

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
VIRTUAL BOARD OF DIRECTORS MEETING  
Wednesday, August 19, 2020  
6:45 pm**

**BOARD MEMBERS PRESENT**

Joseph Spytek, President  
Frona Adelson, Vice President  
Nick Slabinski, Treasurer  
Erica Brown, Secretary  
Caroline Trupp Gil, Member at Large

**BOARD MEMBERS ABSENT**

**MANAGEMENT PRESENT**

Sara Pagani, Condo Division Director, CMC  
Dolly Sharma, Recording Secretary, Minutes Services LLC

**OTHERS IN ATTENDANCE**

Fairlington Meadows Residents: 4  
Regina  
Ross H  
Edward H  
Jennifer

**I. EXECUTIVE SESSION**

**MOTION:** Ms. Adelson **MOVED** to convene into Executive Session at 6:45 pm to discuss attorney issues, legal matters and delinquencies. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

**MOTION:** Ms. Adelson **MOVED** to reconvene into Open Session at 7:07 pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

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

**MOTION:** Mr. Spytek **MOVED** to call the meeting to order at 7:08 pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

**III. APPROVAL OF AGENDA**

**MOTION:** Ms. Brown **MOVED** to approve the August 19, 2020 Agenda as presented. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

**IV. APPROVAL OF MINUTES**

Mr. Spytek updated that “the June minutes will be modified and five homeowner modifications will be added to the minutes.”

**MOTION:** Ms. Adelson **MOVED** to approve the July 15, 2020 Board meeting minutes as presented. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**V. RESIDENTS OPEN FORUM**

- Resident inquired about the “new” rule of wearing masks at all times except in the pool. Ross H., Pool Committee Chair, cleared the confusion and explained that this was not a new rule. Residents must wear masks and keep ten feet apart. The resident further inquired that one of the lifeguards stated to her that another lifeguard had tested positive for Coronavirus. Ross H. stated that the lifeguard did not have Coronavirus. He was exposed to the virus at a camp he attended and is now in quarantine. This guard will not return until he has a negative test.
- Resident stated that he had sent emails to Ms. Pagani and he never got any response and stated that a property manager should be more proactive.

**VI. COMMITTEE REPORTS**

**Pool Committee**

Ross H, Pool Committee Chair,, reported that there is not much to update except the committee recommends opening the pool on September 13<sup>th</sup> and 14<sup>th</sup> the weekend following Labor Day. Once the Board approves, the Committee will discuss further the hours of operation, cost, and availability of lifeguards. Ross H. also asked that if the pool is not crowded can a person book to swim twice on the same day. Mr. Spytek stated that we can have more people as the pool has not reached the maximum occupancy per his statistics on pool use.

**MOTION:** Ms. Brown **MOVED** to allow that residents can attend the pool up to two swim sessions at the pool on weekdays. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

**MOTION:** Ms. Brown **MOVED** to make the recommendation and open the pool an extra weekend after Labor Day. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

**Buildings & Grounds Committee**

Ms. Adelson stated that the Committee met on August 5<sup>th</sup>. The Committee discussed the ten Dog Poop stations in the process of being installed by Craig and Ricky throughout the Meadows and expressed hope that these will make a difference in dog poop cleanup by dog owners in the neighborhood. Ricky and Craig will install many bag stations near existing trash cans. Other Dog Poop stations will have an attached trash can. It will be the responsibility of our maintenance staff to change the trash bags and stock the bags in the stations. Mr. Spytek will order boxes of waste bags.

Several contracts from Lancaster have been approved for things such as storm drainage issues, and turf restoration projects. A couple of dead trees will soon be removed. Thirty trees will be addressed in total. The turf restoration work in court 15 will be done after the new tot lot installation. New bedding plants were planted in Court 14 using native plants. Splitting and planting of existing hostas and such near the pool area will be done in the fall by B and G committee members. Date to be announced soon. The Committee Chair will change

in October at the annual meeting. A member has shown interest. Debra and Nancy will remain involved but not as Chairs. Mr. Hilz recommended low profile gator bags for new trees. Ms. Adelson stated that this idea will be taken into consideration and has been discussed. These bags will still need volunteers to keep them full of water.

□ **Recreation Committee**

**Tot lot**

Mr. Spytek updated that the selected company to build the Tot Lot is rendering a design with different color schemes.

**VII. MANAGERS' REPORTS**

➤ **Monthly Management Report**

Ms. Pagani reviewed the Managers' Report from the August Board packet. The Fairlington Meadows lock box issue that affected receipt of monthly payments is resolved. The Xfinity non-exclusive marketing contract has been submitted. Ms. Pagani updated that a letter was provided to residents stating that Dominion Energy will be digging to replace wires near the transformer in the rear of Court 4. Dominion will notify if there will be a power outage during the work.

➤ **Monthly Administrative Calendar**

**VIII. OLD BUSINESS**

**A. Meadows Contracts signed since last Board meeting**

Proposal: All Plumbing proposal for tank less hot water heater for the maintenance utility room at a cost of \$650.

Proposal: DMA Cleaning Services proposal for B building carpet cleaning at a cost \$1950.

Proposal: DMA Cleaning Services proposal for Annual Contract renewal at a cost \$12453.

Proposal: Lancaster Landscapes proposal for bush trimming and replacement at a cost of \$485

Proposal: Katchmark Proposal for chimney cap and missing slate repair at a cost of \$5675

Proposal: Xfinity/Comcast non exclusive marketing agreement to include \$25650 in income for the Meadows.

Proposal: Kolas proposal for Gutter replacement at 3405 S Utah at a cost of \$975

Proposal: Kolas proposal for repair flashing and sealing due to squirrel holes at 3443A/B at a cost of \$375.

Proposal: Lancaster Landscapes for tree day at a cost of \$1600.

Proposal: TW Perry proposal for Shutters at a cost of \$414.

Proposal: All Plumbing proposal for water proofing at 3460 S Stafford Street B building common area at a cost of \$9800.

Proposal: All Plumbing proposal for water proofing 3439 S Stafford B building common area at a cost of \$11800.

Proposal: Pet Waste Eliminator proposal for Dog Waste Stations at a cost of \$1208.

Proposal: Katchmark proposal for 2 full days of service for roof maintenance at a cost of \$2400.

Proposal: Lancaster Landscapes proposal for courts 7 and 15 drainage, courts 2 and 3 drainage, courts 2 and 13 bare spot remediation, tree day (free) at a total cost of \$6870, Court 5 cedar tree removal at a cost of \$600.

**B. Homeowner Modification Request Since Last Board Meeting**

Owner request: Kitchen remodel for 4312 34<sup>th</sup> St. S approved.

Owner request: Egress window for 4304 A1 34<sup>th</sup> St. S approved.

Owner request: Waterproof back basement exterior wall for 4249 35<sup>th</sup> St. S approved.

Owner request: 3469 S Utah St egress window installation approved

**C. Insurance Claim Updates**

Ms. Pagani stated the two claims are near completion and no other claims are outstanding at this time.

**D. Homeowners Checklist for Insurance Coverage Update and Plan**

Mr. Spytek stated that the Board can focus on the unit checklist for Insurance needs in the year 2021. We have a checklist but no implementation plan. Completed checklists from unit residents will increase our opportunity to get bids from multiple insurance companies. Ms. Brown recommended talking to Unit Owners during the Annual meeting in October so that residents can understand the importance of completing the checklist. Ms. Pagani recommended individual mailings to all residents instead of simply inserting this into the Annual meeting mailing. Mr. Spytek recommended adding this to the Board Issue Log. Ms. Brown inquired about the percentage of Unit Owners that must respond and complete the checklist. Ms. Pagani will check that out with our current insurance carrier. Ms. Gil suggested looking into use of an online survey to make it feel less intrusive. Mr. Spytek suggested having a virtual insurance education session.

**IX. NEW BUSINESS**

➤ **Annual Meeting Planning – Virtual/in-person/hybrid, Date, /HOA Vote Usage**

Mr. Spytek recommended we have a virtual annual meeting in order to abide by the CDC guidelines for Covid – 19. The date for the Annual meeting is scheduled for October 21,

2020. Mr. Spytek stated that he will be in touch with Kathleen from legal to make sure the Association does everything by the law. The association will use VOTE HOA for the Annual meeting in regards to the quorum.

**MOTION:** Ms. Brown **MOVED** to have the annual meeting of co-owners virtually in October. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**Action Item:** The Board directed Ms. Pagani to check the Point value of the units for the quorum and update the Board.

➤ **Language for Signage Notice to Community**

Mr. Spytek updated that he has written an article on this topic that he will share with the Board. Once approved he will upload the article on townsq and Meadows messenger.

➤ **Replace 2<sup>nd</sup> Day of Recycling with Glass Pick-up**

Mr. Spytek updated that he spoke with the trash company and that the second day of recycling can be replaced with glass only pick up at a similar cost. The cost for glass pick up every week would be \$33,000 and every other week would be \$19,560.

**MOTION:** Ms. Brown **MOVED** to not replace our 2<sup>nd</sup> day of recycling with glass pick-up and leave things as they currently are. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

**X. MATTERS FOR BOARD DECISION**

➤ **Verizon non-exclusive Marketing Contract Acceptance/Rejection**

Mr. Spytek stated that the Verizon non exclusive marketing contract is for ten years.

**MOTION:** Ms. Adelson **MOVED** to approve the Verizon non exclusive marketing contract. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

**XI. MATTERS FOR BOARD DISCUSSION/ INFORMATION**

➤ **Issue Log Review and Update**

Ms. Brown updated a few of the items listed in the Boards Issue Log. Mr. Spytek also stated that Mr. Slabinski's and Ms. Gil's Board positions are up for re-election.

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

➤ Mr. Spytek has updated the Meadows five year Capital Improvement plan and will post it on the Meadows web page and via the Meadows Messenger once reviewed. It gives a sense of priority to what needs to be accomplished. The Board expressed appreciation for his efforts.

**XII. ESTABLISHMENT OF NEXTBOARD MEETING – September 16, 2020**

**XIII. ADJOURNMENT**

Final

**MOTION:** Ms. Brown **MOVED** to adjourn at 8:29 pm. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

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Respectfully Submitted by: Dolly Sharma, Recording Secretary