

FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
SOUTH FAIRLINGTON COMMUNITY CENTER
3308 Stafford Street, Arlington, Virginia
October 23, 2017

IN ATTENDANCE

Lisa Farbstein	- President
Mary Ellen Finigan	- Vice President
John Sitton	- Treasurer
Anne Gillis	- Secretary
Nick Slabinski	- Assistant Treasurer
Sabiha Noorzai Barbour	- Portfolio Manager, CMC
Airielle Hansford	- Condominium Division Director, CMC
Joe Spytek	- 3421 S. Utah Street

CALL TO ORDER AND QUORUM

Ms. Farbstein called the meeting to order at 6:50 p.m. A quorum was established.

EXECUTIVE SESSION

By unanimous consent the meeting was moved into Executive Session to discuss resident violations. Following discussion, by unanimous consent the meeting was moved out of Executive Session and into regular Session at 7:04 p.m.

ENVIRONMENTAL ISSUE

Ms. Farbstein asked whether residents of Courts 5, 6, and 15 had been notified yet about the drilling to be done along Stafford Street. Ms. Finigan said yes, letters were distributed to all residents, and mailed to off-site owners.

Ms. Gillis asked if ECS had been told that they could begin their preliminary planning now. Ms. Finigan said yes. Mr. Sitton noted that the contamination is moving along the sewer pipes under Stafford Street, and that it is likely that it will stay there, but that the testing will tell us if has moved and how far it goes.

ROLES AND RESPONSIBILITIES OF BOARD MEMBERS

Ms. Farbstein reviewed the roles and responsibilities of each Board Member, as follows:

Ms. Gillis will serve as Secretary, including taking minutes at each meeting. We agreed that there will be one version of the minutes. She will also continue to be the Board's liaison to the Buildings and Grounds Committee.

Mr. Sitton will serve as Treasurer, and will be the Board's liaison to the Trash and Recycling Committee. He indicated that he expected to have a report from that committee in February.

Ms. Finigan will serve as Vice-President, and will continue to be the Board's liaison on environmental issues. She indicated that she would also like to work with our maintenance staff concerning the Association's major contracts and the monitoring of contractors.

Mr. Sitton offered to review requests from homeowners for renovations and repairs to their units.

Mr. Slabinski will serve as Assistant Treasurer, and will be the Board's liaison to the Pool Committee.

Ms. Farbstein will serve as President, and will supervise the Meadows Messenger newsletter.

DECISION-MAKING AUTHORITY OF THE BOARD AND COMMITTEES

Ms. Finigan asked who arbitrates differences between residents in a Court, for example when some want a tree removed and others do not. Ms. Farbstein suggested that in the case of this issue we should ask the Building and Grounds Committee for a recommendation.

Ms. Farbstein suggested that for committee or resident requests the decision-making process should include a presentation at a meeting of the Board. She would like to create a template so that information can be presented to the Board ahead of time.

Mr. Sitton said that we should make a decision when we are ready to do so, which may be immediately or may be deferred. Ms. Finigan said that we can let the committee or resident know that completing the template will expedite the process, as it will give the Board a chance to research and consider the request in advance.

Ms. Finigan said that we need a process for handling emergencies, such as roof repairs. Ms. Noorzai-Barbour reminded us that she currently has authority to approve up to \$1500 for emergencies. Mr. Slabinski asked if \$1500 would actually take care of most emergencies. Ms. Noorzai-Barbour said that it would. Ms. Hansford noted that CMC had authority from other association boards to spend larger amounts for emergencies.

Mr. Sitton said that the problem is also with the contractor's process for handling emergencies, and cited a case of a company where only one person had authority to approve emergency work and he was out-of-town for three days. Ms. Noorzai-Barbour said part of the process is making changes in work orders. Ms. Hansford said that our maintenance supervisor, Mr. Robbins, can pull a contractor already working on-site off of a planned job to deal with an emergency.

Ms. Hansford asked if CMC should send their maintenance crew for emergencies. Ms. Finigan asked if the CMC maintenance department has its own workers or if they used outside contractors. Ms. Hansford replied that they did both. Emergencies go to an on-call emergency manager who would first call the contractor we normally use for the problem. Ms. Finigan asked if our list of contractors was up to date. Ms. Noorzai-Barbour said that she had just updated it.

Ms. Farbstein said that she wants Board members to know of maintenance problems and expenditures.

OTHER ISSUES AND CONCERNS

Ms. Finigan commented that we need a process to track costs of our PCE investigation and noted that we will receive a bill for related legal services. Ms. Hansford said that CMC can create separate job codes.

Mr. Sitton said that he would like to stop automatic transfers of operating funds into reserves each month. He said that the Board should make a determination as to when to move funds instead of it being automatic. There should be a Treasurer's report each month, and the Board should determine when to transfer funds. Ms. Hansford pointed out that we are required to contribute to reserves. The Board agreed to have a follow-up discussion on this topic at a future meeting.

Ms. Farbstein said that she would like to have a representative of the Board attend each meeting of the Fairlington Citizen's Association. She circulated a sign-up sheet and each member agreed to attend on certain months.

Ms. Farbstein said that she would like the Board to provide more guidance to our committees. Currently the committees come to us with recommendations and we vote on whether or not to approve funds. She would like the Board to give them more guidance about what we want.

Ms. Farbstein said that she would like to have a theme for each year and suggested that this be discussed at another Board meeting.

Ms. Farbstein suggested that we might want to mark a mile on one of our sidewalks. She also wondered if we should consider putting in a horseshoe pit.

Ms. Farbstein asked if the Recreation Committee should be concerned only with the tennis courts or if it should expand to include basketball courts, playground, etc.

Ms. Farbstein suggested that we think about installing a more permanent shady area at the pool.

Mr. Sitton said that in 2019 we will have another five-year reserve study, and that we should reset our priorities before then so that we can determine our reserves.

Mr. Slabinski asked whether our maintenance staff checks roofs regularly and develops priority lists. Ms. Farbstein said yes they do that and the priority list gets updated as needed.

Ms. Farbstein asked Mr. Slabinski to follow-up with Verizon regarding their plans for FIOS in the Meadows.

By unanimous consent the regular session was adjourned at 8:14, and the Board went back into Executive Session to discuss a personnel issue. The meeting was adjourned at 8:56 p.m.

Respectfully submitted,
Anne Gillis
Secretary