

**FAIRLINGTON MEADOWS CONDOMINIUM ASSOCIATION
VIRTUAL BOARD OF DIRECTORS MEETING
Wednesday, December 15, 2021
7:00pm**

BOARD 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

Wee Abraham, Portfolio Manager, CMC

OTHERS IN ATTENDANCE

Theresa Melson, USI Insurance
Mike S, Minutes Services, LLC
Fairlington Meadows Residents/Owners: 7
Peggy G.
Ed H.
Cynthia P.
Charles M.
Margaret R.
Tim N.
Mary M.

I. CALL TO ORDER & ESTABLISH QUORUM

MOTION: Ms. Adelson **MOVED** to call the meeting to order at 7:01pm.
The **MOTION** was **SECONDED** by Mr. Spamer and **PASSED** by unanimous consent.

II. APPROVAL OF AGENDA

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

III. APPROVAL OF MINUTES

MOTION: Ms. Adelson **MOVED** to approve the November Board meeting minutes as presented.
The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

IV. RESIDENTS OPEN FORUM

Ms. Adelson announced that during the Open Forum portion of the meeting agenda, Mr. Spytek will be the time-keeper and Ms. Gil will monitor the chat. This effort will keep the meeting moving efficiently. As is always done, residents will be given three-minutes to talk.

The Board will be happy to hear the opinions, complaints, and concerns expressed by residents.

No residents presented at today's Open Forum.

V. ANNUAL MASTER INSURANCE POLICY PRESENTATION, GUEST SPEAKER – THERESA MELSON

Ms Melson from Insurance, Brokerage and Consulting Service, USI, presented an overview of the condominium master policy insurance policies being offered to Fairlington Meadows for 2022. Two companies, Travelers and Philadelphia, offered property, general liability and automobile coverage proposals. Both companies met the accreditation criteria specified in the master deed. Both companies' coverage offers were similar. Travelers had an 8% increase and Philadelphia would have a 3% increase in premiums. Other insurance coverage (Crime, Directors & Officers, Umbrella, Worker's Compensation and Cyber) only had one proposal for each topic with no changes from current companies supplying coverage with no significant change in premiums. Detailed coverage information is available from the CMC representative, Wee Abraham.

Both companies were interested in the major appliance and maintenance survey the Meadows conducted. They both indicated a 75-80% response rate would be required to make a significant influence on coverage premiums.

There were questions from co-owners to Ms Meslon. One of the questions pertained to master deed coverage vs homeowner/renter coverage. The booklet covering this topic is posted on the Meadows website under "Issues".

The Board decision about insurance renewal will be made later in this meeting.

VI. COMMITTEE REPORTS

Buildings & Grounds Committee

Mr. Monfort, Committee Chair, updated that the landscaping work in courts 2, 5, 6, 9, 14 and the playground has been completed, with the exception of some renewal pruning, which includes some huge shrubs scheduled for pruning this week. Bushes in the traffic island near Court 13 require cutting back to improve the line of sight of oncoming traffic. Owners were reminded that not picking plants that grow taller than four feet will save money on future pruning in addition to not blocking windows. Lancaster will attend the next B & G meeting in January to discuss potential improvements to the process for this first round of court landscaping renewals.

In terms of general landscaping work, Mr. Monfort updated that some replacement landscaping had been installed in court 10 as previously indicated. Arlington County planted seven new trees in the Meadows and B & G was successful in finding volunteers to water them until they are established. Gator tree watering bags have been installed on all of them. Lancaster will be planting a new Magnolia tree in Court 11 and the soil was tested where other trees planted in the past had died. There was found to be no soil issue; new trees planted need to be watered thoroughly and more frequently.

The Board approved the proposal by B & G for new drainage projects near 3355, 3453, and 3449 S. Stafford Street to direct water away from these units. B & G has been discussing the possibility of installing new visual screening along Quaker Lane. Adding screening slats along

the fence and planting additional bushes on the Meadows side of this fence are both under consideration. The photinia had to be severely cut back due last year due to a fungus and will take time to grow back.

Action Item: Mr. Monfort will get estimates on the cost for fence slats and the planting of additional bushes on the Meadows side of the metal fence along Quaker Lane.

There was discussion between Lancaster and Mr. Monfort about a special contract for removing invasive English Ivy from all 15 Courts. Carlos, supervisor at Lancaster, suggested removal of English Ivy be part of future landscaping rejuvenation contracts. Courts 4, 8, 11, 13, and 15 will be scheduled for fall 2022 with Courts 1, 3, 7, 10, and 12 scheduled for fall 2023. Residents need to be educated not to plant more ivy. It is a danger to our trees and to the mortar between our bricks.

Of importance, Mr. Monfort reviewed the watering requirements for the new landscaping in Courts 2, 5, 6, 9, and 14. Lancaster suggested they be watered every other day for the initial three weeks after planting and then once a week until the ground freezes around mid to late January in our area. Watering then needs to resume in the spring. New street trees need their gator bags filled a minimum of once weekly until these trees are established.

Mr. Monfort stated that leaf removal was scheduled for November 19 with subsequent collections in late December and January. Our contract with Lancaster includes three leaf collections.

VII. MANAGERS' REPORTS

Monthly Management Report

Ms. Abraham, CMC property manager, reviewed the November Management report and November financials included in the Board book. The Board will review the two proposals for Master Insurance; one from Philadelphia and the other from Travelers, our current insurer.

VIII. OLD BUSINESS

☐ Meadows Contracts signed since last Board meeting

None.

☐ Homeowner Modification Requests Since Last Board Meeting

Owner request: Basement and Bathroom work at 4277 S 35th St. - approved.

Owner request: Insulation and ductwork cleaning at 3421 S. Utah St.- approved.

IX. NEW BUSINESS

Master Insurance Policy Renewal Proposals

The Board unanimously moved to accept the Travelers Insurance Master policy renewal proposal. Members of the board noted support for the Travelers's policy

based in part on the broader flood damage coverage, higher property replacement valuation, and higher coverage limits. Additionally, the insurance specialist Ms. Melson recommended remaining with Travelers given our long history of using them without issues and the broader coverage offered.

Capital Projects Plan Discussion

Mr. Spytek discussed the Meadows five-year Capital Projects plan. This updated plan continues until 2026. Completed capital projects include slate repair and roof replacements, replacement of all 180 Court pole lights, replacement of pool and tennis court pole lights, replacement of all Court entrance signs, reorganization and upgrading of the maintenance office with purchase of new desks and a storage cabinet, painting of the metal chain link pool fence and the installation of pool heaters. Tennis Court maintenance is part of the capital projects plan and must be addressed every five years to maintain the warranty.

The Board will be researching ways to cut down on future painting costs for our buildings. Capping of wood has been successfully done in all our neighboring Fairlington communities.

The Pool Committee will be researching the purchase of new pool furniture.

The Board is researching the installation of electric vehicle (EV) charging stations in the Meadows. More details will be provided by the EV task force.

An owner mentioned the need for a new sponge roller for the tennis court. She further suggested that capping of windows should not be done as it affects the aesthetics of the property.

An owner asked about the parking lots and when they were due for maintenance. Mr. Spytek responded that the parking lots will be milled and resurfaced in 2023 as indicated on the 5 year Capital Projects plan.

Action Item: Mr. Spytek will place the updated Capital Projects plan on the Meadows website after approval by the Board.

X. MATTERS FOR BOARD DISCUSSION/ INFORMATION

EV charging station update

Per Board Member at Large Joe Spytek, the EV task force met last Thursday and found that one of the companies from their list of possibilities does not serve condominium communities. A new survey will be sent out to owners regarding the EV charging station issue in January. As part of developing the survey, a sample survey has been sent to the Board and task force members.

□ Patio Height Survey

Mr. Spytek updated that the Board received 107 total survey responses. It indicated 73.08% in favor of lifting the height restrictions with 50% of those voting in favor of lifting the height restriction wanting to lift the restrictions permanently. This topic will be discussed in the January 2022 Board meeting. The survey's questions and answers will be placed on the Meadows website, Town Sq, and sent to all via Court Chairs.

This topic will be discussed in the January 2022 Board meeting.

Noisy Playground Panel Replacement Survey

Mr. Spytek updated that the Board received 75 total survey responses. 54.69% responded no for replacement of the noisy panel with the safety panel, 62% responded no for bubble window as the replacement. Overall, 67.61% responded to keep the playground equipment as is. Mr. Monfort emphasized the need to replace the noise making panel so that it does not disrupt the residents of neighboring units. This issue will be further discussed in the January meeting before a decision is made. The survey questions and answers will be posted on the Meadows website, TownSq, and sent out via Court Chairs.

□ Sewer Repair and Advocacy Task Force Update:

Mr. Spamer, Board member liaison to the Sewer Repair and Advocacy task force, reported that members/owners Mary Alice, Cynthia, and Sharon have started the legwork needed to bring the street flooding incidents to the Arlington County Board. Arlington County needs to be encouraged to allocate funds and resources to deal with the storm water drainage issues, particularly with regard to upgrading the sewers in our community. The damages have to be listed as per the specific units in specific areas affected so that an outdoor property damage map can be presented to Arlington County. The next step will be designing some way to collect this data and then finding out who to contact in the County.

Volunteer Opportunities in the Meadows

The Board solicited for the following volunteer opportunities in the Meadows:

Volunteer(s) needed to hand deliver the Meadows Messenger. It is published quarterly on average. It would take one individual 2.5 hours to hand deliver the Messenger each quarter.

Volunteer(s) needed to assess and correct the gmail issue in the account of the new Meadows Maintenance Supervisor, Ricky Henderson. The name of our former Maintenance Supervisor still appears when he sends or receives an email using this account and Ricky and the Board have been unable to figure out how to get his name to appear.

XI. ESTABLISHMENT OF NEXT BOARD MEETING – January 19, 2022

XII. EXECUTIVE SESSION

MOTION: Ms. Adelson **MOVED** to convene into Executive Session at 8:45pm to discuss the items identified in the agenda. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

MOTION: Ms. Gil **MOVED** to reconvene into Open Session at 8:59pm. The **MOTION** was **SECONDED** by Mr. Spamer and **PASSED** by unanimous consent.

Final

XIII. RATIFICATION FROM THE EXECUTIVE SESSION

MOTION: Ms. Adelson **MOVED** to boost the salary of our Maintenance Supervisor Ricky Henderson by 5% (as a cost of living increase or COLA) beginning January 1, 2022. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

XIV. ADJOURNMENT

MOTION: Ms. Adelson **MOVED** to adjourn the meeting at 9:00pm. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

Respectfully Submitted by: Dolly Sharma, Minutes Services, LLC.