

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
VIRTUAL BOARD OF DIRECTORS MEETING  
Wednesday, September 16, 2020  
6:45pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

**MANAGEMENT PRESENT**

Sara Pagani, Condo Division Director, CMC  
Wee Abraham, Portfolio Manager, CMC  
Dolly Sharma, Recording Secretary, Minutes Services, LLC

**OTHERS IN ATTENDANCE**

Fairlington Meadows Residents: 2  
Edward H  
Jennifer B

**I. EXECUTIVE SESSION**

**MOTION:** Ms. Adelson **MOVED** to convene into Executive Session at 6:48 pm to discuss the monthly condo fee delinquency report and the budget. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**MOTION:** Mr. Slabinski **MOVED** to reconvene into Open Session at 7:03 pm. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

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

**MOTION:** Mr. Spytek **MOVED** to call the meeting to order at 6:47pm. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

Ms. Brown joined the meeting at 6:55 pm.

**III. APPROVAL OF AGENDA**

**MOTION:** Ms. Adelson **MOVED** to approve the September 16, 2020 Agenda as modified with two additional homeowner modifications. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**IV. APPROVAL OF MINUTES**

**MOTION:** Ms. Brown **MOVED** to approve the August 19, 2020 Board meeting minutes as presented. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**V. RESIDENTS OPEN FORUM**

- None.

**VI. COMMITTEE REPORTS**

**Pool Committee**

Ms. Adelson stated that residents expressed gratitude that the pool was able to open albeit with safety restrictions for COVID-19. Lifeguards did an excellent job and overall the summer pool opening was a positive experience for residents. Mr. Spytek stated that the community had an exceptional pool season. Ms. Adelson stated that the maximum number of pool occupants at 40 is preferred. Mr. Spytek inquired about the need for possible reorganizing of the pool office. Currently, there are eight lockers not used by the lifeguards. Ms. Brown stated that most of the lockers have party materials for social events by the association. The Board further discussed the usage of the two refrigerators and whether or not we continue to need two refrigerators since space is at a premium.

**Building & Grounds Committee**

Ms. Adelson stated that the B & G Committee met on September 9th. An item was added to the FAQ's on the B & G pages of the Meadows website about vendors in our area who sell native plants. Plantings are planned for the Fall. The plantings will begin in Courts 1, 3, 5, 7, and 10. (Courts were evaluated by the B & G Committee in the winter and divided into groups that will be rotated for landscaping attention similar to our painting cycle.) There will be installation of several water grading projects in the Fall as well. B & G has scheduled a fall work day on 10/17 to divide and move current overgrown plantings near the pool area. This will be accomplished under the direction of Andrea P. All residents are welcome to participate.

B & G will be purchasing and placing near the pool area a sundial in the memory of longtime resident Victor S. He was a member of the committee as well and his efforts on behalf of the community will be missed.

There will be a leadership transition for the B & G committee as of the date of the Annual meeting on 10/21. Claudia R. will be the Chair of the B & G for the coming year. Our landscaping contractor is now finishing up with removal of dead trees and shrubberies. B & G was pleased with the contract for new shrubberies for court 14. The next B & G meeting is scheduled for October 7 at 7:30pm. The meeting will be virtual and all are welcome to participate.

**Recreation Committee Tot Lot**

Mr. Spytek updated that the estimate to replace current mulch to a soft surface is \$60,000. The new slides and the swings will be ADA compliant. Ms. Adelson inquired if Craig, Meadows maintenance manager, had a look at the plan. Mr. Spytek stated that he is involved in the process. The current swing structure will remain. The Board thanked Mr. Spytek for his hard work on this important and time consuming project.

**MOTION:** Ms. Brown **MOVED** to approve the Tot Lot replacement plan. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**VII. MANAGERS' REPORTS**

➤ **Monthly Management Report**

Wee Abraham, newly appointed CMC property manager, introduced herself and reviewed the Managers' Report from the monthly Board packet. Among items mentioned were the revised Meadows Employee Handbook which was sent for review by Reese Broome before approval by the Board. USI Insurance Company is scheduled for an informational meeting for owners on February 17, 2021. The meeting will be virtual. Insurance Claims for the year 2020 are complete.

➤ **Monthly Administrative Calendar**

**VIII. OLD BUSINESS**

**A. Meadows Contracts signed since last Board meeting**

Proposal: The Original Poop Bags proposal for replacement dog waste bags 2400 count at a cost of \$150.

Proposal: Pet Waste Eliminator proposal for signs at a cost \$300.

Proposal: PSE proposal for power supply lines at 4231 S. 35<sup>th</sup> Street, Apt. A1 basement common area at a cost \$13,800.

Proposal: All Plumbing proposal for 3460 S. Stafford sump pump in basement common area at a cost \$2900.

Proposal: Katchmark proposal for 3419 S. Utah Street pipe collars and slate repair at a cost \$675.

**B. Homeowner Modification Request Since Last Board Meeting**

Owner request: Patio refresh for 3337 S. Stafford Street approved.

Owner request: Basement waterproofing for 3479 S. Utah Street approved.

Owner request: Replace heat pump at 3477 S. Utah Street, Apartment A1 approved.

Owner request: Replace both storm doors at 4320 S. 34<sup>th</sup> Street approved.

Owner request: HVAC system replacement for 3437A S Stafford Street approved.

**C. Homeowners Checklist for Insurance Coverage Update and Plan**

Ms. Adelson will send the current homeowner unit checklist to all Board members and Ms. Abraham.

**IX. NEW BUSINESS**

➤ **Investigate Installing Pool Heater**

Mr. Spytek stated that Craig is talking to a pool company that installs pool heaters. As part of the Boards exploration, Mr. Spytek along with Ricky and Craig, Meadows maintenance staff members, visited the current pool heating system in Fairlington Villages. The estimated cost for the installation is \$8,000 to \$10,000. Electricity bill is estimated to add an additional \$1400 in May and October if using an electric heater, monthly cost should be less if using a heat pump. Mr. Slabinski, Board Treasurer reminded that the current pool contract is up for renewal this coming year and would need to include additional costs for opening the pool early and closing it later in the season as a result of heater installation. Current pool permits from Arlington County state that the pool is open through September 30. The Board will discuss further after all information is gathered.

**X. MATTERS FOR BOARD DECISION**

➤ **Updated Complaint Policy for review**

Mr. Spytek stated that as part of a complaint received by the Board concerning a newly renovated patio not following the 18 inches from the fence rule in the Bylaws, Meadows maintenance staff has been asked to investigate all of our 288 patios for any modifications that violate our Bylaws as currently written. The results of this review will be presented to the Board once completed.

➤ **Annual meeting packet review – Notification letter, Agenda, 2021 Budget and Budget Summary, Proxy letter, Board member election, Virtual annual meeting resolution approval.**

Ms. Brown stated that there is a modification in the proxy and voting ballot. Ms. Abraham will make the change “Not to vote for more than two candidates.” Mr. Spytek stated that the Board packet should include a Zoom meeting link and sign up details for Vote HOA for the Annual meeting.

**MOTION:** Ms. Adelson **MOVED** to vote on the Fairlington Meadows resolution related to having a virtual annual meeting and the resolution for the election of directors. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

**Action Item:** The Board directed Ms. Abraham to include the Budget summaries from the past and current year for comparison purposes be included in the Annual meeting mailing sent to all residents/owners.

**Action Item:** Ms. Abraham will send a final version of the Annual meeting Board packet for review before mailing them to residents/owners.

Possible updating of the Meadows by-laws will be addressed at the Annual meeting.

**XI. MATTERS FOR BOARD DISCUSSION/ INFORMATION**

Final

➤ **Issue Log Review and Update**

Ms. Brown reviewed and updated progress on items listed in the Board's ongoing Issue log.

**XII. ESTABLISHMENT OF ANNUAL BOARD MEETING – OCTOBER 21, 2020**

**The next board meeting following the Annual meeting is scheduled for November 18, 2020.**

**XIII. ADJOURNMENT**

**MOTION:** Ms. Brown **MOVED** to adjourn at 8:18 pm. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

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Respectfully Submitted by: Dolly Sharma, Recording Secretary