**FAIRLINGTON MEADOWS**

**MONTHLY BOARD OF DIRECTORS MEETING**

**Wednesday, August 17, 2022**

**7 Pm**

**BOARD 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 - 9

Ed G.

Cynthia P.

Charles M.

Carrie W.

Deb D.

Fernando A.

Jarred S.

Margaret R.

Richard C.

1. **CALL TO ORDER**

**MOTION:** Ms. Adelson **CALLED** the meeting to order at 7:00pm noting all Board members being present.

1. **Approval of Agenda**

**MOTION** Ms. Adelson **MOVED** to approvethe meeting agenda as presented. The **MOTION** was **SECONDED** by Mr. Spamer and **PASSED** by unanimous consent.

1. **Approval of Meeting Minutes**
2. **MOTION:** Mr. Slabinski **MOVED** to approvethe minutes for the July 2022 Board Meeting Minutes as presented. The **MOTION** was **SECONDED** Mr. Spamer and **PASSED** by unanimous consent.
3. **MOTION:** Mr. Spamer **MOVED** to acceptthe minutes for the July 2022 B & G Meeting Minutes as presented. The **MOTION** was **SECONDED** byMr. Slabinski and **PASSED** by unanimous consent.
4. **Open Forum**

* Margaret R. would like to see more information on the Reserves and would like to make some changes to the budget. Even for some of the approved items such as light fixture replacement in the B Buildings, the board approved $45,000 for lighting for 27 B Buildings and feels Ricky the current on-site maintenance manager could install to reduce the costs.
  + Mr. Spytek responded that unfortunately since the B Buildings have two story units, this would be outside the scope of work for Ricky. Ms. Adelson added that this expense is a once every 30-year purchase and the association would like to do this project correctly. Ceiling repair and painting is also part of the fixture installation process.

1. **Committee Reports (Verbal Delivery)**
2. **Buildings and Grounds (B & G) Committee - Charles M.**

* B Building stairwell rejuvenation and landscaping projects: The B & G committee reviewed the architectural standards that were adopted in 1974. These standards are written for the exterior lights and exterior doors for the townhouse units. The B & G would like to use these same standards for the B Buildings. Approved light fixtures are colonial revival style. These standards do not specify a type of lighting for the interior stairwell fixtures and that is something that will need to be reviewed.
* There was a short discussion on the replacement of the B Building front doors. They were advised this would be a future project.
* Landscape rejuvenation update:
  + The Court 6 drainage issue has landscaping work that still needs to be completed. This will be done after Labor Day.
  + There were several dead plants that were installed by Lancaster last year in Courts 2, 5, 6 and 9. Those plants were removed and will be replaced in the fall at no additional cost to the Association because they were under warranty.
  + The traffic island project was approved in the August 2022 B & G Meeting. This work is scheduled to begin after Labor Day as well.
  + Carlos from Lancaster, Cynthia P., and Charles M. met in Court 8 yesterday to look at some of the larger trees in that area. Charles M. will be putting a list of tree work together for Lancaster for tree work in September.
  + Next week, Lancaster will be pruning the Cherry trees along the traffic island at 33rd Street. This cost will be covered under the current approved contract.
  + The Court 4 rejuvenation will be discussed at the August B & G meeting. Charles M. received the draft proposal today and believes there could be some revisions made to reduce the cost.
  + As for the Courts 8, 11, 13 and 15 draft plans, Mr. Monfort is hopeful to have draft proposals for two courts for the September B & G meeting and the remaining draft proposals for the October meeting.
  + Quaker Lane Hedge replacement: Arlington County will begin removing diseased photinias in the fall and begin the first phase of planting in the spring. The County will begin the work on 33rd Street and work their way down to 36 th Street. This project will be divided across a period of four years.
  + Cynthia P. suggests placing an article in the Messenger providing residents advanced notice regarding the Quaker Lane hedge project and the timeframe that the project will be completed. Ms. Gil advised this will be included in the next Messenger.

1. **Pool Committee - Mr. Slabinski**

* Mr. Slabinski reported the Pool Committee has a few socials planned for the month of August. The pizza night was a success and there are two more wine socials scheduled. There was an issue where the pool closed early because a child threw up in the pool and no notice was posted. Future closings will have a sign posted on the gate as to why the early closure was necessary. There is a possibility that the pool will remain open some weekends in September; it is not yet confirmed.
  + Ed G. stated that the guards refuse to get into the guard chair. The lifeguards like to be near the office instead of in the guard chair. He believes the reason is so that they can be on their phones. It was also mentioned that they are avoiding the sun.

1. **Managers’ Report - Wee Abraham (CMC)**
2. **Monthly Management Report**

* Trash and Recycling: Lisa with Capital Services announced that there was a dump fee expense increase. This is a pass through expense and will become effective in August.
* There was a sewage backup in a unit the third week of July which affected the basement.
* A few reminders to unit owners:
  + Reminder to owners to service your HVAC for the summer and check your plumbing components for any leaks etc. especially if your unit has a basement.
  + Reach out to CMC to update owner contact information on record so management can reach an owner in the event of an emergency.
  + Modifications and Variance requests: Any unit modifications over $1,000 must be approved by the Board per the governing documents.

1. **Variance Report Financials as of July 31, 2022**

* Total Cash and Investments: $875,685
* YTD Income: $873,317
* YTD Expenses: $783,301
* Surplus: $90,016
* Accrued Capital Reserves: $690,504
* Accrued Operating Reserves: $123,364
* Delinquency rate remains below 3% at .38%.
* Budget Variances year to date:

-total income was over the projected budget by $5,680 due to interest earned on the Reserve fund,

-total expenses under the projected budget by $91,016,

-over the projected budget by $2,959 with total administrative services due to the invoice in April for server and website maintenance in the amount of $2,365 which is billed every 6 months,

-under the projected budget for Payroll (due to one less technician),

-under the projected budget for Landscaping by $29,192,

-total Repairs and Maintenance under the projected budget by $34,583,

-under the projected budget on electrical repairs by $14,583,

gutter, maintenance, plumbing, and roofing repairs were slightly under projected budget.

* Surplus for the month $22,133.
* Surplus for the year $90,016.

1. **Recurring Contracts List**

* The GMG janitorial contract will be renewed in January 2023; the determining factor for the total will be the minimum wage amount required by law.

1. **Occupancy Report**

* Owner to Renter Occupancy: 75% owner occupied to 25% tenant occupied.

1. **Old Business (Verbal Delivery)**
2. **Homeowner modification request since last board meeting (E-Vote Ratifications)**

* 3461 S Utah St. – Installed a basement shower - approved.
* 3427 B S. Stafford St. - Basic interior cosmetic renovations - approved.
* 3479 A1 S. Stafford St. -New HVAC - approved.
* 3373 A2 S Stafford St. -New Heat Pump - approved.
* 3461 S. Utah St. -Window Replacement - approved.
* 4241 B1 35th St. -Unit Spruce Up - approved.
* 4304 A2 S. 34th St. - Unit Renovation - approved.
* 4211 S, 35th St. - Unit Remodel - approved.
* 3476 S. Utah St. - Unit renovation and window replacement (Determination made that this unit is in Fairlington Arbor)

1. **Contracts approved since previous board meeting (E-Vote Ratifications)**

* Katchmark - roof repairs in Courts 2, 3, 4, 5, and 11 - $2,500
* Kolas - woodwork and painting in Courts 6 and 7 - $9,231
* Kolas - woodwork and painting in Court 5 - $16,923
* Kolas - gutter repair in Court 4 - ( Wee Abraham will obtain the amount)

1. **Matters for Board Decision**
2. **2022 Draft Budget**

On August 3, 2022, a Special Board meeting was held to discuss the 2023 draft budget and reserves. The process is that the Board approves the 2023 Draft Budget and then notices will be mailed to owners to vote on the Budget. Ms. Adelson advises that the Board is currently reviewing the draft minutes from that meeting and anticipates them to be made final and posted to the website early next week. Ms. Gil adds that the slides presented at the 8/3 meeting were posted today.

**MOTION:** Ms. Adelson **MOVED** to approvethe 2023 draft Budget as presented in the Board packet. The **MOTION** was **SECONDED** by Mr. Spytek and **PASSED** by three yay’s and two nay’s (3-2).

1. **Ratify the Annual Meeting date of October 19, 2022**

**MOTION:** Ms. Adelson **MOVED** to ratify the Annual Meeting date to October 19, 2022 at 7pm, via Zoom. The **MOTION** was **SECONDED** by Mr. Spytek and **PASSED** by unanimous consent.

1. **Approval of the Annual Meeting Agenda**

**MOTION:** Ms. Adelson **MOVED** to approvethe Annual Meeting Agenda as presented in the board packet. The **MOTION** was **SECONDED** by Mr. Spamer and **PASSED** by unanimous consent.

1. **2021 Draft Audit**

Mr. Slabinski advised there were a few journal entry changes and clarifications from the Auditor.

**MOTION:** Mr. Slabinski **MOVED** to approvethe 2021 draft Audit and to finalize the Audit based upon his recommendation. The **MOTION** was **SECONDED** by Mr. Spamer and **PASSED** by unanimous consent

1. **Matters for Board Discussion**

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1. **Welcoming of Court Chairs**

Ms. Adelson wanted to welcome and thank the two new Court Chairs. Deb D. is the Court Chair for Court 3 and Kate S. is now the Court Chair for Court 10.

1. **Reminder: Call for Board Candidates**

Ms. Adelson advised that her Board term is up this year and reminds homeowners that there is now a Call for Candidacy. Notice has been sent through Court Chairs and has been posted onto TownSq. If an owner would like to run for the Board, please complete the Call for Candidacy form, and return it to Wee by August 22, 2022. She advised that the term for the position is three years.

1. **Sewer repair advocacy task force update**

Mr. Spamer advised that the task force has finished the collation of all the data submitted. He will submit the information to the Board before it is sent to Arlington County.

1. **Tuck Pointing discussion**

* The Board opened discussion for owners to comment on the tuckpointing work completed by the current contractor, W.R.R. The Board explained that they are aware of owner concerns. Mr. Spamer explained that Ms. Adelson has reached out to other Fairlington associations to hear their experiences with tuckpointing contractors. Board members will additionally go to these communities to inspect the work that their contractors have performed. Mr. Spamer advised owners that they will still see W.R.R staff in the community because they have existing contracts with the Meadows to fulfill, however the Association is holding off on executing any additional contracts with them at this time. Mr. Spytek included that he spoke with Ricky, and he advised that WRR tries to match the mortar; with age it will darken. New mortar will stand out and within time it will be a seamless match.
  + Cynthia P. suggests that the Association reach out to the County for assistance. She does not believe the current contractor's work is up to par and the Association should bid this project out and explore a new contractor.
  + Margaret R. feels the association should explore contractors who supply more quality work than the current contractor.

1. **Review of Board ongoing task list**

No tasks at this time need attention..

1. **NEXT BOARD MEETING:** Wednesday, September 21, 2022, at 7pm**.**
2. **EXECUTIVE SESSION**

**MOTION:** Ms. Adelson **MOVED** to Convene into Executive Session at 8:22pm. The **MOTION** was **SECONDED** byMr. Spamer and **PASSED** by unanimous consent.

**MOTION:** Ms. Gil **MOVED** to reconvene into Open Session at 8:50pm. The **MOTION** was **SECONDED** byMs. Adelson and **PASSED** by unanimous consent.

IX. **RATIFICATIONS FROM THE EXECUTIVE SESSION**

**MOTION:** Mr. Spamer **MOVED** to approveto give Ricky permission to cash out up to two weeks of vacation time. **SECONDED by** Mr. Spamer and **PASSED** by unanimous consent.

**X. ADJOURNMENT**

**MOTION**: Hearing no further business, Ms. Adelson **MOVED** to adjourn the meeting at 8:58pm. The **MOTION** was **SECONDED** by Mr. Spamer and **PASSED** by unanimous consent.

Respectfully submitted by: Minutes Services