**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS**

**VIRTUAL BOARD OF DIRECTORS MEETING**

**Wednesday, April 20, 2022**

**7:00pm**

**BOARD MEMBERS PRESENT** **BOARD MEMBERS ABSENT**

Frona Adelson, President

Donald Spamer, Vice-President

Nick Slabinski, Treasurer

Caroline Trupp Gil, Secretary

Joseph Spytek, Member at Large

**MANAGEMENT PRESENT**

Wee Abraham, Portfolio Manager, CMC

**OTHERS IN ATTENDANCE**

Dolly Sharma, Recording Secretary, Minutes Services, LLC

Fairlington Meadows Residents: 19

Charlie M.

Tim N.

Julie R.

Trisha C.

Robin H.

Laura Y.

Ed H.

Cynthia P.

Chuck E.

Dave L.

Allison L.

Carole G

Kristen K.

Gert S.

Kathleen S.

Kym H.

Richard C.

Sherry C.

Ms M.

1. **CALL TO ORDER & ESTABLISH QUORUM**

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

1. **APPROVAL OF AGENDA**

**MOTION:** Mr. Spamer **MOVED** to approve the April 2022 Board meeting agenda as presented. The **MOTION** was **SECONDED** by Ms. GiI and **PASSED** by unanimous consent.

1. **APPROVAL and ACCEPTANCE OF MINUTES**
2. **Approval of February 2022 Board Meeting Minutes**

**MOTION:** Ms. Adelson **MOVED** to approve the March 2022 Board meeting minutes as presented. The **MOTION** was **SECONDED** by Mr. Spamer and **PASSED** by unanimous consent.

1. **Acceptance of February 2022 B&G Meeting Minutes**

**MOTION:** Ms. Adelson **MOVED** to accept the March 2022 B&G meeting minutes as presented. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

1. **HOMEOWNERS OPEN FORUM**

An owner in Court 10, Richard and Sherry C., expressed concern over the placement of EV charging pedestals in front of their house. The owner read a letter he had written that was already given to the Board and gave an overview of the requests they wished to have happen.

An owner asked about spraying for mosquitoes this summer and whether locker storage could be available for bicycles for residents. An owner responded that mosquito spraying needed to be organic if done.

**V. COMMITTEE REPORTS**

**A. Building and Grounds Committee**

Mr. Monfort updated that the recent landscaping walks through the next group of Priority Courts were successful and interactive. He informed those present that two hedges and a tree still needed trimming in Court 13. He will keep the Board updated on new landscaping projects.

Lancaster Landscaping will be replacing new plantings that died over the winter as these were under warranty. An invasive weed in Courts 14 and 15 will be removed and there will be spraying of the Crape Myrtle trees in the Meadows. He is putting together a “Tree Day” list and is preparing a meeting between owners and Lancaster Landscapes regarding the long-standing drainage issue between Courts 5 and 6. An owner asked if the B & G Meetings were held monthly; Ms. Adelson responded that they were held monthly and promoted to residents/owners through TownSq and via Court Chairs.

Richard C. asked the B & G Chair Charlie Monfort what B and G thought about the EV pedestal installation concept. Mr. Montfort stated that B & G was not involved in that project.

**B. Pool Committee**

Mr. Slabinski updated that maintenance on the pool was near complete and the pool committee was in the process of getting the landline pool telephone up and running for the summer season. Mr. Spytek stated that the pool phone line was still active and the phone only needed to be plugged into the circuit to work. Ms. Adelson announced that the Pool Committee was working on enabling Wi-Fi for the pool enclosure.

Mr. Spytek shared that the restrapped furniture for the pool was arriving Friday. Mr. Spytek added that the pool's new white coat would be performed on Friday morning. Cynthia P., owner, asked if the trucks for the pool painting would be advised not to drive over the basketball court. She was advised that this would occur and that Ricky would be present.

An owner inquired about the lifeguard situation at our pool for this summer and Mr. Slabinski responded that now that borders were open in Europe and the USA, Atlantic Pool Service felt optimistic about lifeguard availability. Ms. Adelson added that she had spoken to two local high schools and NVCC about displaying our ad looking for lifeguards.

**VI. MANAGERS' REPORTS**

**Monthly Management Report**

Ms. Abraham gave an overview of the March 2022 financials and the CMC Management report. She added that there was one insurance claim in its final stages. She explained that the Meadows utilities were over budget likely due to the watering of new plantings last fall. She added that the pool is scheduled to open on May 28th. She reminded all present that boxes for recycling needed to be broken down and placed beside the bins rather than inside. She repeated that owners needed to maintain their mechanical components (HVAC and Plumbing) and check for any leaks on a regular basis. Finally, she gave an update on the occupancy report. The Meadows remains 74% owner occupied.

1. **OLD BUSINESS**
	1. **Homeowner Modification Requests Since Last Board Meeting (by E Vote Ratification)**

Owner Request: 3353-A2 S Stafford St – Bathroom renovation - approved.

Owner Request: 4108-A1 S 33rd St – Install patio outlet - approved.

Owner Request: 4304-A1 S Stafford – Install porch stair handrails - approved.

* 1. **Meadows Contracts signed since last Board meeting (by E Vote Ratification)**

Proposal: ServPro – 3347-A1 S. Stafford - Cleanup following sewer back up for $1,763.18.

Proposal: Atlantic Pool Service – Raise six return fittings in the main pool for $450.

Proposal: W.R.R. – 3465 S. Utah St. - Wall tuckpointing for $1,600.

Proposal: W.R.R. – 3400 & 3420 S. Stafford St. - Wall tuckpointing for $5,000.

Proposal: All Plumbing – 3345 S Stafford St - Sewer pipe repair for $24,700.

**VIII. MATTERS FOR BOARD DECISION/INFORMATION**

1. **Discussion/VOTE about keeping or eliminating 2nd-day recycling**

Since the previous Board Meeting, Ms. Adelson informed all present that the Board had documented the recycling bins status on Friday mornings to see if removing the second day of recycling was indicated. Mr. Spamer asked where the trash would go if it were not picked up on Friday. Ms. Adelson stated that the elimination of this second day of recycling would save the community $20,000. She added that the Board would ask for additional bins for the Tuesday/Wednesday pickup.

Ms. Gil asked what would happen to the extra trash and expressed that there was a lot of cardboard. She added that Court 3 would need a lot more bins. Mr. Spytek informed everyone that they had received a recommendation from the ad hoc “trash committee” in 2019 to add a second recycling day and that is when it was added.

Robin H., owner, expressed the issue of residents putting trash and recycling in the wrong places and that having one day of recycling might force people to become more conservative.

Charlie M., owner, added that in his observation more recycling was put out on Tuesday instead of Thursday. He asked why we have trash pickup six days a week and expressed his wish that trash and recycling would not be picked up on the same day but collected one or the other.

Ms. M., the owner, expressed concern over the amount of trash and recycling in Court 3 and agreed with Charlie M. to keep the recycling on Tuesday and have fewer trash pickup days.

Gert S, the owner, expressed that people are uneducated about recycling.

Cynthia P., the owner, expressed concern over cardboard going into the trash and suggested an announcement to the community about best practices. In addition, she expressed concern about losing a day of trash pickup. Numerous articles about trash and recycling practices have been published in the Meadows messenger.

Javier G., the owner, expressed how it was essential to be responsible for one's own trash and recycling.

Mr. Slabinski, an owner, agreed that more recycling bins were needed if recycling days were reduced to once weekly. Mr. Spytek, an owner, informed everyone that paper trash is burned and converted to energy. Mr. Monfort suggested that they put paper and plastic in the garbage as it will go to the same place and focus on recycling only metal.

Mr. Spytek added that the president of Capital Services had given him this information. Mr. Habberly expressed that they could perhaps pay the same for trash and recycling.

Mr. Spytek asked when the Meadows would stop the second day of recycling. Mr. Spamer wondered if there was a contract, and he responded that it would need to be investigated as to prior notice to stop this service.

**MOTION:** Mr. Spamer **MOVED** to end Thursday/Friday recycling pickup in the Meadows, starting no earlier than June 1, or later than June 1 if the contract requires them to give more notice and then collect until June 1. The **MOTION** was **SECONDED** by Mr. Spytek and **PASSED** by 3 (Aye) -2 (Nay).

1. **Discussion/VOTE re EV Charging Stations**

Ms. Adelson specified that the vote would be delayed until additional community education in the form of the posting to the website of the Special Board Meeting minutes, the new EV FAQ’s and the PowerPoint slides from the recent meeting.

Mr. Spytek summarized the EV survey posted on the website. Mr. Habberly added that they were editing the proposal to ensure all feedback given would be considered. Ms. Gil stated that resources were available on the website for further information.

1. **MATTERS FOR BOARD DISCUSSION/INFORMATION**
	1. **Sewer Repair Advocacy Task Force**

Mr. Spamer has improved wording for information collection regarding past flooding and sewer repair issues. He asked the Board which way would be best to spread information about the sewer repair advocacy efforts to Meadows residents.

Ms. Adelson added that mailing out to the community would cost $600 and that our website, Court Chairs, and TownSq were generally used to disseminate information. She advocated for TownSq being free, immediate, and behind a privacy wall. Mr. Spamer responded that additionally, a one page flier could be deposited on doorsteps.

Julie R., owner, added that she had renters in Court 3 who were unable to access TownSq because they did not have unit account numbers. Ms. Gil added that renters could email Wee to help them with registering for TownSq.

Robin H. asked if they knew where the flooding areas were and where the worst flood prone areas were in the Meadows. Mr. Spamer responded yes, they had a good idea.

Gert S, owner, added that there was a payment system in TownSq and that renters might be able to request access that way.

Cynthia P., owner, asked if homeowners renting out their homes were not allowing access to TownSq. She suggested that they work with attorneys to resolve this issue.

**Action Item:** Mr. Spamer will finalize the information sheet and use all the above methods to give out information on the sewer repair advocacy project.

* 1. **Survey Monkey contract renewed**

Ms. Adelson announced that the Meadows Survey Monkey contract was renewed.

* 1. **Major sewer pipe repair in Court 3 completed**

Ms. Adelson announced that the sewer pipe repair in Court 3 was completed.

* 1. **Discussion about recent thefts/crime in Meadows and all of Fairlington**

Ms. Adelson added that there had been a significant rise in the amount of thefts of catalytic converters in Greater Fairlington. There was a rise in stolen vehicles and a break in or two in North Fairlington. Cynthia P. added that she had a "Faraday Bag" for her keys to prevent theft.

* 1. **Discussion of installation of signs stating Meadows household trash disposal guidelines**

Ms. Adelson discussed the idea of posting the trash rules in the bylaws on signs in the Meadows. Mr. Spamer shared the concern yet did know how to best implement this type of sign. Ms. Gil added that dog waste signs are often ignored. An owner expressed concern that there are lots of signs around the neighborhood already. Additional thought will be given to this idea by the Board.

* 1. **Discussion on adding skylights**

Mr. Spytek summarized a conversation with a resident about general interest in installing skylights in his unit. This individual was told to put forth a request to the Board. Robin H. added that he would support skylights if pursued.

* 1. **Next Meadows Messenger to be published soon**

Ms. Adelson updated that the April Meadows Messenger was completed and would be printed and ready for delivery soon.

* 1. **Ehrlich was onsite to check rodent bait stations per contract**

Ms. Adelson asked if there was a report from Ehrlich re their recent monthly pest control visit. Ms. Abraham responded that she asked them to provide a monthly report to the community. She explained that Ehrlich services about 5 of our 15 courts per month.

* 1. **Review of Board's ongoing task list**

Ms. Gil updated that communicating salary information to Ricky was the only matter needing attention on the current list. Per Wee, Ricky has been informed about all recent salary updates including a COLA and a percentage increase at six months since doing the job without a second maintenance employee.

**X. ESTABLISHMENT OF NEXT BOARD MEETING – MAY 18, 2022, at 7pm via Zoom.**

**XI. EXECUTIVE SESSION**

**MOTION:** Mr. Spamer **MOVED** to convene into Executive Session at 8:46pm to discuss the Rees Broome Collections update, the CMC Delinquency Report, and other administrative matters. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**MOTION:** Mr. Spytek **MOVED** to reconvene into Open Session at 9:05pm. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**XI. DECISIONS FOLLOWING EXECUTIVE SESSION**

The Board has already contacted Ricky and explained details of his raises for the last six months.

The Board unanimously approved the minutes for the Special Board meeting about EV pedestal installation held on April 7, 2022. These minutes will be posted on the Meadows website.

**XII. ADJOURNMENT**

**MOTION:** Ms. Adelson **MOVED** to adjourn at 9:08pm. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

Respectfully Submitted by: Minutes Services