

Final

**FAIRLINGTON MEADOWS  
BOARD OF DIRECTORS  
VIRTUAL MEETING  
Wednesday, January 18, 2023  
7pm**

**COMMITTEE MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

**MANAGEMENT PRESENT**

Ridge Samala, Portfolio Manager, CMC (leaving)  
Ann Palbalkar, Portfolio Manager, CMC (new)

**OTHERS IN ATTENDANCE:**

Dolly Sharma, Recording Secretary, Minutes Services  
Residents at large:  
Ed H.  
Cynthia P.  
Charles M.  
Margaret R.  
Richard C.  
Lindsey L.  
Jill K.  
Christopher W.

**I. CALL TO ORDER**

**MOTION:** Ms. Adelson **CALLED** the meeting to order at 7:04pm.

**II. APPROVAL OF AGENDA**

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

**III. OPEN FORUM**

Ed H. voiced concern over the Board's practice of using electronic voting in matters such as home renovation/variance approvals.

Mr. Slabinski inquired about the units with dryers exhausting to our current inappropriate roof vents.

Cynthia P. inquired about the Meadows paying to replace these incorrectly installed dryer exhaust vents. Ms. Adelson said the Rees Broome attorney was contacted by the Board for guidance. Mr. Spamer stated there are several legal questions on this issue, and the Board is working to figure out the options.

Christopher W. asked about bathroom ventilation and homeowner options. Ms. Adelson reiterated that any renovations over \$1000 must be presented to the Board for review and approval. Various residents questioned a database of records surrounding renovations and maintenance matters at particular units over the years. Mr. Spytek stated that Fairlington Meadows is doing a much better job today than in the past with capturing renovation records.

#### **IV. APPROVAL OF MINUTES**

- A. December 2022 B&G Meeting Minutes - to be accepted at the February meeting.
- B. January 2023 B & G Meeting Minutes - to be accepted at the February meeting.
- C. December 2022 Board Meeting Minutes approval needed.

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

#### **V. COMMITTEE REPORTS**

##### **A. Building and Grounds Committee**

Ms. Adelson read a brief committee report from Charlie Monfort, B & G Committee Chair:

- The B&G Committee reviewed the B Building lighting survey results, endorsing option B.
- The Committee reviewed the painting cycle and supports the Board's initiative to change from the current four-year cycle to a five-year painting cycle to save money; the industry standard is to do exterior painting every five to seven years.
- Arlington County provided a list of possible evergreens to line Quaker Lane and replace the ailing photinia's. The Committee did not comment on the list.
- Lancaster Landscaping will begin the Court 15 landscaping rejuvenation design soon. This design is anticipated to be ready for review by the end of February.
- The annual Spring cleaning will commence the week of March 27, whereby discarded/abandoned personal items placed in the rear and side common areas will be removed. A notice will be sent informing residents to retrieve any items they do not wish discarded.

#### **VI. MANAGERS REPORT**

##### **A. Monthly Management Report**

Ms. Palbalkar stated there had been no further updates or changes with the outstanding master insurance claims since the December Board meeting. There are six unit owners potentially making use of the Meadows master insurance policy:

4279 S. 35<sup>th</sup> Street  
3437 S. Utah Street  
3373 A2&B2 S. Stafford Street  
3345 A2 S. Stafford Street  
3301 A1&B1 S. Stafford Street  
4231 A1 S. 35<sup>th</sup> Street

**B. Variance Report/Financials**

- Report not provided to Ms. Palbalkar by CMC.

**C. Recurring Contract List**

- No contracts expiring. The FHA contract does not expire until 2024.

**D. Occupancy Report**

- 74% owner occupied; 26% tenant occupied.  
88 of 342 units are currently tenant occupied.

**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

- 4321 S. 35<sup>th</sup> Street: New HVAC system, water heater installation.
- 3429 A1 S. Stafford Street: New front door installation.
- 3427 B S. Stafford Street: Rear kitchen window and exhaust fan over the window replaced.

B. Contracts approved

- ANK Enterprises: purchase of 12 small side tables for the pool, \$1479.

**VIII. NEW BUSINESS**

A. Unit Addresses on rear fences

- Fence numbers have been ordered by Ricky using the Meadows credit card. Will mirror those on the front in terms of size, color, and style.

B. Pool Signage

- Standardization and updating of all pool signs, \$850.

**IX. MATTERS FOR BOARD DECISION**

A. 2023 Reserve Study Company Selection

The Reserve Study is being conducted one year before it is required by the VA Condominium Act due to high inflation. Three bids have been submitted to the Board: Falcon Group, Building Reserves, and Reserve Advisors. Mr. Slabinski stated Falcon Group conducted a Fairlington reserve study in 2019 and did a good job though their final

report was confusing and difficult to understand. Reserve Advisors were commended on the clarity of their reports by those that used them in for their Reserve Study in nearby communities. Mr. Slabinski recommended using Reserve Advisors, and Ms. Gil concurred.

Ms. Adelson expressed that there is currently a misperception that the Meadows is in bad financial shape and she is hopeful the study will clearly indicate where the Meadows is financially compared to other similarly sized homeowner associations in our area. Ms. Gil underscored the importance of having a reserve study final report that is easy to understand. Mr. Spamer expressed that the Reserve Advisors will provide better ongoing support. Mr. Spytek noted the past two reserve studies were right on the mark in terms of predicting our current reserve balance.

**MOTION: Mr. Slabinski MOVED** to hire Reserve Advisors to conduct the reserve study. It was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

B. EV Charging Station Installation Update

Mr. Spytek gave an update on EV charging station installation bids. PSE gave the lowest bid, \$16,000 and \$17,000, which are well within the budget line item for this project. Dominion Energy will then be notified. An article on the charging station installation will be in the upcoming Meadows Messenger. Mr. Spytek stated a tax benefit should be forthcoming, further stating the chargers must be fully operational before an application for a tax refund can be made. Hence, doing two stations simultaneously is the most practical approach.

**MOTION: Mr. Spytek MOVED** to install the electric pads needed to support the installation of two EV charging station pedestals, one in Court 3 and another in Court 15. It was **SECONDED** by Ms. Gil and **PASSED** 3-2 in favor.

C. Resale Inspection Checklist

Mr. Spytek stated that CMC began using the current resale inspection checklist several years ago, but it is not comprehensive or useful to the Meadows as owners come and go. Mr. Spamer said having our Maintenance Manager complete these inspections would be advantageous, especially for insurance quotes as we can use this process to obtain updated information on appliances, water hoses and such. Ms. Gil concurred that the current checklist is of little use to us and that the new resale inspection checklist compiled by Mr. Spytek has definite value. The checklist will be sent to all current owners to build awareness of the items that should be in order before selling. Voting on this checklist and the process change is slated for the February board meeting.

**V. MATTERS FOR BOARD DISCUSSION**

A. Incorrect Dryer Exhaust Vent Installation issue

Ms. Adelson read the current list of units where dryers exhaust through our current inappropriate attic vents. (She also stated that she wanted to be clear that she is one of the unit owners impacted by this issue as her dryer exhaust is attached to a current roof vent. Her unit was renovated in 2004 following Board approval.)

3477 B2 S. Utah Street

3439 B2 S. Stafford Street (Frona Adelson, Board member - unit owner)

3479 B1 S. Stafford Street

3395 B2 S. Stafford Street

Ms. Adelson read a list of units where dryers exhaust into attic space:

4304 B1 S. 34<sup>th</sup> Street

3460 B2 S. Stafford Street

Ms. Adelson read a list of units where the Meadows remains unsure if they are vented properly:

3495 B1 S. Utah Street

3395 B1 S. Stafford Street

Cynthia P. mentioned a possible additional unit:

3369 B2 S. Stafford Street- using a non-vented (condenser) dryer. It was determined there is no need for this unit to be on the list since this style of dryer does not require use of an attic vent.

#### B. Storm Sewer Repair Task Force

Mr. Spamer stated there were no updates. A meeting with Arlington County officials is soon to be facilitated.

#### C. Review Ongoing Task List

Ms. Gil stated there was nothing new to report.

#### D. Review of CMC Stored Boxes Content

Ms. Adelson reported that the process of looking through these 12 boxes has begun, and they consist of old financial information and Board minutes dating back to 2013.

Mr. Slabinski updated that the financial information must be maintained for seven years.

Mr. Spytek inquired if records of recent years are stored differently. Ann Palbalkar responded that newer information is stored on CMC servers. Mr. Spytek reported the Meadows needs to keep historical documents from the past sewer-lining project and subsequent lawsuits against the contractor as well as two reserve study reports.

#### E. CMC Unit/Owner Database Content

Mr. Spytek stated this had been previously discussed; it remains unclear what records CMC maintains on units in the Meadows.

F. Possible Painting Cycle Revision

The B & G Committee concurred with the Board in extending the painting cycle from four to five year rotation per court. Mr. Spamer questioned the degree of savings it would create. He will do some research.

G. Volunteer to shadow current Treasurer - Succession Planning effort

The current Board member serving as Treasurer, Mr. Slabinski, will be completing his second term in October 2023. He will be stepping down. A volunteer is sought to shadow and learn the job from him before his departure and then elect to run for the Board and serve as Treasurer. Owners are elected to the Board but not to a particular position. Following the annual meeting, elected Board members decide who is doing what position.

XI. NEXT BOARD MEETING

The next Board meeting is February 15, 2023, at 7pm via Zoom.

XII. EXECUTIVE SESSION

**MOTION: Ms. Adelson MOVED** to convene into Executive Session at 8:50pm. It was **SECONDED by Mr. Spamer** and **PASSED** by unanimous consent.

**MOTION: Ms. Adelson MOVED to reconvene** into Open Session at 9:23pm. It was **SECONDED by Ms. Gil** and **PASSED** by unanimous consent.

XIII. ADJOURNMENT

**MOTION: Ms. Adelson MOVED to ADJOURN** the meeting at 9:25pm. It was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

Respectfully submitted by: Minutes Services