**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS**

**BOARD OF DIRECTORS MEETING**

**SOUTH FAIRLINGTON COMMUNITY CENTRE**

**3308 S. Stafford Street, Arlington, VA 22206**

**Tuesday, November 19, 2019**

**6:45 pm**

**BOARD MEMBERS PRESENT BOARD MEMBERS ABSENT**

Joseph Spytek, President

Frona Adelson, Vice President

Nick Slabinski, Treasurer

Erica Brown, Secretary

Tim Tassa, Member at Large

**MANAGEMENT PRESENT**

Sabiha Noorzai, Portfolio Manager, CMC

Dolly Sharma, Recording Secretary, Minutes Services LLC

**OTHERS IN ATTENDANCE**

Fairlington Meadows Residents:

John Sitton

1. **EXECUTIVE SESSION**

**MOTION:**  Mr. Spytek **MOVED** to approve to convene into Executive Session at 6:58 pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

**MOTION:**  Mr. Spytek **MOVED** to reconvene into Open Session at 6:59 pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

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

**MOTION:** Mr. Spytek MOVED to call the meeting to order at 7:00 pm. The MOTION was SECONDED by Mr. Slabinski and PASSED by unanimous consent.

1. **APPROVAL OF AGENDA**

**MOTION:** Mr. Spytek **MOVED** to approve the November 19, 2019 Agenda as presented. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

1. **APPROVAL OF MINUTES**

**MOTION:** Ms. Brown **MOVED** to approve the September 2019 Board meeting as presented. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

1. **RESIDENTS OPEN FORUM**
2. **COMMITTEE REPORTS**
* **Pool Committee**

Mr. Spytek updated the Board that the blue shades are stored for the winter. Craig believes the small shade has support pipes that are wrong. So Craig is working to either get the right pipe or replace the fixture. The filters are here but not yet fixed up. The filters will be fixed and functional before May. The grass near the pool looks good.

* **Building & Grounds Committee**

Ms. Adelson stated that the county has some new trees. Resident requested for a new planting bed. The committee is working on getting bids and it will be completed by end of November and approved in the December Board meeting. The Building and Grounds Committee meeting is scheduled for December 4th. The Board meeting will be on December 18th. Ms. Brown inquired about the dirt patch in Court 15.

* **Fence Committee**

Mr. Spytek updated the Board by showing a slide show about the fences getting replaced. They will be starting Court 13 in early December.

1. **MANAGERS’ REPORTS**
* **September and October 2019 Variance Report**

Ms. Noorzai apologized to the Board as they don’t have the October variance report. She also stated that she has personnel on standby from CMC for helping Craig with snow removal.

* **Monthly Management Report – Nothing to report**
* **Monthly Administrative Calendar – Nothing to report**
1. **OLD BUSINESS**
	1. **Meadows Contracts signed since last meeting**

Proposal: Kolas Contracting, Inc. proposal for replacing 288 unit patio fences on court 1-15 at a cost $656,500.00.

Proposal: All Plumbing, Inc. proposal for replacing of the main sewer line lateral from existing to street at a cost of $12,700.00.

Proposal: All Plumbing, Inc. proposal for replacing of the main sewer line lateral from existing to street at a cost of $27,800.00.

Proposal: Atlantic Pool Service, inc proposal for conversation of both filters to sand filtration inclusive of TVI valves for face piping to last at a cost $9000.

Proposal: Katchmark proposal for repair work at Fairlington Meadows at various costs.

Proposal: Sunguard Mid-Atlantic, LLC proposal for removal and store the 20’x20’ square shade structure cover and 14’x14’ square brella cover at a cost $350.00 and remount and properly tension the same to shade structure covers next spring at a cost $500.00.

Proposal: PSE proposal for replacement of electric power line at a cost of $14,893.89.

Proposal: Atlantic Pool Service, Inc. proposal for winter storage, servicing and spring replacement of pool pumps at a cost of $300.00.

Proposal: Environmental Enhancements proposal for shrub pruning at a cost $259.46.

Proposal: Kolas Contracting, Inc. proposal for retaining wall at a cost of $2,500.00.

Proposal: All Partitions proposal for installation of two stalls of solid polymer plastic in floor anchored/head rail braced at a cost of $1,532.00 with a freight charge of $243.00.

Proposal: Environmental Enhancements proposal for sapling planting in Fairlington Meadows at various costs.

Proposal: AAA Tree Service proposal for removing damaged and broken limbs from trees at a cost of $850.00.

Proposal: Arlington County permit fees at a cost $30,499.20.

1. **NEW BUSINESS**
* **Capital Reserves Report (Nick)**

Mr. Slabinski stated that the operating reserve must be built up to 25% of our condominium monthly assessment total. The Building and Grounds budget has been increased and it will be expensed from the operating account. The operating account as of September 30, 2019 is $188,000. Ms. Noorzai stated that as of October 31, 2019 the operating account will be $196,000.

* **Definition of budget assignments for Capital expenditures (John).**

Mr. Sitton explained the difference of Capital expenditure, Reserve Expenditure and Operating Expenditure to the Board

1. **MATTERS FOR BOARD DECISION**
* **Phone Allowance for Craig Robbins**

The Board discussed that Craig’s cell phone contract is paid by the association.

**MOTION:** Ms. Brown **MOVED** to approve to continue to pay for Craig’s phone. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

1. **MATTERS FOR BOARD DISCUSSION/ INFORMATION**
* **Issue Log Review and Update**
1. In reviewing the issue log, Mr. Spytek suggested to have a survey to be sent to the Homeowners about the recycle trash days.
2. Also noted is that the Bylaws need to be amended. Some of the things that could be amended are stating the Budget is to be controlled by Board and the quorum percentage for annual meeting to potentially be changed to 25% from 50%.
3. The Board is waiting for proposals for the repairing the sidewalks.
4. In response to a board question about the costs of the newsletter and website, Ms. Bridget charges $250 per newsletter for Meadows Messenger and Shawn charges $215 per month for website maintenance.
5. Mr. Spytek has asked Ricky to put the video of the sewer lateral inspection on a hard drive for comparing future work. The video is currently on thumbdrives.
* **Insurance Renewal Discussion**

Mr. Spytek stated that the Statement of Value numbers didn’t match with the value noted in the insurance documents. So after the changes in the proposal, Insurance companies will be contacted for the bids. Mr. Sitton inquired about the replacement insurance cost. Mr. Spytek responded 48 million dollars is the replacement insurance cost.

* **Review Communication Survey**

 Mr. Spytek stated that according to the survey responses, the top 3 methods for communication preferred are Town sq, Communication through Court chairs and Meadows Facebook.

1. **ESTABLISHMENT OF NEXT BOARD MEETING – December 18, 2019**
2. **ADJOURNMENT**

**MOTION:** Ms. Brown **MOVED** to adjourn at 8:48 pm. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

Respectfully Submitted by: Dolly Sharma, Recording Secretary