

Final

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
BOARD OF DIRECTORS MEETING
SOUTH FAIRLINGTON COMMUNITY CENTRE
3308 S. Stafford Street, Arlington, VA 22206
Wednesday, January 15, 2020
6:45 pm**

BOARD MEMBERS PRESENT

Joseph Spytek, President
Frona Adelson, Vice President
Tim Tassa, Member at Large

BOARD MEMBERS ABSENT

Nick Slabinski, Treasurer
Erica Brown, Secretary

MANAGEMENT PRESENT

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

OTHERS IN ATTENDANCE

Craig , Maintenance Engineer, Fairlington Meadows
Fairlington Meadows Residents:

I. EXECUTIVE SESSION

MOTION: Ms. Adelson **MOVED** to approve to convene into Executive Session at 6:45 pm. The **MOTION** was **SECONDED** by Mr. Tassa and **PASSED** by unanimous consent.

MOTION: Mr. Tassa **MOVED** to reconvene into Open Session at 7:15 pm. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

II. CALL TO ORDER & ESTABLISH QUORUM

MOTION: Mr. Spytek **MOVED** to call the meeting to order at 7:18 pm. The **MOTION** was **SECONDED** by Mr. Tassa and **PASSED** by unanimous consent.

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

MOTION: Ms. Adelson **MOVED** to approve the December 2019 Board meeting minutes as presented. The **MOTION** was **SECONDED** by Mr. Tassa and **PASSED** by unanimous consent.

V. RESIDENTS OPEN FORUM

Mr. Spytek updated the Board that there has been a complaint of slates in the drainage. Mr. Spytek responded that Craig will speak with Mr. Eric Katchmark.

VI. COMMITTEE REPORTS

➤ **Pool Committee**

Nothing to report.

➤ **Building & Grounds Committee**

Ms. Adelson stated that the new trees were planted. The Building and Grounds Committee meeting is scheduled for February 5th and March 4th. There was no meeting in January. Ms. Bennett updated the Board that the Lancaster First year contract is of 11 months.

➤ **Fence Committee**

Mr. Spytek updated the Board that the fences were approximately 25% complete.

VII. MANAGERS' REPORTS

➤ **September and October 2019 Variance Report**

Ms. Bennett apologized to the Board as the December variance report is delayed a bit. She also stated that she is still receiving invoices from the year 2019.

➤ **Monthly Management Report**

Nothing to report.

➤ **Monthly Administrative Calendar**

Ms. Bennett will provide the monthly calendar from next month.

VIII. OLD BUSINESS

A. Meadows Contracts signed since last meeting

Proposal: Katchmark proposal for roof replacement repair work at Fairlington Meadows at various costs.

Proposal: Fairlington Meadows sent in an application to EcoAction Arlington Tree Canopy for an American beech or a Willow tree to be planted in front of 4104 S, 33rd street between the public sidewalk and the building.

Proposal: Lancaster Landscape, Inc Proposal for landscaping services for \$2,876.00 per month for the year 2020; \$2,905.00 per month for the year 2021 and \$2,935.00 per month for the year 2022.

Proposal: NAS Insurance proposal for claim – made and reported coverage.

Proposal: USI Insurance proposal for continuation of property and casualty Insurance Program for option 2 with McGowan for 25 million at a cost of \$87,501, discontinue Garage keepers coverage and add Cyber Liability coverage at a cost of \$995.

B. Insurance Claim Updates

Ms. Bennett explained the claims to the Board. Ms. Bennett stated that a single unit owner will be having Insurance. But for anything major it will also be covered by the master policy.

MOTION: Mr. Tassa **MOVED** to approve the NAS Insurance claims updates. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

IX. NEW BUSINESS

➤ **Annual Maintenance Checklist Update**

Ms. Bennett is working with the USI Insurance and will provide the annual maintenance checklist by February.

➤ **Non – Resident Dog Issue.**

Mr. Spytek updated the Board about a couple walking a dog in Fairlington Meadows. The dog has been attacking squirrels.

➤ **CMC – Capon Payment Issue**

Ms. Bennett updated the Board regarding the Capon Payment issue that their email and bank accounts were hacked. They were working with their Bank to clear everything up.

X. MATTERS FOR BOARD DECISION

Nothing to report.

XI. MATTERS FOR BOARD DISCUSSION/ INFORMATION

➤ **Issue Log Review and Update**

Mr. Spytek stated that the Issue log will be updated next month.

➤ **Capital Projects for 2020**

Mr. Spytek stated that:

- The survey is ready to be sent in for tot lot.
- The side walk repairs are of approximately 36 to 50 panels. There are bids from Pro-Pave for \$6,500 for 36 to 50 panels; Finley for \$8,300. The Board is looking into it.
- Craig is getting bids form Kolas Contracting and couple more companies for painting in courts 12, 13, 1, 2. The Board will then finalize the painting proposal.
- Craig will contact Atlantic Pool Services for the pool cover replacement.

XII. ESTABLISHMENT OF NEXT BOARD MEETING – February 19, 2019

XIII. ADJOURNMENT

Final

MOTION: Mr. Tassa **MOVED** to adjourn at 8:12 pm. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

Respectfully Submitted by: Dolly Sharma, Recording Secretary