

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
BOARD OF DIRECTORS MEETING
FAIRLINGTON COMMUNITY CENTRE
3308 S. Stafford Street, Arlington, VA 22206
Wednesday, February 13, 2019
6:30 pm**

BOARD MEMBERS PRESENT

ABSENT Joseph Spytek, President
President Erica Brown, Secretary
John Sitton, Member at Large
Nick Slabinski, Treasurer

BOARD MEMBERS

Lisa Farbstein, Vice

MANAGEMENT PRESENT

Sabiha Noorzai, Portfolio Manager, CMC
Dolly Sharma, Recording Secretary, CMC

OTHERS IN ATTENDANCE

Fairlington Meadows Residents:
Joanne Scully
Michele Hamilton-Gunn.

I. EXECUTIVE SESSION

MOTION: Mr. Spytek **MOVED** to approve to convene into Executive Session at 6:50 pm. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

MOTION: Mr. Spytek **MOVED** to reconvene into Open Session at 7:00 pm. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

II. CALL TO ORDER & ESTABLISH QUORUM

MOTION: Mr. Spytek **MOVED** to call the meeting to order at 7:02 pm. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

III. APPROVAL OF AGENDA

MOTION: Mr. Spytek **MOVED** to approve the February 13, 2019 Agenda as modified. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

IV. APPROVAL OF MINUTES

MOTION: Mr. Spytek **MOVED** to approve the January 16, 2019 Board Meeting Minutes with changes as amended. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

V. RESIDENTS OPEN FORUM

- Resident had neighbor's patio water directing away eight inches from the fence. The structural engineer wanted some kind of barrier. The structural engineer needs a warranty from water proofing company.
- Resident wanted to know if the backup drain was inspected. The Board responded that the inspection will take place in the month of July.
- Resident wanted to know the schedule for gutter cleaning, Ms. Noorzai responded that the gutter cleaning 4 times a year. The Board responded they will discuss and get back.

Action Item: The Board directed Ms. Noorzai to inspect with Craig.

VI. COMMITTEE REPORTS

➤ **Pool Committee**

Ms. Brown updated the Board about the swimming pool rules. Ms. Brown inquired about the formal contract from Sun Guard. Last year, the pool was uncovered and prepared early. So, Ms. Brown affirmed that it should be communicated to the pool management company about the work to be done so that it will be communicated to them about the coordination with the construction and the communication should be clear.

➤ **Grounds Committee**

Ms. Noorzai updated the Board that she has asked for couple of proposals for trimming the bushes. The county confirmed that the bush along S. Quaker Lane can be trimmed back a foot.

➤ **Fence Committee**

The fence committee had two meetings with an attendance of nine people. Everyone is tasked with a segment of work. The presentation will take place on 9th March, 2019. The committee will be using survey monkey to get to know the community needs and plan accordingly.

➤ **Trash and Recycling AD Hoc Committee**

The Trash and Recycling Ad Hoc Committee will have a meeting in the coming two weeks and then the proposal will be made for the Board.

VII. MANAGERS' REPORTS

➤ **December 2018 Variance Report**

Ms. Noorzai stated that Maintenance is over \$7000. Landscaping is over \$50,000. Mr. Slabinski proposed a different way to list items in the budget and financials to more clearly denote as capital vs. Operating expenses.

➤ **Monthly Management Report**

➤ **Monthly Administrative Calendar**

VIII. OLD BUSINESS

➤ **PCE Project update**

The project details have been uploaded on the website. The maps are also uploaded on the website.

Action Item: Mr. Sitton directed Ms. Noorzai to get proposals for the audit.

IX. NEW BUSINESS

X. MATTERS FOR BOARD DECISION

➤ **Comcast – Fiber Optic Cable Discussion**

Comcast wants to upgrade main fiber optic cables. They can reroute east of the courts. Mr. Sitton suggested that the cut wires on the surface can be pulled up by Ricky. The Associations main issue is the cables left loose and the boxes. They will be taking pictures of them so that the issues can be taken care of.

XI. MATTERS FOR BOARD DISCUSSION/ INFORMATION

➤ **Issue Log Review and Update**

Ms. Brown updated the Board regarding the Log review.

The documents are all updated on the website. The contract has been signed with the landscape committee. Craig is working with the landscaping committee. The contract for tennis court is still open. Mr. Sitton suggested keeping a list of all ongoing capital projects for review/updated at the Board meeting. For example, Mr. Sitton notes that the tuck point project should be noted as capital project. The newsletter is done quarterly. Mr. Sitton discussed and updated the Board regarding the capital and operating account. There should be some guidelines for the projects to be placed in capital or operating account.

Action Item: Ms. Brown will maintain a separate task list of the capital projects that are open and ongoing, compared with the single issues in the log report.

The newsletter is done quarterly. The newsletter will be sent in the month of March.

XII. ESTABLISHMENT OF NEXT BOARD MEETING- March 20, 2019

XIII. ADJOURNMENT

MOTION: Mr. Spytek **MOVED** to adjourn at 8:45 pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.