

Final

**FAIRLINGTON MEADOWS
BOARD OF DIRECTORS
IN- PERSON MEETING
Wednesday, April 17, 2024
7:00pm**

COMMITTEE MEMBERS PRESENT

Donald Spamer, President
Charles Monfort, Vice President
Frona Adelson, Secretary
Ms. Rector, Treasurer

BOARD MEMBERS ABSENT

Joseph Spytek, Member-at-Large

MANAGEMENT PRESENT

Ann Palbalkar, Portfolio Manager, CMC

OTHERS IN ATTENDANCE:

Marisa Velazquez, Recording Secretary, Minutes Services, LLC
Margaret Rhodes, B&G Committee Chair
Ed Girovasi, Tennis Court Chair
Bonnie Crouch, Pool Committee Chair
Residents at Large

I. **CALL TO ORDER**

Mr. Spamer **CALLED** the meeting to order at 7:00pm, noting a quorum had been met.

II. **APPROVAL OF AGENDA**

MOTION: Mr. Spamer **MOVED** to **APPROVE** the agenda as amended to reflect the moving of YE22 Draft Audit to Matters for Board Decision and the addition of stoop repair proposal (\$25,600) to Matters for Board Decision. The motion was **SECONDED** by CA Rector and **PASSED** unanimously.

III. **HOMEOWNERS' OPEN FORUM**

- David A - Ct #6 – asked the Board if they know when the Stafford Street sewage project will be complete. Mr. Spamer replied that this will be discussed later in the meeting.
- Kay S - Ct #7 – Would like to discuss damage to her unit. Mr. Spamer replied that she needs to present proposals for the repair.

- Michele P - Ct #11 – Said she likes meeting in person and suggested having a hybrid meeting. CA Rector explained that if the board elected to have hybrid meetings, the location would need to change because the Fairlington Community Center cannot currently accommodate hybrid meetings. She asked about extending the pool break time to 15 minutes and suggested that this was too long. She also inquired about participating in the Pool Committee.
- Margaret R - Ct. #11 - suggested that the Board meetings not be in-person only for accessibility reasons and would like the Board to consider a hybrid option. Mr. Spamer explained that the Board does not possess the necessary technology to hold hybrid meetings. Ms. Adelson stated that the Board does not have a problem having hybrid meetings, however, this is potentially an added unknown cost that the association would incur. She suggested that Margaret R. research the project and present her findings to the Board. The resident declined saying this was the board's responsibility.
- Bonnie C - Ct #2 – Stated that almost half of the plants have died near the front of her building due to lack of water. She would offer to water, however there is no spigot in her unit for her to do so. Mr. Monfort stated that the spigot would need to be reinstalled. She replied that there is no spigot to replace. She asked if someone could point out where the spigot used to be. Mr. Monfort suggested a long hose to use the back spigot in the meantime to water plants out front.

IV. APPROVAL OF MINUTES

- March 20th, 2024, Board Meeting Minutes

MOTION: Mr. Spamer **MOVED** to **APPROVE** the March 20th, 2024, board minutes as presented. It was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

- March 6th, 2024, B & G Meeting Minutes

MOTION: Mr. Spamer **MOVED** to **APPROVE** the March 6th, 2024, B & G Meeting Minutes. It was **SECONDED** by CA Rector and **PASSED** by unanimous consent.

V. COMMITTEE REPORTS

A. Buildings and Grounds

Margaret Rhodes, B & G Committee Chair stated that landscaping rejuvenation in Courts 10 and 12 are almost complete. She has been working with residents in these courts to find a waterer for each. Tree removal and replacements to take place in the fall after

birds are finished nesting. (Cedar tree on side of the building and Chinese holly tree on the front). She likes the mix of species of plants added. Mr. Monfort has secured a water truck, every other week the County will be watering. She suggested that in the non-mowing months, perhaps picking up sticks etc. could be added to Ricky's duties. CA Rector asked when Lancaster will be mowing again. Ms. Rhodes replied that she will ask. The herbicide treatments have been very successful. Ms. Rector asked if the Board could get info regarding what is in the weed material under the mulch.

B. Pool Committee

Bonnie Crouch stated that she will present the Board with a draft of the 2024 Pool Rules for approval. Ms. Adelson explained that draft pool documents are being worked on and will be sent to residents soon. There are no proposed changes to the pool rules.

C. Tennis Committee

Ed Girovasi, Tennis Chair, recommends that the tennis courts be power washed as opposed to resurfacing. He stated that the cost of resurfacing would be \$150k, however, this cost would not be as steep if maintenance is kept up. He also asked for reimbursement for purchasing signs. Mr. Spamer explained that this will be discussed later in the meeting.

D. Stormwater Task Force Update

Mr. Spamer provided the following update: There is a lot of work being done on our sewer lines by the County. After evidence was sent to the County, they chose to telescope the main sewer lines and found that there were several blockages. In the process, they discovered in several locations that further repairs were needed. They also added sections of pipe for new manholes for easier access. CA Rector asked about having the storm drains on Meadows property inspected for blockages.

VI. MANAGER'S REPORT

Ms. Palbakar introduced herself to the community and presented the following topics:

- Variance Report / Financials
 - March Financials – Ms. Palbakar presented the March 2024 Financials as outlined in the Board package, noting that Reserves are considered fully funded. The increase in insurance premiums were unavoidable stating this is a nationwide occurrence.
 - YE22 Draft Audit (Moved to Board Discussion)

- Recurring Contracts List. No contracts are expiring at this time.
- Occupancy rate remains at 76% owner occupancy.

VII. **OLD BUSINESS**

A. Homeowner Modification Notifications

1. 3245 S. Utah – Installing stamped Concrete in rear patio
2. 4277 A1 S. 35th Street – Rear Back door Replacement

B. Variance Requests

- 3301 A2 – Kitchen Remodel – moving a wall 30in.

Ms. Adelson stated that the board defer this approval until an engineer's report is received. Ms. Palbakar will communicate with the owner.

VIII. **MATTERS FOR BOARD DECISION**

A. H&H Fire Protection Sprinkler Inspection

MOTION: Mr. Spamer **MOVED** to **APPROVE** the H & H Fire Protection Sprinkler Inspection Contract for 4277 S 35th St in the amount of \$435. The motion was **SECONDED** by Ms. Rector and **PASSED** unanimously.

B. Katchmark 3371 Stafford Roof Repair - \$1,400

MOTION: Mr. Spamer **MOVED** to **APPROVE** the Katchmark Proposal for Roof Repair at 3371 S. Stafford in the amount of \$1,400. The motion was **SECONDED** by Ms. Rector and **PASSED** unanimously.

C. Katchmark Full Day Service at 3432, 3426-28,3343, 3341, 3431 S. Stafford - \$1900

MOTION: Mr. Monfort **MOVED** to **APPROVE** the Katchmark Full Day Service at the following addresses: 3432, 3426-28, 3343, 3341, 3431 S Stafford St in the amount of \$1900. **SECONDED** by Ms. Rector and **PASSED** unanimously.

D. Tennis Court Cleaning - \$2,470

MOTION: Mr. Spamer **MOVED** to **APPROVE** tennis court cleaning in the amount of approximately \$2,500 with Bishops Tennis. The motion was **SECONDED** by Ms. Rector and **PASSED** unanimously.

E. Purchase of Items for tennis court – broom, court roller, etc –
Approximately \$250.

MOTION: Mr. Spamer **MOVED** to **APPROVE** the purchase of the aforementioned items. The motion was **SECONDED** by Ms. Rector and **PASSED** unanimously.

F. Reimbursement for Tennis Clocks

MOTION: Mr. Spamer **MOVED** to **APPROVE** the reimbursement to Ed G. for tennis clocks in the amount of \$26.31. The motion was **SECONDED** by Ms. Adelson and **PASSED** unanimously.

G. Printing of May Messenger

MOTION: Mr. Spamer **MOVED** to **APPROVE** the printing of the May Messenger in the amount of approximately \$500. The motion was **SECONDED** by Ms. Rector and **PASSED** unanimously.

H. Vaughan Restoration Masonry Stoop Repair Contract

MOTION: Mr. Monfort **MOVED** to **APPROVE** the contract proposal from Vaughan Restoration Masonry in the amount of \$25,600 for stoop repair at 3448 and 3450, 3467 A/B, 3421 A/B, 3401 A/B, 3395, 4200 and 4202, 3432 and 3430, 3414 and 3416, and 3451 S Stafford. The motion was **SECONDED** by CA Rector and **PASSED** by majority vote with Mr. Spamer abstained.

I. 2022 Audit

Ms. Palbakar explained that there has been a recurring issue for the last 5 years in the sum of about \$40,000 for an insurance receivable amount that was not properly recorded as income. Per Ms. Palbakar, there was CMC management oversight negligence by a previous portfolio manager. The auditor's recommendation is to now write this off as income. Ms. Adelson stated that if there are any taxes or penalties as a result of this CMC error, CMC should be responsible. Ms. Palbakar will discuss this with her upper management.

MOTION: Mr. Spamer **MOVED** to **APPROVE** the writing off of the outstanding \$40,000 insurance receivable as income as recommended by the auditor. The motion was **SECONDED** by CA Rector and **PASSED** unanimously.

IX. MATTERS FOR BOARD DISCUSSION/INFORMATION

- A. EV Charging Update – None at this time.
- A. Drainage Issues – Mr. Spamer explained that there are a lot of complaints regarding drainage issues in our common areas. He expressed that some need immediate repair while other issues do not. Mr. Monfort stated that if the water accumulates in the back area away from the building, that it is acceptable. He added however that if the water does not drain in a couple of days, it could bring mosquitoes. The Board’s position is that as long as the water drains within 24 hours it is not an issue that the association needs to address. Mr. Monfort suggested asking Lancaster if they can extend the French drain in one of these areas. Margaret Rhodes will look into a rain garden.
- B. Katchmark Landscape Repair Update – Ms. Rector stated that in Court 14, the ruts caused by the roofing crew trucks were deep. A Lancaster contract bid to repair this is approximately \$1800. Katchmark agreed to pay for this and use this landscaper in future roofing efforts. Mr. Spamer thanked CA Rector for her work on resolving this problem.
- C. B Building Stairwell Refresh Update – Ms. Adelson said that samples of the paint colors were dropped off at the office, she signed and dated them and they will be ordered by Kolas. No update on timeframe yet.

X. ESTABLISHMENT OF NEXT BOARD MEETING

Virtual – May 15th, 2024 at 7pm

XI. EXECUTIVE SESSION

****Please note that the Executive Session was held before the start of Open Session.**

MOTION: Mr. Spamer **MOVED** to **convene** into Executive Session at 6:29pm to discuss violations and legal issues. The motion was **SECONDED** by Ms. Rector and **PASSED** unanimously.

MOTION: Mr. Spamer **MOVED** to reconvene into an open session at 6:58pm. The motion was **SECONDED** by Ms. Rector and **PASSED** unanimously. Violations and legal activity involving owners was discussed.

XIII. **ADJOURNMENT**

MOTION: Mr. Spamer **MOVED** to **ADJOURN** the meeting at 8:19pm. It was **SECONDED** by CA Rector and **PASSED** by unanimous consent.

Respectfully submitted by: Minutes Services.