

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
VIRTUAL BOARD OF DIRECTORS MEETING  
Wednesday, March 16, 2022  
7:00pm**

**BOARD MEMBERS PRESENT**

Frona Adelson, President  
Donald Spamer, Vice-President  
Caroline Trupp Gil, Secretary  
Joseph Spytek, Member at Large

**BOARD MEMBERS ABSENT**

Nick Slabinski, Treasurer

**MANAGEMENT PRESENT**

Wee Abraham, Portfolio Manager, CMC

**OTHERS IN ATTENDANCE**

Dolly Sharma, Recording Secretary, Minutes Services, LLC  
Fairlington Meadows Residents: 8  
Charlie M.  
Tim N.  
Robin H.  
Laura Y.  
Ed H.  
Cynthia P.  
Chuck E.  
Dave L.

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

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

II. **APPROVAL OF AGENDA**

**MOTION:** Ms. Adelson **MOVED** to approve the March 16, 2022, Board meeting agenda as presented. The **MOTION** was **SECONDED** by Mr. Spamer and **PASSED** by unanimous consent.

III. **APPROVAL and ACCEPTANCE OF MINUTES**

A. **Approval of February 2022 Board Meeting Minutes**

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

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

Final

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

#### IV. HOMEOWNERS OPEN FORUM

An owner inquired about the process and determination of a roof replacement. Mr. Spytek summarized that the roof on this owner's home had a 200-year life expectancy. He added that there was a complete list with the status of all the roofs in the Meadows. This owner reported that Craig, a past maintenance supervisor, was informed about slate pieces falling off this roof and she was told that there was a process for repairing the roof.

Ms. Gil asked about the process of repairing leaking roofs. Ms. Adelson added that the Board would authorize the repair of roofs (and mortar issues) after identification of the issue and review by Ricky.

#### V. COMMITTEE REPORTS

##### A. Building and Grounds Committee

Mr. Monfort gave an update related to the Photinia hedge along Quaker Lane where there will be additional trimming, mulching and antifungal treatment this spring. He expressed concern about fungal infection on the photinia bushes bordering the Glen next door to the Meadows that could re-infect those bushes bordering the Meadows. The Glen Board has been sent an email about this issue.

Mr. Monfort added that B & G would be replacing several trees in Court 11, planting an evergreen tree in Court 15, and planting a canopy tree in Court 2. The drainage issue behind Courts 5 and 6 is soon to be rectified. He added that there was a Spring-Cleaning event behind the buildings in the common areas taking place the week of March 28th and that residents would be informed.

He added that on Saturday, April 16<sup>th</sup>, from 8:30 am to noon there will be a landscaping walk with Lancaster personnel for Courts 4, 8, 11, 13, and 15 to discuss rejuvenation plantings and removals for these next five priority courts.

**Action item:** Ms. Adelson will send a reminder about the Spring-Cleaning event to all residents.

##### B. Pool Committee

Ms. Adelson updated that Atlantic Pool Service would again manage the Meadows pool during the summer 2022 season and that additional pool committee members would be necessary for planning and executing social events if desired by residents. She expressed that health and safety issues would be the most important concerns for the new Co-Chairs Carolyn and Kaley.

The Recreation/Pool cards for 2022 are printed and the 2022 card application form and 2022 Pool Rules are in the process of being updated by the new Co-Chairs.

The new pool furniture was ordered in February. The order should be delivered around Memorial Day. Ms. Adelson expressed gratitude to Joe and Evan Spytek who helped move the chairs being sent for re-strapping since Ricky was on leave.

She added that expected and deferred pool maintenance would be completed in April and that Atlantic Pool Service was searching for lifeguards along with help from the pool committee.

**Action Item:** Ms. Adelson will discuss with new co-chairs the need to alert Atlantic Pool Service that the Meadows wishes to extend the pool closing date until the end of September if lifeguards are available.

Final

V. **VI. MANAGERS' REPORTS**

**Monthly Management Report**

Ms. Abraham reviewed the CMC Management report and financials stating that the December 2021 and January 2022 financials were included in the Board book. She added that the February 2022 financials would be available soon for Nick Slabinski, Board Treasurer to review.

There are two outstanding Master Insurance claims: one from 2019 that is now closed, the second claim remains open with the unit now being repaired.

Atlantic Pool Service provided a schedule for Pool hours. It will open on Memorial Day weekend (May 28<sup>th</sup>, 2022).

Ms. Abraham reminded the Board that the Verizon Wi-Fi and telephone contract would be expiring in August.

She reminded that homeowners need to make sure their HVAC and components are working correctly and to check units for leaks and moisture.

She summarized the December 2021 End-of-Year Financials and Variance reports as well as the January 2022 Financial Report and the Owner to Tenant ratio report. The Meadows maintain a 74% owner occupancy.

VI. **VII. OLD BUSINESS**

A. **Homeowner Modification Requests Since Last Board Meeting**

Owner request: Interior renovations at 3353 A2 S. Stafford St. approved.

Owner request: Window replacement at 3457 S. Utah St. approved.

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

Proposal: Lancaster Landscaping - The contract for work on the ongoing fungal infection on the photinia bushes on Quaker Lane for \$6,022.75 was approved.

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

A. **EV Charging Station Task Force – Robin Habberley**

Mr. Robin Habberley, chair of the EV Task Force, gave updates about the charging station installation project and summarized steps which would involve electrical work and infrastructure construction. Richards Electric gave a \$20,000 quote for this work and the task force was waiting on additional electrical installation bids. He gave details on the process and reviewed two options on a 6-month time frame. He gave details on the benefits of ATF charging and added that the Task Force would be doing further research.

An owner inquired about the dimensions of the charging pedestals, and Mr. Habberley responded that the pedestals were 4 feet tall and the concrete pad underneath the pedestals was 2.5 x 2.5 feet in diameter. She followed up by asking if other associations had

done this type of installation and he responded that yes, they had done it and that it was successful.

Mr. Habberley gave an estimate that the cost per month was around \$270 with an additional annual payment for a 5-year contract depending on the company providing the rental equipment.

An owner asked if these charging pedestals would be placed in currently reserved parking spaces and Mr. Habberley responded that the Task Force/Board was not going to be taking resident parking places. She and Board member Caroline Trupp Gil further inquired about the charging capabilities and if there were rules for residents about sharing this possible new community resource. He responded that there was an app for checking availability and that people would be charged an additional hourly fee for leaving their car in the space after the charging on their car was completed.

An owner inquired about the estimates for car charging expenses. Mr. Habberley responded that he had estimated 11 cars per charger and would need 22 vehicles for the plan for two chargers in order to break even on cost.

An owner asked if she could use the station even if she did not live in the court in which the station was placed. He gave an affirmative and continued with an overview of the process to ensure only Meadow's residents would be able to use the charging pedestals. She asked if this was included in this year's budget. He responded that it was up to the full Board to determine how the installation of the charging pedestals would be paid for as well as the rental and electrical fees.

Mr. Habberley confirmed that PSE had already installed these types of pedestal chargers in other nearby communities.

Ms. Adelson asked if the Task Force would come back to the Board with more detailed information about the financial aspect of the chargers installed in the Commons if they would provide this information.

Ms. Gil asked if information from Fairlington Villages was available, and Mr. Spytek responded that they had not provided financial information. She inquired about any communication plans that were in progress. Information will be made available and a Special Board meeting on this initiative would be scheduled.

**Action item:** The Board will schedule a Special Board meeting on this initiative.

**B. Sewer Repair Advocacy Task Force**

Mr. Spamer has set up an email account to collect data on this flooding/aging infrastructure issue and is pending the approval of the Task Force members to ensure clarity of language.

**C. Volunteer Opportunities in the Meadows**

Ms. Adelson stated that they had three residents who volunteered to deliver the Messenger. Additional members were needed for the Pool Committee to plan and execute social activities. Residents are always welcome to volunteer for the B & G Committee.

**Community Facility Signage Update**

Mr. Spytek summarized that all signs planned to go up were up. He added that an additional sign at the playground was available for installation if needed in the future and that the “Future home of a Meadows EV Pedestal” signs was ready to be installed.

**D. Roof replacement at 3479 S Stafford St Update**

Ms. Adelson updated that this roof replacement project was satisfactorily completed, and the Katchmark invoice paid.

**E. First Annual Meadows Spring Cleaning–Week of March 28<sup>th</sup>**

Ms. Adelson stated that the B & G Spring Cleaning would take place the week of March 28<sup>th</sup> so that debris collected behind our buildings in the common areas could be disposed of in the Bulk trash pickup on April 2<sup>nd</sup>.

**F. Review of Need for Second Day of Recycling**

Ms. Adelson expressed the need to examine the need for the second day of recycling in the Meadows. This additional day costs \$20K. Board members raised concern about residents from the Glen and Arbor using our recycling bins on this second day and about a general lack of proper recycling discipline by residents.

It was suggested to do a survey of observed recycling bin use from now until the next Board meeting to determine the actual level of use of the second day of recycling. Ms. Gil suggested that the Board take pictures of the bins. Additional bins are needed for all Courts on Tuesdays.

The Board deferred the discussion to the next Board meeting after the information is collected.

**Action Item:** The Board will update residents about proper recycling discipline via Messenger. Board members will take pictures of the recycling bins near their courts on Friday mornings until the April Board meeting.

**G. Review of Ehrlich Pest Control Contract and Current Maintenance of Rat Traps**

Ehrlich Pest Control personnel visited the Meadows on February 24<sup>th</sup> for a monthly check on our bait traps. The Meadows pays \$325 per month for this service but gets no written report on findings. It was suggested that Ms. Abraham ask for this information and report back to the Board.

**Action Item:** Ms. Abraham will reach out to Ehrlich Pest Control and update the Board on her findings.

**H. Review of Board Ongoing Task List**

**Action Item:** Ms. Gil will review the ongoing list and email items needing attention to the Board.

**X. ESTABLISHMENT OF NEXT BOARD MEETING – APRIL 20, 2022, at 7 PM**

**XI. EXECUTIVE SESSION**

Final

**MOTION:** Ms. Adelson **MOVED** to convene into Executive Session at 8:37 pm to discuss the Rees Broome Collections update, the CMC Delinquency Report, and other administrative matters. The **MOTION** was **SECONDED** by Mr. Spytek and **PASSED** by unanimous consent.

**MOTION:** Ms. Adelson **MOVED** to reconvene into Open Session at 8:53 pm. The **MOTION** was **SECONDED** by Mr. Spamer and **PASSED** by unanimous consent.

## **XII. ADJOURNMENT**

**MOTION:** Ms. Adelson **MOVED** to adjourn at 8:55 pm. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

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Respectfully Submitted by: Minutes Services