

Final

FAIRLINGTON MEADOWS
BOARD OF DIRECTORS
VIRTUAL MEETING
Via Zoom
Wednesday, January 17, 2024
7:00pm

COMMITTEE MEMBERS PRESENT

Donald Spamer, President
Charles Monfort, Vice President
Frona Adelson, Secretary
CA Rector, Treasurer
Joseph Spytek, Member-at-Large

BOARD MEMBERS ABSENT

MANAGEMENT PRESENT

Ann Palbalkar, Portfolio Manager, CMC

OTHERS IN ATTENDANCE:

John Rosenberg, Minutes Services
Margaret Rhodes, B&G Committee Chair
Michele M.
David A.
Chuck E.
Cynthia P.
Carolyn G.
Ed H.
Brian M.
Michele B.

I. CALL TO ORDER

Mr. Spamer CALLED the meeting to order at 7:00pm, noting a quorum had been met with all board members present.

II. APPROVAL OF AGENDA

MOTION: Mr. Spamer MOVED to APPROVE the agenda as amended to reflect a doorbell variance request. The motion was SECONDED by Mr. Monfort and PASSED unanimously.

III. HOMEOWNERS' OPEN FORUM

- Cynthia P. pointed out an incorrect address under the homeowner modification notifications section of the agenda. Mr. Spamer noted the

correct address as 3469 S. Utah Street. Cynthia P. raised a question about information not contained in the requested variance packet. She also asked about Katchmark warranties, expressed concern over surveys, inquired as to when the 2023 budget audit will be available for review, and questioned whether the EV chargers are covered by insurance.

- Carolyn G. asked about attending to water in a basement.
- Ed H. asked how the answers to Open Forum questions are communicated to residents. He also spoke of notifications being delivered on short notice.
- Chuck E. asked about the EV chargers and if they are for Meadows' residents only.

IV. MINUTES

A. December 20, 2023, Board Meeting Minutes

MOTION: CA Rector MOVED to APPROVE the December 20, 2023, board minutes. It was SECONDED by Ms. Adelson and PASSED by unanimous consent.

V. COMMITTEE REPORTS

A. Buildings and Grounds Committee

Ms. Rhodes spoke of waiting for landscaping proposals from Lancaster Landscaping regarding the screening of the new EV charging pedestals in Courts 3 and 15. She also mentioned waiting on proposals for addressing the removal of invasive Lesser Celandine.

VI. MANAGER'S REPORT

- Ms. Palbalkar reported that there have been no new master insurance claims.
- The Association owner occupancy percentage has held firm since July 2023, registering a rate of 76%.
- Ms. Palbalkar noted that December 2023 financials are always delayed and the board should receive these by the end of January or early February 2024.

VII. OLD BUSINESS

A. Homeowner Modification Notifications

- Notification: 3469 S. Utah Street – Installation of new tile in the kitchen.

B. Variance Requests

- 4235 S. 35th Street – Kitchen remodel with wall removal.

Discussion ensued regarding a lack of documentation/information for a wall that an owner wants to remove.

MOTION: Mr. Spamer MOVED to DENY the remodel request until such time as proper documentation has been received. The motion was SECONDED by Mr. Monfort and PASSED unanimously.

- 3369 A2 S. Stafford Street – Request to remove the spigot.

Discussion ensued regarding responsibility for a spigot. The board encourages owners to repair the spigot for community use. Additionally, the spigot must be functional upon sale, or the potential new owners would stand in violation and be notified of the issue prior to closing. Mr. Spytek said that an article on this topic is upcoming in the next Messenger.

MOTION: Mr. Spamer MOVED to DENY the request to remove a spigot at 3369 A2 S. Stafford Street. The owners are encouraged to repair the spigot and will be given a reminder of the unit resale checklist requirements. (It is on the Meadows website and was mailed to owners in 2023.) The motion was SECONDED by Mr. Monfort and PASSED unanimously.

- 3447 B S. Stafford Street – Installation of a doorbell.

MOTION: Mr. Spamer MOVED to APPROVE the request to install a doorbell at 3447 B S. Stafford Street, with conditions that meet fire codes, be primarily black in color, mounted between two to eight inches from the opening side of the door, at a height of four feet off of the stoop or floor, using heavy duty mounting tape so that no holes are drilled into the brick or mortar. The motion was SECONDED by Mr. Monfort and PASSED unanimously.

VIII. MATTERS FOR BOARD DECISION

A. Winter Meadows Messenger Printing

- A typical printing costs approximately \$350 for 342 double sided copies.
- Ms. Adelson noted that colloquially more people read the Messenger in its printed form than they do with the electronic version.

- As long as there are volunteers, the Messenger can be delivered.

MOTION: Mr. Spamer MOVED to AUTHORIZE the estimated \$350 printing cost of a winter edition of the Meadows Messenger. The motion was SECONDED by Ms. Adelson and PASSED unanimously.

B. Authorize Mailing on Bylaw Amendment NOT Passed

- A bylaw amendment that was thought to have been approved at the October 2023 Annual Meeting was not actually passed. Legal counsel will draft a letter to owners stating that the bylaw amendment was not passed. It will be sent out via USPS mail at an estimated cost to be determined.

MOTION: Mr. Spamer MOVED to AUTHORIZE the spending of approximately \$300 for a USPS mailer explaining that the bylaw amendment was not passed. The motion was SECONDED by Ms. Rector and PASSED unanimously.

C. Katchmark Proposal for Flashing and Resealing of roofs at 3468 S. Stafford Street, 4314 S. 34th Street, and 4108 S. 33rd Street, in the amount of \$1200.

- Mr. Spamer noted issues of water intrusion following the recent heavy rains. Mr. Monfort questioned why no warranty was given for these repairs.

MOTION: Mr. Spamer MOVED to APPROVE the Katchmark contract. The motion was SECONDED by Ms. Adelson and PASSED unanimously.

IX. MATTERS FOR BOARD DISCUSSION

A. B Building Stairwell Painting and Carpet Replacement

Mr. Spamer stated that this routine painting and carpet replacement has been under consideration for a while now. He noted rising master insurance costs for the Association and the importance of assessing each option as well as timeframes. Ms. Adelson noted the difficulty of obtaining bids, though representatives from one contracting firm Kolas were on hand to answer questions.

Mr. Spamer offered to compile his notes in which he rated carpeting and paint conditions in each of our 27 stairwells and determined repairs that need immediate attention as opposed to those that can be addressed later. Mr.

Monfort suggested having the contractor present two proposals, one spreading out the work over two years and the other over three years. This would be for everything, including the painting, man made tile flooring near the front mailboxes, and carpeting.

B. Activation of Meadows EV charging pedestals

Mr. Spytek said that the two Meadows EV charging pedestals are now fully operational. As of January 16, 2024, approximately \$200 has been collected. So far, people have been good about removing their cars in a timely fashion following charging. Discussion ensued about non-Meadows residents using the chargers and potential cost benefit.

C. Meeting Format Survey

D. Community Priorities Survey

Mr. Spytek delivered a background on these two prospective surveys. Mr. Monfort referenced the lack of community attendance at board meetings, but expressed his belief that the surveys should be conducted. He suggested that Ms. Rector and Mr. Spytek compile a survey that can be voted upon next month.

Ms. Rector noted that there needs to be a discussion over content in putting together the Community Priorities Survey and residents will need context on issues such as changes to the bylaws, rules of conduct, insurance, etc. so that they understand what the board's intentions are. She also said that there could be specific questions on issues such as the installation of trash corrals.

E. Rain Intrusion from Recent Storms

Mr. Spamer recounted recent water intrusion incidents. He noted that the response to these unit water intrusion has been ad hoc and suggested that the board take a more preventative approach. Mr. Monfort raised a question of responsibility in the case of window wells and suggested that Lancaster Landscaping attend to the growth of plants in the wells. Mr. Spytek advised that this matter be brought to the B&G Committee. The B&G Chair concurred and would take the lead of inspecting the 870 window wells.

E. Communication by Email and TownSq

Ms. Adelson asked for clarification on who was responsible for responding to resident questions on TownSq. Mr. Spytek noted that it depends upon the question that is being asked as one could be more ideally suited to the board and others for management. Mr. Monfort said to communicate either via TownSq or Court Chair as appropriate.

X. NEXT MEETING

February 21, 2024 at 7pm via Zoom.

XI. EXECUTIVE SESSION

MOTION: Mr. Spamer MOVED to convene into Executive Session at 9:38pm to discuss delinquencies and violations. The motion was SECONDED by Ms. Rector and PASSED unanimously.

MOTION: Mr. Spamer MOVED to reconvene into Open Session at 10:39pm. The motion was SECONDED by Ms. Adelson and PASSED unanimously.

XIII. ADJOURNMENT

MOTION: Mr. Spamer MOVED to ADJOURN the meeting at 10:40pm. It was SECONDED by Ms. Rector and PASSED by unanimous consent.

Respectfully submitted by Minutes Services.