

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
VIRTUAL BOARD OF DIRECTORS MEETING
Wednesday, April 15, 2020
6:45 pm**

BOARD MEMBERS PRESENT

Joseph Spytek, President
Frona Adelson, Vice President
Nick Slabinski, Treasurer
Erica Brown, Secretary
Tim Tassa, Member at Large

BOARD MEMBERS ABSENT

MANAGEMENT PRESENT

Jennifer Bennett, Portfolio Manager, CMC
Dolly Sharma, Recording Secretary, Minutes Services LLC

OTHERS IN ATTENDANCE

Fairlington Meadows Residents: 8
Carolyn G
Dominic P
Beth B
Javier G
Ross H
Alexander V
Jen B
Edward H

I. EXECUTIVE SESSION

MOTION: Mr. Spytek **MOVED** to approve to convene into Executive Session at 6:48 pm. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

MOTION: Ms. Adelson **MOVED** to reconvene into Open Session at 6:57 pm. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

II. CALL TO ORDER & ESTABLISH QUORUM

MOTION: Mr. Spytek **MOVED** to call the meeting to order at 7:02 pm. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

III. APPROVAL OF AGENDA

MOTION: Ms. Adelson **MOVED** to approve the April 15, 2020 Agenda as presented. The **MOTION** was **SECONDED** by Mr. Tassa and **PASSED** by unanimous consent.

IV. APPROVAL OF MINUTES

MOTION: Ms. Brown **MOVED** to approve the February 19, 2020 Board meeting minutes as presented. The **MOTION** was **SECONDED** by Mr. Tassa and **PASSED** by unanimous consent.

V. RESIDENTS OPEN FORUM

Resident had concerns about the machines used for fencing are spoiling the grass. The Board responded that the Landscaping Company and Kolas will investigate it.

One resident requested continued virtual broadcasting of the board meetings after the Covid-19 restrictions are lifted.

VI. COMMITTEE REPORTS

➤ **Pool Committee**

Ross, Chair of the committee, reports that they are working on the opening of pool. Covering of the pool is already taken off. He spoke to Atlantic Pool Company. The company suggested to open the pool the same time as every year, although the VA Governor's stay at home order is in effect through June 10. The pool company will check the filters, chemicals and more. There might be staffing issues as the immigration ban will not allow visas for the Czech guards.

We can open the pool a little later, depending on the weather. There are some minor changes to the pool rules.

The pool committee is looking for a possibility of adding or removing some tables or umbrellas. They will shop online.

Last year, the Meadows went digital with the pool rules. This year the committee recommends sending a digital pool pass application and rules. The residents can fill in details and email the court chairs their application. The court chairs can forward that to Ross, and he can get the hard copy pool pass from staples and will be distributed directly. He further added that this will save money for the association. Ms. Adelson agreed that the court chairs can accept application from the residents. Ms. Brown reminded Ross that there is a task list for the guards and would forward him the file.

➤ **Building & Grounds Committee**

Ms. Adelson stated that the Committee did not meet last month due to the Covid -19 closure of Community Center. The committee plans to meet virtually next Wednesday. The committee has been busy doing the walk throughs assessing and surveying the landscape. They have been checking on dead bushes, severe damaged bushes, severe pruning and the courts that need more refurbishments. We can then make a schedule. Resident Javier G, recommended to have another walk through once the fence project is completed as the tractor are severely damaging the landscaping.

The County stated that the storm Water Damage Grant amount is not available due to Covid-19 situation. Fairlington Meadows will apply again next year.

One of the residents inquired if they could attend the virtual building and Grounds committee meeting. Ms. Adelson responded that she will send the pass code for them to attend.

One of the residents also stated that they don't get multiple avenues to get more information as the court chair doesn't provide all information. The board uses multiple avenues to get "the word" out to residents – Facebook, Town Sq, the court chairs, sandwich boards, and posting notices on resident's doors if appropriate. Electronic dissemination has challenges when residents won't provide an email address.

➤ **Recreation Committee**

Tennis Court

There will be a minor upgrade to Tennis Court. We are putting up a back board so residents can practice individually. The back board will have sound deadening features. This may not be installed this year.

Playground

We had a representative from Little Tikes meet with board members around two weeks back. The Board is still waiting on a proposal and design from him. One of the options is redesigning and using existing poles. The other option is adding all new equipment as far as climbers and more. We have no estimates yet on the cost and timeline. We have lot of interest in upgrading the tot lot.

Basketball Court

The Basketball Court will be refreshed. The asphalt will be replaced by new four-inch asphalt by next week, weather permitting. It won't sink that much. It will be levelled. It won't be heavy and will stay level longer.

➤ **Fence Committee**

Mr. Spytek updated that the fences will be completed by end of May. This is ahead of schedule

VII. MANAGERS' REPORTS

➤ **Monthly Management Report**

Ms. Bennett updated the Board that the audit for the year 2019 has been completed. The auditor did mention about the unappropriated owner's equity should be maintained at a 10 to 20 % surplus. This was anticipated due to fence construction expenses. Appropriate accounting measures are being executed to resolve this issue.

Ms. Bennett updated the Board regarding the truck that the association uses is not in good shape. The tags are good for a year. Craig has started to obtain pricing. It will be presented in front of the Board before the association gets any major projects.

Ms. Bennett did mention that Craig and Ricky have stepped up in the Covid-19 situation. The association and residents really appreciate their efforts.

➤ **Monthly Administrative Calendar**

Ms. Bennett stated that she is not doing onsite visits (CMC policy during Covid-19). There is no administrative calendar. Ms. Bennett is in touch with Craig regularly. He emails everyday with updates and invoices for the maintenance done. The management will have the administrative calendar once they start the onsite visits.

VIII. OLD BUSINESS

A. Meadows Contracts signed since last

Proposal: PSE proposal for sidewalk light repair at court #15 for \$1,312.21.

Proposal: All Plumbing proposal for 3471 & 3473 S Utah repair for a cost of \$14,700.

Proposal: PSE Proposal for unit 4229 S 35th street electric supply line at a cost \$8,191.63.

Proposal: PSE Proposal for sidewalk lights supply line in court 15 at a cost \$4,530.

Proposal: DMA cleaning Services for B building sanitization at a cost \$36 per day.

Proposal: All Plumbing Proposal for 3477 S Utah sewer line replacement at a cost \$4700.

Proposal: PSE Proposal for 4217 S 35thSt electric line replacement in Court 7 at a cost \$8782.82.

Proposal: Kolas Proposal for rotten wood repair identified during painting at a cost \$22900.

Proposal: WRR Restoration Inc Proposal for chimneys and tuck pointing at a cost \$59900.

Proposal: Kolas Proposal for painting cycle courts 1,2,12,13 at a cost \$62856.

Proposal: Pro-Pave Basketball court renew at a cost \$37300.

Proposal: Kolas Proposal of Safety fencing for basement stairs at a cost \$10800.

Proposal: Katchmark Proposal for roof repair at 3403 S Utah at a cost \$725.

B. Insurance Claim Updates

Ms. Bennett stated that all the other claims have been resolved and contractors have been paid. There is still one claim from last year. The repair work is in progress and the unit owners have not contacted Ms. Bennett for the last two weeks.

C. Employee Handbook Review Update

Ms. Bennett updated the Board that Kathleen has apologized and stated that she will have them by this week.

d. Homeowner Maintenance Checklist for Insurance Coverage Update and Plan

Ms. Bennett stated that we will be sending Craig and Ricky to fill in the checklist. If the Covid-19 continues then the homeowners will fill them and return it. For any kind of Patio upgrades, the homeowners are responsible.

e. Capon Payment Update

The owner of the company called Ms. Bennett. Ms. Bennett updated the Board that at the time of fraud, the association was not Cyber Insured. It was a fraud committed towards Capon and not the association. Capon will claim for insurance.

IX. NEW BUSINESS

➤ **Cyber Hacking on Meadows Officers**

Mr. Spytek updated the Board that there was a minor cyber fraud. Some letters were sent using Mr. Spytek's email id to the board members. There was a specific email sent to Mr. Slabinski's email id to purchase some gift cards.

➤ **2019 Audit**

Ms. Bennett stated that she has received the 2019 Audit. Mr. Spytek stated that Mr. Slabinski has to look at that. Ms. Bennett responded that we can look at the financials while we wait for the representation letter. Mr. Spytek stated that we have 60 days to sign the representation letter. Mr. Slabinski noted he had lost access to the accounting software Strong room and Ms. Bennet would assist in him getting access again.

Action Item: Mr. Spytek directed Ms. Bennett to add the 2019 Audit in next month's Agenda.

X. MATTERS FOR BOARD DECISION

Nothing to report.

XI. MATTERS FOR BOARD DISCUSSION/ INFORMATION

➤ **Issue Log Review and Update**

Ms. Brown will be updating the Issue log. Since there is a raccoon contract, the issue will be closed in the log.

Ms. Brown recommended to add the electrical Supply line Replacement under Capital projects.

➤ **Capital Project Plan (5- year plan)**

Tabled for next meeting.

➤ **Coronavirus Contingency Plan**

Ms. Adelson recommended if one person could shift to a larger workshop area. Mr. Spytek responded that Craig and Ricky were not keen into it. They are using hand sanitizers. They have masks and gloves. They use masks when they go to resident's house. Mr. Tassa recommended them wearing masks or some sort of face covering all the time.

The Contractors are practicing social distancing as much as they can.

Resident Caroline G. stated that community residents in Arlington stand out on their front porch and applaud for first responders and front-line workers Monday nights at 8 pm.

XII. ESTABLISHMENT OF NEXTBOARD MEETING –May 20, 2020

Final

XIII. ADJOURNMENT

MOTION: Mr. Tassa **MOVED** to adjourn at 8:26 pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

Respectfully Submitted by: Dolly Sharma, Recording Secretary