

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
BOARD OF DIRECTORS MEETING
SOUTH FAIRLINGTON COMMUNITY CENTRE
3308 S. Stafford Street, Arlington, VA 22206
Wednesday, May 15, 2019
6:45 pm**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Lisa Farbstein, Vice President

MANAGEMENT PRESENT

Sabiha Noorzai- Barbour, Portfolio Manager, CMC
Whitney Shepard, Recording Secretary, CMC

OTHERS IN ATTENDANCE

Anne Sheehan, Principal with Goldklang Group
Fairlington Meadows Residents

I. EXECUTIVE SESSION

MOTION: Mr. Spytek **MOVED** to approve to convene into Executive Session at 6:41 pm. The **MOTION** was **SECONDED** by Mr. Sitton and **PASSED** by unanimous consent.

MOTION: Mr. Spytek **MOVED** to reconvene into Open Session at 6:47 pm. The **MOTION** was **SECONDED** by Mr. Sitton and **PASSED** by unanimous consent.

ACTION ITEM: The Board mentioned getting a voice recorder to record the board meetings to assist in minute transcription.

I. CALL TO ORDER & ESTABLISH QUORUM

MOTION: Mr. Spytek **MOVED** to call the meeting to order at 6:48 pm. The **MOTION** was **SECONDED** by Mr. Sitton and **PASSED** by unanimous consent.

II. APPROVAL OF AGENDA

MOTION: Mr. Slabinski **MOVED** to approve the May 15, 2019 Agenda as amended with the following addition: Add Capitol Reserve Study to Matters for Board Decision. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

III. APPROVAL OF MINUTES

MOTION: Mr. Spytek **MOVED** to approve the March 20, 2019 Board Meeting Minutes with modifications submitted. The **MOTION** was **SECONDED** by Mr. Sitton and **PASSED** by unanimous consent.

IV. RESIDENTS OPEN FORUM

➤ Mary Ellen Flynn (Unit 514) provided an experience with neighbor not using dog leash in her courtyard approximately 1-1.5 years ago. Ms. Flynn has requested neighbor 10-12 times to keep her dog on a leash as required in the county and community and during each conversation the neighbor has been unresponsive. Ms. Flynn has contacted Arlington County Welfare and Humane Society to address neighbor. Following the phone calls, Ms. Flynn has noted that neighbor purchased leash and vest, but the neighbor has not followed leash laws. Ms. Flynn also requested information for pipe care in the event that bathroom pipes are shared between units. Ms. Brown provided that resident should work with neighbor to split cost of pipe inspection and clearing if there is an issue.

ACTION ITEM: Ms. Noorzai- Barbour will send a letter to neighbor this week. Board has provided that the Association has purchased additional Leash Law signs to be affixed around the community.

Goldklang Audit Discussion

Anne Sheehan, Principal with Goldklang presented the draft audit for 2018 (2017 provided for comparative purpose) to the Board. Ms. Sheehan reviewed each page of the audit with the Board and provided detailed information on each topic included with the audit (index outlined on page 2 of the audit).

ACTION ITEM: Mr. Slabinski will email Ms. Sheehan change and Ms. Sheehan will provide hand written draft.

ACTION ITEM: Ms. Noorzai- Barbour will provide list of approved proposals to Ms. Sheehan.

V. COMMITTEE REPORTS

➤ **Pool Committee**

Mr. Slabinski provided the following updates:

- Pool pass applications are being processed
- Committee was able to save \$500 by not printing rules (and is brainstorming ways to save additional funds)
- Pool furniture will be set up beginning 5/16/19
- Committee will email to Atlantic to meet with guards
- Landscape area around pool requires maintenance (specifically grass; Mr. Spytek provided grounds committee will meet soon)
- Residents should use pool email address for pool related questions, comments and concerns
- Committee will be looking for new pool committee members since there was a lot of turnover with long-serving members not returning this year. This is of particular need for late July/early August when committee members have vacation.

- Ms. Brown provided that the first month of the pool season, the pool committee needs additional hands to make sure pool rules are enforced and the season gets off to a good start. The Board provided that patio and shades have received positive feedback to date.

➤ **Grounds Committee**

Mr. Spytek provided tree work has begun. Ms. Brown inquired on history of existing landscaping contractor, pricing provided for proposals, potential negligence on existing landscaper's behalf and if poisonous plants are present in community's landscape currently. Mr. Spytek provided that plants flagged as poisonous have been removed from community, he reviews proposals provided by landscaper and he regularly compares proposals against AAA Tree Work (opting for AAA Tree Work when pricing is favorable). Mr. Sitton provided that streamline pricing for work should be outlined in the contract in order to control pricing.

ACTION ITEM: Ms. Noorzai- Barbour will obtain landscaping bids for the Board to review and will provide the President with a copy of all contracts.

➤ **RATIFICATION OF E-VOTE PROPOSALS SUBSEQUENT TO MEETING**

By motion duly made, seconded and carried 4-0 the Board voted to reaffirm and enter into the record items approved via email between the time of the Board meeting on March 20, 2019 and this meeting:

- **Proposal:** Environmental Enhancements proposal for hedge pruning and liquid fungicide application in the amount of \$4,144.00.
- **Proposal:** W.R. Restoration proposal for completing 9 chimneys and additional tuck-pointing and/or repairs in the amount of \$49, 650.00 (plus additional chimney).
- **Proposal:** Environmental Enhancements proposal for turf application in the amount of \$1,825.00.
- **Proposal:** Environmental Enhancements proposal for hauling charges for soil removal in the amount of \$750.00.
- **Proposal:** Environmental Enhancements proposal for landscape enhancements at the following addresses: Ct 3- 3393 WO# 4401, Ct 9-4281 35th Street, Ct 9-4323 35th, Ct 10-3499 S. Utah, Ct 11- Common Area WO#4442, Ct 7- 4207 35th Street in the amount of \$2,217.00.
- **Proposal:** AAA Tree Service proposal for aeration and vertical infusion of nutrients of large Oak Tree by pool in the amount of \$400.00; proposal to clear fence areas in the amount of \$2,500; and proposal elevate Oak tree, remove limbs/stumps in the amount \$2,475.00.
- **Proposal:** Environmental Enhancements proposal for grading behind the tennis court wall – WO#4443 in the amount of \$990.00.
- **Proposal:** Environmental Enhancements proposal for remove dirt from area outside of pool (a skid steer will need to be completed) reseeding areas in the amount of \$3,096.00.
- **Proposal:** NOVA Painting Company proposal to complete exterior painting for the following courts: Court 8, 9, 10, & 11 in the amount of \$98,575.00.
- **Proposal:** Environmental Enhancements proposal to complete sol installation in area next to new patio by pool in the amount of \$1,770.00.

- **Proposal:** Capon Cleaning Contractors proposal to complete upper level gutter cleaning at 28 buildings in the amount of \$5,180 per service.
- **Proposal:** Environmental Enhancements proposal to complete Court 7 common area turf repair and mulch bed around tree and turf repair in the amount of \$967.00.
- **Proposal:** AAA Tree Service to complete tree service/trim to clear gutters and buildings in the amount of \$4,825.00.
- **Proposal:** Environmental Enhancements proposal to complete shrub removal and bed reduction at Court 15 3472 in the amount of \$759.00.
- **Proposal:** Environmental Enhancements proposal to complete Court 5 grading and steppers in the amount of \$1,486.00.
- **Proposal:** Environmental Enhancements proposal to complete spring and fall applications of Solu-Cal in the amount of \$1,325/each.
- **Proposal:** Bishop's Tennis Inc. proposal to complete the installation of Pro-Cushion surface on Two (2) Courts in the amount of \$102,460.00 (\$100,670 + \$790 Net Pot Footers + \$1,000 Pickle Ball Court Lines).
- **Proposal:** Bishop's Tennis Inc. proposal to complete the battery of two (2) tennis courts fences in the amount of \$16,720.00.
- **Proposal:** Power Systems Electric proposal to install conduit and wiring between light post 4203-4205 to light pole 4203 at Court 7 in the amount of \$2,876.93.
- **Proposal:** Atlantic Pool Service proposal to replace one (1) cracked skimmer at deep end of main pool in the amount of \$1,550.00 and caulk with two-component polyurethane sealant in the amount of \$883.00.
- **Proposal:** Sunguard Mid-Atlantic proposal to install shade structures at the pool in the amount of \$19,100.00.
- **Proposal (Resident Request):** Silva Construction Group proposal to complete laundry room work (laundry room, toilets replacement, TV cable line & coax cable) in the amount of \$5,539.00.
- **Proposal (Residents Request):** Zee Dee Touch to complete kitchen renovation in the amount of \$6,275.00.
- **Proposal (Resident Request):** Staples Remodeling to complete basement ceiling replacement in the amount of \$3,450.00.
- **Proposal (Resident Request):** Attic conversion to add a bathroom and 2 bedrooms at 3409A South Stafford Street.

➤ **Fence Committee**

Mr. Spytek provided that 202 responses have been received so far with a 90% completion rate. Next meeting will be held Monday, May 20, 2019 and committee will bring recommendation to the Board to review.

➤ **Trash and Recycling (Ad Hoc)**

Mr. Sitton provided Board should consider tabling matter until further notice, the Board agreed.

VI. MANAGERS' REPORTS

- **March 2019 Variance Report** – provided in Board packet for Board review.

- **Monthly Management Report** – provided in Board packet for Board review.
- **Monthly Administrative Calendar** – provided in Board packet for Board review.

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. MATTERS FOR BOARD DECISION

- **Construction Resolution**
ACTION ITEM: Ms. Noorzai- Barbour will provide updates to Association attorney.
- **Cell Phone Allowance**
MOTION: Mr. Sitton **MOVED** to approve the cell phone payment plan for Craig Robbins, Meadows Maintenance Manager for his use of his personal cell phone for Meadows business. The agreed upon amount is \$62/month and the payments will be made quarterly with the payment schedule as follows: First quarter Jan-Mar (\$186, payment made Feb. 1); Second quarter Apr-June (\$186, payment made May 1); Third quarter July-Sept. (\$186, payment made Aug. 1); Fourth quarter Oct.-Dec. (\$186, payment made Nov. 1). The payment schedule will be automatically renewed each calendar year until modified by the Board of Directors. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.
- **Goldklang Engagement for Audit 2019/2020**
MOTION: Ms. Sitton **MOVED** to Goldklang group engagement for 2019-2020. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.
- **Vote HOA**
MOTION: Ms. Brown **MOVED** to approve the use of Vote HOA in the amount of \$649.80. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.
- **Painting/Paving Contracts**
ACTION ITEM: Ms. Noorzai- Barbour will follow-up with Propave to match pricing and follow-up with the Board on updates.
- **Capitol Reserve Study**
MOTION: Mr. Sitton **MOVED** to approve the Falcon Group full reserve study. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

X. MATTERS FOR BOARD DISCUSSION/ INFORMATION

- **Issue Log Review and Update** – Ms. Brown provided brief overview.
- **Playground Inspection Committee** - Mr. Spytek provided that other playgrounds had inspection and FM playground (20 years old) needs mulch. Mr. Spytek proposed that an ad-hoc playground committee used, Mr. Sitton agreed.

- **Egress Window Installation** – Mr. Spytek provided general information on window egress required and process for installation. The Board will provide information to Association attorney to draft a policy for review.
- **Welcome Packet Revision** – Mr. Spytek provided packet is still a work in progress.

XI. ESTABLISHMENT OF NEXT BOARD MEETING- June 19, 2019

ACTION ITEM: Ms. Noorzai- Barbour will reach out to Dianne Thurber to confirm pool application email use and follow-up with Board.

Mr. Sitton provided he would be absent for the June 2019 meeting.

XII. ADJOURNMENT

MOTION: Mr. Spytek **MOVED** to adjourn at 8:56 pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

Respectfully Submitted by: Whitney Shepard, Recording Secretary