

Final

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
VIRTUAL BOARD OF DIRECTORS MEETING  
Wednesday, July 15, 2020  
6:45 pm**

**BOARD MEMBERS PRESENT**

Joseph Spytek, President  
Frona Adelson, Vice President  
Nick Slabinski, Treasurer  
Erica Brown, Secretary

**BOARD MEMBERS ABSENT**

**MANAGEMENT PRESENT**

Sara Pagani, Condo Division Director, CMC  
Dolly Sharma, Recording Secretary, Minutes Services LLC

**OTHERS IN ATTENDANCE**

Fairlington Meadows Residents: 9  
Caroline & Javier G  
John & Kelly L  
Lisa  
Ross H  
Edward H  
Andrew W  
Brett G  
Donald S  
Regina B  
Addie C

**I. EXECUTIVE SESSION**

**MOTION:** Ms. Adelson **MOVED** to approve to convene into Executive Session at 6:48 pm to discuss By-law violation complaint, 2021 budget, attorney report, and delinquency report. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

**MOTION:** Mr. Slabinski **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 7:03 pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

**III. APPROVAL OF AGENDA**

**MOTION:** Ms. Brown **MOVED** to approve the July 15, 2020 Agenda as presented. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

**IV. APPROVAL OF MINUTES**

**MOTION:** Ms. Adelson **MOVED** to approve the June 17, 2020 Board meeting minutes as presented. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

**V. RESIDENTS OPEN FORUM**

- Residents had concerns regarding the surveillance cameras that were facing the pool and the bathrooms. Some residents did object to the cameras completely, claiming it is a breach of privacy. Mr. Spytek stated that the cameras have been there, off and on, for the past five years. Ms. Brown explained to residents that the board generally hears concerns at the beginning of the meeting, and then discusses the issue during the new business section of the agenda. [As noted below, the decision to remove the pool view camera during the swim season was made later during the meeting.]

**VI. COMMITTEE REPORTS**

**Pool Committee**

Ross, Chair of the Pool committee, reported that the sign ups and distancing at pool are working. The residents are following the rules. In case of an exposure they will limit the number of people or close the pool as per the CDC guidelines. Ms. Adelson updated that the residents were complimenting the efforts of the Board and the pool committee.

**Building & Grounds Committee**

Ms. Adelson stated that the Committee met on July 8th. The current B and G committee chairs would like to have a revolving Chair position that changes every year at the annual meeting in October. A description of the position was therefore created and distributed to committee members. This change will be further discussed at the next B&G meeting on August 5th and board meeting on August 19th. The committee had a discussion about setting up stations with bags for dog waste as there have been ongoing complaints that people don't pick up after their dogs. There will be a discussion as to where these bag stations will be placed in our community.

There are a number of proposed landscaping contracts the committee is waiting to receive from Lancaster Landscapes and is hoping to receive these contracts and move forward on these soon. These contracts are in regard to storm water management in the Meadows and replacement of shrubberies in several common area beds. This is their busy season and for this reason, the contracts have likely been delayed. Pruning continues in the community at a slow pace since this is their first pruning since being hired by the Meadows. Future pruning should be completed more quickly.

**Recreation Committee**

**Tot lot**

Mr. Spytek stated the Meadows board is reviewing color schemes for the tot lot update at this time.

**Basketball Court-hoops and nets**

Mr. Spytek updated that the basketball court is fully operational.

**Fence Committee-landscape and fixing warped wood**

Mr. Spytek updated that Kolas came in the week of June 8<sup>th</sup> and did a lot of landscaping work. Landscape repair will be a Joint venture between the Association and Kolas. They have fixed all identified pieces of warped wood slats and will continue in the month of July.

**VII. MANAGERS' REPORTS**

➤ **Monthly Management Report**

Ms. Pagani reviewed the Managers' Report from the Board packet. The Fairlington Meadows lock box issue is resolved.

➤ **Monthly Administrative Calendar**

**VIII. OLD BUSINESS**

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

Proposal: Kolas proposal for 4108 33<sup>rd</sup> St S gutter replacement at a cost of \$5164.

Proposal: Kolas Proposal for gutter cleaning of 57 buildings at a cost \$8500.

Proposal: All Plumbing proposal for Court 5; 3 cleanout installations at a cost \$18600.

Proposal: PSE proposal for 3329 S Stafford power supply line replacement at a cost \$8041.

**B. Homeowner Modification Request Since Last Board Meeting**

Owner request: Replace windows, replace exterior door and remove non-load bearing wall with engineers report between kitchen and dining room for 3464 S Stafford approved.

Owner request: Replace windows for 3409A S. Stafford approved.

Owner request: Replace windows for 3485 S. Utah approved.

Owner request: New a/c for 4304 34<sup>th</sup> St A2 approved.

Owner request: Egress window for 3477 A1 S. Utah approved.

Owner request: New deck for 3462 S. Stafford St approved.

Owner request: Outdoor outlet for 3329 S Stafford St. approved.

**C. Insurance Claim Updates**

Ms. Pagani stated that a new claim has been filed and is waiting for the adjuster to contact the homeowner.

**D. Employee Handbook Review Update**

Ms. Pagani recommended having a work session to discuss the draft employee handbook.

**IX. NEW BUSINESS**

➤ **Feedback from Durable slate on Roof Status**

Durable Slate provided evaluation of the remaining 36 original roofs in the Meadows. Eight roofs were identified as critical for replacement. Six roofs were identified as exceptional quality and the roofs should only have their flashings and non-slate material repaired. The remaining roofs could be replaced or have similar refurbishment actions taken. Mr. Spytek acquired proposals from Katchmark and Durable Slate for the replacement of 2 roofs for comparison purposes. This data will be incorporated into the Capital Needs plan.

➤ **Selection of New Board Member Process Discussion**

Mr. Spytek updated the Board about the process of the selection.

➤ **Pool Cameras**

Mr. Spytek updated that cameras were installed five years ago. There were things reported missing from the maintenance room and arson events in the immediate pool/playground area. Cameras face the exterior doors. There are cameras inside the work area also. Ms. Brown agrees with Ross H regarding the camera to be faced away from the pool and the Bathrooms and also not be recording during the time the pool is open and should be activated during the night. Mr. Spytek added that there are two signs indicating the pool is monitored 24/7. The signs are located near the maintenance office door and on the fence opposite to the playground. The video is recorded over in seven days. No one except the maintenance team and the Meadows Board have access to the equipment. There is no remote access to the video and the equipment is password protected. The residents and the Board had a brief discussion. The Board agreed on taking down the camera looking over the pool for the season.

**X. MATTERS FOR BOARD DECISION**

➤ **Xfinity Marketing Contract Acceptance/Rejection**

Xfinity can put up to three Comcast hotspots in the Meadows. Logistically, the easiest will be near the pool. The logo of Xfinity may be on the Meadows website. If the agreement is accepted, marketing information will be included in the resale packet. The Meadows will receive financial compensation for this marketing agreement.

**MOTION:** Ms. Brown **MOVED** to accept an Xfinity non-exclusive agreement and also contact Verizon to see if they offer a similar marketing agreement. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

➤ **B Building “No Storage Zone” and “Storage Wars” Status and Plan**

Mr. Spytek updated that the Board plans to notify and implement the codes provided by the Fire marshal.

**Action Item:** Mr. Spytek stated that a letter is to be sent to the residents of the B Building to clear the storage area away from the electric circuit boxes within two months.

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

### ➤ **Issue Log Review and Update**

Ms. Brown updated a few of the items listed in the Issue log.

### ➤ **Capital Project Plan (5- year plan) – Review of 2018 and 2020 list**

Mr. Spytek reviewed some of the projects listed in the Capital project plan of 2018 and 2020. They were divided in four parts. Most Urgent and Most important, Less Important and Urgent, Less Urgent and Important, and Less Important and Less Urgent. Ms. Pagani displayed the list of the work. Some of the work is ongoing and some most of the 2018 list has already been completed. The list will be posted on the Meadows website for reference. A few items were mentioned as examples:

- Pool cover replacement
- Pool fence painting
- Parking lot repairs and paint
- B Building light replacement to LED lights.

#### **Less important and Less urgent**

- Dog poop station.

Ms. Adelson inquired about the electrical meters' replacement. Mr. Spytek stated that it will be a big project. The board will need more information. The board will need to invite the PSE engineer for a Board meeting to describe the process and potential cost.

### ➤ **Covid-19 Response – Signage for Recreation Facilities**

Mr. Spytek updated that Covid-19 required signage are at Tot lot, pool area, tennis court and basketball court. The cleaning and disinfecting is continued in the B building.

### ➤ **Board member replacement candidate introduction.**

Mr. Spytek noted that there had originally been five candidates for the board position, but two had since withdrawn their names from consideration prior to the board meeting. He asked Donald S and Caroline G. to give a brief introduction as candidates to fill the open Board of Directors position. The Board will further discuss in the executive session and the chosen candidate will be notified. Mr. Spytek also noted a third candidate who was not present during the board meeting, Julie C.

## **XII. ESTABLISHMENT OF NEXT BOARD MEETING – August 19, 2020**

### **XIII. EXECUTIVE SESSION**

**MOTION:** Ms. Brown **MOVED** to approve to convene into Executive Session at 8:58 pm to discuss the decision on the candidate for the vacant position on the Board. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

Final

**MOTION:** Ms. Brown **MOVED** to reconvene into Open Session at 9:05 pm. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

**XIV.**        **RATIFICATIONS FROM THE EXECUTIVE SESSION**

The Board chose Ms. Gil for the vacant position on the Board.

**XV.**        **ADJOURNMENT**

**MOTION:** Ms. Adelson **MOVED** to adjourn at 9:06 pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

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Respectfully Submitted by: Dolly Sharma, Recording Secretary