

Final

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
VIRTUAL BOARD OF DIRECTORS MEETING
Wednesday, May 20, 2020
6:45 pm**

BOARD MEMBERS PRESENT

Joseph Spytek, President
Frona Adelson, Vice President
Erica Brown, Secretary
Tim Tassa, Member at Large

BOARD MEMBERS ABSENT

Nick Slabinski, Treasurer

MANAGEMENT PRESENT

Jennifer Bennett, Portfolio Manager, CMC
Dolly Sharma, Recording Secretary, Minutes Services LLC

OTHERS IN ATTENDANCE

Fairlington Meadows Residents: 9
Caroline G
Dominic P
Sandie D
John & Kelly L
Javier G
Ross H
Donald S
Carey L
Edward H

I. EXECUTIVE SESSION

MOTION: Mr. Spytek **MOVED** to approve to convene into Executive Session at 6:49 pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

MOTION: Ms. Brown **MOVED** to reconvene into Open Session at 7:01 pm. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

II. CALL TO ORDER & ESTABLISH QUORUM

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

III. APPROVAL OF AGENDA

MOTION: Ms. Adelson **MOVED** to approve the May 20, 2020 Agenda as presented. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

IV. APPROVAL OF MINUTES

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

V. RESIDENTS OPEN FORUM

- Resident inquired about the denial of his patio plan. He wants brick work or masonry 18 inches from the new patio fence. The plan doesn't have any permanent fixed bricks around the perimeter. They can be removed when required for maintenance if needed. Mr. Spytek will respond via email on this matter.
- Resident has concerns about the misuse of the utility room in the B Building basements. The residents are using the room for storage. The neighbor has dumped all her storage in such a way that it is blocking the electrical boxes. It is a fire hazard. She called the fire Marshall to look at it. He responded that it is a fire hazard and the storage can only be done with a minimum distance of 32 inches between the electrical boxes and the stored things. It is only 15 inches right now. Ms. Bennett responded that if the fire Marshall comes in for inspection, he may fine the association. Ms. Adelson suggested sending her the letter stating she is breaking the fire code and has to remove the things from the utility room as per the fire code.
- Resident stated that the fences look phenomenal. He inquired about the responsibility of the damages to the landscaping that occurred during the installation. The Board responded that if the damage is within 18 inches of the interior of the Patio then it is the owner's responsibility.
- Resident appreciated the efforts of the Board. She stated that the fences look fabulous.
- Mr. Spytek updated the residents that an article will be provided in the next Meadows Messenger about how to document fence damage. All unit owners can notify the board if there are any damages to their patio fence like loose nails. Craig will send the details to Kolas They can then come in and fix them all at one time.

Mr. Tassa joined the meeting at 7:25pm.

VI. COMMITTEE REPORTS

□

Pool Committee

Ross, Chair of the Pool committee, reported that he received an update from the Atlantic Pool Company on May 18. Atlantic does not have any information on when Arlington County pools might open. Ross suggested that when we are allowed to open, we can use chairs six feet away from each other. We can have two tables in the baby pool area and eight tables on the new patio area. Arlington County has changed the guidelines following new recommendations from CDC. He further added that for phase 1; only 5 to 10 people can use the pool at one time. (Perhaps Residents can use the pool for 2 to 3-hour slots when we enter Phase 2. The committee can arrange a signup system.) As per Arlington County, lap swimming will be allowed in phase 1 with only 5 to 10 people. Atlantic Pool Company is hiring and training more people for lifeguard positions. This might affect the number of days the pool will be open. He is hoping that our Pool might open in July following Phase 2 guidelines for COVID 19.

MOTION: Ms. Brown **MOVED** to approve to order the recreation passes. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

Ms. Brown reminded Ross to send an email to all Court chairs there will be no guests or pool parties this year. The Court chair can send this to residents. Resident Caroline added that the communication should be direct that the Board is following the CDC and Governor's office guidelines.

□ **Building & Grounds Committee**

Ms. Adelson stated that the Committee met on May 6th. The first phase of non-toxic lawn treatment was done on May 11th. The chair of the committee and the foreman had a walkthrough. The worst area is behind Court 15 and 8 where a tree has grown in an area blocking the drain. Lancaster Landscape will provide bids for each storm drain problem. We will consider the work and cost after and decide the priorities. Mr. Spytek had a walkthrough with Kolas. Ms. Brown inquired about the smell or residue of the lawn treatment. One of the residents had asked her about black residues on the lawn. Ms. Brown checked and stated that the lawn treatment has iron. Ms. Adelson stated that the chair of the committee stated that everything will be washed away once it rains. Also, it is non-toxic. We will be getting additional seeding as well which can help in the bare lawn patches. Mr. Hilz inquired about the restoration work. The Board responded it will be discussed in the fence section of today's meeting.

□ **Recreation Committee**
Playground-Drawings

We have received the initial drawings from Little Tikes. Mr. Spytek will be sharing that with the Board members.

Basketball Court-Completion

The asphalt was laid on the week of May 11th. The lines were painted in the week of May 17th. Almost 5 bags of concrete were used in each hole that supports the poles with the hoops. The kids are playing already. The company will be back this week to work on repair of the surrounding landscape due to the use of heavy equipment. The Basketball court will be ready by the week of May 25th. Mr. Tassa inquired about the replacement of the rims. Mr. Spytek responded that the backboards, rims, and nets will be replaced.

□ **Fence Committee-Completion**

Mr. Spytek updated that the Kolas had a walk through. Landscape repair will be a Joint venture between the association and Kolas. They will pay about 60% of the damage as some of the damage already existed. Lancaster will work on the dead grass and dirt patches etc.

VII. MANAGERS' REPORTS

➤ **Monthly Management Report**

Ms. Bennett updated the Board that the draft marketing agreement from Xfinity for partial usage is in the Board packet.

Ms. Bennett updated the Board that a new truck has been purchased by the association. The older truck will be sold shortly. Ms. Bennett is leaving CMC. Her last day with CMC is on June 5th.

Ms. Pagani will be taking over management of the community. The Board stated that she is a Knowledgeable and competent woman and they wish her well for the future.

➤ **Monthly Administrative Calendar**

VIII. OLD BUSINESS

A. Meadows Contracts signed since last

Proposal: All Plumbing proposal for 4200 & 4202 S 34th sewer repair for a cost of \$7,700.

Proposal: Kolas Proposal for additional basement security fence at a cost \$900.

Proposal: Tree Top Product Proposal for a table near basketball court at a cost \$1077.

Proposal: PSE Proposal to seal water leaks in B building at a cost \$1570.

Proposal: Lancaster Landscape Proposal for organic weed control at a cost \$5700.

Proposal: CarMax Proposal for truck replacement at a cost \$22943.

Proposal: PSE Proposal for Court 10 3477A1 electric supply line at a cost \$7822.

Proposal: Kolas Proposal for window sills and rotten wood while painting at a cost \$1975.

Proposal: Kolas Proposal of gutter and downspout for pool at a cost \$1145.

Owner request: Patio renovation 3421 S Stafford St rejected as originally proposed

Owner request: Patio renovation 3447B S Stafford St accepted

B. Insurance Claim Updates

Ms. Bennett updated the Board that she received one of the mold remediation Invoices last week and it is processed.

C. Employee Handbook Review Update

Mr. Spytek updated that he has received the final comments of the Employee Handbook last week. He will email that to all Board members and will review them.

d. Homeowner Maintenance Checklist for Insurance Coverage Update and Plan

Ms. Bennett stated that the homeowners are not comfortable with Craig and Ricky coming in the units. The Meadows will have to figure out a different way to get the checklist from the residents. We can get Insurance by the end of year and a quote for next year.

e. 2019 Audit

Ms. Bennett updated the Board that we have the 2019 Audit from Goldklang group. Mr. Spytek updated the Board that Mr. Slabinski, association Treasurer, is busy with a family issue. We have sixty days to sign the draft Audit. Ms. Bennett stated that we must sign and send the draft by middle of June.

IX. NEW BUSINESS

➤ **Renew of Vote HOA Now**

MOTION: Ms. Brown **MOVED** to approve to use Vote HOA again this year for the Annual meeting to gather proxies. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

➤ **Dog Poop Station**

Mr. Spytek stated that ten dog poop stations with bags all over the community may be a solution. Ms. Adelson stated that she will discuss this with the Buildings and Grounds committee about the preferred location of these stations.

➤ **Xfinity Contract Renewal**

Xfinity Contract has come up for renewal. They can give an exclusive and partial marketing agreement for \$51,300. Ms. Adelson stated that we should know the pros and cons. Ms. Bennett suggested that she can present questions to the representative and also legal can review it. Ms. Brown suggested she will compile all the questions from the Board and email it to Ms. Bennett before June 1st. Whenever the Boards finalizes anything it will go through legal for their opinions.

X. MATTERS FOR BOARD DECISION

Nothing to report.

XI. MATTERS FOR BOARD DISCUSSION/ INFORMATION

➤ **Issue Log Review and Update**

Nothing to report.

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

Mr. Spytek reviewed the completion of some of the projects listed in the Capital project plan of 2018.

- **Pool Furniture:** The Board stated that if the pool committee wants, we can definitely investigate purchasing new pool furniture next year. The existing pool fence can be painted.
- **Exterior Painting:** Mr. Spytek stated that it is done every year.
- **Side Walk Repair:** Mr. Spytek updated that it is an ongoing project.
- **Replacement of Electrical Meter:** Mr. Spytek stated that he spoke to the PSE Engineer about the meters. The Engineer responded that they don't make that model meter any more. Now the meters are placed in the buildings. He can send a proposal with an estimate of the cost. We can have him as a guest speaker in one of the Board meetings. He can let us know the process. This will be a big project as the whole building will be rewired.

Final

- Roof Replacement: Mr. Spytek updated the Board and residents that we had three roof replacements this year. A total of 21 buildings have had roofs replaced; there are 36 to go.

➤ **Covid-19 Response**

Mr. Spytek stated that nothing has changed. The Contract personnel will come to work to complete the tuck pointing in Court 5 in the next two to three weeks.

XII. ESTABLISHMENT OF NEXTBOARD MEETING –June 17, 2020

Ms. Bennett updated the Board that the CSCIB fees have been increased.

XIII. EXECUTIVE SESSION

MOTION: Ms. Brown **MOVED** to approve to convene into Executive Session at 8:46 pm. The **MOTION** was **SECONDED** by Mr. Tassa and **PASSED** by unanimous consent.

MOTION: Ms. Brown **MOVED** to reconvene into Open Session at 9:13 pm. The **MOTION** was **SECONDED** by Mr. Tassa and **PASSED** by unanimous consent.

XIV. ADJOURNMENT

MOTION: Mr. Spytek **MOVED** to adjourn at 9:15 pm. The **MOTION** was **SECONDED** by Mr. Tassa and **PASSED** by unanimous consent.

Respectfully Submitted by: Dolly Sharma, Recording Secretary