FIRE SPRINKLER PROJECT
UNDERWAY IN BUILDING 1

The long-awaited work on the Fire Sprinkler Pipe and Pump Replacement Project began on January 2, 2018 with the B1 Level of Building 1. When work on the B1 garages and storage rooms is complete, the plan is to follow it with the B2 Level. After that, work will progress across the property one Building and one level at a time in numerical order.

As time nears for your Building to be worked on, watch for flyers under your unit door, flyers on your vehicle if you park in a garage space, and flyers on your storage bin if you have one.

Keep in mind that work will progress in each Building one level at a time, taking four to five weeks on each level. Each Building will take approximately two months total to complete. This schedule is an easy way to figure out when your garage space or storage bin may be affected.

continued on page 4...

BYLAW BALLOTS ARE DUE NOW

Owners who haven’t voted should come to the Front Desk to pick up their ballot and vote today. The changes being proposed by the Board are very important and the participation of all is needed.

The Amended & Restated Bylaws continue to receive a lot of notice by Rotonda residents. But we still haven’t heard from everyone yet. Have you voted?

As of January 4, 650 total valid ballots have been received. Of those, 604 have voted yes (52.75%) and 42 voted no (3.46%). The votes have been received from 428 on-site owners and 222 off-site owners. To have a say, turn in your ballot now!

RCUOA 2017 ANNUAL MEETING
ONCE AGAIN A SUCCESS

If you missed it, the 2017 Rotonda Condominium Unit Owners’ Association’s Annual Meeting was a huge success! The evening started with friends and neighbors visiting with one another while sipping on coffee or lemonade and snacking on cookies.

But the main event was the election. And when all was said and done, 344 owners had voted. This equates to 30.5773 percent of the Rotonda ownership interest. Owners who voted in person totaled 54 ballots or 4.7692 percent of the total, with 290 ballots, or 25.8081 percent, being voted by proxy. This is continued on page 5...

continued on page 5...
DESPITE CAREFUL BUDGET PLANNING
UNANTICIPATED COSTS OCCUR

The Board and Management begin to develop next year’s budget in June of the current year. They examine previous years, ongoing projects, the current Reserve Study, and a host of other information. They review carefully the operations for the past year and determine, what, if any, changes they wish to make. They work with the Finance Committee to gain their insight. In the end, the next year’s budget is approved typically in October and published to the owners.

However well done this planning might be, everyone knows the unexpected will happen and so a small annual operating contingency is established to deal with future surprises. Most years this works but some years the surprises just keep coming. This past year was one of those. Several major unanticipated events hit during 2017 and two are discussed below in more detail.

First example, we were hit with a ransomware attack in early February ahead of the later well-publicized WannCry attacks against major corporations. The attack came, at different times, from North Carolina, Germany, Russia, Ghana, and the Seychelles Islands. Our files stored in our network were encrypted and a ransom of $117,000 was demanded to unlock them.

Because the Association had systemically, over the past six years, moved its mission critical files to third party service providers such as Associa, Microsoft, and BuildingLink, none of those mission critical files were affected. All information about owners, residents, and employees was untouched, as were all financial and accounting records and all emails. The records encrypted consisted, for example, of photos taken over many years, historical documents, and minutes of meetings held before 2011. Valuable to us but not critical to daily operations, nor did they disclose personal information about owners or tenants.

After engaging a data forensics company recommended by a cybersecurity specialist in our supporting legal firm, we determined the likelihood of actually retrieving the encrypted files, even if we paid the ransom, was very low. They also determined that no files had been removed from the network. Because certain files were encrypted with well-known keys and others were not encrypted, we had those files cleansed and restored by the data forensic company. The remainder were lost.

Looking to the future we are in the process of completing the move of the remainder of our files to an offsite service provider. We have also negotiated and added broader cybersecurity coverage to our overall insurance package. Nonetheless in 2017, the attack cost the Association more than $34,000 in unanticipated costs.

Second example, resident actions taken against the Association, even when the Association is eventually exonerated, can be very costly. Actions taken to enforce the rules of the Association can lead to counter actions taken against the Association and the necessary defense leads in turn to a significant cost in legal fees. Fortunately, the number of residents instituting these actions is very small. Nonetheless their cost is disproportionate, and in 2017 they amounted to more than $33,000 in unanticipated costs.

Because Rotonda Boards of Directors over the past decade have had the foresight to fund and keep an even larger secondary fund invested in interest earning instruments, even these bigger surprises can be met without the need to collect additional funds from owners.

Let’s hope 2018 has fewer surprises.
BUSINESS CENTER NOW OPEN
FOR INDIVIDUAL OR EXCLUSIVE USE BY RESIDENTS

The Business Center is now open for resident use! Located in the lower level of the Community Center, it includes a conference table with chairs, two Dell all-in-one computers, a Dell multi-function printer, and a kitchenette with sink, microwave and refrigerator. The Business Center is only available to residents who are 18 years and older.

Use can be designated as Individual or Exclusive. A FOB from the Front Desk is required to open the door for either.

Individual Use of the Business Center means you are using the center for personal use along with others there for the same reason. Keep in mind, your use is not exclusive and any other resident is able to enter the room at any time. Use is completely free.

You will find the computers have software that is customized to the Rotonda, similar to what you would find in a high-end hotel business center. A timer will warn you it is about to time out if there is no activity. There is also a loitering timer, which sets the length of time you have to use the computer at two hours.

You cannot save anything to the computer. If you need to save work, take a flash drive with you or email your work to yourself. Once you end your session, everything you did will be wiped clean. The printer is set to limit printing during your session to 20 sheets.

For Individual Use, just go to the Front Desk, hand staff your Rotonda ID and they will provide you with the door FOB and a computer password.

Exclusive Use of the Business Center means you are reserving the entire room on a designated day and specific time for a meeting, conference or business use. During your reservation time, no one else will be allowed to enter the room. You are free to use the computers, printer, and television, as well as the kitchenette. The room also has free WiFi.

Like with a Party Room reservation, there is a $75 fee for using the room, along with a $500 deposit, which you will get back after the room is inspected.

For Exclusive Use, just contact the Front Desk prior to the day you wish to use the room and staff will reserve the center on your designated day and time. You will need to provide your Rotonda ID to staff when you arrive at the appointed time and pay your fee and deposit.

More information on Business Center use is explained in a brochure, which can be found at the Front Desk or in the BuildingLink Library.

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In the military, we hear of members operating by a code of honor. At the Rotonda, we have a Code of Conduct, and all members of the Rotonda Condominium Unit Owners Association Board of Directors and our seven Committees operate within its requirements. Each member voluntarily signs the code after information is shared in an orientation process for new directors.

Each year after the RCUOA Election, an Organizational Meeting is held by the Board of Directors. This year’s meeting was December 12, 2017. After the election of officers, Directors moved into an Orientation for new Directors. This provided an opportunity for all members to be reminded of their duties.

Orientation materials provided to the new Director, and available to any Board member who wants them, include 29 documents. These range from the Virginia Condominium Act and the Rotonda Bylaws, to a variety of Policy Resolutions, Administrative Resolutions, the Rotonda Resident Manual, Reserve Study, and new Budget. However, it also includes information as to how a Board functions, and the responsibilities involved in being a member. Other documents go over parliamentary procedure, rules of Executive Session, governance guidelines, fiduciary duties, and information on how community associations typically run. Several new items were added this year, including Rotonda insurance policies, Committee charters, and a Board planning calendar, among others.

Scheduling of meetings takes place next, followed by Board Administrative Matters. This is the time when each member agrees to adhere to the Code of Conduct and Pledge to Comply. It reads:

“As a member of the Board of Directors or Committee Member of the Rotonda Condominium Unit Owners Association (RCUOA), I hereby pledge to comply with the requirements set forth in Administrative Resolution No. 2008-01: Board and Committee Code of Conduct and to accept the consequences of noncompliance. I acknowledge that I have received a copy of the RCUOA Board and Committee Code of Conduct. I have read the Code of Conduct and understand it.”

It’s a lot of homework at the start of each year, but material that is taken very seriously by each Director.

CONT’D - FIRE SPRINKLER UPDATE

Day one of the project consisted of the ceiling being cut to expose pipes that will be replaced.

While work is performed, no entry to that level, either on foot or with a vehicle, will be permitted, as it will be an active construction zone. The only access to storage bins on the level where work is underway will be after business hours by Access & Patrol escort. Call to schedule ahead of time if possible.

If you have a storage bin in any building, but especially on the B2 level of Building 1, we urge you to begin cleaning it now. Do not wait, even if you are in Buildings 2, 3, 4 or 5. All hazardous materials must be removed, and a two-foot wide path must be cleared in many bins. You will receive a flyer specific to your storage bin as the time for work nears.

A week prior to the start of work on your Building, a dumpster will be placed near the entrance to the level being worked on. Please use this dumpster to discard any items you clear out of your bin that you no longer want (except hazardous materials, which cannot be placed in the dumpster).

Make a plan now to bring all items in your storage bin to 18 inches below all sprinkler heads (or approximately 24 inches from the ceiling) per the Fairfax County Fire Code. A red line will be painted as a guide. The Fire Marshall will inspect and require compliance.

Don’t forget you can check the Rotonda classifieds for garage space rentals when your vehicle must be removed from the garage. Several residents have already found a temporary space in this way. However, sufficient surface parking is available to accommodate all vehicles.

More details on specific storage bins and garage parking will be provided as the project moves forward.
CONT’D - 2017 ANNUAL MEETING

slightly less participation than last year, but certainly more than in many years past. And it was well over the required 26 percent.

The December 4, 2017 meeting was held for the first time in the Marshall High School cafeteria, in Falls Church, due to the renovation of the McLean Community Center. We ran two Con-cierge Shuttle Buses in round trips, and with good weather on our side, the room was filled with at least 135 Rotonda unit owners wanting to be a part of the process.

The main purpose of the meeting was to fill four open positions on the RC-UOA Board of Directors. Four candidates were on the ballot this year. Elected to three-year terms were Josephine Gilbert, Margaret Burds, and Erika Yalowitz. W. Russell Moss was elected to a one year term. All terms began immediately.

The meeting was called to order by President Douglas Doolittle at 7:15pm. After introducing guests, he made sure the Proof of Notice of Meeting was on hand, which Secretary Renneye Pike indicated it was. She then received approval of the 2016 Annual Meeting Minutes. President Doolittle designated Association General Counsel Ken Ingram as Parliamentarian. He also announced the Inspectors of the Election, which were Unit Owners Tom Pender, Kianoush Alem, Patricia Veliotes, and Thelma Rosenberg, with Director Stephen Ruckman as the Board Liaison.

Secretary Pike confirmed there was no unfinished business from the previous Annual Meeting, and then she introduced the candidates, calling each to the front to speak. Ballots were closed shortly afterward, so Goldklang Group could tally the votes.

Providence District Supervisor Linda Smyth spoke for a few minutes on the redrawing of precinct voting lines, and transportation development, including plans to widen Route 7 and the addition of the Jones Branch Connector. She gave a progress report on construction at The Boro noting the first building to complete will be a 20-story office building, followed by a theater, Whole Foods, and a condominium building, with the major part of construction to be done before the end of next year. She also answered a few questions from the audience.

The Annual Report, presenting the state of the Rotonda for 2017, was given by President Doolittle. A slideshow presentation highlighted major projects and events of 2017, as well as plans for the future. The 2017 President’s Annual Meeting presentation and speech can be viewed in the BuildingLink Library under News from the Board.

continued on page 16...
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Earlier this month there was a noticeable chill, which was accompanied by freezing precipitation. When this occurs, Rotonda staff works hard to keep your drive lanes, parking spaces and sidewalks clear of snow and ice.

You can learn more about snow removal on property by picking up a Winter Weather Brochure at the Front Desk, or downloading one from the BuildingLink Library. The brochure also includes contact information for Fairfax County and the National Weather Service. To get you started, here is a quick review of the basics:

First, staff ensures that sidewalks, drive lanes, and access points inside the property are cleared. Next, they concentrate on the perimeter sidewalks on International, Westpark and Greensboro.

When salting or snow plowing are in progress, please follow these guidelines:

- If you have a garage space, use it. (The only exception is if your building is currently under different rules due to the Fire Sprinkler Project.)
- Do not park at yellow curbs or in no parking zones.
- You will need to clear snow from around your own vehicle. Staff clears snow from behind handicapped parking spaces only.
- Do not park in areas barricaded to receive snow piles pushed by the plows.
- Yield to snow removal equipment as it moves around the property.
- Exercise extreme caution when walking, as temperatures at freezing cause slippery conditions.

Most importantly, stay away from the edges of the ponds and do not allow anyone in your family, including small children, to walk on them even if the water appears to be frozen solid. The ponds are almost never solid and you risk falling through the thin layer of ice that may have formed.

Thank you for your cooperation in keeping our property safe this winter.

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EMPLOYEES SEND THANKS TO RESIDENTS
FOR THEIR GENEROUS HOLIDAY FUND CONTRIBUTIONS

The holiday season is often full of surprises. Residents sometimes surprise staff in the Management Office with a box of candy, homemade cake, cookies or other goodies. It’s clear Rotonda residents are great at showing their appreciation to staff throughout the year. But they are even better at showing their thanks during the holiday season each and every year.

Since 2005, many residents of the Rotonda have shown their appreciation for the hard work of the Management, Administrative, Security and Maintenance employees in the form of donations to the Employee Holiday Fund. This year, donations totaled more than $16,000. That total was divided among full- and part-time employees, giving each a very nice holiday bonus.

Times like this remind staff that it is because of our residents that many employees have chosen to remain at the Rotonda year after year. In fact, there are now 12 employees who have worked here for more than 10 years!

The Rotonda team thanks you once again for your contributions. And we look forward to being here for you in 2018. Please know we always appreciate all of your kind thoughts and your generosity. Thank you again.

JANUARY 31 IS LAST DAY TO TAKE DECORATIONS DOWN

As quickly as the holiday season approached, it is now over. And while decorations put up by residents were enjoyed by many over the last month, it is now time to remove them from balconies, windows and doors.

So, over the next week or two, we ask you to please take a minute to remove wreaths and other seasonal decorations from outside your unit doors. Any holiday decorations, including lights, that show to the outside, such as those that have been hanging on or in balconies, should also be taken down at the same time.

We would appreciate this being completed by January 31, which is extended from the official date of January 5 stated in Policy Resolution 8. Thank you for your cooperation.
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BALCONIES & SLEDDING
REQUIRE CAUTION THIS WINTER

For those who have lived here for years, you know that winter in northern Virginia not only brings cold temperatures, but also wind and snow.

Please keep in mind what windy weather can mean for items on your open balcony. Chairs and cushions, planters, decorations, and more can easily become airborne on a windy day. This can cause damage to both property and people. If you have items remaining on your open balcony through the winter, you should make sure they are securely fastened. Or, if that is not possible, bring them in when the forecast calls for winds.

Winter in our area also brings snow. While this is often cumbersome for adults, for children, a snowfall can mean a day off school and a new play experience. Many children choose to sled on the hill behind Building 5. As a parent, you should know that if your children sled in that area or others on property, they are doing so at their own risk. **There are no designated sledding areas on property** and therefore it will be the resident’s responsibility if there is any injury to person or damage to property.

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Both gates and the hedge row fence were festively adorned with lights, and the Front Desk and each of the five lobbies were decorated with trees, wreaths, and lights. This year, with the addition of landscaping on the newly-terraced ramps, many more bushes were available for lighting. We also saw lights on the fences and the new light poles near the gates, and on the evergreens on the main exterior corner of the property. As always, trees around the fountains were festively decorated, while other trees featured red uplights as an added bonus. Thanks to the Maintenance staff for all their hard work.

The annual illumination of the property for the holidays was enjoyed again this December.
The newly-formed Library Committee has been hard at work sorting and organizing the books on the shelves in the Community Center. Members invite residents to visit and take, keep, return or donate books! The lower ramps on both sides of the Community Center have been terraced. Planter boxes were built by Rotonda staff and planting of bushes has begun, with the remainder to come in the spring. The plants also provide a great setting for small lights.

Cold weather means the ponds on property will soon freeze over. Stay away from the water’s edge and please keep children OFF the ice.

The first ever Community Caroling event hosted by the Children’s Activities Committee was just before Christmas around the piano in the Community Center. Organizers report it was a nice event with about 10 families attending and a couple of individuals with no children. The area was decorated with paintings the children had created during a holiday painting event and story time. And a resident volunteered to play the piano and accompany the caroling.
Two important contracts for the continued smooth operation of daily life at the Rotonda were recently renewed by the Board.

Another year-long contract for General Manager James Tracy was approved by the Board in Executive Session at the end of the December 12, 2017 Organizational Meeting. General Manager Tracy has been in this position in the Management Office since September 2010. His new contract extends his term through December 31, 2018.

The Rotonda is required by its Bylaws to engage a “Managing Agent” to perform all financial management and accounting tasks for the Association. Community Management Corporation (CMC), a division of Associa Inc., has performed that function for more than 10 years. The previous contract began January 1, 2015 and was set to expire December 31, 2017. Management recommended the Board approve renewing the Financial Management Contract with CMC for 2018 – 2020. After a short discussion, the Board approved this decision at the December 12, 2017 Special Meeting.

The Board of Directors would like to say a big Thank You to all the members of the Election Committee, who worked very hard to make sure the 2017 Rotonda Condominium Unit Owners’ Association Election was handled efficiently and properly.

The Committee reviewed all of the submitted nominating petitions for compliance with Rotonda regulations, and had a meeting with all of the available candidates to answer any questions they had about the process. Committee members also worked with Goldklang Group at the Annual Meeting to make sure the final counting of ballots was handled fairly.

Committee members included: Tom Pender, Kianoush Alem, Patricia Veliotes, Thelma Rosenberg, and Director Stephen Ruckman as the Board Liaison.

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VANDALISM/THEFT CHALLENGES CONTINUE
BOARD TO DISCUSS IN EARLY 2018

According to Wikipedia, vandalism is an “action involving deliberate destruction of or damage to public or private property.” The term includes property damage … defacement directed towards any property without permission of the owner.

Sadly, vandalism is a word that continues to be brought up at Board meetings. And it will be discussed again at the February 27, 2018 meeting.

In the last few months, the Rotonda has seen continued vandalism on property. Some was most likely related to the holidays, as there were a number of packages reported missing after delivery to unit doors and several wreaths and holiday decorations were removed.

However, the rest of the vandalism is a disturbing trend, which the Board does not want to continue or escalate. Several owners have reported stolen bicycles, which were stored properly in the racks or in personal garage spaces. Management also reported two showerheads were stolen from the women’s shower/changing rooms. This theft appears it would have been premeditated, as tools were needed to remove the heads. Additionally, remotes continue to turn up missing from the Fitness Center or game areas, and holes or marks are often found in walls and floors in the newly-renovated Community Center.

The goal of the Board discussion is to have Directors define its objectives for a proposed “See Something, Say Something” program so that Management can put together a comprehensive plan for implementation. If such a plan is considered, it would be brought back to the Board for approval at a future meeting.

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# RCUOA 2018 Board of Directors’ Meetings

## NOTICE OF MEETING SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Type</th>
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<tbody>
<tr>
<td>Tuesday, January 23, 2018</td>
<td>7:30pm</td>
<td>Regular Meeting</td>
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<tr>
<td>Tuesday, February 27, 2018</td>
<td>7:30pm</td>
<td>Regular Meeting</td>
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<tr>
<td>Tuesday, March 27, 2018</td>
<td>7:30pm</td>
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<td>Tuesday, April 24, 2018</td>
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<td>Tuesday, May 22, 2018</td>
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<td>Tuesday, June 26, 2018</td>
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<td>Tuesday, July 24, 2018</td>
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<td>Tuesday, August 28, 2018</td>
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<td>Tuesday, September 25, 2018</td>
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<td>Tuesday, October 23, 2018</td>
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<tr>
<td>Tuesday, November 27, 2018</td>
<td>7:30pm</td>
<td>Regular Meeting</td>
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Board Meetings are usually conducted in Building 1, Activity Room 1, on the B1 Level. Board Meetings may be canceled or rescheduled. Special Board Meetings may be scheduled as needed. Check postings frequently for updated Board Meeting Schedule.

Open session portions of Board Meetings are open to all Rotonda Unit Owners. Owners may comment during the Owner Forum portion. Executive Sessions of Board Meetings are closed.
CONT’D - MEETING

After Director Ruckman gave the preliminary election results, the Organizational Meeting date was announced. Goldklang Group representatives conducted the two drawings for refund of December condo fees. The meeting was adjourned at 8:15pm.

Candidate, and now new Board Member, Josephine Gilbert spoke.

Before the meeting, Vice President Valerie Neal conversed with several owners.

Providence Supervisor Linda Smyth was the guest speaker. Cookies, coffee and lemonade were enjoyed by all as they cast ballots.

The newly-renovated Community Center interior provided holiday lights as beautiful as those shining outside for all of Tysons to see.