**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS**

**VIRTUAL BOARD OF DIRECTORS MEETING**

**OPEN BOARD MEETING**

Wednesday, June 15, 2022

7:00pm

**COMMITTEE MEMBERS PRESENT**                **BOARD MEMBERS ABSENT**

Frona Adelson, President                              Donald Spamer, Vice President

Nick Slabinski, Treasurer

Caroline Trupp Gil, Secretary

Joseph Spytek, Member at Large

**MANAGEMENT PRESENT**

Wee Abraham, Portfolio Manager, CMC

**OTHERS IN ATTENDANCE**

Cassandra Middleton, Recording Secretary, Minutes Services

Fairlington Meadows Residents: 7

Cynthia P.

Jarred S.

Kristen K.

Brock S.

571 970-8970

Ed H.

Alexander V.

1. **CALL TO ORDER**

**MOTION:** Ms. Adelson **MOVED** to callthe meeting to order at 7:00pm. The motion was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

1. **APPROVAL OF AGENDA**

**MOTION:** Mr**.** Spytek **MOVED** to approvethe agenda as amended to include a discussion on household and bulk trash schedule signs under Matters for Board Decision. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

1. **APPROVAL and ACCEPTANCE OF MINUTES**
2. **MOTION:** Mr. Spytek **MOVED** to approvethe May 2022 Board Meeting Minutes as presented. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.
3. **MOTION:** Ms. Gil **MOVED** to acceptthe minutes for the May 2022 B&G Meeting Minutes as presented in the Board packet. The MOTION was **SECONDED** by Mr.Spytek and **PASSED** by unanimous consent.
4. **Open Forum**

Alexander V. asked if the new EV charging station to be installed in Court 15 could be moved away from the center of the parking lot to along S. Stafford Street. Mr. Spytek responded that the grassy area next to the Court 15 parking lot that is parallel to the street is Arlington County property and the Meadows cannot put the EV chargers there. The EV charging stations plan to be installed in 2023 and signs indicating their location will be placed 6 months prior to their installation.

**Action:** The Board will post a picture in the next Messenger indicating the location of the two proposed Meadows EV charging stations.

1. **Committee Reports (Verbal Delivery)**
2. **Buildings and Grounds Updates**

Ms. Adelson provided the following updates in Mr. Monfort’s absence:

* The draft of the formal landscaping rejuvenation Plan for Court 4 rejuvenation work was sent via email to the residents of that court. A meeting is scheduled for June 25, 2022, at 9 am with Court 4 residents to review the plan.
* When the draft landscaping rejuvenation plans have been received from Lancaster for the remaining 4 priority courts, the B & G Committee will meet with each of these individual courts to review these plans.
* The contract has been signed for the Board approved water mitigation plan for the problem area behind Courts 5 and 6. Lancaster is working on scheduling that project.
* The County planted a new street tree near Court 10. A Meadows resident has volunteered to water the new tree.
* A resident volunteered to plant annuals in the large pots at the pool entrance.
1. **Pool Committee**

Mr. Slabinski reported the Pool Committee met on June 7, 2022, in the pool enclosure. The pool season began on Memorial Day weekend and has been a success. The committee is building up the Social Calendar and has a Pizza Night scheduled for June 24, 2022. On a personal note, Mr. Slabinski is pleased with the durability and thickness of the new pool/recreation cards for this season. They were purchased online from VISTAPRINT.

Ms. Adelson added that she has received positive feedback from the community about the new pool furniture, pool temperature, and the smoothness of the redone pool floor. Safety and cleanliness at the pool remain the Association's top priorities.

A resident reported that she noticed pooling of water on the sidewalk near the maintenance office entrance. Ms. Adelson responded that upon inspection, Ricky reported that this water is a byproduct of the pool heaters doing their work. Most of the water released is absorbed through the rocks that surround the two heating units.

1. **Managers’ Report**
2. **Monthly Management Report**

Ms. Abraham reviewed the Management report.

* As of May’s Board, meeting, no water loss incidents have been reported.
* The yearly budget audit by the Goldklang Group for 2021 is in progress. A draft will be presented to the Board in July 2022.
* The pool opened on Memorial Day weekend.
* Janitorial Service DMA has extended its contract with the Meadows until January 2023. DMA is not currently able to determine if any increases are to be expected in January 2023. If there is an increase, it will be passed through to the Meadows.
* A few reminders to owners:
	+ Reminder to owners to service their HVAC for the summer and check plumbing components for any leaks etc. especially basements.
	+ Reach out to management (CMC) to update owner contact information so management can reach an owner in the event of an emergency in their absence.
	+ Reminder to maintain patio areas with regard to overhanging tree branches, etc.
	+ Modifications and Variance requests: Reminder that any unit modifications over $1,000 must be submitted to the Board per the governing documents.
* Ms. Adelson asked Ms. Abraham to contact Capital Services re our recent request for additional recycling barrels now that there is only one day of recycling pickup. Recycling bins were recently seen overflowing. Lisa, the representative from Capital, contacted Wee; there is a backorder on the recycling barrels. Capital Services expects to receive them by June 23, 2022.
1. **Variance Report Financials as of May 31, 2022**
* Total Cash in Investments: $921,984.
* YTD Income: $623,790.
* YTD Expenses: $559,476.
* YTD Surplus: $64,314.
* YTD Reserve Account Accrued Interest: $3,125.
* Accrued Reserves: $763,690.
* Delinquency on payment of condo fees remains below 3.0% at .35%.
* YTD Variances that are under budget:

Total Payroll (due to one less technician),

Total Landscape under budget by $12,000,

Total Repairs and Maintenance under budget,

Total Utilities over budget $12,662 for the year and $4,000 for the month of May.

* Budget Surplus for the month $9,354.
* Budget Surplus for the year $64,314.
1. **Recurring Contract List**
* Expiring Contracts: Verizon was thought to be about to expire but expires in December 2023.
1. **Occupancy Report**
* Owner to Renter Occupancy: 75% owner occupied to 25% tenant occupied.
1. **Old Business (Verbal Delivery)**
2. **Homeowner modification requests since the last board meeting (E-Vote Ratifications)**
* 3432 S. Stafford St. - two-bathroom renovations approved.
* 3345-A2 S. Stafford St. - Sewage backup/clean-up reimbursement approved.
* 3353-A2 S. Stafford St. - Kitchen renovation approved.
* 4259 S. 35th St. - General unit renovation, HVAC, and flooring replacement approved.
* 4302 S 34th St. - Bathroom renovation approved.
* 4263 S 35th St. - Bathroom renovation approved.
1. **Contracts approved since the previous Board meeting (E-Vote Ratifications)**

VoteHOA Program Renewal was approved. This online program is used to count owner proxies for the annual meeting in October.

1. **Matters for Board Decision**
2. **Virtual Annual Meeting Resolution**

**MOTION:** Ms.Gill **MOVED** to approvethe Resolution relating to the Board’s ability to have a virtual annual meeting in 2022 and 2023. The MOTION was **SECONDED** by Mr. Spytek and **PASSED** by unanimous consent.

1. **Matters for Board Discussion/Information (Verbal Delivery)**
2. **Installation of Trash and Bulk Trash Pick-Up Schedule Signs**

**MOTION:** Ms**.** Adelson **MOVED** to approve **the** installation of new green and white signs that show the schedule for household and bulk trash pick-up. The MOTION was **SECONDED** by Ms. Gill and **PASSED.**

* A resident expressed agreement with the placement of this new signage, especially for new residents. Others expressed disagreement with more signage in the community.
* A resident mentioned the possibility of relocating the placement of trash on the stoop in front of the unit’s doorstep rather than in the common area. He further stated that that way when pests get into the trash the appropriate resident can be identified for cleaning up the scattered trash.
* A resident suggested asking court chairs to post a reminder notice on the offending residents’ door that their trash is violating the trash schedule.
* A resident mentioned the possibility of using fines as a form of trash schedule enforcement. The Board responded that using fines would require an amendment to the Master Deed which would require a 2/3rd vote in favor of this measure by owners.
* A resident responded that if the Association is not allowed to currently fine any owners, then the Board should consider the possibility of taking away their amenity privileges.
* A resident mentioned that perhaps in a welcome packet distributed to new residents, a magnet be included to notify new residents about the household and bulk trash schedule the same way it is done in various resort areas he has visited.
1. **B BUILDINGS HALLWAY RENOVATION UPDATE**

Ms. Adelson reported that the recent B Building survey has closed and the Association received 53 responses. The approved options selected were options C on the carpet and option D on the tile. Ms. Adelson has sent the approved selections to the Kolas and is waiting for the bid. New ceiling lights for the B Buildings have not yet been selected.

**Action:** Mr. Spytek will post the B Building survey results on the website.

1. **FY 2023 Budget**

The Board is in the process of working on the 2023 budget and is gathering information to incorporate.

Some budget items are:

* + Repaving of the parking lots; the Board currently has obtained 2 bids.
	+ Replacement of several roofs; bids are being obtained now by the Board.
		- These numbers will determine the priority and nature of budget projects such as doing half the parking lots and no roofs or replacement of all roofs and no parking lots etc.
1. **FY GoldKlang 2021 Audit Update**

 Mr. Slabinski will be contacting the auditor to review the 2021 Audit. Once the audit is finalized, the auditor from Goldklang will attend the next Board meeting to go over the findings.

1. **Volunteer Opportunities in the Meadows**

Ms. Adelson reminded residents that they can write an article to be placed in the next Meadows Messenger. She also thanked the 3 volunteers who currently distribute the hard copy of the Messenger to the community.

1. **Mosquito mitigation discussion**

The Board has received several complaints regarding mosquito infestation in the community. Ms. Adelson advised that one of the ways the Association has been addressing this issue is by eliminating standing water. The B & G Committee has worked in the past couple of years to mitigate standing water via the use of swales etc. The Association has been using nonchemical weed treatments on the lawns and does not want to place chemicals on the lawn to treat mosquitoes. Some residents have mentioned the idea of bat boxes because the bats will eat the mosquitos. The Board believes this should be a topic of discussion at the next B & G meeting. Additionally, a resident mentioned they have been using Repel Eucalyptus Spray. Ms. Adelson encouraged this resident to write a short article on this product to be placed in the next Messenger.

**Action:** Ms. Adelson will ask Mr. Monfort to put discussion re pros and cons/cost of installation of Bat Boxes in the Meadows for mosquito control on the agenda for the next B & G meeting.

1. **Sewer Repair Advocacy Task Force update**

Ms. Adelson reported on behalf of Mr. Spamer who was absent. Ms. Adelson briefly explained that Arlington County requests that past flooding episodes in the Meadows be documented. If residents are experiencing issues with flooding, they are to report these incidents to the Task Force. This information can then be sent to the County. A resident requested this task force title be changed to Storm Water Advocacy instead of Sewer Repair Advocacy as it is more accurate.

**Action:** Ms. Gil will review the notice that was sent out by the Board as a starting point for an article to be added to the next Messenger.

1. **Review of Board’s Ongoing Task List**
* Discuss sump pumps that are draining onto sidewalks or the common area. This topic was mentioned in a recent B & G meeting.
* Ms. Adelson received an email from the company testing for toxins as a result of the accidental spill by the Dry Cleaner on Quaker Lane several years prior. The next testing event per the agreement is scheduled for July and the Association will receive the report of the testing and post it on the web.
1. **ESTABLISHMENT OF NEXT BOARD MEETING – July 20, 2022 at 7pm via Zoom.**

**XI. EXECUTIVE SESSION**

**MOTION:** Ms. Adelson **MOVED** to convene into Executive Session at 8:12pm to discuss the Rees Broome Collections update, the CMC Delinquency Report, and other administrative matters. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**MOTION:** Mr. Spytek **MOVED** to reconvene into Open Session at 8:30pm. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**XI. DECISIONS FOLLOWING EXECUTIVE SESSION**

Ms. Abraham agreed to email Ricky’s current job description to Mr. Slabinski.

**XII. ADJOURNMENT**

**MOTION:** Ms. Adelson **MOVED** to adjourn at 8:30pm. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

Respectfully Submitted by: Minutes Services