

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
BOARD OF DIRECTORS MEETING
SOUTH FAIRLINGTON COMMUNITY CENTRE
3308 S. Stafford Street, Arlington, VA 22206
Wednesday, August 21, 2019
6:45 pm**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

MANAGEMENT PRESENT

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

OTHERS IN ATTENDANCE

Fairlington Meadows Residents:
Deborah Spence
Donald Spamer
Claudia Reetor
Iolaive McFadden

I. EXECUTIVE SESSION

MOTION: Mr. Spytek **MOVED** to approve to convene into Executive Session at 6:45 pm. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

MOTION: Mr. Spytek **MOVED** to reconvene into Open Session at 6:55 pm. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

II. CALL TO ORDER & ESTABLISH QUORUM

MOTION: Mr. Spytek **MOVED** to call the meeting to order at 7:00 pm. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

III. APPROVAL OF AGENDA

Cancel: "July 10, 2019 Special Board Meeting Minutes" as it was already approved in the July Meeting.

MOTION: Mr. Sitton **MOVED** to approve the August 21, 2019 Agenda as modified. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

IV. APPROVAL OF MINUTES

MOTION: Ms. Adelson **MOVED** to approve the June 2019 Board meeting as presented. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

MOTION: Ms. Adelson **MOVED** to approve the July 2019 Board meeting as presented. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

V. RESIDENTS OPEN FORUM

- Resident had concerns about the cutting of the trees and the ornamental trees are out of fashion.
- Resident is not in favor of trimming the shrubs so that the windows are clear. The shrubs created a sense of privacy.

VI. COMMITTEE REPORTS

➤ **Pool Committee**

Ms. Brown recommended the Board that there should be more money budgeted for the pool committee as they would like to have luau. The pool should be open after Labor Day too. Ms. Adelson inquired that one of the resident questioned about the life guards being present at the pool. Mr. Spytek responded that it is a liability and safety.

➤ **Building & Grounds Committee**

Mr. Spytek displayed the slide show of the survey. Ms. Deborah Spence stated that the survey showed that residents want more variety of flowers. Majority of the people stated no treatment for weeds. The residents in courts 3,4 & 15 want more benches. There was a conflict in the ideas of trimming ornamental shrubs & trees. Ms. Spence recommended getting bids on both organic lawn treatment and chemical lawn treatment. The contract will be for 3 years so RFP out in September. The height of the shrubs also can be specified. Mr. Sitton stated that they were not aware of it. Ms. Frona recommended coming up with a plan and discussing in the September Board meeting. Also, to have more committee members to join. Mr. Sitton recommended asking for volunteers instead of members and having a strategy and then pass on to people for additional responses or suggestions.

➤ **Fence Committee**

Mr. Spytek updated the Board that he had a meeting with contractors yesterday to get proposal by September 3rd, 2019. 4200, 4202, 4204 will be a good challenge. Mr. Spytek also contacted Verizon to get the wires before October 1, 2019.

VII. MANAGERS' REPORTS

➤ **June 2019 Variance Report**

Ms. Noorzai stated that the Board should close the bank account from the year 2014.

➤ **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

- **Meadows Contracts signed since last meeting**
- **Mulch and stone LLC playground mulch**
- **Durawood Dent saver benches for tennis court**
- **All Plumbing court 15 sewer lateral replacement**
- **AAA Tree Service Crepe Myrtle focused trimming**

IX. NEW BUSINESS

➤ **Towing Guidelines**

The towing guidelines were posted in 2011 winter Meadows messenger. Mr. Sitton recommended to have the procedure or a write-up of the process of towing be added in the resolution. Ms Adelson agreed to review issue and propose changes.

X. MATTERS FOR BOARD DECISION

➤ **Egress Window Resolution**

MOTION: Mr. Sitton **MOVED** to approve the Egress window resolution with the modification and changes in wordings in the resolution. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

➤ **Construction Resolution**

The Board recommended that the construction work time limit can go only till 6 pm. No construction work after 6 pm will be permitted.

MOTION: Mr. Slabinsky **MOVED** to approve the Construction resolution with the modification and changes in wordings in the resolution. The **MOTION** was **SECONDED** by Mr. Sitton and **PASSED** by unanimous consent.

XI. MATTERS FOR BOARD DISCUSSION/ INFORMATION

➤ **Issue Log Review and Update**

Mr. Spytek wanted to send a survey for the Tot lot and playground. Ms. Brown recommended sending the survey after Labor Day. Mr. Spytek also discussed about the flooded sidewalks.

Ms. Noorzai stated that they still need to come and take pictures of some areas for the Reserve study. It will be completed by end of September.

Mr. Spytek had a request for a rain barrel at the back patio. Mr. Sitton stated that it is difficult to maintain the barrel and it can damage the common area asset. Mr. Sitton added that there is no resolution just a policy.

MOTION: Ms. Brown **MOVED** to disapprove the request of rain barrels by cutting the downspout for the rainwater as a conservation mechanism. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

➤ **Welcome Packet Revision**

Mr. Spytek stated that the Welcome packet is ready for print and Ms. Noorzai will add the resale packet to it.

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

The following proposals were ratified by Board:

Proposal: AAA Tree Service's revised proposal for the Tree Service, Clear buildings, and window gutters of specified trees at a cost not to exceed \$4,125.

Proposal: All Plumbing, Inc proposal for repairing and lining of the main sewer line lateral from building to street at a cost of \$28,800.00.

Proposal: Durawood Dent-Saver benches proposal for green dent free benches around the tennis court .

Proposal: Mulch and Stone, LLC proposal for replacing the playground Mulch at a cost of \$1,038.43 per service.

Proposal: KatchMark proposal for full day service in Courts 14 & 15 at a cost \$1,200.00, Courts 6,7 & 15 at a cost \$1,200.00, Courts 4,5 & 6 at a cost \$1,200.00, Courts 2,4 at a cost \$1,200.00.

The Annual Meeting will be on October 22, 2019.

XII. ESTABLISHMENT OF NEXT BOARD MEETING- September 18, 2019

XIII. ADJOURNMENT

MOTION: Ms. Brown **MOVED** to adjourn at 8:35 pm. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

Respectfully Submitted by: Dolly Sharma, Recording Secretary