

FINAL

FAIRLINGTON MEADOWS  
BOARD OF DIRECTORS  
VIRTUAL MEETING  
Via Zoom  
Wednesday, May 18, 2023  
7pm

COMMITTEE MEMBERS PRESENT

Frona Adelson, President  
Donald Spamer, Vice President  
Nick Slabinski, Treasurer  
Caroline Trupp Gil, Secretary  
Joseph Spytek, Member-at-Large

BOARD MEMBERS ABSENT

MANAGEMENT PRESENT

Ann Palbalkar, Portfolio Manager, CMC

OTHERS IN ATTENDANCE: 14

John Rosenberg, Recording Secretary, Minutes Services  
Charles Monfort, Chair, B & G Committee  
Diane B.  
Michele B.  
David A.  
Peggy G.  
Margaret R.  
Cynthia P.  
Chuck E.  
Gina M.  
Dave L.  
Ed H.  
Joanne S.  
Michelle M.

I. CALL TO ORDER

Ms. Adelson CALLED the meeting to order at 7:03pm, noting a quorum had been met with all Board members present.

II. APPROVAL OF AGENDA

The agenda was modified:

- Section 7, OLD BUSINESS (A), Homeowner modification request since the last board meeting: Two addresses are listed, neither approved. Stricken from the agenda.

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- Section 6, MANAGER'S REPORT (E), the status of the telephone allowance for Mr. Henderson, maintenance manager.
- Section 9, MATTERS FOR BOARD DISCUSSION (E), should read "keep or remove" the holly tree in Court 15.
- Section 9, MATTERS FOR BOARD DISCUSSION (F), Handrail request for 4227 S. 35<sup>th</sup> Street, Court 8.
- Section 9, MATTERS FOR BOARD DISCUSSION (G), Review and approve a new sign for the office.
- EXECUTIVE SESSION (A), Delinquencies
- EXECUTIVE SESSION, Two legal matters

MOTION: Mr. Spamer MOVED to approve the May 17, 2023, agenda as modified. The motion was SECONDED by Mr. Spytek and PASSED unanimously.

### III. OPEN FORUM

- Diane B. talked about keeping the holly trees.
- Michelle B. talked about keeping the holly trees.
- Michelle M. talked about keeping the holly tree in Court 15, removing the Court 10 trees, and the board's action.
- Peggy G. talked about keeping the Court 15 holly tree.
- David A. spoke of claims being directed to the master insurance policy for issues occurring in individual units. He talked about a video of a February 2021 meeting on insurance matters that did not adequately clarify/delineate the master policy versus individual claims process.
- Margaret R. talked about keeping the foster holly trees.
- Cynthia P. discussed keeping the Court 15 holly tree and filing individual claims against the master insurance policy. She sent out a compendium of information that addresses the responsibilities and processes regarding Meadow's insurance claims.
- Chuck E. supported those pressing to keep the Court 15 holly tree.
- Joanne S. spoke of overflowing gutters.

### IV. APPROVAL OF MINUTES

#### A. April 19, 2023, BoD Meeting Minutes

MOTION: Ms. Adelson MOVED to APPROVE April 19, 2023, Board meeting minutes as amended. It was SECONDED by Mr. Spamer and PASSED by unanimous consent.

#### B. April 5, 2023, B&G Meeting Minutes

MOTION: Ms. Adelson MOVED to ACCEPT the April 5, 2023, B&G meeting minutes. It was SECONDED by Mr. Spamer and PASSED by unanimous consent.

### V. COMMITTEE REPORTS

#### A. Building and Grounds Committee

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- Charles M. reported that the Court 1 landscaping draft plan had been received and distributed. A meeting was held to review the plan. Court 3 is next and, being the largest court, will likely take longer to develop a plan.
- Charles M. talked about lesser celandine, an invasive species that can be controlled via a broad-spectrum herbicide that can only be applied in early spring.
- A Stormwater Tax Credit Program will be discussed further at the next B&G meeting.
- Charles M. reported much discussion at the April 5th B&G meeting regarding the Court 10 holly tree removal and the committee's structure, format, processes, and membership.
- Arlington County has planted the Quaker Lane replacement trees. Charles M. stated that landscapers usually recommend planting in the fall instead of spring.
- Charles M. reported receiving a list from Lancaster Landscapes of plants needing replacing.

### B. Pool Committee

- Mr. Spamer reported on the need for a meeting to be held regarding the upcoming pool season and a possible rule change stating that Saturdays/Sundays from 2:00-5:00pm, there will only be one lap lane available.

## VI. MANAGERS REPORT

### A. Monthly Management Report

- Ms. Palbalkar said no new claims had been made on the master insurance policy since the last meeting.
- Ms. Palbalkar said that a Q&A town hall session might benefit owners understanding of master insurance policy issues.

### B. April 2023 Financials

- Ms. Palbalkar will have the details of the April 2023 financials finalized by tomorrow.

### C. Recurring Contract List

- Ms. Palbalkar reported nothing new, although Meadows still awaits the A-1 Towing contract.
- Ms. Adelson inquired about the status of the Pro-Pave invoice for our 15 parking lots. Ms. Palbalkar stated that she needs the board's firm direction on addressing this matter. Ms. Palbalkar recommends paying via the money market account.

MOTION: Mr. Slabinski MOVED to transfer funds from the money market account to the checking account to cover the cost of the Pro-Pave invoice. It was SECONDED by Mr. Spytak and PASSED by unanimous consent.

### D. Occupancy Report

- The association stands at a 75% owner occupancy rate.

### E. Mr. Henderson's Phone Allowance

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- Ms. Palbalkar reported that Mr. Henderson's phone allowance should be processed by the end of the week.

### VII. OLD BUSINESS

A. Stricken from the agenda.

B. Reserve Study Status

- Ms. Adelson stated that the board had received the initial first draft of the reserve study. A list of amendments will be made. Once made final, the study will be shared with the community at a monthly board meeting or a special board meeting.

### VIII. NEW BUSINESS

A. Stormwater Utility Fee

- Mr. Spytek summarized the Stormwater Utility Fee and tax that will begin in May 2024, which will be approximately \$15,000 for the Meadows and its 58 buildings (including the pool house) connected to the stormwater system.
- Mr. Spytek summarized the various tax credits available via planting trees, adding a rain garden, and other measures that can be taken.
- The B&G Committee will conduct planning and ensure that the maximum amount of tax credits available are received.
- Mr. Spamer provided information on a letter that will be shared with the board before being sent to Arlington County, documenting what the Meadows has done in managing stormwater issues dating back to the early 2000's. The letter also requests a meeting with Arlington County.

### IX. MATTERS FOR BOARD DECISION

A. KOLAS Carpentry Bid, 3485 S. Utah- \$675

Ms. Adelson reported the discovery of carpentry damage to the front of a building after removal of a tree in Court 10.

MOTION: Ms. Adelson moved to approve the KOLAS Carpentry bid of \$675 at 3485 S. Utah. The motion was approved by unanimous consent.

B. KOLAS Gutter Cleaning Bid- \$8900

Ms. Adelson stated that the bid of \$8900 was for the routine cleaning of the gutters for all 57 buildings.

MOTION: Ms. Adelson moved to approve the KOLAS gutter cleaning bid of \$8900 for all 57 buildings. The motion was approved by unanimous consent.

C. PSE Bid for EV Pedestal Electrical Installation- \$5861.94

Ms. Adelson stated that the bid concerns connecting the transformers to the area where the pedestals will be installed. Mr. Spytek said that this is an amendment to the current contract.

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MOTION: Ms. Adelson moved to approve PSE Bid for EV Pedestal Electrical Installation- \$5861.94. The motion passed unanimously.

D. Exterior Painting

Ms. Adelson reiterated the issue of changing the exterior painting cycle from every four to every five years. Discussion ensued regarding anticipated savings.

MOTION: Mr. Spyttek moved to skip painting this year and continue with the existing painting cycle next year. SECONDED by Ms. Gil. The motion passed unanimously.

E. Keep or Remove Holly Tree i Court 15

Mr. Spamer spoke of the arborist's statement that pruning the tree will be sufficient, its roots will not damage the foundation, and that he is inclined to allow the tree to remain. Ms. Gil underscored that she had read this case's pro and con emails and would support keeping the tree. Ms. Gil spoke of providing better guidelines and streamlining for when issues like this arise in the future. She offered five prospective guidelines stating that existing trees should be retained unless: damaged, dying, unhealthy; listed on the invasive species list; caused damage to buildings; or directly blocking windows.

MOTION: Mr. Spamer MOVED to keep the Court 15 holly tree, assuming it is appropriately pruned, and monitor it should any issues arise. SECONDED by Ms. Gil. The motion PASSED 3-1-1.

F. Handrail Installation

Ms. Adelson addressed the handrail installation request at 4227 S. 35<sup>th</sup> Street. Ms. Palbalkar was requested to notify the homeowner upon passage.

MOTION: Ms. Adelson MOVED to approve the handrail installation request at 4227 S. 35<sup>th</sup> Street at the owner's expense. The motion passed unanimously.

G. Replacement Maintenance Office Door Sign

Mr. Spyttek explained that this sign replaces an existing sign on the Maintenance Office door. Individuals have difficulty identifying the Maintenance Office entry door.

MOTION: Ms. Adelson moved to approve the office sign installation. The motion passed unanimously.

X. MATTERS FOR BOARD DISCUSSION

A. Revision of B&G Committee

Mr. Monfort expressed concern that little is contained in the bylaws regarding the B&G Committee. He stressed that a more formal structure is in order. Questions remain unanswered, such as who is a member of the committee? Who can vote? How does one become a chair? Term limits. Processes. What are the expectations of committee members? Mr. Spamer talked about the chaos that ensues without there being a formal process in place.

Ms. Palbalkar stressed that any committee needs to operate under a charter. Ms. Palbalkar spoke of creating an ad hoc committee to draft a charter, with its members selected by President Adelson. Ms. Palbalkar offered to provide sample documents to help in this effort. She also suggested placing an

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announcement on TownSq requesting volunteers to step forward to serve on the ad hoc committee. Charles M. suggested prospective volunteers are likely already active within the B&G Committee, and there is no need to formally call individuals to step forward.

A discussion arose regarding the need for owners, as opposed to renters, to serve on this ad hoc committee, especially when voting on matters.

Mr. Spamer, as the board member liaison to the B&G Committee, agreed to take the lead in this effort. Mr. Spamer requested that Ms. Palbalkar forward to him the sample documents to which she alluded. Mr. Spamer asked Ms. Adelson to email him the deadlines.

#### B. Parking Survey

Mr. Spytek provided analysis and recommendations gleaned from the parking survey conducted between April 21-30, in which there were 201 respondents:

None of the percentages on the three options regarding the number of parking hours provided a clear majority preference. When combining responses into two time periods, 48 hours or less versus 72 hours, 67% of residents favor a period of 48 hours or less. Fifty-seven percent of residents favor a period of 48 hours or more.

Eighty-four percent of respondents want the visitor parking spots to be labeled. Fifty-one percent of respondents want the Meadows name to appear on the label. Fifty-six percent of respondents want the hours shown, 49% want the word "visitor," while 24% want the words "towing enforced."

Regarding whether there should be a sign at the Meadows parking lot entrances, 46% were in favor, and 51% were not in favor.

To the question of how parking regulations should be enforced, the survey results suggested that court chairs, board members, or maintenance personnel should be tasked with calling the towing company at the request of a resident and after putting a notification on TownSq.

To the question of parking enforcement, should it be strict? Forty-nine percent said yes, with other recommendations, such as changing the maximum parking time to 48 hours, along with painted words in yellow, reading "Meadows visitors only \_\_\_ hours," and "towing enforced." It was suggested first to paint the label only upon the parking spaces and then only add signage where/when parking violations persist.

To the question of residents reporting a parking violation, requesting a board member to call the towing company when visitor parking violations occur. Residents must provide a location, a photo of the vehicle, vehicle license, and date/time of the parking violation through TownSq.

Parking violation templates will be available on the Meadows website and TownSq. It will be placed on vehicles in violation as an initial notification of parking violation

Provide placards to residents for posting in visiting vehicle

No parking of residents' second or third vehicles in visitor's spots, except for immediate loading or unloading of items

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Court 11 should have assigned parking spots (not related to visitor parking issue, but will be passed to court chair for discussion by court 11 owners)

Court 2 should have assigned parking spots for the two B buildings (not related to visitor parking issue, but may be discussed by board)

The Meadows president should notify Arbor and Glen presidents of any vehicles from their respective associations found parking in the Meadows parking lot visitors' spots are subject to being towed.

Meadow's president will inquire with other HOAs as to how they handle their visitors' spaces. Ms Adelson did contact other Fairlington Association presidents and received responses of "no guidelines in place".

C. Tennis Court Rules

Ms. Adelson reiterated the new policy regarding instruction of any kind on the Meadows common area property and the need to add this to the Tennis Court rules document. The Tennis Committee reviewed and approved the pending policy. The draft of the revised rules also includes lowering the age to 10 for residents using the tennis courts so as to be in alignment with the Swimming Pool rules. Residents aged 10 and up are now issued Recreation Cards. Voting on the revised Tennis Rules will be added to the agenda for the next meeting.

D. Recreational Facilities

Ms. Adelson spoke of the "Rules for Recreational Facilities in Fairlington Meadows" needing updating concerning the new policy regarding instruction of any kind on Meadows property. This document was last updated in 2009. A draft is being prepared for a vote.

E. Resale Packet

Ms. Gil reported that Mr. Spytek had compiled a Resale Packet content list. There is much that needs to be updated or removed. Ms. Palbalkar addressed technical and other matters, such as a current list of board membership and court chairs, that must be incorporated into the packet.

F. Roof/Dryer Vents

Ms. Adelson stated that there remains a total of eight units reported to the Board by owners with roof vents that require updating to accommodate dryer exhaust.

G. Board Ongoing Task List

Ms. Palbalkar reported on needing a gutter survey, porch evaluation, and website updating. All were added to the boards task list.

H. Groundwater Sampling Event

A PCS groundwater sampling event will take place in June.

I. Bulk Trash Violations

Ms. Adelson spoke of an anecdotal increase in bulk trash violations by residents. Bulk trash items such as sofas, broken grills, renovation materials, etc. are increasingly being put out at times other than the

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first Saturday of the month as is in our contract with Capital Services. Only household trash is picked up six mornings a week. An article cautioning residents against this behavior will be placed in the next Messenger. Ms. Palbalkar stressed the importance of utilizing court chairs on this matter.

J. Court 10 Chair

Ms. Adelson said a volunteer is needed to assume the vacant Court 10 chair position.

K. Two Board Positions Open in October

Ms. Adelson gave a reminder that two board positions will open in October. Caroline Trupp Gil and Nick Slabinski are completing their terms. The formal request for candidacy will be advertised in July.

XI. NEXT BOARD MEETING

The next monthly board meeting is via Zoom on June 21, 2023, at 7pm.

XII. EXECUTIVE SESSION

MOTION: Mr. Spamer MOVED to convene into Executive Session at 9:13pm to discuss delinquencies and legal matters. It was SECONDED by Ms. Gil and PASSED by unanimous consent.

MOTION: Ms. Gil MOVED to reconvene into Open Session at 9:48pm. It was SECONDED by Mr. Spamer and PASSED by unanimous consent.

XIII. RATIFICATION FROM THE EXECUTIVE SESSION

Ms. Adelson recapped the discussion under Executive Session, which included delinquencies and legal matters.

Consultation with the Meadows attorney will take place regarding a settlement.

A formal complaint received by Meadow's management will be addressed as an agenda item at the next meeting on June 21.

XIII. ADJOURNMENT

MOTION: Ms. Adelson MOVED to ADJOURN the meeting at 9:50pm. The motion PASSED by unanimous consent.

Respectfully submitted by: Minutes Services.