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**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
SOUTH FAIRLINGTON COMMUNITY CENTER  
3308 S. Stafford Street, Arlington, VA 22206  
September 19, 2018**

**IN ATTENDANCE**

Lisa Farbstein	President
Mary Ellen Finigan	Vice President
Nick Slabinski	Assistant Treasurer
Sabiha Noorzai-Barbour	Portfolio Manager, CMC
Sandy Short	Condo Division Director
Erica Brown	Pool Committee
Justin Meltzer	Recording Secretary

**ABSENT**

John Sitton	Treasurer
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**CALL TO ORDER AND QUORUM**

MOTION: Ms. Farbstein MOVED to call the meeting to order at 7:05 pm. The MOTION was SECONDED by Ms. Finigan and PASSED by unanimous consent.

**EXECUTIVE SESSION**

MOTION: Ms. Farbstein MOVED to convene into Executive Session at 6:30 pm. The MOTION was SECONDED by Ms. Finigan and PASSED by unanimous consent.

MOTION: Ms. Farbstein MOVED to reconvene into Open Session at 7:04 pm. The MOTION was SECONDED by Ms. Finigan and PASSED by unanimous consent.

ACTION: Create resolution for where sheds can be located.

**APPROVAL OF AGENDA**

MOTION: Ms. Farbstein MOVED to approve the Agenda of the September 19, 2018. Made a motion to amend the agenda to include the Comcast representative. The MOTION was SECONDED by Mr. Slabinski and PASSED by unanimous consent.

**APPROVAL OF MINUTES**

MOTION: Ms. Farbstein MOVED to approve the Meeting Minutes of the August 15, 2018, meeting as presented. The MOTION was SECONDED by Mr. Slabinski and PASSED by unanimous consent.

**GUEST SPEAKERS**

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### Hearing from Comcast Representatives

Ms. Schuler - Comcast Representative. Comcast is doing some upgrade work in Arlington and is reaching out to associations to discuss the upgrades to these systems. Discussing the potential issues that may require physical construction.

Mr. Allen - Comcast Network Engineer. Discussed the construction of upgrades within the area. Upgrade will be replacing the electronics that provide cable TV service to residents. Upgrades will replace the hardware in the boxes that provide the service. If there are damaged cables underground, there will need to do ground digging to repair. Timeframe is about a month in total. Able to start as soon as Board says they may. Will be able to provide support though their office and through their onsite techs. Will also be putting out door tags when they come out to work.

Board voiced concerns about the workmanship with the cables/wires that are installed and cables that are no longer or never buried in the ground, creating trip/yard work hazards. Board recommended a walkthrough with the community's Buildings and Grounds Committee and Comcast.

ACTION: Board will contact Comcast to schedule walkthrough with committee.

### HOMEOWNERS' OPEN FORUM

1 homeowner was present to speak at the meeting.

Homeowner had questions about the bylaws violations that was brought up previously, specifically around the sheds and fences.

### COMMITTEE REPORTS

**Trash and Recycling** - Will likely be doing recycling twice a week in January. Fairlington Villages made suggestions about where trash cans can be placed. Trash cans cannot face the street. Brick walls are built to block the trash cans. Use Court 1 and Court 4 as places to test installing these walls.

**Pool** - Umbrella canopy over the kiddie pool, bolted into the cement as an option to install. Costs incurred would be for the canopy and the grass that will die. Would want assurances that it would not crack the kiddie pool deck.

Pool will be covered tomorrow (9/20/18).

Ms. Farbstein asked about emptying the water. Found they do not empty it completely. Only empty two-thirds. Will ask about this more later. Would be curious about finding out what days the pool is closed due to rain.

### MANAGERS' REPORT

**August 2018 Variance Report** - Ms. Noorzai-Barbour reported that the Association was under budget for administration, payroll and benefits expenses, insurance, and utilities. Landscaping and Repair and Maintenance was over budget.

### OLD BUSINESS

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**PCE project update** – The Glen has shared letters that have been exchanged with the Dept. of Environmental Property. Need someone on the Board to pick this up. There have been many communications with the Environmental attorney.

### NEW BUSINESS

#### **Comcast Presentation – See Guest Speaker Section**

**Water Intrusion Issues** – These are homeowner issues, when these issues come into the common areas the association addresses there,

**Website** - Old webmaster retiring. Talking to someone who is willing to do the website, and is willing to create a modern website, migrate the existing website info to the new website, and create a new URL to make it easier to find. Will be able to provide a server and make it secure. Will make updates to the website each month. If the Board would prefer he can also make custom email domains for each Board Member. Will create the site for \$1,000 and will maintain the site for \$250 a month.

ACTION: Find out where the server is, what language it is in, and if it is shared.

**Meadows Messenger** - Will need a new messenger. Spoke to someone who can turn around a newsletter within two weeks. \$250 per newsletter, so \$1,000 a year. More are possible if preferred.

MOTION: Ms. Farbstein MOVED to go with Brigette Dittberner to do the design and layout The MOTION was SECONDED by Mr. Slabinski and PASSED by unanimous consent.

**Fire Extinguishers** - Need to be replaced as they are aging. 30 extinguishers can be replaced for a price of \$2,986.86

MOTION: Ms. Farbstein MOVED to replace 30 fire extinguishers for \$2,986.86. The MOTION was SECONDED by Mr. Slabinski and PASSED by unanimous consent.

**Underground pipes** - Pipes between courts 14 and 15 directly to sewer line to divert water that is trickling into the sewer lines. Attach the gutter downspouts to the underground sewer lines to prevent water back-ups. Recommended to install a 12-inch pipe underground to the sewer line. Will get a bid for an engineer to come out to investigate.

### MATTERS FOR BOARD DECISION

**Resolution Related to Construction Hours** - Construction hours for the community discussed. County allows construction to start at 7am. This will be tabled till the November meeting.

### MATTERS FOR BOARD DISCUSSION/INFORMATION

**Annual Meeting Preparations** – Seeking a room reservation for October 14.

Ms. Finigan stated that notifications have been printed and sent out through CMC. Website to do proxies online have been established and tested. Early proxies have been entered. Previously had 24, awaiting count of new stack of proxies. Question about staffing for the meeting. Minute taker and registration people are confirmed for meeting. Agenda states that the President will speak to the State of the Community

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at the meeting. Question about if refreshments will be provided. Possibility to have contractors provide some food/refreshments.

**Budget** - Mr. Slabinski will have Mr. Sitton talk at the meeting about the budget at the Annual Meeting.

### APPROVALS SUBSEQUENT TO MEETING

By motion duly made, seconded and carried 3-0 the Board voted to reaffirm and enter into the record items approved via email between the time of the last meeting and this meeting.

1. Proposal for 3333 Stafford St. to dispose of existing plant material and install new plantings, pursuant to contract with Environmental Enhancements Inc. for \$1,267.
2. Proposal for 3335 S. Stafford St. to dispose of Azaleas and install new top soil and plantings, pursuant to contract with Environmental Enhancements Inc. for \$2,361.
3. Proposal for 4263 35th St. to replace shrub that was removed and 3339 S. Stafford St. to remove existing plants and install new plantings, pursuant to contract with Environmental Enhancements Inc. for \$808.
4. Proposal for 4257 S. 35th St. to repair roof area struck by lightning, pursuant to contract with Katch Mark Roofing Siding and Windows for \$1,800.
5. Proposal for 4257 S. 35th St. for emergency temporary repair at roof area struck by lightning, pursuant to contract with Katch Mark Roofing Siding and Windows for \$1,400.
6. Proposal for 4253 S. 35th St. to repair electrical work, pursuant to contract with Power Systems Electrical (PSE) for \$10,003.48.
7. Proposal for 4253 S. 35th St. to repair failed electrical line, pursuant to Board for \$2,000.
8. Proposal for community pest protection at courts 1-15, to protect against rats, mice, insects, etc., pursuant to contract with Conner's Pest Protection. Intensive treatment fee of \$1,415, monthly service fee of \$325, and annual fee of \$4,740.50 with discounts applied.
9. Proposal to extend pool season for an extra weekend and hire a lifeguard for that weekend, pursuant to Board President Ms. Farbstein, for \$850.
10. Proposal to waive late fee of \$3 and handling charge of \$10.49 for 3064A-2 S. Stafford St., pursuant to Resident.
11. Proposal for 3462 S. Stafford St. B2, to have their windows replaced pursuant to Board President Ms. Farbstein.
12. Proposal for 4201 S. 35th St., to have their front door replaced pursuant to Board.
13. Proposal for 3445-B S. Stafford St., to have their front and rear doors replaced pursuant to Board.
14. Proposal for 3429 S. Stafford St., to install a sump pump, French drain, and do waterproofing to basement, pursuant to All Plumbing Inc.
15. Proposal for 3303 S. Stafford St., to perform repair work for waterproofing and sealing wall at unit, pursuant to All Plumbing Inc. for \$4,800.
16. Proposal for 3479 S. Stafford St., to perform repair work for waterproofing and sealing wall at unit, pursuant to All Plumbing Inc. for \$7,800.
17. Proposal for 3441 S. Stafford St., to perform repair work for waterproofing and sealing wall at unit, pursuant to All Plumbing Inc. for \$6,800.
18. Proposal for 4227 S. 35th St., to replace hardwood floors for bedroom and main level, pursuant to Board President Ms. Farbstein.
19. Proposal for community pest protection at court 4, 3401-3429 S. Stafford St., to protect against rats, mice, insects, etc., pursuant to contract with Conner's Pest Protection. Intensive treatment fee of \$250, monthly service fee of \$125, and annual fee of \$1,543.75 with discounts applied.
20. Proposal to remove balance of \$3,910.09 for previous owner of 4243 S. 35th St. and write off as bad debt, pursuant to Board President Ms. Farbstein.
21. Proposal for 3333 S. Stafford St., for kitchen remodel, pursuant to Board President Ms. Farbstein.

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**ESTABLISHMENT OF NEXT BOARD/ANNUAL MEETING** – October 17, 2018

**ADJOURNMENT**

MOTION: Ms. Farbstein MOVED to adjourn at 8:37 pm. The MOTION was SECONDED by Ms. Finigan and PASSED by unanimous consent.

Respectfully submitted,

Justin Meltzer  
Recording Secretary