

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
BOARD OF DIRECTORS MEETING
SOUTH FAIRLINGTON COMMUNITY CENTRE
3308 S. Stafford Street, Arlington, VA 22206
Monday, December 12, 2018
6:30 pm**

BOARD MEMBERS PRESENT

Joseph Spytek, President
Lisa Farbstein, Vice President
John Sitton, Member at Large
Nick Slabinski, Treasurer
Erica Brown, Secretary

BOARD MEMBERS ABSENT

MANAGEMENT PRESENT

SabihaNoorzai, Portfolio Manager, CMC
Dolly Sharma, Recording Secretary, CMC

OTHERS IN ATTENDANCE

Fairlington Meadows Residents

I. CALL TO ORDER&ESTABLISH QUORUM

MOTION: Mr. Spytek **MOVED** to call the meeting to order at 7:03 pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

II. EXECUTIVE SESSION

MOTION: Mr. Spytek **MOVED** to approve to convene into Executive Session at 6:47 pm. The **MOTION** was **SECONDED** by Ms. Farbstein and **PASSED** by unanimous consent.

MOTION: Mr. Spytek **MOVED** to reconvene into Open Session at 7:01 pm. The **MOTION** was **SECONDED** by Ms. Farbstein and **PASSED** by unanimous consent.

III. APPROVAL OF AGENDA

MOTION: Ms. Farbstein **MOVED** to approve the December 12, 2018 Agenda as presented. The **MOTION** was **SECONDED** by Mr. Sitton and **PASSED** by unanimous consent.

IV. APPROVAL OF MINUTES

Add: "Under Presidents Report"
"Final version of 2019 Budget"

MOTION: Ms. Farbstein **MOVED** to approve the September 19, 2018 Board Meeting Minutes with changes as amended. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

V. RESIDENTS OPEN FORUM

- The resident inquired about the solutions for Court 7.
- The resident complained about the hot water leak from the above unit. The resident had to pay for the repair from her insurance and could not collect anything from the neighbor. The Board responded that they will discuss with the association's insurance company.
- The resident stated that the ECS has more issues with the monitoring well that broke the pipe because of that the unit had a leak. The Board responded that the leak has been fixed by ECS and the monitoring well has been removed. The monitoring well will be installed in some other location on court 7.
- The resident inquired about the location of the monitoring well. The Board responded that they will send a map of the locations.
- The resident stated that they wanted to know the process and schedule of the monitoring well. The Board explained the process and the residents will be updated with the schedule.

Comcast presentation:

David from Comcast came in to answer some queries the Board had. He responded to all the questions: The upgrade is not going to fix the drop wires scheduled with different HOA and the rewiring done at different locations. The drop wires are replacing and put in different locations. 80 to 90% of the cables will be reused. The old cables will be replaced by new cables wherever necessary. The Board had concerns regarding the landscaping being destroyed. David responded that the landscaping will be restored once the work is done. The lifetime of the conduit is a minimum of 25 years. The communication will be done by email unless it is an emergency then a call will be placed.

VI. COMMITTEE REPORTS

➤ **Pool Committee**

Ms. Brown reviewed the rules of the pool by an attorney. All the kids under 12 years are supposed to give swim test. This will build less stress to the lifeguard. Ms. Farbstein recommended to keep that in the legal status discussion with the attorney and can be discussed in the executive session. Looking for members or prospects for pool committee. Debrief about the pool filter and other things.

➤ **Grounds Committee**

Ms. Farbstein offered to be a liaison to the Grounds Committee.

➤ **Trash and Recycling**

MOTION: Mr. Sitton **MOVED** to approve for a two-day recycling for pick up. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

Action Item: The Board directed Ms. Noorzai to contact the trash company for second pick up days preferred to be on Saturday otherwise on Friday.

VII. MANAGERS' REPORTS

➤ **October 2018 Variance Report**

Action Item: Ms. Noorzai will send an email about the landscaping contract to Mr. Slabinsky.

➤ **Monthly Management Report**

No Report.

➤ **Monthly Administrative Calendar**

Ms. Farbstein will contact the attorney and Board in January to discuss the legal matters in an executive session in the board meeting.

VIII. OLD BUSINESS

➤ **PCE Project update**

Already Discussed.

➤ **Construction Hours Resolution**

MOTION: Mr. Spytek **MOVED** to table the resolution for next board meeting. The **MOTION** was **SECONDED** by Mr. Sitton and **PASSED** by unanimous consent.

IX. NEW BUSINESS

➤ **Water Intrusion Issues**

Ms. Farbstein recommended that the association make the repair. The Board suggested that Craig get the bids and the repair be done before it gets worse. The Board also discussed about the clean up of all 57 pipes. Mr. Sitton recommended to study this project in the reserve study for next year by a qualified engineer.

Action Item: The Board directed Ms. Noorzai to make a proposal to get bidding for the scope of work or repair.

X. MATTERS FOR BOARD DECISION

- **USI Insurance Policy Renewal.** The Board discussed about the voting of equipments and decision for enhancements can be made in the January Board meeting.

MOTION: Mr. Spytek **MOVED** to approve the renewal contingent upon the answers from Insurance company. The **MOTION** was **SECONDED** by Mr. Sitton and **PASSED** by unanimous consent.

➤ **Katchmark Roof Replacement**

MOTION: Ms. Farbstein **MOVED** to approve the proposal to replace the roof consisting of asbestos for 3349 S. Stafford St, Court 3 for an amount \$5,400 and 3353 S. Stafford St at an amount of \$6,600. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

➤ **Capital Projects**

The fence around the community is in its last life. So the Board discussed to get proposals for bids from Long Fence company. Mr. Spytek and Ms. Farbstein will overlook the project.

➤ **Bylaw Discussion**

Some Homeowners would like to have an outlet in the patio as it would be a breach in the brick. Ms. Farbstein suggested to add that to discussion with attorney list.

Action Item: The Board needs a list from Katchmark for the roof replacement as it would be added to the reserve study.

MOTION: Ms. Farbstein **MOVED** to approve various contracts and Homeowners requests that were addressed in September via email. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

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

XII. **ESTABLISHMENT OF NEXT BOARD MEETING- January 16th, 2018**

XIII. **ADJOURNMENT**

MOTION: Mr. Spytek **MOVED** to adjourn at 8:45 pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

Respectfully Submitted by: Dolly Sharma, Recording Secretary