in a reduced lump sum or through installment payments over time.

The preceding is a general overview of collections procedures employed by many community association law firms for their clients. Although there are costs associated with pursuing collection, most boards have a duty under the association's recorded covenants to collect delinquent sums due to the association. It is therefore imperative for associations to fully understand the process and costs involved.

A New Years Resolution: Board Orientation and Training

By Bruce H. Easmunt, Esq.

The best New Year's resolution that a board of directors can provide its community (and the directors themselves) is to avoid entangling the association in litigation, unless, of course, it is absolutely necessary (note that routine collections litigation is typically unavoidable). An effective means of avoiding a lawsuit against an association is to have an educated and informed board of directors. Directors who know how to avoid potential pitfalls and what steps to take in certain hazardous legal situations will be able to better serve their associations than directors with little or no training.

As many associations conduct their board elections around this time, this is a great opportunity for new directors to start off on the right foot with a board orientation session conducted by legal counsel (this can also be a great refresher for more experienced directors). In order to fully realize the benefits of such an orientation, boards are encouraged to make a training and orientation session a part of the agenda for new members. The organizational meeting after an election is a great time to conduct a board orientation and training session, especially when directors may be new to their respective officer positions.

Board orientation and training sessions typically cover the following topics:

1. Basics of fiduciary duty and the business judgment rule;
2. Understanding your governing documents;
3. Understanding applicable laws and regulations, including legislative and case law updates;
4. Board conduct and scope of authority; and
5. Interactions with association members.

A working knowledge of these topics will assist boards in making educated and informed decisions and may avoid unnecessary litigation against their associations. At a minimum, a training session will provide boards with the tools necessary to (i) spot red flags when issues arise; and (ii) know when it is appropriate to contact legal counsel about those issues.

Of pressing importance to board members as individuals, a board training session will assist board members in avoiding personal liability while serving their associations. Most association's governing documents will indemnify and thereby protect directors from personal liability when those directors are acting in their roles as association board members. Such indemnification is essential, inasmuch as most association members would predictably refuse to serve as directors if they were potentially exposed to personal liability for their actions and decisions as directors. But such indemnification is not an impenetrable shield against all potential individual liability in every possible scenario. For example, if a director acts outside his or her scope of authority, or acts in a self-serving, bad faith or fraudulent manner, such acts may not trigger the association's indemnification obligation. Neither would such acts typically be covered by the association's directors & officer's liability insurance policy. A board training and orientation session will thus aid directors in understanding what actions are appropriate and, conversely, what actions or decisions could lead to personal liability exposure.

We therefore suggest that your association's New Year's resolutions in 2015 (and future years) include an annual board training and orientation session to provide your board with the essential information to avoid unnecessary litigation against your association.

Virginia Beach Jury Holds Condominium Board Accountable

By Robert D. Brant, Esq.

Following a two-day trial in September 2014, a Virginia Beach jury ruled that the board of directors of a condominium association failed to fulfill its fiduciary responsibilities to the association and its members. The lawsuit was filed by a group of concerned owners following their discovery that the association was approximately $30,000 behind on assessments that were owed to a neighboring community for shared access to pool and recreational facilities. The complaint questioned the board's spending decisions and alleged that the board denied member requests for access to the association's budgets, spending statements and other financial records.

It was the board's repeated refusals to allow member access to association records that prompted the concerned owners to band together and file suit. Ultimately, the jury found the board members negligent in the fulfillment of their fiduciary responsibilities and awarded plaintiffs approximately $50,000 in attorneys' fees.

This recent jury verdict in Virginia Beach serves as a cautionary tale to boards of directors of condominium and property owners' associations alike. When presented with a member's request to review and/or copy association books and records, it is important to remember that both the *Virginia Condominium Act* and the *Virginia Property Owners' Association Act* provide association members in good standing with the right of access to books and records of their association. Both Acts also establish mandatory windows of time in which associations must provide access or otherwise respond to requests. The right of access to books and records is, however, not absolute. There are caveats, conditions and exceptions regarding requests for access to records set forth in Section 55-79.71:1 of the Condominium Act and Section 55-510 of the POA Act. For example, both the Condominium Act and the POA Act allow associations to withhold certain types of privileged or otherwise sensitive documents from inspection. Additionally, associations may adopt reasonable rules and regulations governing requests for access to books and records.

In view of the risks associated with failure to provide access, as evidenced by the recent outcome in the Virginia Beach case, it is crucial that board members and community managers be aware of owners' rights and of the applicable provisions of Virginia law. To avoid the recent fate of the Virginia Beach condominium association, we advise all board members and community managers to remain diligent and timely respond to requests for access to books and records. In the event a question arises regarding whether a particular request for access is proper, it may be prudent to first consult with your association's legal counsel before responding.

"Did You Know?" Budgets, Meetings, and Recent Determinations by the Common Interest Community Ombudsman

By Jerry Wright, Esq.

So, *did you know* that the Virginia Common Interest Community Ombudsman ("Ombudsman") has authority to review final adverse decisions from association boards of directors and make Determinations as to whether those board decisions are in conflict with the laws and regulations governing common interest communities? And *did you know* that the Ombudsman has been issuing written Determinations since 2013? And *did you know* that they are published on the Ombudsman Website?

http://www.dpor.virginia.gov/CIC-Ombudsman/Determinations/

There are many (44 as of this writing, to be exact) written Determinations, far too many to cover in a newsletter article. But this installment of "*Did You Know?*" will focus on two recent written Determinations made by the Ombudsman on topics that should be of interest to our association clients -- the first pertaining to association budgets and the second dealing with recording association meetings.

The Ombudsman's Determinations are not binding on Virginia courts. Nevertheless, they are well-reasoned and offer invaluable guidance to not only the association specifically subject to the Determination, but to those in our industry generally. Even though they may not be judicially binding decisions, an association's noncompliance with a Determination could ultimately lead to sanctions (monetary and nonmonetary) imposed by the Common Interest Community Board. The CICB could also seek judicial enforcement from the courts. *Did you know* that?

Association Budgets – Estimated Remaining Life of Capital Components

Did you know that if a reserve study indicates a need to budget for reserves, a condominium association's budget should include, among other things, the estimated remaining life for each capital component of the condominium?

But what if the reserve study prepared for the association did not contain the estimated remaining life? Is the association still required to include estimated remaining life in its budget? According to the Ombudsman, if a reserve study conducted pursuant to the statute indicates a need to budget for reserves, the answer is still ***YES***.

In a Determination dated August 27, 2014, the Ombudsman considered Section 55-79.83:1(B)(1) of the Virginia Condominium Act, which provides in pertinent part as follows:

> *B. To the extent that the reserve study conducted in accordance with this section indicates a need to budget for reserves, the unit owners' association budget shall include, without limitations:*
>
> *1. The current estimated replacement cost, estimated remaining life and estimated useful life of the capital components;....*

[Note that the Virginia Property Owners' Association Act contains virtually identical language. See Va. Code § 55-514.1]

The Ombudsman determined that the above statutory language was clear and unambiguous and cannot be ignored. In the circumstance where a reserve study has indicated a need to budget for reserves, the Ombudsman identified the three particular statutory requirements for the condominium association's budget: "the current estimated replacement costs, estimated remaining life and estimated useful life of the capital components." Even though the reserve study consultant in this matter provided a reasonable explanation as to why the estimated remaining life was not included in the reserve study, the statute still clearly requires that it be in the association's budget. In this case, the CIC Ombudsman required the condominium association to revise its budget within 30 days from the Determination so as to reflect the necessary information. Because the association at issue is not our client, we are not aware if it timely submitted the adjusted budget to the Ombudsman.

So, as a practice pointer for our association clients adopting budgets: If you have a reserve study completed in accordance with the Condominium Act or POA Act and it indicates a need to budget for

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reserves, your budget should include the current estimated replacement cost, the estimated remaining life, and the estimated useful life of the capital components. Until the statute is changed or interpreted otherwise by a court, we suggest that all of our clients abide by these requirements. You should also ensure that the reserve study prepared for your association includes all information required by the statute.

Recording Association Meetings.

Did you know that a member of an association is legally authorized to record the association's board meetings? Of course you did! That's old news.

But *did you know* that an association may adopt rules governing recordings of association meetings? We bet you knew that, too! Again, old news. Just look at Section 55-510.1(B) of the POA Act, which requires, in part, the following:

> *Any member may record any portion of a meeting required to be open. The board of directors or subcommittee or other committee thereof conducting the meeting may adopt rules (i) governing the placement and use of equipment necessary for recording a meeting to prevent interference with the proceedings and (ii) requiring the member recording the meeting to provide notice that the meeting is being recorded.*
>
> *[Section 55-79.75(B) of the Condo Act has virtually identical language].*

However, *did you know* that the association's authority to adopt rules is not unfettered?

In an October 22, 2014 Determination, the Ombudsman made that point very clear. At issue were a property owners' association's rules governing the recording of the association's board meetings, which rules provided as follows:

(1) an owner may only make an audio recording of the meeting (no video recording allowed);

(2) the owner must provide a copy of the recording to the association; and

(3) the owner must provide 3 days' advance written notice to the association that the meeting will be recorded.

The association provided reasons for the first two rules. First, the association prohibited video recordings to recognize other members' rights of privacy, to avoid the unlawful or unauthorized use of members' images and to avoid a chilling effect on owner participation during meetings. Second, providing copies of the recording was not "unduly burdensome" based upon present day "recording capabilities."

Looking at the plain language of the statute, the Ombudsman determined that the limitations imposed by the association's rules and regulations were not expressly set forth in the statute. As a consequence, those rules were not authorized. Specifically, the Ombudsman determined that the statute did not expressly limit the type of recording allowed and made no mention that an owner must provide a copy to the association.

Finally, the Ombudsman reviewed the notice requirement and concluded that the language merely requires that notice given is that the meeting ***is*** being recorded, which means notice simultaneous with the recording is sufficient (no ***advance*** notice is required). As a consequence, the Ombudsman determined that the association may no longer enforce its rules as stated above, and "*[i]f the Association continues to violate the POA Act as it relates to the recordation of meetings, the matter will be referred to the Common Interest Community Board for whatever enforcement action it may deem appropriate.*" (File No. 2015-01061, Determination p. 3, October 22, 2014). Because the association that was the subject of the Determination is not our client, we are not aware if it has adjusted its rules so as to comply with the Determination.

More Ombudsman Determinations will be discussed in future editions of the *Quarterly Assessment*.

CWMEB Firm Happenings

Recognitions and Awards:

Jerry Wright has been elected as the newest shareholder of Chadwick, Washington, Moriarty, Elmore & Bunn, P.C. Jerry became the firm's ninth shareholder, effective January 1, 2015.

Michael Sottolano was named President-Elect of the Central Virginia Chapter of CAI. Michael's term begins in 2016.

Bruce Easmunt was elected Vice President of the of the Washington Metropolitan Chapter of CAI for 2015.

Recent Events:

Jerry Wright will be presenting the Virginia Legislative Update at the Washington Metro Chapter Conference & Expo on Saturday March 7, 2015, as well as the Central Virginia CAI Trade Show on Tuesday March 17, 2015.

Brendan Bunn and **Andrew Elmore** presented at the Community Association Law Seminar on January 28, 2015 in San Francisco, and served as panelists on courses focusing on the development of new association lawyers.

Wil Washington presented at the Community Association Law Seminar. He co-presented the Annual Case Law Update, the best attended session at the Seminar.

Sara Ross spoke at the Community Association Law Seminar as part of a "Hot Topics" panel of respected practitioners addressing the latest trends in community association law. Sara presented on the effect of social media in association collection practices.

Steve Moriarty appeared on the January edition of "Your Community, Your Call," a Fairfax County public access television program. Steve addressed call-in questions and commented on upcoming Virginia legislative issues.

Upcoming Events:

Michael Sottolano and **Jerry Wright** will be presenters at the Central Virginia CAI Chapter's annual Community Associations Day Trade Show and Expo, to be held on March 18, 2014.

Dates for CWMEB's **2015 Spring Seminar Series** have been scheduled at locations throughout Virginia. The Seminars are available, free of charge, for all clients and guests of the firm. Please visit our website at www.chadwickwashington.com for a list of Seminar topics, dates, and locations.

Recent Publications:

Allen Warren published an article entitled "*Oh No! How Do We Fund This?*" in the November 2014 issue of WMCCAI's *Quorum* Magazine.

Alexandra Spaudling published an article entitled "*A General Overview of the Collections Process*" in the September 2014 issue of WMCCAI's *Quorum* Magazine.

Bruce Easmunt published an article entitled "*A New Year's Resolution: Board Orientation and Training*" in the December 2014 issue of WMCCAI's *Quorum* Magazine.

Susan Truskey published an article entitled "*Solving the Proxy Puzzle*" in the August 2014 issue of WMCCAI's *Quorum* Magazine.

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