

MINUTES OF THE ANNUAL MEETING OF THE BOARD OF DIRECTORS
AND COUNCIL OF CO-OWNERS OF FAIRLINGTON MEADOWS
SOUTH FAIRLINGTON COMMUNITY CENTER
3308 S. Stafford Street, Arlington, VA 22206
OCTOBER 28, 2015

- IN ATTENDANCE** John Thurber - President
Mary Ellen Finigan - 1st Vice President
Lisa Farbstein - 2nd Vice President / B&G Liaison
Jacqueline Maguire - Secretary
Diane Thurber - Recording Secretary
Dwayne Frazier - Portfolio Manager, CMC
Approximately 50 members of the Community
- CALL TO ORDER** Mr. Thurber called the meeting to order at 7:00 p.m.
- PRESIDENT'S ACKNOWLEDGEMENTS** Mr. Thurber offered welcoming remarks and introduced the other members of the Board of Directors, as well as Dwayne Frazier, our Portfolio Manager. Also recognized were Diane Thurber, Recording Secretary for the Board; Craig Robbins, Maintenance Manager; Ricky Henderson, Maintenance Assistant; and Mary Shea and Ron Patterson, Webmasters for the Association.
- AGENDA** Mr. Thurber presented the Meeting Agenda, which included completing Bylaw formalities; a comprehensive overview of the state of the Association; discussion of the 2016 proposed Budget; Committee reports; and the election of three Directors.
- PROOF OF NOTICE** Notice of the meeting was effected by the following means: formal mailing from CMC with attachments, including President's Letter, President's Budget Report, Budget Summary, Agenda, and proxy card; prominent postings on Association's website and new Meadows Facebook page; posting on sandwich board in "the circle" on S. Stafford Street; article in Meadows Messenger newsletter; multi-media alert through Homeowner Link emergency notification service; and reminders via the Court Chairs. Residents again were encouraged to sign up for Homeowner Link on the Association's website.
- Q: The Board sends out mailings to absentee owners and solicits email addresses, because that is an effective way to get in touch with absentee owners. We get some residents' contact information through recreation cards, but there are a lot of absentee owners for whom we don't have email addresses.
- A: We'll put an article in the next Messenger asking absentee owners, and everyone, to provide their email addresses to management. In the case of absentee owners, CMC also should have a current mailing address.
- QUORUM AND ROLL CALL** The registration process, including proxies, both printed and electronic, was sufficient to reach quorum of 53.9 percent. Mr. Thurber thanked the Court Chairs for sending e-mails and canvassing for proxies door-to-door in advance of the meeting. Oral roll call was waived, as it was achieved by the registration process.
- READING AND APPROVAL OF 2014 MINUTES** Mr. Thurber made a MOTION that by GENERAL CONSENT oral reading of the minutes of the 2014 Annual Meeting be waived and that said minutes be approved as submitted. No objection. Motion CARRIED.

INSPECTORS OF THE ELECTION

Mr. Thurber made a MOTION that by GENERAL CONSENT Chuck Edwards and Kemi Ojumu be approved as Inspectors of the Election. No objection. Motion CARRIED.

OUTSIDE BURNINGS

Since May we have had six small fires - a grass fire (which charred a fence); a pile of furniture left out for pick-up (scorched the lawn); the bulletin board near the tennis courts (rebuilt by the maintenance crew); a rag in a gas tank (which fortunately didn't explode); two trash barrels (one at the playground and one belonging to the Glen, both replaced); and the carpeted steps inside a B-building hallway, at 3:30 a.m. These were all very serious incidents, of which the Board is well aware, and most rise to the level of a felony (a loss of \$200.00 or more). It doesn't get any more serious than setting fire to an occupied building in the middle of the night. The community was assured that both the Arlington County police and fire departments are very concerned, and are looking into this string of fires and gathering evidence; Board members Jackie Maguire and Bill Russell are serving as liaisons. Not all details are being shared with the community, so that the investigation is not compromised. There were also some car vandalisms recently, and it was learned that in those cases the car doors had been left unlocked and/or the keys were in the ignition. Arrests were made in these cases within just a few days. Police also responded quickly to a report of suspicious behavior in one of our courts, and within a very short amount of time were questioning three truant students. Rest assured that the police are a presence in the community, which hopefully gives the residents peace of mind.

Q: Are other communities having problems with fires?

A: Other than the trash barrel in the Glen, we don't believe so.

Q: Before (resident) moved here, there were incidents of bricks being thrown through windows. Is there any relation between those and the fires? As part of the investigation, is there a thread or pattern?

A: The police will make that determination. We have turned over all the details we have with regard to all of these incidents. Last summer we also had trespassers enter the pool after hours by climbing the fence.

Q: Was the fire in the B-building an accident?

A: No, we believe it was set.

Q: How is the information reported and collected if it occurs in the individual homes? Does it come back to us if it happens somewhere in Fairlington?

A: Not necessarily. The Board is in communication with the fire and police departments. If an individual is a victim, then that person also needs to contact the police. Residents should always be vigilant. Fortunately, all the fires were caught early and the fire department was here within minutes each time. We need to catch the perpetrator and put an end to it.

STATE OF THE ASSOCIATION

The Association is in very good shape. Our physical plant is being well maintained, thanks to Craig and Ricky and our contractors. We are constantly working to keep the infrastructure in very good condition. We have different standards for architectural criteria than other villages, which are more "relaxed"; we believe that higher standards help us maintain our historic preservation status, and that it shows. We are almost where we want to be financially after completing the sewer relining project in 2007. We put ourselves into a deficit situation with that project, and drew down the reserve account, but with good management, we are back up to \$1.2million in reserves, which is the amount prescribed by our Reserve Study. The reserves cover not only major repairs and replacement of the physical plant, but also losses due to excess rain, flooding, and other catastrophic weather

events, fire, snow and ice damage, and unknowns. We should be able to push the number up over \$1.2million in the next few years.

Q: Is there a total for each reserve (item)? How much we put into the reserves and how much is for each category?

A: It's shown by category for budgeting purposes, but it's basically a pool of money that is allocated across the different elements, as needed.

Website: The Association's website is a great resource for residents. It contains the governing documents, notifications, updates – it's all there. The website has received 22,000 visits since 2005.

Property Management: CMC has been a very good property management company for us. In addition to services provided by Dwayne Frazier, our Portfolio Manager, and emergency services, there is a whole "back room" of accountants, bookkeepers, and bill payers who provide financial assistance for such things as payroll, monitoring our CD ladder, and making payments to contractors. We feel that they are "person-based"; the management company has to be good, or it causes problems for the Board. We are currently in the middle of a long-term management contract. Dwayne is very familiar with our governing documents, and he is very well versed.

Q: (Resident) noticed there is no email contact for CMC on the website.

A: It's there. It's in the Directory under both the "Contacts" and "Board" tabs.

Safety: Safety is very important to us and is our number one priority. Ricky and Craig participate in mandatory safety training twice a year. They are very good about following the prescribed safety rules, which keeps them safe, keeps the Association safe, and is endorsed by our insurance company. If residents see anything that is unsafe (uneven sidewalk panel, hanging branches, etc.), they should report it to management or to the maintenance crew as soon as possible.

Pool: We have a pool management company, and work with them on all things pool-related, including maintenance and upkeep of the facility, lifeguards, opening and closing procedures, and purchase of chemicals. This past season we replaced the coping stones around the main pool, which was a major capital improvement project. Water had been getting in beneath the old cracked stones and causing voids. When the old stones were removed, it was discovered that the deck rebar was all corroded and crumbling, so that drove the project cost from \$12,000.00 to \$26,000.00, but it was necessary to protect the pool. This is an example of why we have reserves, sometimes for the unknown. Pool upkeep is expensive, but the facility is nice and we want to keep it that way. We also purchased one new lifeguard stand and all new umbrellas. Residents are reminded to be gentle with the umbrellas and pool furniture. End of the season pool closing procedures are now complete. Thanks to the Pool Committee – Jamie Eckert (Chair), Tracey McGovern, and Erica and Edward Brown. A few years ago we had no Pool Committee, and the Board had to do everything, so it has been a relief to have an active committee.

Q: How high up in the pool should the water be? The guards said the water level should be down low enough so you can completely read the depth markers, but that resulted in the depth of the water in the shallow end being 1" less deep and (resident) began scraping his knuckles while swimming laps.

A: The water should be 1" above the bottom of the skimmer opening. If it's too high, the skimmers don't work properly.

Renovation Approval Process: Residents wishing to make renovations to the interiors of their units or patios need only forward their contractor proposal to the Board or to Dwayne. The contract will be circulated to all Board members for review, which allows the Board to ensure that the proposal is in keeping with our governing documents. If there are no concerns, the resident is so notified, generally via email. Since the current threshold for notifying the Board is \$1,000.00, most projects require this prior review. The entire process usually takes less than two days.

Roofs: The majority of our roofs are 70 years old, but most still have life in them, as slate roofs can last 100 years. As the roofs age, we continue to perform needed repairs, and have been averaging 1.5 replacements per year, which are done on an "as-needed" basis. The cost per roof is approximately \$100,000.00, depending on the size of the roof and the amount of wood repairs needed. If a roof still has life and can be repaired so that it lasts another 10-15 years, that is what we do. This past year we concentrated on replacing rotten wood (eaves, dormers, porches) on many of the buildings, and possibly will be completing a full roof replacement later in the year. Some of the woodwork is being replaced with composite material, which is initially more expensive but lasts longer.

Painting: This year's painting cycle is nearing completion. We have been using the same contractor since 2003. They have given us good prices, and the work is generally satisfactory, but we have run into some issues in the past few years with job performance, including climbing onto a roof, which we do not allow, as the slate can be very brittle. The maintenance crew oversees the work, but can't watch them every moment. As in all cases, even if we are in a multi-year contract, the Board will seek other bids if we feel there are issues of non-performance. Next year's painting cycle will include Courts 1, 2, 11, 12 and 13. Work is done in September and October before it starts getting wet in the mornings, and because those months are more humane for the workers than summer. Also, residents' air conditioners are less likely to be running, and windows and doors can be left open for proper drying.

Insurance: Our overall safety plan has helped keep insurance rates stable. Nationwide, premiums are spiking because of natural disasters, and we generally see an annual increase of about 3%. Our insurance adjuster works with different companies to secure as good a rate as possible for us. She will be attending the Board's November meeting to discuss the policy renewal. Other actions we have taken to keep rates down include the sewer relining project (which greatly decreased the number of back-ups we had been having, often caused by collapsed lines); being proactive about safety; and keeping up with infrastructure improvements.

Architectural Criteria: Guidelines are posted on the Association's website. These guidelines help us maintain the overall appearance of the community, as well as our historic district designation.

Reserve Study: Law requires a reserve study every five years, and our latest one was performed in 2014. The Board uses the study as a tool when preparing the Budget and deciding how much add to the reserves in order to maintain our infrastructure.

Snow Removal: The past couple of winters haven't been too bad, and we had no major snowfall last year. The budgeted amount was raised from \$14,000.00 to \$17,000.00 this year, but we hope we end up spending zero on this item.

Gutter Cleaning: Craig and Ricky have been cleaning the gutters by hand. In the past, we used blowers, and that dislodges any loose items, but not material that builds up and hardens at the bottom. This method is more time-consuming and labor intensive, but produces the best results.

Playground and Basketball Court: The playground may need a little more mulch, but other than that it is in good condition. Craig and Ricky repaired cracks in the basketball court, and will do any needed repainting in the spring.

Tennis Courts: Thanks to Recreation Committee Co-Chairs Ed Girovasi and John Stack. They ensure that the tennis courts are well maintained by remaining alert to needed repairs. They also identify work that is under warranty, and do a great job working with the contractor to get that work done and any new cracks repaired. We did \$750.00 worth of crack repairs this year, plus some additional under warranty. The most recent resurfacing cost \$16,000.00, and it is lasting fairly well, but residents are reminded that the courts are for tennis *only* - no skateboarding, dogs, etc., as per the posted signs.

Messenger: The Meadows Messenger newsletter is published four times a year. Martha Hulley is the Editor, and Chuck Edwards is in charge of distribution.

Sidewalks: An extensive sidewalk survey has been conducted, and a number of cracked panels will be replaced in the spring. Several panels in Court 2 were replaced recently in conjunction with a major porch repair at 3303 S. Stafford Street.

Parking Lots: We will be re-stripping and re-stenciling the lines and numbers in the spring. Crack repairs shouldn't be needed for another year or so. The Reserve Study recommends keeping up with crack repairs.

Brick Repairs and Repointing: We recently completed aggressive brick repairs and re-pointing at forty-eight locations. We will continue ongoing monitoring of porches and walkways; however, if residents notice any loose bricks on their porches, they should report them to management or to the maintenance crew.

Q: Where is the delineation of responsibility between Arlington County and the Meadows for sidewalks?

A: Any that are parallel to the street belong to the County. Any in the parking courts or interior are ours. A while ago the County evened out some adjoining panels by sawing down the uneven interface. Tree roots sometimes lift the panels, and these should be reported to the County. Again, residents are asked to report any such problems to the appropriate party.

Q: (Resident) thought what the County did was a good idea. What was wrong with it?

A: Nothing. We had just never seen that technique before. They usually use asphalt. It was a better way of doing it, actually.

Q: (Resident) leaned against the porch column and it moved. Are they supposed to be more secure than that?

A: Yes. The columns should not move. Please call in the address to Craig. New columns are available. The crew shores up the roof, then installs and fastens them.

Fences: We completed painting all of the fences with the 2009 painting cycle. The total was around \$105,000.00. Once they start looking like they need it again, we will add them back into the painting contract. In the meantime, Craig and Ricky spend a lot of time rebuilding gates and replacing slats, so let them know of any fence problems.

Q: What about the capboards?

A: They are mostly "sacrificial," and by design won't last. If the vertical boards were exposed to rain, they would rot. Squirrels chew on the capboards, plus they are damaged by the elements and sun exposure. Again, call in any problems, and they will be replaced.

Q: (Resident) noticed that some of the old paint color is coming through in areas inside the B-buildings.

A: It might have gotten chipped or is just wearing more in certain areas. Call it in.

Comcast: Many thanks to Victor Slabinski for his efforts in dealing with Comcast. He accompanies them on walk-arounds, and has really helped improve the look of the village, particularly in the backs of the buildings where cables are improperly installed.

Recycling Signs: We purchased three signs to remind residents of the recycling rules. The crew cemented the signs into tubs, so they can be rotated easily to different locations.

Q: Are newspapers still recyclable if they get wet from rain?

A: Yes; they're mulched up in water during the process, anyway.

COMMITTEE REPORTS

BUILDINGS AND GROUNDS COMMITTEE

Committee Co-Chairs Chuck Edwards and Judi Garth were thanked for all their efforts in working with the maintenance crew, residents, vendors and contractors. The committee determines what is needed (or not needed), and makes recommendations to the Board.

By Ms. Farbstein, Board Liaison to B&G: The Co-Chairs are incredibly dedicated volunteers. By the end of the fall, they will have overseen the planting of new shrubs and twenty-one trees, which will mean a lot of activity in the coming month. Also, they're working on lawn restoration in the form of seeding and restoring in ten areas where the grass had bald spots due to continuous traversing or construction, and didn't grow back. At last year's Annual Meeting, a resident made a suggestion to install benches in some areas, as B-building residents in the upstairs units don't have patios and the benches would give them a place to sit outside. The Board was agreeable to that suggestion. B&G committee member Anne Gillis conducted the research, and we installed a metal bench adjacent to the bus stop across the street from the community center on S. Stafford Street. Craig and Ricky made a very nice, sturdy base for the bench, and people have been very receptive to it. We then purchased three wooden benches for inside the courts as a trial, and those also were very well received, so an additional seven were obtained, and the committee is pleased to see that they are getting good use. Thanks again to committee member Victor Slabinski for his relentless dedication in working with Comcast to get them to comply with the terms of our Service Agreement and to correct improper cable installations on the property. The cable guidelines are on our website; residents should print them out prior to any installations or repairs and give them to the contractor. It is very important that the guidelines be followed, in order to protect the buildings, the grounds, and for safety reasons. This is the best time of year to plant shrubs and for residents to consider what is in their patio, and to look into getting a contract for tree trimming, if needed. Trees should not be leaning on fences, roofs or gutters, and should be cut back so that leaves and needles don't fall into and clog the gutters. The committee does not endorse any particular contractor, but does have a list of contractors who have performed this type of work in the Meadows.

COMMENT: Thanks to the Board and to the committee for installing the benches, which was his suggestion at last year's meeting. It was a surprise, and they are very nice.

By Co-Chairs Chuck Edwards and Judi Garth: The committee decides the schedule for lawn mowing and edging, which saves us money because it is not done a set number of times for a set price, nor when the weather is too dry or too wet. Weeding the common area beds is part of the contract and is an ongoing process. The grounds contractor also prunes ornamental trees, and aerates and seeds the lawns. Three leaf removals are included in the grounds contract; the next one will take place in the fall, prior to the holidays.

Street Trees: The committee checks the condition of the street trees periodically. They have a contact in the County to whom they report any that require pruning, and the County has been very responsive.

Ornamental Trees: We will be getting a lot of new trees this fall. Looking around the community, it appears that many that were previously planted did not get watered and may not make it through the winter. Therefore, the committee would like to institute a "Meadows watering brigade" whereby residents can sign up to help with watering. Once the new trees are planted, the Co-Chairs will be in touch to discuss proper watering techniques. It takes three years for a tree to become established, and although we have a one-year warranty on plantings, the warranty is void if the tree is not watered (the signs of non-watering are apparent to the contractor). It is important that residents turn on their outside faucets, and even better if they can attach a hose; otherwise, watering is very difficult, especially if water has to be carried from a distant source. It is expensive to dig up a dead tree and replant a new one, and the committee doesn't like to see trees die because they are not watered.

Patio Trees: The committee will be checking patios for trees that are in need of pruning away from the roofs, gutters and fences, so some residents will be receiving letters.

Q: Has the committee ever considered getting gator bags?

A: We already have some, but need to get more.

Q: Resident has seen patios where items are being stored outside the fence.

A: Contact CMC directly or complete the form on the website to report Bylaw violations. Provide as much detail as possible, and send it to CMC.

In addition to checking for trees, the committee also will be looking for trash being stored in patios, which can provide a haven for rodents. Again, residents will receive a letter from CMC for this type of violation. It is the homeowner's responsibility to take care of the patio.

Thanks extended to Craig and Ricky, who assist the committee with many tasks. B&G undertakes a lot of projects throughout the Meadows during the course of the year, and Craig and Ricky look at the community as their own. Committee members were also thanked. B&G meetings are held the first Wednesday of the month in members' homes; residents are invited to join. Co-Chairs' contact information is on the website.

POOL

By Jamie Eckert, Chair: The functions of the committee are to serve as liaison between the residents, the Board, and the guards; to respond to residents' issues, questions and concerns; and to plan and execute social events. There were six socials last season: pizza party, ice cream social, three Friday night TGIFs, and an end-of-summer luau and kids' games. Thanks to committee members Erica and Edward Brown and Tracey McGovern; to Craig and Ricky for updating the sandwich board for social events; and to volunteers Lynn Henderson (pizza party), Frona Adelson (luau) and Victor Slabinski (kids'

games). Residents are encouraged to attend the socials. Our two main lifeguards were Kyron Rabsatt and Shalima Pusey. They put in some long hours and worked very hard throughout the summer to provide a clean and safe environment. There were no serious safety issues or injuries, and in addition, the Meadows was awarded "Pool of the Month" by CPS in August. If residents have any issues, they should bring them to the attention of the Pool Committee, whose contact information is posted on the bulletin board. The committee is always looking for volunteers to join or to help out with special events. The pool belongs to us all, and it is up to everyone to keep it clean and safe and to help out. The email address for contacting the committee is meadowspool@gmail.com.

MESSENGER

By Martha Hulley, Editor: Martha volunteered to serve as Messenger Editor after the 2014 Annual Meeting. Three editions of the newsletter have been published this year, with a fourth by the end of the year. It is very important to get the printed word out, in order to communicate with residents. Quarterly publication coincides with major yearly events in the village. Contributions of articles or ideas are welcome. Thanks again to Chuck Edwards for organizing pickup from the printer and distribution, and to the fifteen distributors, as well as to the Board.

BUDGET

The Budget includes income, as well as operating account, and reserves. We have two primary sources of income - condo fees and investments from CDs. We have about twelve CDs, valued at \$1.2million, and we earn about \$23,000.00 of interest each year. With regard to expenses, in order to determine the average of how much we will spend, we do a projection for the coming year based on historical data. Under Utility and Services is our most expensive line item, "water and sewer," at around \$200,000.00 a year. Reminder to water trees, but not grass. Expenses also include construction contracts, grounds maintenance, and the pool, and those are based on both known contractual rate increases and historical data; those are "real" numbers. Our insurance deductible is \$10,000.00, and that is a line item in the Budget; we hope we don't have to use it, but sometimes we do. The Reserve Study provides projections for roof repairs. Legal expenses are difficult to predict – factors include lawsuits, review of changes to governing documents, legal opinions on Bylaw and other violations, and changes to the tax rates for income and payroll. There are a lot of factors taken into account when preparing the Budget, and the numbers are all carefully developed. We are seeing payback from our investment in the sewer lateral relining project. Over the years, the Board has recommended modest increases to the condo fees, and we need to continue to do that. For 2017, the Board is proposing a 2.8% increase, which amounts to about \$8.00 to \$12.00 extra per month. The Board believes this is a responsible increase.

By Mr. Thurber: The Board received 126 votes in favor of the Budget as presented, and two "no" votes. The "ayes" have it. The 2016 Budget is APPROVED.

ELECTION OF DIRECTORS

Each unit receives three votes for the election of three Directors. Bill Russell has a very good relationship with the Fire Marshal and the police, and has been our liaison with them, with assistance from Jackie Maguire, in keeping the Board abreast of activity in the village. Bill arranged for the Fire Marshal to meet with the Board in Executive Session at a monthly meeting, and the timing of his volunteering to serve was excellent. Jackie has been instrumental in setting up the new Meadows Facebook page, and previously served as liaison with the Pool Committee. Mary Ellen Flynn has been monitoring the progress of the Farmer's Market and how it could impact the Meadows. She has also served as Court Chair and is liaison with the maintenance crew. All three candidates have served the community well. Board member Lisa Farbstein emphasized the experience that these members have brought to the Board, and endorsed all three; Board President John Thurber agreed. There was one write-in nomination for resident Ed Hilz. Mr. Hilz was in attendance at the meeting, and stated that he appreciated the nomination, but was choosing not to run. There were no nominations from the floor. Mr. Thurber made a MOTION

that by GENERAL CONSENT Bill Russell, Jackie Maguire and Mary Ellen Flynn all assume full terms of office on the Fairlington Meadows Board of Directors for the next three years. No objection. Motion CARRIED. Thanks extended to outgoing Board member Debbie Diener for her years of service to the community.

BOARD POSITIONS Following the Annual Meeting, the Board met briefly to discuss the assignment of Board positions, and it was agreed that each Board member would retain his or her current position.

DOOR PRIZE DRAWING Community Management Corporation generously donated two \$50.00 gift cards, to serve as door prizes; each homeowner who submitted a proxy or attended the meeting was eligible to win, including residents who submitted "early proxies" (which counted toward quorum only). The names were drawn by Victor Slabinski and Michele Johnson and read by Board President. The winners were Ann Reesman and Sarah Heckenberg.

ADJOURNMENT There being no further business to come before the meeting, Mr. Thurber made a MOTION that by GENERAL CONSENT the meeting be adjourned at 8:30 p.m. No objection. Motion CARRIED.

Respectfully submitted,

Diane Thurber
Recording Secretary