

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
VIRTUAL BOARD OF DIRECTORS MEETING
Wednesday, June 17, 2020
6:45 pm**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

MANAGEMENT PRESENT

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

OTHERS IN ATTENDANCE

Kathleen Machado, Attorney, Rees Broome
Anne Sheehan, Auditor, Goldklang Group
Fairlington Meadows Residents: 7
Caroline & Javier G
John & Kelly L
Lisa
Ross H
Edward H

I. EXECUTIVE SESSION

MOTION: Mr. Spytek **MOVED** to approve to convene into Executive Session at 6:49 pm to discuss legal matters. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

MOTION: Mr. Spytek **MOVED** to reconvene into Open Session at 7:10 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 7:12 pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

III. APPROVAL OF AGENDA

Move: "Section X B Complaint Resolution" after "Section V Homeowners' Open Forum".

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

IV. APPROVAL OF MINUTES

Ms. Brown made a recommendation to refer to "week of" instead of "yesterday or next week" from here on in the minutes and suggested an edit to the May minutes to reflect this.

MOTION: Ms. Adelson **MOVED** to approve the May 20, 2020 Board meeting minutes as amended. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

V. RESIDENTS OPEN FORUM

- Resident inquired about an issue with HOA fees with CMC.
- Resident inquired about the storage unit topic in B building identified in the agenda.

VI. COMPLAINT RESOLUTION

Mr. Spytek updated residents that the Board received a formal complaint for failure of Fairlington Meadows Board of Directors to record in the formal meeting minutes approval or disapproval of owner requests regarding modifications to their Units. Mr. Spytek was informed by Ms. Machado, the Meadows attorney, that the modifications are to be noted in the minutes. The Board and Ms. Machado have done research and will modify its proceedings and document all the changes from October 2018 until the present and going forward in the minutes. Mr. Spytek and CMC will investigate all modification approval emails and incorporate all decisions into the minutes. Mr. Hilz appreciated the way the Board handled the complaint. Also, he would like the discussions of the executive sessions of the Board reflected in the minutes. Ms. Machado explained the process of documenting minutes for an executive session per the Virginia Condominium Act.

MOTION: Ms. Adelson **MOVED** to grant the request made by the Homeowner to list the Condo requests for modifications to Units in the minutes. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

MOTION: Ms. Brown **MOVED** to research the way executive session discussion is reflected in the minutes from 2019 and 2020 and discuss it next time. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

VII. COMMITTEE REPORTS

Pool Committee

Ross, Chair of the Pool committee, reported that he sent an email to Atlantic for the maintenance of the pool; the county requires pools to be chlorinated when closed. He spoke with the Atlantic Pool Company supervisors; they have lifeguards available if the Board chooses to open. He further added that very few pools are open in Phase 2. The pool committee will investigate opening the pool under Phase III contingent on CDC guidelines.

Building & Grounds Committee

Ms. Adelson stated that the B & G Committee met on June 3rd. Lancaster is doing a follow-up lawn treatment. Kolas is doing the remedial common area groundwork in collaboration with Lancaster. Lancaster gave an advance calendar of the work that will be accomplished. Caroline G. will draft an article for the Meadows website to share with residents. The current B & G committee chairs would like to suggest a revolving Chair position that changes every year at the annual meeting. A detailed description of the position duties was created for this purpose. It will be further discussed in the next B & G meeting on July 8th. Poison Ivy is growing along Quaker lane. Lancaster has been notified. The committee discussed setting up stations with bags for dog poop as there have been many complaints that people don't pick

up after their dogs. There will be a discussion at B & G as to where those stations will be optimally placed. The B & G Committee will have a Fall planting workday. The committee will move and divide the plantings such as hosts around the pool area. Mr. Spytek presented the preview of the new look of the Tot Lot and will be presenting to the whole community soon. Ms. Brown inquired about the big weeds growing in large common area beds that need removal and stated that the bushes are not trimmed. Ms. Adelson responded that Lancaster is now working on trimming bushes in all 15 Courts.



Recreation Committee

Playground-opening preparations- Drawings, soft surface, and way forward – discussion with contractor

Mr. Spytek asked Ms. Pagani to share the drawings and designs from MTS Recreations with the residents during the meeting. Mr. Groff gave the Blueprint presentation. The design is made with the use of the existing poles and will have a new soft surface. This soft surface must be maintained every 5 years. He stated It is not difficult and likely our maintenance staff can do it. Different colors can be added at no additional cost. The Tot Lot footprint will remain the same.

Basketball Court-hoops and nets

Mr. Spytek updated that the backboards and hoops arrived the week of June 17th at the installers site. Craig and Ricky are working with them for the installation. A Resident put up a new net in the court and this is ok.

Fence Committee-landscape and fixing warped wood

Mr. Spytek reported that Kolas came the week of June 8th and did a lot of landscaping work behind Courts 4,5 and 6. Landscape repair will be a Joint venture between the Association and Kolas. They have fixed pieces of warped wood and more will be replaced as reported in the month of July.

VIII. MANAGERS' REPORTS

➤ **Introduction of New Property Manager – Sara Pagani**

Ms. Pagani introduced herself. She is the interim CMC portfolio manager for the Meadows now and will help transition with the new portfolio manager once that person is selected.

➤ **Monthly Management Report**

Ms. Pagani reviewed the Managers' Report from the Board packet.

The Fairlington Meadows entire file was audited.

The over twenty-year-old Association truck was sold, and the money was transferred to the capital reserve account.

➤ **Monthly Administrative Calendar**

➤ **Report on Issues with Payment of Monthly Condominium Fees and Resolution**

Ms. Pagani updated the Board that there was an issue with the lockbox software and many monthly payments were sent back to owners. A lot of residents had to resend their payment. She will get in touch with individual residents where there is a payment issue and no late fees will be charged.

IX. OLD BUSINESS

A. Meadows Contracts signed since last Board meeting

Proposal: All Plumbing proposal for 3469 S Utah sewer repair for a cost of \$4200.

Proposal: Lorex Security Proposal for security camera at a cost \$900

Proposal: Sale of old maintenance truck at a cost \$1000.

B. Homeowner Modification Request Since Last Board Meeting

Owner request: Patio refresh 4255 35th St S approved.

Owner request: Patio refresh 3401 S. Utah approved.

Owner request: Minor electrical work 3409 S. Utah approved.

Owner request: Window replacement 3451 S. Stafford approved.

Owner request: Egress window 3471 S. Utah approved.

Owner request: Patio remodel 34214 S. Stafford approved as amended.

Owner request: Rear door replacement 4301 35th St S. approved.

C. Homeowner Modification Request from Year 2018 till present.

Owner Request: Patio refresh 3303 S Stafford approved November 2018.

Owner Request: Laundry room refresh 4241 35th S approved January 2019.

Owner Request: Bathroom renovation 3443 S Stafford approved January 2019.

Owner Request: Rear door, Storm door 3456 A1 S Stafford approved January 2019.

Owner Request: Second floor Bathroom renovation 3389 S Stafford approved January 2019.

Owner Request: window replacement 3432 S Stafford approved March 2019.

Owner Request: Window Replacement 4245 35th St S approved March 2019.

Owner Request: Kitchen walls, recessed lighting, bathroom renovation 3349 S Stafford Approved March 2019.

Owner Request: Basement remodel, Electric panel, Exterior outlet, Ceiling fan 3393 S Stafford approved March 19.

Owner Request: Attic Conversion, add 2 bedrooms and bathroom 3409A S Stafford Approved May 2019.

Owner Request: Basement Ceiling, recessed lights 3371 S Stafford Approved May 2019.

Owner Request: Kitchen remodel 4204 34th St. S Approved May 2019.

Owner Request: Laundry and Bathroom refresh 4277A1 35th St. S Approved May 2019.

Owner Request: Window Replacement 3448 S Stafford Approved May 2019.

Owner Request: Window Replacement 3329 S Stafford Approved May 2019.

Owner Request: Patio Refresh 3345 S Stafford Approved May 2019.

Owner Request: Bathroom update 3495B1 S Utah Approved June 2019.

Owner Request: Complete renovation due to water leak 4108 33rd St S Approved June 2019.

Owner Request: Waterproof back basement wall 3468A2 S Stafford Approved June 2019.

Owner Request: Replace electric panel 3430 S Stafford Approved June 2019.

Owner Request: Outdoor outlet, door replacement 4233 35th St S Approved June 2019.

Owner Request: Kitchen remodel 3460A2 S Stafford Approved June 2019.

Owner Request: Outdoor outlet 3451 S Utah Approved July 2019.

Owner Request: Window replacement, Storm door 3373A1 S Stafford Approved July 2019.

Owner Request: Front door replacement 4275 35th St S Approved July 2019.

Owner Request: Outdoor outlet 3337 S Stafford Approved July 2019.

Owner Request: Bathroom remodeling 3404A1 S Stafford Approved July 2019.

Owner Request: Basement recreation and bathroom renovation 3320 34th St S Approved July 2019.

Owner Request: Deck 3493 S Utah Approved July 2019.

Owner Request: Kitchen refresh 4203 35th St S Approved August 2019.

Owner Request: Basement floor replacement 3475 S Utah Approved September 2019.

Owner Request: Basement bathroom remodel 3389 S Stafford Approved September 2019.

Owner Request: Egress window 3477A2 Utah Approved November 2019.

Owner Request: Second floor bathroom renovation 3389 S Stafford Approved September 2019.

Owner Request: Window Replacement 3353 S Stafford Approved November 2019.

Owner Request: Window Replacement 3339 S Stafford Approved October 2019.

Owner Request: Window and Kitchen replacement 4304 34 St S Approved October 2019.

Owner Request: Bathroom remodeling 3443A S Stafford Approved October 2019.

Owner Request: Basement renovation 4223 35th St S Approved October 2019.

Owner Request: Window replacement 3483 S Utah Approved October 2019.

Owner Request: Egress Window 3421 S Stafford Approved October 2019.

Owner Request: Floors, Kitchen, Attic Stairs 4215 35th St S Approved November 2019.

Owner Request: Front door replacement 3412 S Stafford Approved December 2019.

Owner Request: Basement Remodel 4253 S 35th St S Approved January 2020

Owner Request: Patio work, Kitchen remodeling 3453 A S Stafford Approved January 2020.

Owner Request: Complete Renovation 3479 S Utah Approved January 2020.

Owner Request: Kitchen and Bathroom remodel 3387 S Stafford Approved February 2020

Owner Request: Kitchen remodel 3422A1 S Stafford Approved February 2020.

Owner Request: Floor repair, Stair handrails replacement, door replacement, pocket doors installation, basement wall move, basement light replacement, basement floor replacement, outdoor outlet 3421 S Utah Approved February 2020.

Owner Request: Front and back doors replaced, kitchen remodel 3445B S Stafford Approved February 2020.

Owner Request: Handrail on Porch 3469 S Stafford Approved March 2020.

Owner Request: Bathroom, Kitchen remodel 3385 S Stafford Approved January 2020.

Owner Request: Egress window 4301 35th St S Approved March 2020.

Owner Request: Egress window and handrail on porch 3481 S Utah Approved March 2020.

Owner Request: Bathroom renovation 4241 3rd St S Approved March 2020.

Owner Request: Storm door 3443A S Stafford Approved April 2020.

Owner Request: Outdoor outlet 3473A S Stafford Approved April 2020.

Owner Request: Egress window, patio renovation 4306 34th St S Approved April 2020.

Owner Request: Kitchen remodel 3393 S Stafford Approved April 2020.

Owner Request: Patio renovation 3421 S Stafford Rejected May 2020.

Owner Request: Patio renovation 3447B S Stafford Approved May 2020.

D. **Insurance Claim Updates**

Ms. Pagani stated that she will have updates in the next couple of weeks.

E. **Employee Handbook Review Update**

No change in the past month.

X. **NEW BUSINESS**

➤ **Feedback from Duraslate on Roof Status**

Duraslate will provide the status on the roofs. They will inspect all 36 buildings and will provide a written assessment by the next Board meeting.

XI. **MATTERS FOR BOARD DECISION**

➤ **Approval of 2019 Audit – Presentation by Auditor**

Ms. Anne Sheehan updated the Board and residents present that she is from the Goldklang Group. They have done the Audit for Fairlington Meadows. She reviewed the Audit report with the Board and Residents. She will send the last five years of the Audit report to the Board.

Mr. Slabinski stated that there will be a change later to the final audit report as the \$10,000, received from insurance payment in 2019 will have to be invested in such a way to minimize taxes.

MOTION: Ms. Adelson **MOVED** to approve the audit as indicated in the June Board packet. There will be a change because of the \$10,000 investment. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

Ms. Brown left the meeting at 8:50 pm.

➤ **Xfinity Contract Acceptance/Rejection**

MOTION: Ms. Adelson **MOVED** to defer a decision until we get more information from Xfinity and Comcast. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

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

Mr. Spytek updated the residents and Board that there can be no storage within three feet of the electrical panels. The fire Marshall has indicated that there will be fines involved if residents do not clear this space. Ms. Pagani shared the pictures with the residents. A Resident stated that a suitable time frame should be provided to B Building unit owners to get their things out from this restricted utility room area. Mr. Spytek responded that two months of a time frame will be given to the residents of B Building to clear everything from the utility room as per the Arlington County fire code. Ms. Adelson suggested to inform the residents that they should mark their belongings in the utility room so that Craig and Ricky can dispose of the unmarked items.

XII. MATTERS FOR BOARD DISCUSSION/ INFORMATION

➤ **Issue Log Review and Update**

Mr. Spytek 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 into parts: Most Urgent and Most important, Less Important and Urgent, Less Urgent and Important, Less important and Less Urgent. Ms. Pagani displayed the list of the work. Some of the work is ongoing and some have already been completed.

- Basketball Court repairs
- Bi-Annual inspection of sewer laterals and drainage
- Repairs of broken pipes in court 15 and in front of court 13

Less important and Less urgent

- B building carpet replacement
- B building mailboxes replacement was completed
- Maintenance shop upgrade – Furniture replacement

Ms. Adelson inquired about the possibility of electrical meter replacement. Mr. Spytek stated that it will be a big project. They will need more information on that, and the Board might invite the PSE engineer to a Board meeting to discuss this potential project.

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

Mr. Spytek updated about the Tennis courts new required COVID related signs; “If you are sick, go home” and “Symptoms and Prevention of Covid-19”.

Final

XIII. ESTABLISHMENT OF NEXTBOARD MEETING –July 15, 2020

Mr. Tassa updated the Board that he will not be able to serve on the Board anymore as he sold his unit and will be moving. He will try to help in the transition to a new member. Mr. Spytek will post the vacancy on TownSq. Also, a resident stated that there is no court chair in courts 3 and 9.

XIV. ADJOURNMENT

MOTION: Mr. Tassa **MOVED** to adjourn at 9:10 pm. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

Respectfully Submitted by: Dolly Sharma, Recording Secretary