**FAIRLINGTON MEADOWS**

**BOARD OF DIRECTORS**

**VIRTUAL MEETING**

**Via Zoom**

**Wednesday, April 19, 2023**

7pm

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

Frona Adelson, President

Nick Slabinski, Treasurer  Donald Spamer, Vice President

Caroline Trupp Gil, Secretary

Joseph Spytek, Member-at-Large

**MANAGEMENT PRESENT**

Ann Palbalkar, Portfolio Manager, CMC

**OTHERS IN ATTENDANCE:  22**

John Rosenberg, Recording Secretary, Minutes Services

Charles Monfort, B & G Committee Chair

Residents at large – 20

Ed H.

Cynthia F.

Michelle B.

Debora S.

Margaret R.

David A.

Kathleen S.

Michelle M.

Chuck E.

Peggy G.

Kristin K.

Carole G.

Dave L.

Maia ?

Whitney W.

Laura Y.

Andreas T.

Olivia S.

Tim N.

Michelle B.

J? P

Richard C.

1. **CALL TO ORDER**

Ms. Adelson **CALLED** the meeting to order at 7:01pm, noting a quorum had been met.

1. **APPROVAL OF AGENDA**

**MOTION:** Ms. Gil **MOVED** to approvethe agenda as written. The motion was **SECONDED** by Mr. Spytek and **PASSED** unanimously.

1. **OPEN FORUM**

* Annette B. spoke of keeping the holly trees and leaf blower issues.
* Michele M. asked about plantings.  She wants to keep the Holly Tree in Court 15. She is in favor of using an independent arborist to examine future trees.

* Ed H. talked about registering with TownSq, saving the holly trees, and Lancaster’s use of blowers.

* Margaret TR spoke of the importance of saving the holly tree in Court 15.

* Cynthia FP talked about keeping the holly tree, storm drains, changes to parking regulations, and insurance claims.

* Deb S. spoke of plantings and brickwork needed on her front steps.

* Chuck E. talked about keeping the holly tree in Court 15.

* David A. spoke of individual units filing claims under the master policy.

* Richard C. spoke of squirrels in the attic via a holly tree close to his building.

* Kathleen S. talked about keeping the holly tree in Court 15.

* Peggy G. talked about keeping the holly tree in Court 15.

1. **APPROVAL OF MINUTES**
2. March 15, 2023, BoD Meeting Minutes

**MOTION:** Ms. Adelson **MOVED** to **APPROVE** the March 2022 Board Meeting Minutes as corrected.  It was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.  (There was a correction to the cost per roof vent from $8000 to $1000 per vent in the March minutes. )

1. March 8, 2023, B&G Meeting Minutes

**MOTION:** Ms. Adelson **MOVED** to **ACCEPT** the March 8, 2023, B&G Meeting Minutes. It was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

1. **COMMITTEE REPORTS**

**A. Building and Grounds Committee**

* Mr. Monfort reported on pruning and planting.
* There will be a landscape rejuvenation walk on 4/29 beginning in Court 1.

 **B. Pool Committee**

* Ms. Adelson reported that the pool is being filled and readied for opening by Atlantic Pool Service.
* The pump for the baby pool has been replaced.
* New signs are in place.
* A rotation schedule for Board members is being put into place to oversee pool staff in the absence of a Pool Committee Chair. Safety and cleanliness are the top priorities.
* Pool rules are being updated.
* Ms. Gil stressed the importance of finding a volunteer Pool Chair rather than having to use a board member rotation system.

1. **MANAGERS REPORT**
2. **Monthly Management Report**
* Ms. Palbalkar spoke of the master insurance policy and three claims, two of which were denied. The remaining claim for 3437 S. Utah St. appears to be coming to a close.
* Ms. Palbalkar reminded everyone that the master policy contains a five-day notice period, whereby management and the association must be notified immediately.
* Owners wanting to be included in the dryer vent replacement effort must notify the board and management by September 30, 2023.

B**. March 2023 Financials**

* Ms. Palbalkar delivered the financials as of March 31, 2023.
* Nick S said there are a few Journal Entries that need to be made to the March Financials

C. **Recurring Contract List**

* Ms. Palbalkar reported that a proposal is being sought from the towing company, though the contract and towing services remain active.
* Ms. Adelson asked about moving from this revolving type of towing contract to a contract that is updated yearly.

D. **Occupancy Report**

* The association is at 75% owner occupancy.

1. **OLD BUSINESS**
2. Homeowner Modification Requests
* 3447 S. Utah – Bathroom upgrade - approved.
* 3421 S. Utah – Egress window - approved.

1. Contracts Approved
* Wading pool pump repair ($850)
* Vent replacement 3495 S. Utah B2 ($1200)
* Renewal of SurveyMonkey contract ($468)
* Repair of damaged slate in five locations ($1300)

C. Paving project

* + Ms. Adelson reports that the paving project has been successfully completed. All 15 courts have brand-new asphalt.
	+ This is a once every 20 years project.

D. Light fixture installation update

* Ms. Adelson reported that the light fixture installation (108 fixtures) in the 27 B Buildings had been completed.

E. Community Mailer

* Ms. Adelson reported on contents within the recent community mailer: instructions on how to set up a TownSq account, the resale checklist, new policy and indemnification agreement regarding instruction on Meadows common area property, and the new EV Station policy defining the collection of fees for service.

1. **NEW BUSINESS**
2. Review of Meadows Resale Packet
* Ms. Gil inquired about what Virginia law requires to be contained in the Resale Packet, and Ms. Adelson referenced a list of some 20 criteria that was a part of the current packet.
* Mr. Spytek pointed out a $400 charge to sellers for the out-of-date Packet that must be provided to buyers.
* Ms. Palbalkar stated that it would be easy to clean up the Packet by taking outdated and inaccurate material, then providing updated contact information. Ms. Palbalkar said Fairlington buyers appear most interested in how to go about making payments.
* Ms. Adelson said that she would suggest that a review of the Resale Packet be placed on the agenda every January.
* Ms. Adelson stated that she would send a current list of court chairs and an up-to-date budget to Ms. Palbalkar.
* Ms. Adelson said a board member ideally should be the point person on this review of the packet. Ms. Gil volunteered to take on this project.
* Ms. Palbalkar said she has the necessary budget information and will have a packet for review by Friday, April 28th.

1. **MATTERS FOR BOARD DECISION**
2. Discussion and Vote re changes to Parking Regulations

Ms. Adelson underscored that there would not be a vote tonight. She spoke of the abundance of emails from residents that board members receive regarding parking issues involving the unmarked spaces and how best to address these matters.

Mr. Spytek spoke of a survey to gauge sentiment on parking. Ms. Adelson mentioned having placed a notice of these parking discussions in the Messenger. In addition, Ms. Adelson spoke of a process by which residents would call management when towing is required. Mr. Spytek stated that a dedicated tow truck was on-site at one point in time, and a return to such is included as an option in the survey.

Mr. Spytek said the first question in the survey centers around the amount of time available to park in the visitors/reserved spots. Next, Ms. Adelson described the intended uses of these spaces, such as for housekeeping services or other contractors. Finally, Mr. Spytek said he would post a survey on TownSq.

1. Board Discussion and Vote on the Removal of Holly in Court 15

Ms. Gil listed various reasons why the board is discussing this tree. Ms. Adelson mentioned delaying a vote on the tree until all five board members are in attendance. She referenced perhaps referring the matter back to the B&G Committee.

Ms. Gil underscored the acquisition of new information concerning this species as the discussion moved forward. Ms. Adelson spoke of the reason behind B & G creating guidelines to maintain consistency in the overall landscaping. Ms. Gil said she understands the importance of guidelines and applauded the work the B&G Committee has put into this issue. However, she suggested postponing the vote until all five board members are present.

**MOTION:** Ms. Gil **MOVED** to table the decision on the holly tree until the May meeting when all board members will be present. It was **SECONDED** by **Mr. Slabinski.**

Ms. Adelson asked if any board members were expecting to be away during the May 17 meeting.

**MOTION:** Mr. Spytek **MOVED** torefer the question back to the B&G Committee for them to provide a recommendation to the board regarding what to do about this particular tree. It was **SECONDED** byMs.Adelson.No vote was taken.

1. Discussion and Vote on the purchase of Dunks

Ms. Klein gave a review on dunks to manage the mosquito population. Dunks target mosquito larvae and are EPA approved. Charles M. will instruct the Maintenance Manager on their application.

**MOTION:** Ms. Adelson **MOVED** to use dunks in storm drains monthly during mosquito season. It was **SECONDED** byMs. Gil.The motion passed unanimously.

1. **MATTERS FOR BOARD DISCUSSION**

1. Dryer Vent Installation – update on the count of affected units

Ms. Adelson reported that eight units are affected, one of which is currently blocked by a bird’s nest.

1. Storm Sewer Repair Advocacy Task Force

Tabled until Mr. Spamer is present.

1. Review Ongoing Task List

Ms. Gil stated there was nothing to report.

1. Board determination of the date of the next Meadows Messenger

Per Ms. Gil, the next edition of the Meadows Messenger is in process and will go to the designer next week. It should be complete by the end of April and available to the community in May.

1. Delay exterior painting for one year.

Ms. Adelson stated Mr. Spamer is acquiring information from a commercial painting vendor and then will be reporting back to the board.  She expressed her understandingthat a five-year cycle reflects industry painting standards.

1. Open BoD Positions

Ms. Adelson stated that two board of directors positions would open in October 2023 as Mr. Slabinski and Ms. Gil complete their terms. CMC will send out announcements for Board candidacy in mid July in preparation for the Annual Meeting in October. Ms. Adelson encouraged owners with accounting/budgeting skills to step forward and pursue a board position. She also stressed the need for a Pool Committee Chair.

1. **NEXT BOARD MEETING**

 The next board meeting is via Zoom on May 17, 2023, at 7pm.

1. **EXECUTIVE SESSION**

**MOTION:** Ms. Adelson **MOVED** to convene into Executive Session at 8:31pm to discuss delinquencies and front electric outlet violations. It was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**MOTION: Ms. Gil** **MOVED to reconvene** into Open Session at 9:16pm. It was **SECONDED by Ms.** Adelson and **PASSED** by unanimous consent.

The board discussed delinquencies, two of which Ms. Adelson will email Kathleen at Rees Broom about to clarify their status as they are at the attorney level of involvement.

The board asked Ms. Palbalkar to send a violation letter and copies of the new, revised amendment to the seven-unit owners with front, outdoor electric outlets that currently stand in violation. Placement of Outside Electrical Outlets must be corrected by December 31, 2024, unless a unit is undergoing on sale, so it must be completed before POS.

1. **ADJOURNMENT**

**MOTION:** Ms. Adelson **MOVED to ADJOURN** the meeting at 9:36pm. It was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

Respectfully submitted by: Minutes Services.