

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
VIRTUAL BOARD OF DIRECTORS MEETING
Wednesday, May 19, 2021
7:00pm**

BOARD MEMBERS PRESENT

Joseph Spytek, President
Frona Adelson, Vice President
Nick Slabinski, Treasurer
Erica Brown, Co-Secretary
Caroline Trupp Gil, Co-Secretary

BOARD MEMBERS ABSENT

MANAGEMENT PRESENT

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

OTHERS IN ATTENDANCE

Fairlington Meadows Residents: 3
Ross H.
Ed H.
Cynthia F.

I. CALL TO ORDER & ESTABLISH QUORUM

MOTION: Mr. Spytek **MOVED** to call the meeting to order at 7:06pm. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

II. APPROVAL OF AGENDA

Add to Agenda:
"Discuss possible return to in-person from virtual meetings"
"Annual meeting date"
"Preparing for Craig's replacement" (for Executive Session)
"Loitering in common area" (for Executive Session)

MOTION: Ms. Adelson **MOVED** to approve the May 19, 2021 Agenda as amended. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

III. APPROVAL OF MINUTES

MOTION: Ms. Adelson **MOVED** to approve the April 21, 2021 Board meeting minutes as presented. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

IV. RESIDENTS OPEN FORUM

None

V. COMMITTEE REPORTS

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

Ross H., Pool Committee Chair, stated that we are two weeks out from the pool opening for the season; the Meadows pool will open on Memorial Day weekend. He met the pool supervisor, Ethan, from Atlantic Pool Company. The Meadows will use the power washer to clean the pool deck and tables and chairs. The tables might need to be spray painted white to make them more presentable and get them through this pool season. All pool furniture is at the end of its useful life and needs replacement prior to the next pool season.

The Governor is expected to sign an Executive Order removing restrictions for vaccinated people in all outside areas including pool settings. Ross H. recommended following the current addendum rules and restrictions for a couple of weeks. Ms. Adelson emphasized that all residents must provide their Recreation Card to the lifeguards before entry to the pool area. This summer, residents can use pool toys and more lanes will be introduced for lap swimming as the season progresses depending on numbers. The furniture is now spaced to allow for social distancing since none of the children in our community under age 12 have been vaccinated. Screening for COVID via signing a declaration form will not be in place this pool season. Ross H. recommended that the Meadows can go back to the pre COVID rules in place after a couple of weeks. Mr. Spytek updated that all the pole lights in and around the pool enclosure have been replaced and the poolside basketball hoop will be replaced as the current hoop is old and rusty. Ross H. stated that the pool ping pong table will be set up in a couple of weeks as well. Ross H. updated that all Recreation Cards cards needed for pool entry have been provided to Court Chairs for distribution to residents.

□ **Building & Grounds Committee**

Ms. Adelson stated that the committee had a meeting on May 5, 2021. Members walked all fifteen courts in mid April and are now waiting on bids for this work, as well as bids for landscaping work around the Tot Lot and pool. A bid for drainage issues between courts 5 and 6 and between courts 13 and 14 is forthcoming as well. The committee did a review of the Meadows organic and non-organic weed control practices. Currently, the Meadows is using an organic lawn treatment in the beds only. The committee has instructed Lancaster to pull out the weeds with yellow flowers as they are invasive. In Court 3, regrading to prevent water pooling on the lawn will begin soon. In court 5, a decision was made to remove and replace a large ailing maple tree in front of 3439/3437 and replace a cherry tree at the Court 5 entrance that was taken out years ago. The committee will be scheduling a comprehensive “Tree Day” that will address a long list of trees needing attention. Arlington County replanting of bushes along Quaker Lane will happen in the fall. The new pool lights are in place. The next B & G meeting is scheduled for June 2, 2021 at 7:30pm. - Addendum - The B&G meeting was rescheduled to 9 June, 2021.

□ **Recreation Committee**

Mr. Spytek updated that the new larger Little Free Library is now operational.

□ **Code of Conduct Working Group**

In Don S's absence, Ms. Gil reviewed the status of the Code of Conduct Working Group. Once all of the Code of Conduct information has been examined by the workgroup, the HOA attorney will be consulted. The decision was made early in the process to not give the attorney piecemeal items to review.

VI. MANAGERS' REPORTS

➤ **CMC Monthly Management Report**

Ms. Abraham reviewed the Managers' Report from the Board packet.

➤ **Variance Report/Financials**

Ms. Abraham reviewed the April 2021 financials from the Board packet.

➤ **Recurring Contract List Update**

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

VII. OLD BUSINESS

A. Meadows Contracts signed since the last Board meeting

Proposal: W.R.R proposal for Tuckpointing 4 stoops and stairs at a cost of \$12,800/\$3000.

Proposal: Katchmark proposal for Roof repairs at a cost of \$2,500.

Proposal: Lancaster Landscapes proposal for Tree removal at a cost of \$6,385.

Proposal: All Plumbing proposal for one main sewer lateral cleanout/replacement at a cost of \$9,700/\$950. (Court 8)

B. Homeowner Modification Requests Since the last Board Meeting

Owner request: Front door replacement at 3455 S. Utah St. approved.

Owner request: Unit spruce-up at 3419 B S. Stafford St. approved.

Owner request: HVAC replacement at 3387 S. Stafford St. approved.

Owner request: Patio renovation at 3453 B S. Stafford St. approved.

Owner request: Window replacement at 3347 B1 S. Stafford St. approved.

Owner request: Egress window replacement at 3479 A1 S. Stafford St. approved.

Owner request: Kitchen and basement spruce-up at 4304 A1 S. 34th St. approved.

Owner request: Window replacement at 3353 B2 S. Stafford St. approved.

VIII. NEW BUSINESS

➤ **Vote HOA Now**

MOTION: Ms. Gil **MOVED** to approve continued use of voting by proxy via Vote HOA Now. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

IX. MATTERS FOR BOARD DECISION

➤ **Janitorial Contract Renewal Proposal**

MOTION: Ms. Gil **MOVED** to continue using DMA for the Janitorial contract to clean B Buildings at the Meadows. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

Action Item: Ms. Abraham will contact DMA Janitorial Services to comment on the excellent service by their personnel and communicate that we wish to end the special cleaning due to COVID put in place during the pandemic for the B buildings.

➤ **B - Building COVID Cleaning**

MOTION: Ms. Adelson **MOVED** to end the special COVID cleaning. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

➤ **Audit Engagement Agreement Proposal**

MOTION: Ms. Gil **MOVED** to continue the three-year contract for audit with the Goldklang group. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

Ms. Brown joined the meeting at 8:01pm.

X. MATTERS FOR BOARD DISCUSSION/ INFORMATION

➤ **Sidewalk Light Replacement**

MOTION: Ms. Adelson **MOVED** to replace all 184 pole lights that are scattered throughout the Meadows with the LED pole light selection made by the B & G committee. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

➤ **Survey Result Discussion**

The Board reviewed suggestions made by homeowners in the recent survey.

➤ **Homeowner Inventory Response Update**

Mr. Spytek updated that responses are inserted into the spreadsheet by Ms. Abraham. Ms. Brown stated that Ms. Abraham can send her the excel spreadsheet at the end of May.

➤ **Board Issue Log Review and Update**

Ms. Brown stated that the Board's Issue Log content is short at this time as many tasks have been resolved and few added.

➤ **Virtual or in-person Regular meeting and Annual meeting**

Mr. Spytek stated that the Governor has signed an order stating that regular and annual HOA meetings can continue to be scheduled virtually. HOA's can also have hybrid meetings if they so choose. The Board discussed the meeting date for the Annual meeting held in October. The tentative date for the annual meeting is Tuesday, October 5, 2021. (B & G already has a meeting scheduled for Wednesday, October 6, 2021.) The Board will discuss this further in the June meeting.

Ed H., owner, joined the meeting late and inquired about any decision by the Board on the replacement of the pole lights in the community. Mr. Spytek explained the decision taken by the Board was discussed earlier and is to move forward with the replacement of all of our pole lights with LED lights on the recommendation of the B&G committee.

XI. ESTABLISHMENT OF NEXT BOARD MEETING – June 16, 2021 at 7pm

XII. EXECUTIVE SESSION

MOTION: Ms. Brown **MOVED** to approve to convene into Executive Session at 8:49pm to discuss the Delinquency Report, Rees Broome Collections, Craigs retirement, and loitering/common area issue. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

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

XIII. RATIFICATIONS FROM THE EXECUTIVE SESSION

Ms. Adelson will research social services for those found loitering/inebriated in our common area.

XIV. ADJOURNMENT

MOTION: Ms. Gil **MOVED** to adjourn at 9:07pm. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.