

Final

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
2022 ANNUAL MEETING  
Virtual Via Zoom  
Wednesday, October 19, 2022  
7:00pm**

**BOARD MEMBERS PRESENT**

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

**MANAGEMENT PRESENT**

Liz Foltin, Division Director, CMC  
Ridge Samala, Portfolio Manager, CMC

**OTHERS IN ATTENDANCE**

Dolly Sharma, Recording Secretary, Minutes Services LLC  
Ricky Henderson, Maintenance Supervisor  
Fairlington Meadows Residents: 23

**I. CALL TO ORDER**

**MOTION:** Ms. Adelson **MOVED** to call the meeting to order at 7:10pm.

**II. WELCOME AND BOARD OF DIRECTORS' INTRODUCTIONS**

Ms. Adelson offered welcoming remarks and introduced the members of the Board of Directors.

**III. PROOF OF NOTICE AND CERTIFICATION OF QUORUM**

Mr. Ridge Samala, new CMC property manager, certified that the annual meeting notice was sent out on 20 Sept 2022, and that a draft budget was sent to the Board as well. A quorum was attained, with 56.58% of voting members responding.

**IV. APPROVAL OF 2020 and 2021 MINUTES**

There was a discussion that the minutes from the 2020 Annual Meeting were omitted from the packet during the last annual meeting.

**MOTION:** Mr. Spamer **MOVED** to approve the 2020 Annual Meeting minutes. The **MOTION** was **SECONDED** by Ms. Trupp Gil and **PASSED** by unanimous consent.

**MOTION:** Ms. Trupp Gil **MOVED** to approve the 2021 Annual Meeting minutes. The **MOTION** was **SECONDED** by Mr. Spamer and **PASSED** by unanimous consent.

**V. TREASURER'S REPORT – FY 23 BUDGET OVERVIEW; FY 22 BUDGET**

1. Nick Slabinski, Treasurer, provided the budget overview. He reported a \$100,000 surplus, with the main drivers being payroll, landscaping, and maintenance. There were \$250,000 in operating reserves and \$416,000 in capital reserves. It was reported that \$150,000 would be added to the reserves through the rest of the year. In 2022, recycling was reduced to once per week, so \$20,000 was saved. For the electric car charging stations, \$45,000 was budgeted for 2023. There was a line item in the budget of \$200,000 for a roof repair. Within the capital reserves, there were CDs renewed this year.
  - a. The capital reserves study has to be done by the end of 2024, but it may be done in 2023. The Falcon Group did the last reserve study. With the reserves study, an engineering perspective of the life expectancy of 66 items is given, and items that need to be replaced within 1-2 years are examined.
  - b. The budget preparation began in mid to late July. Owners wanted to know how the money was invested. Mr. Slabinski reported \$85,000 in operating cash, \$177,000 in money market funds, and \$570,000 in CD's. In addition, 3 CD's matured in March 2022. These numbers were as of June 30, 2022.
  - c. The interest rates were going up, so the interest rates for the community investments in CD's and money market funds would be rising.
  - d. Account 6110 was new and will be eliminated because it was a duplicate item.
  - e. The tot pool pump that is needed will come from reserves.
  - f. It was reported that the monthly fee for the attorney covers all emails and phone calls with the board.
  - g. The CMC management fees will increase in 2023.
  - h. It was found in the bylaws that it was necessary to have an operating reserve account of 25% of assessed fees and so \$10,000 is now put in that fund annually until we reach the correct amount.
  - i. In response to a question, it was reported that income taxes are paid on interest income.
  - j. It was reported that the 2023 budget and the numbers through June 30, 2022 were on the website.

**VI. STATE OF THE ASSOCIATION**

**A. Introductions**

- a. Ridge Samala - our new CMC Property Manager, introduced himself. Ridge is taking over management of the Meadows after our previous CMC portfolio manager, Wee Abraham, left CMC.
- b. Liz Foltin, CMC Condominium Division Director.
- c. Ricky Henderson, Maintenance Supervisor - Ms. Adelson thanked Mr. Henderson for all that he does on behalf of the community.
- d. Court Chairs - Ms. Adelson read the list of Meadows Court Chairs for the 2022 year and thanked them for their work on behalf of the community.

**B. Accomplishments this year**

Ms. Adelson reviewed recent Meadows completed projects and developments via a PowerPoint presentation. In 2021 the Meadows Board surveyed Meadows residents about what projects should be priority for the next three years:

1. 71% of responders said landscaping was the most important issue to address. Consequently, the Board initiated a 3-year landscaping plan; we are now in year two.
2. The second most important project identified was to replace all lights for the pool, tennis court, and sidewalks. In 2021, new LED "night sky" certified lighting was installed. Money was saved by our maintenance staff purchasing the light poles independently instead of through the lamp supplier.

4. In 2021, Fairlington Meadows maintenance staff identified 4 test case porches and 11 additional porches in need of tuckpointing of our aging brick and mortar. Mr. Henderson will continue to identify tuckpointing projects on an as-needed basis. The Board is in the process of picking a new contractor based on quality of the work and cost.

5. In 2021, roofs in courts 8 and 10 were replaced. In 2022, one roof in court six was replaced due to skyrocketing prices for construction materials. The Board will discuss which of five roofs in critical need to replace in 2023. For pool maintenance, the pool floor was smoothed and painted, and to use our resources wisely, the purchase of new pool furniture was postponed to 2022, and the armchairs and loungers were re-strapped rather than buying new at a significant cost savings. Further, additional new armchairs, tables, umbrellas, and umbrella stands were purchased.

New court signs were installed. This was not a high priority on the survey, but they were getting old and after one was destroyed in Court 14, the decision was made to replace all of these at the same time. Signs were installed reminding residents of the days and times of trash pickup.

Looking ahead, the parking lot resurfacing will need to be completed soon. It was last done in 2000/2001, and asphalt lifespan is about 20 years. Inflation and supply chain issues have increased the cost. Research will be completed on the B-Building stairwells and front door/window structures as to whether they will be restored or replaced depending on cost. Carpet and paint for the stairwells has been selected, and B&G has researched using LED lighting to reduce maintenance and electric costs. It is difficult to find parts to keep the current lights working properly. Replacement of these light fixtures will take place in 2023.

e. Other Board efforts:

Mr. Spamer reported on the work of the Storm Water Advocacy Task Force. They have shown Arlington County that there was serious evidence of a storm water problem in the Meadows. The County was not sure how much they would be able to help due to our private sewers.

f. Sign Up for TownSq:

Everyone, owners and tenants, were encouraged to sign up for TownSq. The Board can send out real-time announcements (such as emergency water cut off issues, parking lot closures etc.) while announcements sent via court chairs, while still valuable, are not in real time sometimes making them less valuable. TownSq announcements are secure and immediate.

- g. Residents were reminded to water the new landscaping. Hoses can be supplied by the Meadows if needed. Spigots must be left on until we have a hard freeze to enable watering of the new plant material.

## **VII. COMMITTEE REPORTS**

### **1. B&G Committee Report**

Mr. Monfort reported that the community was in its 2<sup>nd</sup> year of the 3-year landscaping project to rejuvenate the landscaping in all fifteen of our courts. New landscaping guidelines were developed by B & G two years ago, along with a plan to deal with future court landscaping issues. This is much like the current system of painting Courts on a planned rotating basis, instead of on an as-needed basis. This way, the Meadows can have a cohesive look and feel and resources can be maximized. When owners ask for landscaping issues to be addressed, the owner can be told when their court is next in the cycle for attention by B & G. For all courts, tall bushes that require pruning will be replaced with bushes that will not grow past four feet, especially under windows.

A landscape designer was hired, and a set of guidelines was developed to rejuvenate our courts. It was decided to look at each court and do the entire court at one time. The 15 courts were divided into 3 groups of 5 courts, with one large court done each year to make costs relatively equal. The process involves meeting with court residents and subsequent approval of court plans by the Board.

In fall 2022, courts 4, 8, 11, 13, and 15 are being worked on. Court 4 is almost done, court 8 is in process, designs for courts 11 and 13 have been approved, and a review meeting with residents for court 15 will be held on October 25th. By Thanksgiving, all five of this year's priority courts should be complete for 2022. The courts for 2023 will be 1, 3, 7, 10, and 12. Again, as mentioned, the goal is to do these courts on the same 3-year cycle in the future.

Among other accomplishments and plans, a significant drainage project was completed behind court 6 in 2022. New plants were planted in court 5 where a large overgrown holly tree was removed. The Arlington County tree program will soon provide several new trees to the Meadows; an elm tree was recently planted. Tree bags and doughnuts as appropriate will be placed around new trees to help with watering. Hoses will be provided to residents as requested. Arlington County will soon be taking out the diseased photinia bushes along Quaker Lane, bordering the Meadows and the Glen, and replacing them at County expense. In the meantime, the green fabric will remain on the fence to provide some buffer from the street that the photinia once provided.

### **2. Pool Committee Report**

Carolyn E., pool committee co-chair along with Kaley L. reported excellent attendance at the pool for the 2022 season. She stated that the international lifeguards were good. She thanked the committee for putting on multiple social events at the pool. She stated that Atlantic Pool Service was open and communicative and we were able to keep the pool open for two extra weekends after Labor Day.

### **3. Recreation Committee Report**

Ms. Adelson stated that the tennis/pickleball courts were well used.

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**VIII. PROOF OF NOTICE OF ANNUAL MEETING**

Mr. Samala presented the notice of the Annual Meeting. Ms. Adelson reported the meeting was advertised multiple times on Town Sq as well as via Court Chairs.

**IX. UNFINISHED BUSINESS**

None presented.

**X. NEW BUSINESS AND OPEN FORUM**

Fernando A. asked about using Integrative Pest Management to deal with rodents and pests in the Meadows. Ms. Adelson reported that the Meadows has a pest control contract with Ehrlich to deal with rodents in our common areas behind our buildings. An Ehrlich representative attended a meeting in the August or September time frame and the meeting minutes reflect details of their presentation on the services they offer and the state of the Meadows from a pest control perspective.

Margaret T.R., stated that she was disappointed that lessons for tennis, swimming, martial arts, and more were not allowed on Meadows property by the Board. Mr. Spamer reported that having outside instructors teach lessons opened up Fairlington Meadows to liability issues. The Board checked with their insurance company and legal representative, who said that the Meadows would need to take specific steps, including having the instructors be approved and having the lessons be limited to Fairlington residents. He stated they would try and find a way to allow lessons but only within the guidelines provided by our legal and insurance representatives.

Margaret T.R. and Michele M. voiced their concern about the removal of holly trees. Mr. Monfort reported that the Board approved removal of these trees that were too close to any porches or foundations and those that were incorrectly planted years ago in places where they would block windows and grow higher than buildings. The goal of the landscaping process is to follow all landscaping guidelines created by the B & G committee two years ago before the start of the current three year landscaping rejuvenation project.

Margaret T.R., Cynthia F.P., and Lindsey voiced their concerns about the Meadows reserves being at \$672,000. Ms. Adelson agreed and reported that there was a time in past years when the total capital and operating reserves were considerably higher. Money was not spent on upkeep of amenities and maintenance of our buildings and grounds and the Meadows had fallen into less than optimal condition. Much of that high reserve amount was used to replace the 30-year old fences (\$700K). She stated that condominium reserve studies are required by the Condominium Act every five years by the Commonwealth of Virginia and that a new reserve study is next due in 2024. The Board may elect to complete this sooner due to our current inflationary environment, the number of capital projects that have been completed in recent years (which have moved several high-priority, high-cost projects from the "needs to be done" column into the "completed" category), and to address residents' concerns.

**XI. ANNOUNCEMENT OF BUDGET VOTE AND ELECTION RESULTS**

1. Frona Adelson was elected to a second Board term.
2. The 2023 draft budget was passed.

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## **XII. MOVE INTO EXECUTIVE SESSION**

**MOTION:** Ms. Adelson **MOVED** to move the Annual Meeting into Executive Session. The **MOTION** was **SECONDED** by Ms. Trupp Gil and **PASSED** by unanimous consent.

Per Meadows governing documents, the Board met in Executive Session following the Annual Meeting to determine who would serve in what positions for the coming year. Board members will remain in their current positions as follows:

President - Frona Adelson

Vice President - Donald Spamer

Treasurer - Nick Slabinski

Secretary - Caroline Trupp Gil

Member at Large - Joe Spytek

## **XIII. ADJOURNMENT**

**MOTION:** Following a return to the Open Meeting and the report on the results of Executive Session, Ms. Adelson made a motion to adjourn the annual meeting at 9:10pm. The motion was seconded by Nick Slabinski and passed by unanimous consent.

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Respectfully Submitted by: Dolly Sharma, Recording Secretary, Minutes Services