

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING  
SOUTH FAIRLINGTON COMMUNITY CENTRE  
3308 S. Stafford Street, Arlington, VA 22206  
Wednesday, February 19, 2020  
6:45 pm**

**BOARD MEMBERS PRESENT**

Joseph Spytek, President  
Nick Slabinski, Treasurer  
Frona Adelson, Vice President  
Erica Brown, Secretary  
Tim Tassa, Member at Large

**BOARD MEMBERS ABSENT**

**MANAGEMENT PRESENT**

Jennifer Bennett, Portfolio Manager, CMC  
Dolly Sharma, Recording Secretary, Minutes Services LLC

**OTHERS IN ATTENDANCE**

Fairlington Meadows Residents: 1

**I. EXECUTIVE SESSION**

**MOTION:** Ms. Adelson **MOVED** to approve to convene into Executive Session at 6:45 pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

**MOTION:** Ms. Adelson **MOVED** to reconvene into Open Session at 7:03 pm. The **MOTION** was **SECONDED** by Ms. Brown 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. Tassa and **PASSED** by unanimous consent.

**III. APPROVAL OF AGENDA**

**MOTION:** Ms. Brown **MOVED** to approve the February 19, 2020 Agenda as presented. The **MOTION** was **SECONDED** by Mr. Tassa and **PASSED** by unanimous consent.

**IV. APPROVAL OF MINUTES**

**MOTION:** Mr. Tassa **MOVED** to approve the January 15, 2020 Board meeting minutes as presented. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

V. **RESIDENTS OPEN FORUM**

None.

VI. **COMMITTEE REPORTS**

➤ **Pool Committee**

Nothing to report.

➤ **Building & Grounds Committee**

Storm water management grant opportunity; county tree court 1:Ms. Adelson stated that the Committee welcomed the new Landscape contractor. They had a spring walkthrough. Charlie, a member of the committee is getting the templates with questions for the Court Chairs. The Committee is planning to hire an arborist to tag the trees, estimate their life expectancy, and identify trees needing to be pruned. The Building and Grounds Committee meeting is scheduled for March 4<sup>th</sup>.

Fairlington Meadows was selected to receive a free tree from the county. Court 1 was identified as the location to receive this tree.

If there are areas that qualify for the Storm water damage grant and the Community gets selected, then up to \$4000 will be matched by the county and that can be used to mitigate storm water impact in the community.

➤ **Fence Committee**

1<sup>st</sup> phase complete; sealing and number decision: Mr. Spytek updated the Board that the first phase is nearly complete. He will have a walk through with Lancaster Landscape and Kolas to identify remedies for construction caused landscape damage after court 15 is finished with construction (late March).

Board decisions on whether to have the fences sealed and numbered was needed. The board referenced the fence survey results in the discussion and noted that there was close to a 50/50 split on both topics. Treating the fences did not extend the longevity of the fence and needed to be re-applied every 4 years at a cost of approximately \$75,000 - \$90,000 each time it was applied. The addition of house address numbers on the fences can be performed in house at a later date.

**MOTION:** Ms. Brown **MOVED** to approve that we do not treat the fences. The **MOTION** was **SECONDED** by Mr. Tassa and **PASSED** by unanimous consent.

**MOTION:** Ms. Adelson **MOVED** to table the issues whether or not we need address on the fences. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

VII. **MANAGERS' REPORTS**

➤ **Monthly Management Report**

Ms. Bennett updated the Board regarding a complaint from one of the unit owners that he did not receive a pool pass last year. Ms. Bennett responded that she will be make sure that he receives the pool pass this year.

**Annual Maintenance Checklist Update**The Individual unit checklist was discussed, modified, and is being sent to the Meadows insurance representative for verification to determine if it covers the topics required to be able to assess insurability of the community. This will allow multiple Insurance Companies to provide quotes based on the individual unit owners checklist. For 2020 the Meadows is received only one bid for insurance coverage for the community. The Meadows may need to acquire insurance on the secondary insurance market (more expensive) if this information is not acquired. The board will develop a plan to inform the community of the need to provide this information and impact if it is not acquired. This should be done prior to September 2020 to be able to go out to bid for next years' insurance proposals.

- **Monthly Administrative Calendar**  
Ms. Bennett reviewed the monthly calendar.

### **VIII. OLD BUSINESS**

#### **A. Meadows Contracts signed since last meeting**

Proposal: Katchmark proposal for closing gaps on three front dormers repair in court #14 for \$725.

Proposal: W. R. Restoration Inc. proposal for tuck pointing/mold project for a cost of \$2750.

Proposal: Pro-Pave incorporated Proposal for side-walks repair at a cost \$9,237.

Proposal: Kolas Contracting, Inc. proposal for wood and gutter in court 8 at a cost \$3,800.

#### **B. Insurance Claim Updates-Court 3– General discussion on insurance covered claims**

#### **C. Court 10 sewer line**

Mr. Spytek inquired about the pipe repairs budget for court 10. The sewage pipe is sagging and the water had backed up into two units. Extensive unit owner coordination will be required since three units are affected by the repair to this sewer line.

He also updated the Board that there is an issue with the patch on Stafford Street – Craig is aware of the issue and coordinating with Findley for repair.

Lights are out in court 15. Ms. Bennett responded that she will look into it and there is a proposal for repair of lights in courts 15.

**MOTION:** Ms. Brown **MOVED** to approve the repair of lights in court 15 at a cost not to exceed the current proposal \$1,755.50. The **MOTION** was **SECONDED** by Mr. Tassa and **PASSED** by unanimous consent.

### **IX. NEW BUSINESS**

- **Replacement truck**

Mr. Spytek updated the Board that the truck needs to be replaced soon. The next major repair will be final indicator that replacing the 22 year old vehicle is needed.

### **X. MATTERS FOR BOARD DECISION**

Final

Nothing to report.

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

➤ **Issue Log Review and Update**

Ms. Brown will be updating the Issue log. The messenger will be published in first week of March. According to the log record, the PCE monitoring well testing must have been done in December. Ms. Brown stated that a summary must have been given after the inspection. She can then post the summary in the Issue log review and on the Meadows website. Ms. Adelson responded that she will check that and get back to her.

**XII. ESTABLISHMENT OF NEXTBOARD MEETING –March 18, 2020**

**XIII. ADJOURNMENT**

**MOTION:** Ms. Adelson **MOVED** to adjourn at 7:59 pm. The **MOTION** was **SECONDED** by Mr. Tassa and **PASSED** by unanimous consent.

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Respectfully Submitted by: Dolly Sharma, Recording Secretary