

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING  
SOUTH FAIRLINGTON COMMUNITY CENTRE  
3308 S. Stafford Street, Arlington, VA 22206  
Wednesday, July 17, 2019  
6:45 pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Erica Brown, Secretary  
Lisa Farbstein, Vice President

**MANAGEMENT PRESENT**

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

**OTHERS IN ATTENDANCE**

Fairlington Meadows Residents:  
Joanne Scully  
Michele Hamilton-Gunn  
Marcia Bowlds.

**I. EXECUTIVE SESSION**

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

**MOTION:** Mr. Spytek **MOVED** to reconvene into Open Session at 7:02 pm. The **MOTION** was **SECONDED** by Mr. Sitton and **PASSED** by unanimous consent.

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

**MOTION:** Mr. Spytek **MOVED** to call the meeting to order at 7:05 pm. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

**III. APPROVAL OF AGENDA**

**MOTION:** Mr. Sitton **MOVED** to approve the July 17, 2019 Agenda as modified. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

**IV. APPROVAL OF MINUTES**

The Motion could not pass as there was no quorum.

Ms. Lisa Farbstein will be quitting the Board. Ms. Frona Adelson will be joining as her replacement.

**MOTION:** Mr. Sitton **MOVED** to approve Frona Adelson to be a Board member as a replacement of Ms. Lisa Farbstein. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

#### V. RESIDENTS OPEN FORUM

- Resident wanted to get an approval from the Board for the Egress window. There is a lot of potential for fire in the basements where people sleep.
- Resident contacted the contractor regarding the water seepage problem.

#### VI. COMMITTEE REPORTS

##### ➤ Pool Committee

Mr. Slabinski updated the Board that there were two parties on Saturday which the pool committee weren't aware of. The parties were approved by the pool contractor. The Board members had concerns for kids with unattended adults swimming in pool. Ms. Noorzai stated that she will look in the matter and take necessary steps for it.

##### ➤ Grounds Committee

No Report.

##### ➤ Fence Committee

The fence committee had a special last week. Mr. Spytek noted that the purpose of the meeting was to review the fence committee's recommendations to the board for the specs for the fence. Mr. Spytek recommended that after each possible design criteria for the fence was presented, the Board vote on preferred options.

Height of fence: Ms. Brown made a motion that the fence be of variable height: at six feet high for the first four feet from the building on either side (i.e., width of stoop), then dropping to five and a half feet for the remainder of the fence perimeter. The motion was seconded by Ms. Farbstein and passed unanimously.

Spacing between fence slats: Ms. Brown made a motion seconded by Mr. Slabinski that the spacing between fence slats be 1.5". The motion passed unanimously.

Fence gate swing: Ms. Farbstein made a motion that the gates swing outward, dependent on topography. The motion was seconded by Mr. Slabinski and passed with three yeas and two abstentions. (Mr. Sitton and Ms. Brown) Those abstaining wanted more information about whether an outward swinging gate left unlatched would swing open to the courtyard and potentially be a concern.

Gate shape: Ms. Farbstein made a motion seconded by Mr. Slabinski that the gate shape be concave. Motion passed unanimously.

Gate posts: Ms. Farbstein made motion seconded by Ms. Brown that there be raised gate posts. Motion passed unanimously.

Fence UV treatment: Ms. Farbstein made a motion to delay the decision of the fence treatment pending cost bids. The RFP will include obtaining costs for treatment vs. no

treatment as options. Mr. Sitton seconded the motion, which passed with four yeas and one abstention (Mr. Slabinski).

Address on back of the fence: Ms. Farbstein made a motion seconded by Ms. Brown that the RPF for the fences include an option to cost adding addresses on the back of the fences.

Motion passed unanimously.

Fence Hardware: Ms. Brown made a motion seconded by Ms. Slabinski that the fence hardware be steel with black coloring (like the current hardware). Motion passed unanimously.

Other issues:

Pressure treated pine: Ms. Farbstein made a motion seconded by Mr. Slabinski that the fence material be pressure treated pine. Motion passed unanimously.

"A" Shape gate support: Ms. Brown made a motion seconded by Ms. Farbstein that the gate support be "A" shape. Motion passed unanimously.

Cable burial by fence contractor: Mr. Sitton made a motion that the contractor buries all cable lines currently attached to fences and if there is no wire in the conduit, that the contractor leave the plastic tube above the ground for the homeowner. Motion was seconded by Ms. Brown and passed unanimously.

Open Forum: Mr. Sitton made a motion that once the fence bids are obtained and the board chooses a contractor that the board hold an open forum to communicate the decision and next steps to residents and owners. Ms. Brown seconded the motion, which passed unanimously.

**MOTION:** Mr. Sitton **MOVED** to approve the July 10, 2019 minutes of the Fence Committee meeting as presented. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

➤ **Trash and Recycling AD Hoc Committee**

The Board sponsored a Trash and Recycling survey. They got 154 responses. 57% wanted trash to be picked up on Wednesday. 61% uses once a week. 50% uses on Wednesday. The survey recommended possible elimination of Friday pick-ups. The board will reconsider the twice a week recycling pick-up in December.

**VII. MANAGERS' REPORTS**

➤ **June 2019 Variance Report**

➤ **Monthly Management Report**

Mr. Sitton inquired about the audit for 2018. He would like to know the changes that occurred in the financials. Ms. Noorzai stated that she will confirm with accountant.

➤ **Monthly Administrative Calendar**

**VIII. OLD BUSINESS**

➤ **Parking lot sealing and striping**

➤ **Painting of Courts 8,9,10 & 11**

The painting of courts 8, 9, 10 & 11 has already begun and will continue for several weeks.

➤ **Gutter Cleaning phase 2**

The Gutter Cleaning phase 2 will occur on the 25<sup>th</sup> and 26<sup>th</sup> of July.

➤ **Chimney Repairs**

The repairs for 5 chimneys and couple of caps are still pending. It will be completed within 2 weeks.

➤ **Sewer Lateral Inspection**

The sewer lateral inspection is scheduled for 12<sup>th</sup> August.

➤ **Tennis Court and Fence**

The Tennis Court and Fence has been painted back.

➤ **Egress Windows**

FM lawyer, Kathleen, gave the legal recommendation of items to be incorporated in the resolution to allow for the installation of basement egress windows.

1. The Fairlington Meadows Board of Directors to allow homeowners to have basement egress windows installed, but wants it to be clear that the homeowner is totally responsible for the cost of design, construction, landscape removal and repair, and any building damage due to the installation of the egress window and window well.
2. The installation should be as unobtrusive as possible – essentially indistinguishable from an existing window well.
3. The order of preference for installation location is 1. Rear of the unit; 2. Side of the unit (for end units); 3. Front of the unit.
4. Only the semi-circle type of egress access well is allowed.
5. The unit owner is responsible for any water intrusion related to the installation of the window and window well, both during installation and after installation is complete.
6. It is required the unit owner have the exterior of the exposed wall water-proofed at the same time as installation of the egress window and window well. Waterproofing will consist of, at a minimum, applying a concrete layer to the entire exposed wall and layer of tar sealant to the section where soil is going to be filled-in next to the foundation.
7. The unit owner will only use certified and bonded construction company, with experience installing egress windows.
8. Installation in the bottom of the window well will include a drain to a footer drain if it exists and place gravel in the bottom of the window well to at least 3 inches in depth.
9. Egress window and window well installation will only occur Monday-Friday during nominal work hours, no weekend installations, to allow for inspection by Meadows maintenance personnel.
10. The unit owner will provide the Meadows Board of Directors a digital detailed engineering drawing of the installation plans and projected final exterior appearance to include landscape plantings before the board will consider review of the request.
11. The unit owner (or construction company) is required to acquire appropriate Arlington County Permits. The unit owner is required to provide a digital copy of the permit and a digital copy of the county inspector post-installation inspection verification to the Meadow board.
12. The unit owner will notify the Meadows board at least 30 days prior any construction initiation.
13. The Meadows Board of Directors will have to approve the request prior to any construction initiation.

14. The unit owner must initiate construction within 180 days of approval from the Meadows board. Failure to initiate construction within this time will necessitate re-applying for construction approval from the Meadows board.

**IX. NEW BUSINESS**

➤ **2020 Budget Discussion**

There was a brief discussion for the 2020 Budget. The Board also stated that there should phone connected with Craig's telephone, office phone and pool phone. \$ 27000 will go for the pool. Cables are old. So the Budget should be bumped up by 6%. Operating Budget \$250,000, 25% of the funds should go for operating projects. The Fence project will be expensed from the Reserve funds. Mr. Slabinski will send the revised version in couple of weeks.

**X. MATTERS FOR BOARD DECISION**

➤ **DMA Cleaning Contract for 2019-2020**

**MOTION:** Mr. Sitton **MOVED** to approve the DMA cleaning contract for 2019-2020. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

➤ **Snow Removal Contract 2020**

**MOTION:** Mr. Slabinsky **MOVED** to approve the Snow removal contract for 2019-2020. The **MOTION** was **SECONDED** by Mr. Sitton and **PASSED** by unanimous consent.

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

➤ **Issue Log Review and Update**

2 raccoons were trapped by the pest control company.

➤ **Playground Inspection Results**

Joints will be filled by silicon. Craig will be able to do that. The side of the swing is too close to the edge of the mulch. It has to be an additional six inches away. The old mulch has to be replaced with the new mulch.

➤ **Welcome Packet Revision**

➤ **Ratification of n E-Vote proposals subsequent to Meeting**

The following proposals were ratified by Board:

Proposal: Bishop's revised proposal for the Tennis Court Fence work with the cost price of \$21,440.00 and adding alternate priced not to exceed \$1,200 for the concrete work at the entrance of both gates.

Proposal: Nova Painting Company proposal for exterior painting of Basement hallway, laundry room and 2 bedrooms, Install baseboard, shoe molding and prepare dry wall. Also prime and paint corner to corner all repairs at a cost of \$3,925.00.

Proposal: Environmental Enhancements proposal for Ivy removal in court 4 at a cost of \$1,299.44.

Proposal: Capon Cleaning Contractors, Inc proposal for Phase 2 gutter cleaning at a cost of \$5,125.00 per service.

Proposal: Pro-Pave Incorporated proposal for courts 1 thru 15 crack seal, Seal coat, Striping at a cost \$20,879.00.

Proposal: Kolas Contracting Inc proposal for Miscellaneous repairs and replacement of Gutters at a cost \$13,350.00.

Proposal: All Plumbing, Inc proposal for waterproofing wires and sealing wall at a cost \$10,400.

Proposal: Environmental Enhancements proposal for Soil, grading and overseeding for the area behind 3422/3424 S. Stafford st at a cost \$433.51.

Proposal: Brigitte Dittberner proposal for Guide to residence life document in a pdf at cost \$600.00.

Proposal: AAA Tree services Proposal to remove photinia, retrim large cherry tree, remove hanging cables, trim large hemlock, remove all major dead woods, elevate elm tree, clear cedar from Bldg at a cost \$ 1200.00.

**XII. ESTABLISHMENT OF NEXT BOARD MEETING- August 21, 2019**

**XIII. ADJOURNMENT**

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

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Respectfully Submitted by: Dolly Sharma, Recording Secretary