

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 17, 2018

IN ATTENDANCE Lisa Farbstein - President
 Mary Ellen Finigan - 1st Vice President
 John Sitton - Treasurer
 Nick Slabinski -
 Sabiha Noorzai-Barbour- Portfolio Manager, CMC
 Approximately 50 Members of the Community

CALL TO ORDER Ms. Farbstein called the meeting to order at 7:00 p.m.

**PRESIDENT'S
ACKNOWLEDGEMENTS**

Ms. Farbstein offered welcoming remarks and introduced the other members of the Board of Directors, as well as Portfolio Manager Sabiha Noorzai-Barbour; Craig Robbins, Maintenance Manager; Ricky Henderson, Maintenance Assistant; Martha Hulley, Meadows Messenger Editor; Ron Patterson, Association webmaster, Bill Hershberger, and Frona Adelson. The maintenance crew was acknowledged for their ability to handle/oversee many projects simultaneously; for always watching out for our interests; and for saving money by constructing items in-house, performing repairs, and researching/purchasing items and equipment online.

AGENDA

Ms. Farbstein presented the Meeting Agenda, which included completing Bylaw Formalities; a comprehensive overview of the state of the Association; discussion and approval of the proposed 2019 Budget; Committee reports; and the election of two Directors. Ms. Erica Brown and Mr. Joseph Spytek were listed on the proxies, and any write-ins reported by the Inspectors of the Election following registration, and/or nominations from the floor, will also be added to the ballots prior to voting.

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, proxy card and voting instructions; prominent postings on Association website and 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 from Court Chairs. Residents were again encouraged to register for Homeowner Link via the Association's website.

QUORUM AND ROLL CALL

The registration process, including proxies, both printed and electronic, was sufficient to reach quorum of 54 percent. Ms. Farbstein thanked the Court Chairs for their efforts to secure proxies in advance of the meeting via email and door-to-door canvassing. Oral roll call was waived, as it was achieved by the registration process.

READING AND APPROVAL OF 2017 MINUTES

Ms. Farbstein made a MOTION that by GENERAL CONSENT oral reading of the minutes of the 2016 Annual Meeting be waived and that said minutes be approved as submitted. No objection. Motion CARRIED.

INSPECTORS OF THE ELECTION

Ms. Farbstein made a MOTION that by GENERAL CONSENT that residents Peggy Gregory, Marcia Bowlds and Chuck Edwards be approved as Inspectors of the Election. No objection. Motion CARRIED.

STATE OF THE ASSOCIATION

The state of the Association is very good. This year we experienced a wet summer which has caused a lot of water intrusion issues. The Master Deeds states that unit owners are responsible for water intrusion that comes in through the exterior walls and floor. The Buildings are old, they have settled, sometimes resulting in water intrusion through walls and floors. Sometimes the waterproofing has deteriorated.

Just as some water intrusion is a result of old buildings during the past few years there has been underground electric wires that have also failed. These are thick electric cables that run underground from the common area to a building. Often they are underneath patios. This year we saw 3 of them fail. Very expensive to repair, not unheard of to cost upwards of \$10,000.

The Board has replaced the fire extinguishers in all the b buildings, installed leash law signs in select areas of the neighborhood, installed a picnic table and benches between the rear of courts 2 and 3; painted basements of the b buildings; repaired court lights; overseen dozens of contractors; updated the pool rules; hired a pest control company to address rodents; purchased a new snow blower; fixed court lights; rebuilt fence gates. Painting continues to take place during the annual painting cycle

COMMITTEE REPORTS:

Buildings & Grounds

Ms. Farbstein acknowledged and thanked Mr. Edwards and Ms. Garth for serving as Co-Chairs of the B&G Committee, something they have been doing for years. She noted that B&G is our largest standing committee and serve a very important function in the community.

By Co-Chair Chuck Edwards: In 2016 the B&G Committee recommended Environmental Enhancements for the grounds contractor and the board accepted the recommendation. This is the second year with Environmental Enhancements and we are pleased with their work. The contract is basically the same as in the past with mowing and edging done when the Committee requests it, there are approximately twenty mowings and ten edgings during the season. The flower beds are weeded eight times per season, and the shrubbery was trimmed three times. The lawns had aeration and seeding in the fall which occurred on October 5th. Leaf removal is done three times per season, and lawn treatment is done in the fall and spring. In the spring; ivy and vinca were removed and this will continue in the spring of 2019. There was the removal of old rose bushes in the front flower bed because residents were not maintaining them, and replacement trees were installed in courts 3, 14, and 11. Selective pruning of yews and old growth shrubbery was performed to keep from needing to replace with new shrubbery. The red and white begonias were installed at the circle. The Committee will be doing the majority of planting in the fall. This includes requests from residents as well as replacement items especially trees. We are reviewing courts that need special attention including renewal pruning and trimming for work in late winter or early spring.

Committee Co-Chair Judi Garth is the contact person for dealing with the County street trees. Judi works with Arlington County concerning street trees. The County replaces trees that they have removed. There was a tree removed at the entrance to court 6 which is on Stafford Street, it should be replaced this fall or next spring. The county waters new street trees for the first year and then it's the community's responsibility. Fairlington Meadows received a tree from Arlington County which was planted between court 10 and 11 near the playground. Unfortunately it died and will be replaced by the County. The largest expense this year was for tree work to maintain the existing trees and keep them healthy.

Residents interested in joining the Committee were encouraged to attend a monthly meeting, held on the first Wednesday at 7:30 p.m.; location of the meeting is posted on the website. The Committee does not meet in December, January, July or August. Anyone interested in attending a future meeting should check the Meadows website.

Recreation

Ms. Farbstein acknowledged and thanked Mr. Ed Giorvasi and Mr. John Stack for serving as on the Tennis Committee.

In 1986, the tennis courts were torn up and totally reconstructed, as they were nothing more than a bumpy surface of asphalt over dirt. The courts are currently the same surface from 1986, and over time the asphalt has shifted and cracks have developed. We have repaired cracks, resurfaced, and patched, but it has reached the point that an overlay is needed; the question is whether to use asphalt or a different product. Early last year, a company took core samples to determine the condition of the subsurface, and found that it is in “very, very good shape.” The Committee recommended to use “Nova Probounce” for the new overlay. It is not asphalt, but a synthetic composite that covers the existing asphalt. The Glen installed it on their courts five years ago, and the courts are “pristine,” with “no cracks whatsoever.” Probounce is less expensive than asphalt, and it prevents cracking because it stays intact. It installs quickly and is eco-friendly. So the tennis courts are now scheduled to be resurfaced.

Pool

Ms. Farbstein thanked Tracy McGovern and Erica Brown the Pool Committee co-chairs for their service and stated that interested residents are welcome to join the Committee.

Court Chairs

By Committee Chair Diane Thurber: The main duties of the Court Chairs are to greet new residents, deliver the Welcome Packet, issue Recreation ID cards, and canvass for proxies in advance of the Annual Meeting. They also provide a point of contact for residents and a feeling of inclusion in the community, and throughout the year they forward notices and announcements from the Board and the various committees to the residents in their respective courts via email. Residents are encouraged to provide email addresses to their Court Chairs for this purpose. Court Chairs were introduced by name and thanked for their service.

PRESENTATIONS

Mr. Sitton has been working on a project related to the issue of possible PCE contamination. Everyone should have received a letter addressing the potential for a “plume” to have moved from across Quaker Lane (from the location of a former dry cleaning business) into the Glen and possibly the Meadows. Ms. Finigan received an update today from the consulting firm that is performing the drilling, sampling, and analysis, and who is working with the Virginia Department of Environmental Quality to determine whether there is a “migrating issue.” So far, they have determined that the area on 35th Street, where they did most of the drilling, has not shown any issue. There are some questions outstanding about the need to go a bit further down S. Stafford Street, so they are recommending additional drilling in the next week-and-a-half, depending on when appropriate communication can be disseminated to residents. They want to find a “zero base” for the plume; in other words, nothing is showing in the groundwater in the area. The Board has been very pleased with the work that both the consulting firm and VDEQ have done; they have been very cooperative.

Ms. Farbstein added that this project has been a lot of work, and thanked Ms. Finigan and Mr. Sitton for their continuing efforts. The project has entailed months of working with the groups involved – entering into an agreement, doing research, notifying residents, and ensuring that the work is done properly and that the Board is well-informed of the results. The final results are that no residents have been affected.

BUDGET

Copies of the Budget Exhibit, showing a few years of budget projections and actuals, were mailed to the co-owners, and also were available at the meeting. The Board is proposing a 2.0% increase in condo fees, as an annual increase is needed to keep up with inflation and the cost of our contracts.

The Finance Committee presented the information on the current financial status and stated that the Association is in pretty good financial shape. They expect operating expenses for 2018 to come out within budget, or maybe a tad more, depending on the weather for the rest of the year. There should be about \$113,000 in the Operating Reserve account by the end of the year unless something unexpected happens. The Association’s master deed requires to maintain a balance of \$250,000, so beginning to fund the

Operating Reserve in 2018 to bring the balance up is key. There is \$2.3 - \$2.4 million in the Repair and Replacement Reserve at year end.

For 2019 the Board is proposing an operating budget of \$1,415,060, which is 1.95% more than 2018. The Board is also proposing an increase of 2% in unit-owner assessments over 2018. There is a need to maintain a \$10,000.00 deductible in the event of a major claim. Then there are other items - maintenance payroll, benefits, and associated payroll taxes are expected to increase by 2.0 - 2.5%, general insurance is expected to increase by 3%, communication expenses will increase next year due to the design and hosting of a new Fairlington Meadows website, and the redesign/production of the Meadow's Messenger, and other communications. The landscaping budget will increase by 13.64%, due to the need to replace trees and a general increase in landscaping effort, trash and recycling expenses are expected to increase 25.19% in 2019 in order to pilot an additional day of recycling and the use of trash bins based on responses from the trash and recycling survey. Pest Control expenses will increase to cover a new contract to protect the Meadows from rats and other pests, and total repair and maintenance costs are expected to increase 12.30% over last year's budget due to dealing with key problem areas have been water intrusion, gutters, and roof repairs. Total professional services expenses are expected to increase 11.29% as the Association must carry out for a Repair and Replacement Reserve Study in accordance with Virginia law, and in legal expenses these are a combination of historical data and projections.

In 2019 the Board is also proposing to spend approximately \$970,000 from the Repair and Replacement Reserves primarily to replace the fences, replace two roofs, resurface the tennis courts, fix the basketball court, pool shade, and add to the deck. Fairlington Meadows should still have around 1.8 million in the Repair and Replacement Reserve at the end of 2019 per the reserve study. The Board feels that they have done their due diligence in the preparation of the proposed Budget in looking at all of the numbers for income, historical expenses, and projections through the end of 2018, as well as replenishment and building of reserves. No questions from the floor regarding the Budget.

Ms. Farbstein made a MOTION to APPROVE the 2019 Meadows Budget through GENERAL CONSENT. No objection. Motion CARRIED.

FLOOR OPENED FOR Q&A ON ANY TOPICS DISCUSSED TONIGHT:

Q: How many of the basketball courts are going to be redone?

A: That is too be determined as the foundation is currently unstable so no work will be performed on the basketball courts as of yet.

Q: Can you tell me about the shade structure for the pool?

A: The new shade structure will be where the tarp is now.

Q: Are you serious about getting all of the fences done in one year? How will this project affect homeowners?

A: We are still looking for a contractor so there is no additional information yet but we are hoping to finish the project in one year. So this year will be courts 4, 5, 6, & 7 and next year 8, 9, 10, & 11.

Q: Why is the Meadows the only community with painted fences?

A: The painted fences happened a long time ago and we are not sure what we will do to them in the future.

Q: Have you looked into any references for the fence people yet?

A: Yes we have just completed the reference checks.

Q: Has there been any discussion of the fence along Quaker Lane?

A: No discussion yet.

Q: How are you going to cover all the line items that have increased by 10% with a 2% HOA increase?

A: Many of the items will be covered by the Capital Expenditure funds.

Q: Who does the reserve study?

A: An outside company.

Q: Do we not give the maintenance staff health and retirement benefits?

A: No.

Q: What is the schedule for the roof replacements?

A: There are six currently on the schedule.

Q: Is the trash plan a pilot program?

A: Yes it is a pilot program.

Q: Can we post the agenda on Facebook?

A: Yes.

ELECTION OF DIRECTORS

There are two open positions on the Board. Ms. Farbstein also read the brief bios of Ms. Erica Brown and Mr. Joseph Spytek, which were included in the Annual Meeting packet and published in the Messenger. There were no other write-in candidates on the proxies, nor were there any volunteers or nominations from the floor. Ms. Farbstein made a MOTION that through UNANIMOUS CONSENT Ms. Erica Brown and Mr. Joseph Spytek be elected to the Fairlington Meadows Board of Directors, each for a full three-year term. No objection. Motion CARRIED.

IN CONCLUSION

Ms. Farbstein reiterated that we have a good team with the maintenance crew, as well as very talented Board members and Committee Chairs. She also noted that Arlington County will redo county lines to help with the overcrowding of schools. Lastly Ms. Farbstein encouraged residents to volunteer in the community.

ADJOURNMENT

There being no further business to come before the meeting, Ms. Farbstein made a MOTION that by GENERAL CONSENT the meeting be adjourned at 8:25 p.m. No objection. Motion CARRIED.

Respectfully submitted,

Kemi Ojumu
Recording Secretary