

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING  
SOUTH FAIRLINGTON COMMUNITY CENTRE  
3308 S. Stafford Street, Arlington, VA 22206  
Wednesday, September 18, 2019  
6:45 pm**

**BOARD MEMBERS PRESENT**

Joseph Spytek, President  
Frona Adelson, Vice President  
Erica Brown, Secretary  
John Sitton, Member at Large

**BOARD MEMBERS ABSENT**

Nick Slabinski, Treasurer

**MANAGEMENT PRESENT**

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

**OTHERS IN ATTENDANCE**

Fairlington Meadows Residents:  
Beth Bierden  
Donald Spamer  
Claudia Reetor

**I. EXECUTIVE SESSION**

**MOTION:** Mr. Sitton **MOVED** to approve to convene into Executive Session at 6:45 pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

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

**II. CALL TO ORDER & ESTABLISH QUORUM**

**MOTION:** Mr. Spytek **MOVED** to call the meeting to order at 7:01 pm. The **MOTION** was **SECONDED** by Mr. Sitton and **PASSED** by unanimous consent.

**III. APPROVAL OF AGENDA**

**MOTION:** Ms. Brown **MOVED** to approve the September 18, 2019 Agenda as presented. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

**IV. APPROVAL OF MINUTES**

**MOTION:** Mr. Sitton **MOVED** to approve the August 2019 Board meeting as presented. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

**V. RESIDENTS OPEN FORUM**

- Resident had a request about not cutting the tree in their yard as they want to preserve the tree during the installation of the fence. Mr. Spytek responded that they will look into it.

**VI. COMMITTEE REPORTS**

➤ **Pool Committee**

Mr. Spytek updated the Board and residents that they are waiting for bids on filter. There is a proposal from Atlantic Pool for replacement of filter in pool and some minor pipe work for \$11000. There was some inconsistency with information provided for kiddie pool. So the Board is waiting for the revised proposal.

➤ **Building & Grounds Committee**

Ms. Adelson stated about the discussion in the meeting about better communication between Board and homeowners. There were two walk through. One was regarding the trimming of the shrubs for the fence. The other was about homeowners problems. The Committee also discussed about the organic chemicals for weeds. They are trying to get bids for contracts next month. The next meeting is scheduled for October, 9<sup>th</sup> and the website should be updated before that with the information.

➤ **Fence Committee**

Mr. Spytek updated the Board that he received 2 responses from Kolas and Long fence. Long fence is demanding 2/3<sup>rd</sup> of the bid amount prior to the work. Ms. Brown inquired about the beginning of the fence work. Mr. Spytek responded that he will be giving all the information during the annual meeting.

**MOTION:** Mr. Sitton **MOVED** to approve the Kolas Contract. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

**VII. MANAGERS' REPORTS**

➤ **August 2019 Variance Report**

➤ **Monthly Management Report**

➤ **Monthly Administrative Calendar**

**VIII. OLD BUSINESS**

**A. Meadows Contracts signed since last meeting**

➤ **All Plumbing court 15 re-waterproofing**

The All Plumbing Court 15 waterproofing before was not done properly. So the previous motion will be ratified.

- **4316 S 34<sup>th</sup> St porch roof replacement due to bees**  
Mr. Spytek stated about the removal of wasp's nest and wasps.

- **Court 8 unit electric power line replacement**

**B. Towing Guidelines update (Frona)**

- **Need to modify towing contract for court 14 – reserved spots now.**  
Ms. Adelson updated the Board and the residents about the annex of the Towing and parking guidelines.

**IX. NEW BUSINESS**

- **Sewer Lateral Inspection Results**  
Mr. Spytek stated that 9 of the sewer pipes out of 57 have issues and has been fixed. 2 of the lateral pipes are made of cast iron.

- **Definition of budget assignments for Capital expenditures (John).**  
Tabled for November Board meeting.

Ms. Brown also wanted that the communication should be added to Agenda for the November meeting. The Board discussed about the "Townsq."

**X. MATTERS FOR BOARD DECISION**

**XI. MATTERS FOR BOARD DISCUSSION/ INFORMATION**

- **Issue Log Review and Update**  
Mr. Spytek updated the residents that Craig can get an estimate from concrete company regarding the sidewalk which gets flooded and the Board will decide further. 2 more raccoons have been spotted. The unit in Building B is sold. Recycling will be decided in December. Mr. Spytek will be discussing about the survey in the Annual meeting. A discussion about the Capital Reserve study will be scheduled in November.

- **Request for Meadow Yard Sale**  
Mr. Spytek stated that the B & G used to have yard sale at the basket ball court. According to the by-laws, individual cannot have yard sale but as a community, can have a yard sale.

- **Preparations for Annual Meeting Status**

- **Ratification of n E-Vote proposals subsequent to Meeting**  
The following proposals were ratified by Board:

Proposal: All Plumbing, Inc revised proposal for waterproofing wires/sealing wall and trench drain.

Proposal: All Plumbing, Inc revised proposal for repairing and lining of the main sewer line lateral from building to street at a cost of \$28,800.00.

Proposal: Environmental Enhancements proposal for miscellaneous fall trimming and fence trimming at various cost.

Proposal: KatchMark proposal for front Porch Slate Roof Replacement at a cost \$3,673.00.

**XII. ESTABLISHMENT OF NEXT (ANNUAL) BOARD MEETING – October 22, 2019**

**XIII. ADJOURNMENT**

**MOTION:** Ms. Brown **MOVED** to adjourn at 8:20 pm. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

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Respectfully Submitted by: Dolly Sharma, Recording Secretary