

Final

FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
VIRTUAL BOARD OF DIRECTORS MEETING  
Wednesday, March 17, 2021  
7:00pm

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

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

OTHERS IN ATTENDANCE

Fairlington Meadows Residents: 6  
Edward H.  
Donald S.  
Ross H.  
Mary M.  
Victor O.  
Unidentified caller

I. CALL TO ORDER & ESTABLISH QUORUM

MOTION: Mr. Spytek MOVED to call the meeting to order at 7:05pm. The MOTION was SECONDED by Ms. Adelson and PASSED by unanimous consent.

II. APPROVAL OF AGENDA

Add: "Email submitted by owner Ms. Lindgren to Executive Session."

MOTION: Ms. Gil MOVED to approve the March 17, 2021 Agenda as amended. The MOTION was SECONDED by Mr. Slabinski and PASSED by unanimous consent.

III. APPROVAL OF MINUTES

MOTION: Ms. Brown MOVED to approve the January 20, 2021 Board meeting minutes as presented. The MOTION was SECONDED by Ms. Adelson and PASSED by unanimous consent.

MOTION: Ms. Brown MOVED to approve the February 17, 2021 Board meeting minutes as presented. The MOTION was SECONDED by Ms. Adelson and PASSED by unanimous consent.

IV. RESIDENTS OPEN FORUM

- A resident stated that the photinia bushes along Quaker lane that border the Meadows were severely cut back and look bad. Ms. Adelson stated that this matter would be discussed during the Buildings & Grounds Committee report.

V. COMMITTEE REPORTS

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

Ross H. stated that the pool is now uncovered and Atlantic pools are in the process of getting the pool ready for the season. The Pool committee recommends planting grass seed along the pool fence. This request will be passed on to the B & G committee.

The committee has not yet received any guidelines or requirements from the Commonwealth of Virginia with regard to COVID-19 that would impact the timeline for the opening of the pool. New addendum rules will be written once received. There is a possibility that there might not need to be a requirement of signing up for pool use as done last year since the participant numbers were not overwhelming. Also, the new pool heater will be functioning during this pool season.

Pool passes/recreation cards will be printed by next month. The electronic copy of the pass/card application can be filled out by the unit owner and/or unit resident and be submitted to the appropriate court chair. As in years past, the non-resident owner or the resident of a unit may be given pool passes/recreation cards but not both.

Mr. Spytek inquired about the availability of getting lifeguards for the upcoming pool season. Ross H. stated that there is a better likelihood of getting foreign guards for the pool this year; it depends on the COVID-19 numbers in the US.

Mr. Spytek updated that Ricky will be purchasing a bigger clock for the pool area.

Ross H. stated that the pool furniture can be arranged according to social distancing guidelines.

Ms. Brown inquired about needing to sign a waiver prior to pool entry. Ross H. stated that he will consider inserting the waiver clause into the pool pass/recreation card documents so that participants will only have to sign this waiver one time rather than each time they enter the pool area. Ms. Brown also inquired if guests will be allowed or organized social gatherings allowed in the pool area. Ross H. stated that no guests will be allowed in the first month the pool is open and that the social gathering issue will be determined as the Commonwealth of Virginia guidelines permit regarding pool use.

Ross H. inquired about the operation of the new pool heater. Mr. Spytek stated that Atlantic pool company personnel are familiar with the operational procedure of the heater. Generally, the thermostat will be set at a chosen temperature and remain there for the season.

Action Item: Ross H. will email the proposal for the pool/recreation cards to the Board.

Mr. Spytek inquired if the project of scraping and painting of the pool fence should begin prior to this pool season. Ross H. stated that there is little other maintenance work that needs to be completed at the pool this year. The scraping and painting of the fence can be tabled until next year and completed along with other pool maintenance items.

Ms. Brown inquired if the Pool committee is still active. Ross H. stated that the Pool committee is scheduled to have its first seasonal meeting during the month of April.

□ Building & Grounds Committee

Ms. Adelson, Board liaison to B & G, stated that the Buildings & Grounds committee has been busy of late. In summary, the photinia bushes along Quaker lane had a bad fungal infection and that is why these were cut back severely in hopes of saving them and preventing further spread as recommended by Lancaster. Arlington County will be filling the holes in this line of bushes with Hollies. These grow quickly and should fill back in nicely. Numerous tree stumps were removed last week. B & G is working on planting trees in Court 15. B & G is looking into repairing the long standing water issue in Court 3. A decorative tree next to the Pool house was removed to accommodate installation of the new pool heat pumps.

Mr. Spytek stated that one of the lighting companies provided a Contract for replacement of the poles and lights in the common areas near the pool and tennis courts. Craig gave feedback that their bid seemed expensive for the pole portion. He recommended purchasing the poles from another vendor. Light poles need replacement as the diameter of the old poles is too small for the new lights and is no longer the industry standard. The lights on the top of the poles can easily be installed by Craig and Ricky.

The next B & G committee meeting is scheduled for April 7, 2021 at 7:30pm.

□ Recreation Committee

Tot lot

Mr. Spytek updated that the Tot Lot construction is officially completed. The contractor installed the ADA compliant swing as well. Ricky has spare paint that can be used in the future for any scratches on the equipment. The contractor will sell us the liquid compound necessary to maintain the PIP flooring. It is sold in five gallon containers and is applied like paint with a roller every three to five years depending on wear. This can be done by Ricky or Craig.

□ Code of Conduct Workgroup

Donald S. gave a brief review of the Policy Resolution/Code of Conduct workgroup progress. The workgroup is reviewing items and grouping them. The workgroup will provide recommendations to the Board once this initial work is completed. The workgroup currently includes Mr. Spytek, Mr. Sitton, Ms. Farbstein, Ms. Gil and Mr. Spamer as members.

VI. MANAGERS' REPORTS

➤ Monthly Management Report

Ms. Abraham reviewed the Managers' Report and January 2021 Financials from the Board packet. The HOA is on sound financial footing with no major issues of concern.

- Monthly Administrative Calendar  
Ms. Abraham stated that the Administrative calendar for the current 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 current HOA Contract list is updated. The Trash Collection contract is soon to expire.

VII. OLD BUSINESS

A. Meadows Contracts signed since last Board meeting

Proposal: W.R. Restoration proposal for 3447B S. Stafford Street - Tuck pointing at a cost of \$3,250.

Proposal: W.R. Restoration proposal for 3456 S. Stafford Street - Tuck pointing at a cost of \$2,550.

Proposal: Lancaster Landscapes proposal for 4277 S. 35<sup>th</sup> Street - Drainage Control at a cost of \$2,645.

Proposal: Lancaster Landscapes proposal for sump pump removal (8 locations) at a cost of \$1,950.

Proposal: Katchmark proposal for 3479 S. Stafford Street - Sealing Dormer at a cost of \$675.

Proposal: Kolas proposal for 3418 and 3420 S. Stafford Street - Gutter replacement at a cost of \$1,985.

Proposal: Kolas proposal for Courts 3, 14 and 15 - painting contract at a cost of \$118,726.

Proposal: W.R. Restoration for 3456 S. Stafford Street and 4203 S. 35<sup>th</sup> Street - Tuck pointing at a cost of \$2,550.

Proposal: Lancaster Landscapes proposal for Photinia trimming at a cost of \$3,165.

Proposal: Lancaster Landscapes proposal for Courts 8 and 14 for tree removal at a cost of \$1,650.

Proposal: Lancaster Landscapes proposal for 4277 S. 35<sup>th</sup> Street - Installation of French Drain at a cost of \$2,730.

B. Homeowner Modification Request Since Last Board Meeting

Owner request: Floorboard/Kitchen/LED lights for 3422 A1 S. Stafford Street is approved.

Owner request: Full renovation/Egress windows for 3473 A S. Stafford Street are approved.

Owner request: Paint/Flooring/Bathroom refresh for 3439 B2 S. Stafford Street is approved.

Owner request: Patio refresh for 3456 A1 S. Stafford Street is approved.

Owner request: HVAC replacement for 4241 S. 35<sup>th</sup> Street is approved.

C. Homeowners Maintenance Checklist for Insurance Coverage Update – Decide method of gathering in-unit component information for master insurance policy purposes

The Board discussed the various ways they can collect completed homeowner component Checklists. Owners can mail the completed form to our management company representative Wee Abraham, put the completed Checklist in the pool house mailbox, or give the completed Checklist to their court chair. The Board inquired about a timeline to get the Checklist returned from owners. Mr. Spytek suggested a time frame until the end of the month of May. Ms. Abraham will be updating the spreadsheet where the information from the completed Checklists will be collected and share this document at the next Board meeting.

Action Item: Ms. Abraham will email the sample copy of the Checklist spreadsheet to the Board.

VIII. NEW BUSINESS

➤ Initiate Pool Rules Update

Issue was discussed during the Pool Committee report.

➤ FHA Certification

MOTION: Ms. Adelson MOVED to get proposals for FHA Certification. The MOTION was SECONDED by Ms. Gil and PASSED by unanimous consent.

IX. MATTERS FOR BOARD DECISION

➤ Variance Request – 3421 S. Utah Street

Mr. Spytek informed the Board that an owner wants to install French doors and remove the kitchen door in the rear of their unit. Ms. Brown recommended deferring this to the resolution/policy update workgroup before approval. Mr. Spytek stated that the County rules and guidelines regarding construction will be followed. Mr. Spytek inquired if the owner can begin the work and the process be documented and a resolution then created.

MOTION: Ms. Gil MOVED to approve the project with the idea that the Board uses this project to document the process of properly installing French doors and assist in writing the resolution regarding proper installation. At that point, the community will then have a resolution to allow future French doors to be installed in the Meadows. The MOTION was

SECONDED by Ms. Brown and PASSED. Mr. Spytek abstained as he is the owner of the unit. Ms. Brown confirmed that counsel would assist in writing the resolution

Ms. Brown then inquired if the doorbell Ring camera can be installed per Virginia law about cameras and Meadows resolutions. She requested that the board consult with legal counsel about this question.

X. MATTERS FOR BOARD DISCUSSION/ INFORMATION

➤ French Door Modifications

Issue was discussed during the Variance request decisions.

Issue Log Review and Update

Ms. Brown reviewed the Board Issue log. Ms. Brown will contact the website master to get Appendix J deleted from the Meadows website. It is no longer relevant.

MOTION: Ms. Gil MOVED to delete the Appendix J from all documentation including the website. The MOTION was SECONDED by Ms. Brown and PASSED by unanimous consent.

XI. ESTABLISHMENT OF NEXTBOARD MEETING – April 21, 2021

Ms. Adelson will lead the April Board meeting as Mr. Spytek will be out of town.

XII. EXECUTIVE SESSION

MOTION: Mr. Spytek MOVED to convene into Executive Session at 8:29pm to discuss the delinquency report and a recent owner complaint. The MOTION was SECONDED by Ms. Gil and PASSED by unanimous consent.

MOTION: Ms. Adelson MOVED to reconvene into Open Session at 8:52pm. The MOTION was SECONDED by Ms. Brown and PASSED by unanimous consent.

XIII. RATIFICATIONS FROM THE EXECUTIVE SESSION

The Board discussed the email from Ms. Lindgren and Ms. Brown will send a response to Ms. Lindgram after coordinating with the Board.

XIV. ADJOURNMENT

MOTION: Ms. Brown MOVED to adjourn at 8:53pm. The MOTION was SECONDED by Ms. Adelson and PASSED by unanimous consent.

Final