

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
VIRTUAL BOARD OF DIRECTORS MEETING
Wednesday, January 20, 2021
7:00pm**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Erica Brown, Secretary

MANAGEMENT PRESENT

Wee Abraham, Portfolio Manager, CMC
Dolly Sharma, Recording Secretary, Minutes Services, LLC

OTHERS IN ATTENDANCE

Fairlington Meadows Residents: 3
Edward H.
Donald S.
Kristen K.

I. CALL TO ORDER & ESTABLISH QUORUM

MOTION: Mr. Spytek MOVED to call the meeting to order at 7:02pm. The MOTION was SECONDED by Ms. Adelson and PASSED by unanimous consent.

II. APPROVAL OF AGENDA

Add: "Craig's Hospitalization" to "New Business"

MOTION: Ms. Adelson MOVED to approve the January 20, 2021 Agenda as amended. The MOTION was SECONDED by Ms. Gil and PASSED by unanimous consent.

III. APPROVAL OF MINUTES

MOTION: Ms. Adelson MOVED to approve the December 16, 2020 Board meeting minutes as presented. The MOTION was SECONDED by Ms. Gil and PASSED by unanimous consent.

IV. RESIDENTS OPEN FORUM

- Resident Ed H. stated that the lights in court 4 remain on during the day. Mr. Spytek stated that the fuse box will have to be shifted away from under the tree. It is an expensive project. Craig was planning to move them to the side or top of the existing box; this project is now delayed since Craig is on extended medical leave.

V. COMMITTEE REPORTS

□ **Pool Committee – Renewal of Pool Management and Lifeguard Contract Discussion**

Mr. Spytek updated that the pool/maintenance office is getting “refreshed.” Painting of the walls is now completed. Lockers are now shifted to the boys and girls bathrooms. The refrigerator is now moved to the other side of the space. New desks will be purchased soon from IKEA. There were 20+ chlorine dispensers found in the storage bins at the entrance to the pool. The Board will investigate if these are usable or need to be discarded.

The electrical work for the new pool heater is now completed. Ms. Adelson inquired about needed routine pool resurfacing. Mr. Slabinski stated that the current year with an ongoing pandemic with possible limited pool use in the coming summer was a good argument for delaying this maintenance to 2022. The full Board was in agreement.

□ **Building & Grounds Committee**

Ms. Adelson stated that the picking of new pole lights for the common area around the pool and tennis courts is in process. There was no meeting in January. This issue will be discussed further at the next meeting scheduled for February 3, 2021 at 7:30pm.

Updates as follows: The contract for tree pruning has been completed by Lancaster Landscaping. Ms. Gil and Ms. Rector walked through Court 3 in order to better understand the standing water issue in that area. There is an aggressive fungal infection on the hedges on Quaker lane that will need to be addressed in the spring. The five priority Courts for landscaping improvements for 2021 will be addressed in the spring. The committee is deciding how to go about hearing input from residents of those particular Courts. The committee will be establishing a Google Drive account so that B & G documents can be stored for use by future members of the committee and the Board. Ms. Gil informed the Board regarding a notice from Verizon that they will be trimming the Cedar Trees behind the Courts abutting Quaker Lane. Ms. Adelson recommended emailing the details of this trimming to Ms. Rector, committee Chair.

□ **Recreation Committee**

Tot lot

Mr. Spytek updated that the Tot Lot equipment portion of the construction is complete. The contractor is waiting on warmer weather for the installation of the PIP (Pour in Place) soft surface to be placed beneath the equipment. The PIP materials for the soft surface will be delivered next week and will be stored in the contractor’s warehouse. Ms. Adelson inquired about the parking of the cars in Court 15 near the construction site. Ms. Brown will put notice on Facebook and Townsq that the lot is available for use until the date of the PIP installation which is not as yet scheduled. The Little Library will be rebuilt and reinstalled at the Tot Lot site once completed. It was leaking and deemed to need to be a bit larger due to high use by residents.

Tennis Court

Mr. Spytek stated that there are no updates.

VI. MANAGERS’ REPORTS

➤ **Monthly Management Report**

Ms. Abraham reviewed the Managers' Report and November 2020 Financials from the Board packet.

- Ms. Abraham stated that the December 2020 Financials will be delayed due to the ending of the fiscal year.
- Mr. Spytek stated that a notice should be sent to owners regarding the Master Insurance Policy education session. It was decided that a letter will be sent via US mail explaining the issue and announcing that the next Board meeting in February will focus entirely on this issue.

Action Item: Mr. Spytek and Ms. Abraham will finalize this letter by January 27, 2021 so that it can be mailed by February 1, 2021 to all co-owners.

➤ **Monthly Administrative Calendar**

Ms. Abraham stated that the Administrative calendar for the fiscal year is updated.

➤ **Insurance Claims Update**

Ms. Abraham stated that there were no insurance claims filed since the last Board meeting.

➤ **Recurring Contract List Update**

Ms. Abraham stated that the Meadows Contract list is updated.

VII. OLD BUSINESS

A. Meadows Contracts signed since last Board meeting

Proposal: Katchmark proposal for Court 5 and 8 to replace slate and seal flashings at a cost of \$875.

Proposal: Lancaster Landscapes proposal for Drainage Control and tree trimming at a cost of \$1,355.

Proposal: Lancaster Landscapes proposal for pool house plant material removal at a cost of \$2,140.

Proposal: Katchmark proposal for 4302 S. 34th Street roof repair at a cost of \$875.

B. Homeowner Modification Request Since Last Board Meeting

Owner request: Renovate basement at 3449A S. Stafford Street - approved.

Owner request: Replace electrical breaker box at 3449A S. Stafford Street - approved.

Owner request: Install a visual fire alert system at 3449A S. Stafford Street - approved.

Owner request: Repaint walls and refinish wood flooring at 4249 S. 35th Street - approved.

C. Homeowners Maintenance Checklist for Insurance Coverage Update – Plan Community Engagement Meeting on February 17th

The Board discussed various ways the Board has communicated with Owners regarding the importance of the upcoming meeting to discuss Master Insurance Policy Issues. The Board agreed on sending a letter via US mail regarding this important issue. Ms. Gil recommended uploading the recorded this meeting on the Meadows website. Mr. Spytek stated that this Homeowners Maintenance Checklist will be finalized after this February meeting regarding insurance.

VIII. NEW BUSINESS

➤ **Responses from Homeowners on Patio Variance Violation Review**

Ms. Abraham reviewed the list of Owners patio variance violations.

- Mr. Spytek stated that the Board received an application from 3426 S. Stafford Street for a patio remediation extension until spring due to the pandemic. The Board approved the extension until the March 17th, 2021 Board meeting.
- The owner of 3470 S. Stafford Street stated that they purchased their property this way and no work was done. Ms. Abraham stated that this architectural violation can go on record and will be available for resale documents for the new owner.
- The bricks at 3485 Stafford Street go all the way to the fence. The owner stated that she purchased her unit this way and replaced the bricks as it was done previously. The Board agreed that the changes will be approved, as noted in further discussion, when the re-evaluation is complete with notices being sent to all homeowners reminding them that the Association will not be responsible for any damage done to the patios during fence replacement or utility work in the limited common area (patio).
- The owner of 3469 S. Utah Street has broken the concrete next to the unit creating a trench which could potentially cause water buildup and damage to the building foundation. The Board agreed on giving them an extension to March 17th to rectify. Ms. Abraham will be sending an architectural covenants violation letter. The Board instructed the homeowner to not do anything further with the patio until a decision is made by the board.
- Ms. Adelson inquired about the 3426 S. Stafford Street resale documents and asked if the inspection was done previously and noted the violation in the document.

Ms. Abraham stated that 23 violation letters were sent. Some of the owners responded and made changes to their patios, some applied for an extension, and some failed to respond.

Action Item: Ms. Abraham will email the spreadsheet recording this patio violation information to the maintenance team and Ricky will investigate the status of each patio violation.

➤ **Pool Resurfacing and Furniture Renewal in 2022**

Mr. Spytek stated that this year's pool season is uncertain due to the pandemic. The pool resurfacing maintenance and purchase of new pool furniture should be postponed to 2022 as these are expenses that might not be required this year. Ms. Abraham will update the pool company.

➤ **Craig's Hospitalization**

Mr. Spytek updated that Craig is in the hospital for emergency heart bypass surgery. Ricky will receive assistance from CMC or the maintenance personnel at Fairlington Mews if he needs an extra set of hands in performing his duties in Craig's absence. The Board discussed Craig's available leave balances.

Action Item: Ms. Abraham will contact Ms. Smith from CMC to obtain the available leave balance information for Craig and update the Board.

IX. MATTERS FOR BOARD DECISION

➤ **Resolution 08-03-06 Update – Exterior Architectural Criteria Modification Resolution**

MOTION: Ms. Gil **MOVED to move** the resolution 08-03-06 update to the newly formed Bylaws working group for review and recommendations. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

➤ **Temporary Waiver of Height Restriction During Covid-19 Resolution**

MOTION: Ms. Adelson **MOVED** to accept a written resolution granting a temporary waiver of height restrictions on patios during Covid-19 pandemic. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

➤ **Renew Maintenance Supervisor's Phone Allowance**

Craig uses his personal phone for Meadows HOA work. The HOA gives him an allowance of \$186 every 3 months rather than incur a higher cost by paying for separate Meadows mobile phone service. (Craig then only has one phone to monitor for personal and HOA business.) The CMC accounting department stopped paying him this difference a year ago stating they did not have approval from the Meadows Board to do so. This is to confirm that the Board had agreed for the same.

X. MATTERS FOR BOARD DISCUSSION/ INFORMATION

➤ **Bylaws Amendment Research Working Group – Start research process**

Ms. Gil, Board liaison to the Working Group, updated the Board that the Bylaws Working Group has started meeting to discuss the updating of the Bylaws, Rules of Conduct and Resolutions. Mr. Spamer, an interested co-owner, will be leading the group and Mr. Sitton and Ms. Farbstein (former board members) will be joining the group as well. Mr. Spamer stated that the group will begin with focusing on the Rules of Conduct.

Issue Log Review and Update

Mr. Spytek stated that there are no updates at this time.

XI. ESTABLISHMENT OF NEXTBOARD MEETING – February 17, 2021 (Community Insurance Focus Topic)

XII. EXECUTIVE SESSION

Final

MOTION: Ms. Gil **MOVED** to approve to move into Executive Session at 8:44pm to discuss Reese Broome and the delinquency report and Homeowner issues. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

MOTION: Ms. Gil **MOVED** to reconvene into Open Session at 8:48pm. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

XIII. ADJOURNMENT

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

Respectfully Submitted by: Dolly Sharma, Recording Secretary