

final

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
ANNUAL MEETING  
SOUTH FAIRLINGTON COMMUNITY CENTRE  
3308 S. Stafford Street, Arlington, VA 22206  
Tuesday, October 22, 2019  
6:30 pm**

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Erica Brown, Secretary

**MANAGEMENT PRESENT**

Sabiha Noorzai, Portfolio Manager, CMC  
Dolly Sharma, Recording Secretary, Minutes Services LLC

**OTHERS IN ATTENDANCE**

Jessica A Lawless, Association Attorney  
Craig Robbins, Maintenance Manager  
Ricky Henderson, Maintenance Assistant  
Fairlington Meadows Residents

**I. CALL TO ORDER**

**MOTION:** Mr. Spytek MOVED to call the meeting to order at 7:00 pm.

**II. PRESIDENT'S ACKNOWLEDGEMENTS**

Mr. Spytek offered welcoming remarks and introduced the other members of the Board of Directors, as well as Sabiha Noorzai-Barbour; Craig Robbins, Maintenance Manager; Ricky Henderson, Maintenance Assistant. The Maintenance crew was acknowledged for their ability to handle/oversee many projects simultaneously; for always watching for the association's interests; and for saving money by constructing items in-house, performing repairs, and researching/purchasing items and equipment online.

**III. Agenda**

Mr. Spytek presented the Meeting Agenda, which included completing Bylaw formalities; a comprehensive overview of the state of Association; discussion and approval of the proposed 2020 Budget; Committee reports; and the election of two Directors. Mr. Tim Tassa and Ms. Frona Adelson 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.

**IV. PROOF OF NOTICE**

Notice of the Annual meeting was effected by the following means: formal mailing from CMC with attachments, including President's Letter, Budget Report, Budget Summary, Agenda, Proxy letter and voting instructions; prominent postings on Association website and

Meadows Face book page; posting on sandwich Board in “the circle” on S. Stafford Street; article in Meadows Messenger newsletter; multimedia alert through Townsq; and reminders from Court Chairs. Residents were again encouraged to register for Townsq.

**V. QUORUM AND ROLL CALL**

The registration process, including proxies, both printed and electronic, was sufficient to reach quorum of 52 percent. Mr. Spytek thanked the Court Chairs for their efforts to secure proxies in advance of the meeting via email and door-to-door canvassing. Oral call was waived, as it was achieved by the registration process.

**VI. READING AND APPROVAL OF 2018 MINUTES**

**MOTION:** Mr. Spytek **MOVED** to approve the 2018 Annual meeting minutes as presented by General Consent. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

**VII. STATE OF THE ASSOCIATION**

The President updated the residents about the work completed and the work in progress for the year 2020. There was a presentation.

- Nearly 50 percent of roof replacement is completed and it will further be progressed in the year 2020 and more.
- Proper steps are taken for the tuck pointing of the chimneys so that water does not seep in. There were many water intrusion incidents this year.
- There may be a pickle ball tournament this year. The tennis and pickle ball court gate combination is 1935.
- Parking lots were sealed and striped this year. Resurfacing of the lots may occur in the next few years, possibly in phases, depending on the condition of the asphalt. Court painting of windows and trim was done as per routine cycle. (courts 12,13,1 and 2 are slated for 2020; 3,14 and 15 for 2021; 4,5,6 and 7 for 2022; and 8,9,10 and 11 for 2023).
- Two raccoons were trapped and relocated from the Meadows; 6 wasp nest in a B building patio were removed in Court 13.
- With 3 and half inches rain falling in an hour, there were a couple of water intrusion problems this year.
- There were two major works regarding the Sewer lateral repair (courts 7 and 15). Ricky coordinated with the All Plumbing for the inspection of all sewer lateral pipes to try and prevent future waste water problems.
- Tot lot and Basket ball court will be repaired in the year 2020.

**VIII. COMMITTEE REPORTS**

➤ **Pool Committee**

Mr. Slabinski updated the residents regarding the work done in the pool area in the current year.

➤ **Grounds Committee**

The Committee chair stated that their priority is getting the landscape contract. The next meeting is on November 6.

➤ **Fence Committee**

Mr. Spytek stated that this is a major project. The project will be completed in 3 phases with timing dependent on the weather. There is a possibility there will be no fence near the unit for 2 weeks during construction of the new fence for any particular unit.

➤ **Approval of the 2020 Budget**

Mr. Slabinski updated the residents that the unit owner monthly assessment fees will increase 2 percent over 2019. A detailed expense report was also given to the residents. The Fence project was one of the major projects costing up to \$ 700,000. It was already budgeted between \$500,000 to 750,000. So the cost of the fence is still in the budget, just higher than hoped (Federal Government tariffs on lumber coming from Canada is one reason for higher cost).

**MOTION:** Mr. Slabinski **MOVED** to approve the 2020 Budget as presented by General Consent. The **MOTION** was **SECONDED** by Mr. Sitton and **PASSED** with 23 yeas and 1 not in favor.

**IX. RESIDENT FORUM**

- Resident inquired about the termite box. The President responded that they are not in use anymore.
- Resident inquired about who sets the trap for raccoons and what happens to the raccoons. The President responded that the association has a contract with Conner's Pest Control Services. (Raccoons are relocated away from Meadows)
- Resident inquired if there is a way to change the trash pick-up day. The President responded that there was a committee set for the same. The Board will revisit the topic in December. (Recycling pick-up dates are not changing).
- Resident inquired about lawn treatment. The Building and Grounds Committee Chair responded that there will be no use of chemical treatment.
- Resident inquired why the Budget of last year was not provided in the Annual mailing packet for comparison. Mr. Slabinski responded that all the information was provided when the Budget discussion was going on. He will make sure that from next Annual meeting, a copy of the Budget from the preceding and current year will be provided for comparison.

**X. ELECTION OF DIRECTORS**

There are two open positions on the Board. Mr. Spytek introduced the candidates Mr. Tim Tassa and Ms. Frona Adelson. Ms. Erica Enwright was the write-in candidate.

**MOTION:** Mr. Spytek **MOVED** to approve Mr. Tim Tassa and Ms. Frona Adelson to be the new elected directors each for a three year term with general consent. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

**XI. IN CONCLUSION**

Mr. Spytek reiterated that we have a good team with the maintenance crew, as well as very talented Board members and Committee Chairs. Lastly, Mr. Spytek encouraged residents to volunteer in the community.

**XII. ADJOURNMENT**

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**MOTION:** Mr. Slabinski **MOVED** to adjourn at 8:25 pm with general consent. The **MOTION** was **SECONDED** by Mr. Tassa and **PASSED** by unanimous consent.

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Respectfully Submitted by: Dolly Sharma, Recording Secretary