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FAIRLINGTON MEADOWS  
BOARD OF DIRECTORS  
VIRTUAL MEETING  
Via Zoom  
Wednesday, February 15, 2023  
7 pm

COMMITTEE MEMBERS PRESENT

Frona Adelson, President  
Donald Spamer, Vice President  
Nick Slabinski, Treasurer  
Caroline Trupp Gil, Secretary

BOARD MEMBERS ABSENT

Joseph Spytek, Member at Large

MANAGEMENT PRESENT

Ann Palbalkar, Portfolio Manager, CMC

OTHERS IN ATTENDANCE: 10

Dolly Sharma, Recording Secretary, Minutes Services  
Charles Monfort, B & G Committee Chair  
Residents at large – 8  
Ed H.  
Cynthia F.  
Mary M.  
Dio C.  
Jarred S.  
Michelle B.  
Sharon F

I. CALL TO ORDER

MOTION: Ms. Adelson CALLED the meeting to order at 7:00 pm, noting the quorum has been met.

II. APPROVAL OF AGENDA

MOTION: Ms. Adelson MOVED to approve the agenda as written. The motion was SECONDED by Mr. Spamer and PASSED by unanimous consent.

III. OPEN FORUM

- Mr. Hilz voiced concern about the tone of the Board's emails.
- Ms. Puskar stated she approved of the board posting "Board books."

- Ms. Cobian stated he appreciated the Board's attention to the rooftop dryer vent.
- Mr. Sharer inquired about the orange fencing around two trees in Court 3.

#### IV. APPROVAL OF MINUTES

##### A. December 2022 B&G Meeting Minutes

MOTION: Mr. Spamer MOVED to APPROVE the December 2022 B&G Meeting Minutes. It was SECONDED by Ms. Gil and PASSED by unanimous consent.

##### B. January 2023 B&G Meeting Minutes

MOTION: Ms. Adelson MOVED to APPROVE the January 2022 B&G Meeting Minutes. It was SECONDED by Ms. Gil and PASSED by unanimous consent.

##### C. January 2023 Board Meeting Minutes

MOTION: Ms. Adelson MOVED to APPROVE the December 2022 Board Meeting Minutes. It was SECONDED by Mr. Slabinski and PASSED by unanimous consent.

#### V. COMMITTEE REPORTS

##### A. Building and Grounds Committee

- Mr. Monfort reported that green hedges would be replaced on Quaker Lane, starting from 33<sup>rd</sup> street and ending in the area between Courts 3 and 4. The second half of the project will be done in the Fall of 2023.
- The Court 15 landscaping plan was reported to be in the planning stages.
- Spring Cleaning will occur during the week of March 27<sup>th</sup>.
- Lancaster's crews finished with tree pruning, except for courts 1, 3, 7, 10, and 12.
- Mr. Monfort reported that the 2023 Court landscaping renovations would be Courts 1, 3, 7, 10, and 12. There was a tentative meeting set for April 12<sup>th</sup> with the court residents.
- Fairlington Meadow's Landscaping Committee approached the Building and Grounds Committee for information on the renovation process.
- Mr. Monfort

#### VI. MANAGERS REPORT

##### A. Monthly Management Report

- Ms. Palbalkar stated that there were two insurance policy claims. The first was in January of 2022 for the ice machine link. The second claim was from July 2022, when the sewer line backup impacted the basement. The total claim was \$67,487.72. There was approximately \$12,060.22 outstanding. The owner must show proof that the work was completed to receive \$13,741.14.

- Ms. Palbalkar reminded everyone to let them know if there were renovations to the dryer vent in their unit.

B. Variance Report/Financials

- Ms. Palbalkar reported that, as of December 2022, the operating account had a balance of \$177,897.60.
- The Morgan Stanley Money Market Fund held \$63,734.06. In addition, the association owns multiple CDs totaling \$690,0000.
- The reserve account accrued \$6,128.13 in interest.
- The association reported total assets of \$968,565.97, with liabilities of \$137,995.92 and a total owners' equity of \$19,972.53.
- Ms. Palbalkar reported that per the budget spend, a 0 balance was projected for the year-to-date, so the association budget was performing \$1,053.30 lower than budgeted.

C. Recurring Contract List

- Ms. Palbalkar reported that management was working with the Board to ensure the towing contract was updated.

D. Occupancy Report

- Currently, occupancy is at 74%
- There were 88 absentee owners.

MOTION: Mr. Spamer MOVED to APPROVE the replacement of the roof on the building in Court 12 (units 3401-3411 S. Utah Street.) It was SECONDED by Ms. Gil and PASSED by unanimous consent.

VII. OLD BUSINESS

A. Homeowner Modification Requests

- 3448 S. Stafford – Bathroom remodel and painting
- 3441 A 2. Stafford – Patio work in the backyard
- 3427 B S. Stafford Street: Window and exhaust fan replacements

B. Contracts Approved

- Lancaster Landscaping proposal (amount to come)
- Tree Removal in Court 3 (\$2,400) and Court 8 (\$1,650)
- New Roof Vent installation for 3469 BS (\$875)
- New Roof Vent Installation Stafford and 3447 South Utah St. (\$1,100)
- Stairwell lights for the B building (\$15,357.68)

VIII. NEW BUSINESS

A. Installation of Bird Boxes

- The bird boxes will specifically be for bluebirds. There would be nine boxes in total. Mr. Monfort reported that they were \$20 per bird box on Amazon.
- MOTION: Mr. Spamer MOVED to go forward with the B&G proposal to install nine bird boxes at the locations with the recommended equipment with an estimated total cost of \$250. It was SECONDED by Ms. Gil and PASSED by unanimous consent.

B. Mosquito Larvicide

- This was tabled.

IX. MATTERS FOR BOARD DECISION

A. Resale inspection checklist adoption

Ms. Adelson reported that this would be a new resale inspection checklist that Ricky had been using. She reported that a copy of the checklist was in the Board packet. It is a 3.5-page form.

MOTION: Ms. Gill MOVED to approve the resale inspection checklist adoption. It was SECONDED by Mr. Spamer and PASSED with one opposed (3-1).

B. Amendment on the Installation of Outside Electrical Outlets adoption

Ms. Adelson reported that a draft was in the Board book. It was discussed that for Section G, it is not desirable to flush outlets with the window's exterior wall in the amendment. Mr. Spamer discussed that it could not be seen and that having it flush was unnecessary.

MOTION: Mr. Spamer MOVED to amend the exterior outlet resolution Part G to read owners may be approved by the Board of Directors to perform minor electrical outlet installations penetrating the exterior surface of the condominiums, building walls, and locate it in the front and or rear of the family units. All exterior outlets shall have a waterproof cover, and front outlets should be installed in the window well. No alterations to the building exterior walls may occur without such prior and express Board approval. It was SECONDED by Ms. Adelson and PASSED unanimously.

V. MATTERS FOR BOARD DISCUSSION

A. Dryer Vent Installation – update on the court of affected units

Ms. Palbalkar reported receiving six responses and will follow up with Ridge. Ms. Adelson stated there was one unit Ricky was trying to get hold of. Ms. Adelson reported she sent an additional email to the attorney to receive clarifying information.

B. Storm Sewer Repair Advocacy Task Force

Mr. Spamer stated he met with an individual and received information on how to keep on the county's radar to be higher on the funding needs, as well as receiving information on how county funding works.

C. Review Ongoing Task List

Ms. Gil stated there was nothing to report.

D. Obtaining bids for missing curbing in Courts 7 & 9

Ms. Adelson reported that a contract to re-asphalt all 15 projects were approved, and it was noticed that Courts 7 and 9 did not have curbs, possibly due to drainage. There was a bid to add the missing curbing that was \$17,168. Ms. Adelson recommended moving forward with it. The Board discussed it, and some stated that adding the curbing might not be beneficial. It will be researched further, and Ms. Adelson will send the received bid to the Board.

E. Need a volunteer for Treasurer position – current term ends October 2023

Ms. Adelson stated that a succession plan for the Board was trying to be implemented. A treasurer will be needed beginning in October, and it would be ideal if someone could volunteer and shadow Mr. Slabinski.

F. Pool Committee Co-Chairs

Ms. Adelson stated that both co-chairs were stepping down before the coming summer season. The pool co-chairs enforce the rules and complete some administrative activities, such as ensuring a proper cleaning supply and stocking the freezer. At the start of the season, it would be more labor-intensive. Ms. Adelson will email the current pool committee to ask if they want to step up and be the Chair.

XI. NEXT BOARD MEETING

- The next board meeting is via Zoom on March 15, 2023, at 7 pm.

XII. EXECUTIVE SESSION

MOTION: Ms. Adelson MOVED to convene into Executive Session at 8:31 pm. It was SECONDED by Mr. Spamer and PASSED by unanimous consent.

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MOTION: Ms. Gil MOVED to reconvene into Open Session at 9:06 pm. It was SECONDED by Ms. Adelson and PASSED by unanimous consent.

XIII. ADJOURNMENT

MOTION: Ms. Adelson MOVED to ADJOURN the meeting at 9:07 pm. It was SECONDED by Mr. Spamer and PASSED by unanimous consent.

Respectfully submitted by: Minutes Services