

**FAIRLINGTON MEADOWS
MONTHLY BOARD OF DIRECTORS MEETING
Wednesday, December 21, 2022
7pm**

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

Ann Palbalkar, Portfolio Manager, CMC (new)
Ridge Samala, Portfolio Manager, CMC (leaving)

OTHERS IN ATTENDANCE

Dolly Sharma, Recording Secretary, Minutes Services
Fairlington Meadows Residents - 7
Ed H.
Cynthia P.
Charles M.
Deb D.
Kristen K.
Jarred S.
Margaret R.

I. CALL TO ORDER

MOTION: Ms. Adelson **CALLED** the meeting to order at 7:00pm noting all Board members were present.

II. Approval of Agenda

MOTION Ms. Adelson **MOVED** to approve the meeting agenda as presented. The **MOTION** was **SECONDED** by Mr. Spamer and **PASSED** by unanimous consent.

III. Approval of Meeting Minutes

A. MOTION: Ms. Adelson **MOVED** to approve the minutes for the November 2022 Board Meeting as presented. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

B. MOTION: Ms. Adelson **MOVED** to accept the minutes for the November 2022 B & G Meeting as presented. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

IV. Open Forum

- Ed H. expressed concern regarding the 3 minute limit for residents to speak in Open Forum. Ms. Adelson responded that residents can always email the Board related to any topic or concern and the Board always responds in a timely manner. Ms. Gil stated that the Board is making this change in order to allow the Board to have fuller conversations on important topics as emails are not the best way for communication between Board members. This is the Board's monthly business meeting and not a membership meeting.
- Mr. Slabinski reported that he received a letter inquiring about the dryer exhaust connected to an attic vent.

V. Committee Reports (Verbal Delivery)

A. Buildings and Grounds (B & G) Committee - Charles M.

Mr. Monfort updated the Board on recent landscaping improvements. Lancaster Landscaping personnel will attend the February B & G meeting.

Mr. Slabinski inquired if the B & G Committee can take additional responsibilities for the buildings. Mr. Monfort responded that it can be plausible as they are already involved with the B Buildings lighting situation.

VI. Managers' Report – Ridge Samala (CMC)

A. Monthly Management Report

- Review of Master Insurance Policy Claims: Mr. Samala reported on several units with water problems and one attempted claim abouts pests in their ceiling. Homeowners are responsible for disposing of pests entering their units.
- Mr. Samala introduced Ms. Palbalkar as the replacement Property Manager. Ms. Palbalkar introduced herself and members welcomed her.

B. Variance Report Financials as of July 31, 2022

- Mr. Slabinski reviewed the November Financials presented in the Board packet.

C. Recurring Contracts List - no contracts expiring at this time.

D. Occupancy Report

- Owner to Renter Occupancy: 75% owner occupied to 25% tenant occupied.

VII. Old Business (Verbal Delivery)

A. Homeowner modification request since last board meeting (E-Vote Ratifications)

- 3473 S Utah St. – Egress window installation, sump pump installation, and basement drainage pipe installation - unanimously approved.

B. Contracts approved since previous board meeting (E-Vote Ratifications)

- Katchmark – roof/dormer/gutter replacements for 3401-3411 S. Utah Street: \$200,845.00-unanimous approval.
- DMA (cleaning) - \$1,417.71/month May-September; \$1,477.71/month June, July, August-unanimous approval.
- Pro Pave – Milling & paving all courts: \$227,615.00 – unanimous approval.

VIII. New Business

A. 2023 Reserve Study Proposals Draft Budget

Three companies have provided proposals. Falcon did the last reserve study and provided quality service. Ms. Adelson added the topic to “Matters under Board Decisions” for the next Board meeting.

B. Unit Resale Checklist Revision

Ms. Adelson stated that there is a review of any Meadows unit when it is sold to make sure it is up to par with association standards at the time of sale. Mr. Spytek updated the checklist.

The existing resale checklist provides little information. It is a great opportunity to check for violations during the inspection and the homeowner to fix current violations before selling the unit.

There was discussion about whether a Board member should be present for the inspections. Ricky can do the inspections with or without CMC. The decision was tabled until next month’s Board meeting.

C. CMC Owner Database Updates

Ms. Adelson stated that the association needs a database with all current owners, previous owners and their contact information. The recent dryer exhaust issue is a prime example where the Board needed to contact owners. Mr. Spamer agreed with Ms. Adelson.

Ms. Gil suggested that new residents (both owners and renters) fill out a form with contact details. Ms. Adelson stated that perhaps Court Chairs can capture and keep the owner database current. An owner stated that this should be the responsibility of CMC.

IX. Matters for Board Decision

A. Lancaster Landscaping Contract Renewal

MOTION: Ms. Gil **MOVED** to approve the renewal of the Lancaster Landscaping contract. The **MOTION** was **SECONDED** by Mr. Spamer and **PASSED** by unanimous consent.

B. Board Authorization Eliminating Small Fee Amount “Write-offs”

MOTION: Mr. Slabinski **MOVED** to write-off the small delinquency amounts under \$10. The **MOTION** was **SECONDED** by Mr. Spamer and **PASSED** by unanimous consent.

X. Matters for Board Discussion

A. Dryer Vent Installation

Mr. Samala reported that there are three units so far that have reported their dryer vent being attached to a current attic vent including Ms. Adelson. A list of the units with this issue will be collected. The situation is still in the research and discovery mode and will be investigated further.

B. Review of Board Ongoing Task List

Ms. Gil reviewed the Board's ongoing task list that now includes around 25 problems on the list for the community and a few capital projects on separate sheets. Ms. Gil further suggested to complete or clear some older items that might not be as prominent to declutter the issues, and prioritize. Documentation regarding installation of doors on rear units was one example.

C. Storm Sewer repair advocacy task force update

Mr. Spamer reported that a meeting is now set up with Arlington County to discuss the need to update our storm sewers that are not able to accommodate the increasingly frequent heavy storms that have damaged multiple resident vehicles and homes. It is the opinion of the task force that the storm drains are too small and require replacement.

D. Review of 12 Stored Boxes Content

Ms. Adelson stated that CMC was storing twelve boxes costing the community \$42 per month. The Board will direct CMC to deliver the boxes to the Meadows and Board members will go through the boxes and shred contents that are no longer necessary.

E. Painting Cycle Revision

Ms. Adelson stated that the exterior trim and door painting is currently done every four years in the Meadows. The industry standard for painting buildings like the Meadows is five to seven years. Kolas has been the chosen painting contractor for the past 4 years which has resulted in rotted wood being identified and repaired resulting in our woodwork being in excellent shape. (Having a construction company perform the work, not just a painting company, has resulted in improved maintenance of the wood framing of our buildings). The Board recommends that the painting cycle can be extended to save money and has tasked the B & G committee to weigh in on this potential change in the cycle.

F. Need for Unit Addresses on Rear Fence Posts

The Board has agreed on having unit addresses posted on the rear patio door posts to help identify each unit from the back of our buildings. The total cost of the numbers is approximately \$2500 with our maintenance staff doing the installation.

Final

G. Need for a Volunteer for Treasurer Position – Current Term of Nick Slabinski ends October 2023

Announcement made.

VII. NEXT BOARD MEETING: Wednesday, January 18, 2023, at 7pm.

VIII. EXECUTIVE SESSION

MOTION: Ms. Adelson **MOVED** to convene into Executive Session at 8:22pm. The **MOTION** was **SECONDED** by Mr. Spamer and **PASSED** by unanimous consent.

MOTION: Ms. Adelson **MOVED** to reconvene into Open Session at 9:00pm. The **MOTION** was **SECONDED** by Mr. Spamer and **PASSED** by unanimous consent.

IX. RATIFICATIONS FROM THE EXECUTIVE SESSION

The Board discussed a personnel matter related to Ricky's bonus.

X. ADJOURNMENT

MOTION: Hearing no further business, Ms. Adelson **MOVED** to adjourn the meeting at 9:05pm. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

Respectfully submitted by: Minutes Services