

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
VIRTUAL BOARD OF DIRECTORS MEETING
Wednesday, November 18, 2020
6:30pm**

BOARD MEMBERS PRESENT

Joseph Spytek, President
Frona Adelson, Vice President
Nick Slabinski, Treasurer
Erica Brown, Co-Secretary
Caroline Trupp Gil, Co-Secretary

BOARD MEMBERS ABSENT

MANAGEMENT PRESENT

Wee Abraham, Portfolio Manager, CMC
Dolly Sharma, Recording Secretary, Minutes Services LLC

OTHERS IN ATTENDANCE

Kathleen Machado, Attorney, Rees Broome
Fairlington Meadows Residents: 5
Edward H.
Jennifer L.
Donald S.
James C.
Carrie W.

I. EXECUTIVE SESSION

MOTION: Ms. Adelson **MOVED** to approve to convene into Executive Session at 6:35pm to discuss Bylaws violation complaint with Rees Broome attorney, delinquency report, and maintenance personnel matters. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

MOTION: Ms. Gil **MOVED** to reconvene into Open Session at 7:27pm. 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 7:35pm. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

III. APPROVAL OF AGENDA

Add: Under "New Business" "Exemptions for trampoline" and "Resolution language change"

MOTION: Ms. Brown **MOVED** to approve the November 18, 2020 Agenda as amended. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

IV. APPROVAL OF MINUTES

MOTION: Ms. Gil **MOVED** to approve the September 16, 2020 Board meeting minutes. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

V. RESIDENTS OPEN FORUM

- None.

VI. COMMITTEE REPORTS

Pool Committee

Mr. Spytek stated that the proposed contract for the summer 2021 season with Atlantic Pools needs to be signed. The Board will send a proposal to them inquiring about the hours of operation and lifeguard availability. The proposal will be signed after the decision is made whether or not to add a heater to the pool as this would change the needs of the Association as to hours of operation and dates of opening and closing.

Building & Grounds Committee

Ms. Adelson stated that the Committee met on November 11th. The fall planting will be continuing throughout the month of November and into December weather permitting. There are five courts in this planting cycle.. There are currently a number of outstanding landscaping proposals which need to be completed before others are put forward for approval. All proposals are within budget. Ms. Rector is the new Chair for the Buildings and Grounds Committee. The sundial, in memory of longtime B & G member and Meadows resident Victor Slabinski, was installed in a new planting bed near the pool. The next committee meeting is December 9th at 7:30pm via Zoom.

Recreation Committee Tot Lot

Mr. Spytek updated that the Tot Lot hardware is in production and the estimated date for shipping will be the week of December 11th.

Tennis Court

Mr. Spytek updated the Board that the Tennis committee chair, Ed G., is exploring the merits of installing a practice board within the tennis court enclosure. He will be visiting a nearby court to listen to the sound impact on the surrounding area. The practice board being considered is made of a sound dampening material that is often installed in residential areas.

VII. MANAGERS' REPORTS

➤ **Monthly Management Report**

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

➤ **Monthly Administrative Calendar**

VIII. OLD BUSINESS

A. Meadows Contracts signed since last Board meeting

Proposal: WRR for tuck pointing three walls at a cost of \$7,200.

Proposal: PSE for Court 15 for new sump pump wiring at a cost \$1,000.

Proposal: MTS/PPLT for Tot Lot renovation at a total cost of \$96,115.88.

Proposal: Kolas for gutter replacement at 3442 S. Stafford at a cost of \$1,190.

Proposal: Kolas for fascia work at 3461A S. Stafford at a cost of \$1,875.

Proposal: Kolas for fascia work at 3397/3349 S. Stafford at a cost of \$525.

Proposal: Katchmark for roof slate repair at 3469B/3460 S. Stafford at a cost of \$875.

Proposal: Cutter Landscapes for 2020/21 Snow Removal Contract. (Costs will only be incurred if there is snow removal.)

Proposal: Lancaster Landscapes for new flower bed and renewal of pool fence plantings at a cost of \$1,932.50.

Proposal: Lancaster Landscapes for multiple landscaping projects at a cost \$2,758.50.

Proposal: Lancaster Landscapes for multiple landscaping projects at a cost \$3,846.

Proposal: Kolas for 3452/3454 S. Stafford for downspout replacement at a cost of \$1,012.50.

Proposal: All Plumbing for Court 3 storm drain box installation at a cost of \$5,800.

Proposal: All Plumbing for 12" pipe repair under the Court 8 parking lot at a cost \$7,800.

Proposal: Kolas for 4249/51 S. 35th St for fascia repair due to squirrel damage at a cost \$475.

Proposal: Kolas for 4233/35 and 4237/39 S. 35th St for gutter repair at a cost of \$2,015.

Proposal: Katchmark for 3464 S. Stafford to replace 2 roof vents at a cost of \$825.

Proposal: Lancaster Landscapes for multiple landscaping projects at a cost \$7,867.

Proposal: Kolas for all gutter cleaning of our 57 buildings at a cost of \$8,500.

B. Homeowner Modification Request Since Last Board Meeting

Owner request: Replace heat pump at 3477-A1 S. Utah, approved.

Owner request: Refresh Patio at 3409A S. Stafford, approved.

Owner request: Replace windows and heat pump at 3363 S. Stafford, approved.

Owner request: Install new vanity, paint, and replace light fixture at 4202 S. 34th, approved.

Owner request: Install dryer vent at 3301-A1 S. Stafford, approved.

Owner request: Remodel basement at 3405B S. Stafford, approved.

Owner request: Remodel Kitchen at 3401B S. Stafford, approved.

Owner request: Replace window at 4277-A2 S. 35th, approved.

Owner request: Replace both storm doors at 4320 S. 34th, approved.

Owner request: Add Kitchen recessed lighting at 3349 S. Stafford, approved.

Owner request: Remodel interior at 3349 S. Stafford, approved.

Owner request: Add Full Bath, drywall, and lighting at 3421A S. Stafford, approved.

Owner request: Add rear outdoor electrical outlet at 3443B S. Stafford, approved.

C. Homeowners Checklist for modification Update and Plan

Ms. Abraham updated the Board regarding the process of documenting and approving Unit Modification requests. Request made by the Board to be apprised of the process that CMC uses to keep these records of approvals.

IX. NEW BUSINESS

➤ **FY 2021 Roof Replacements – Court 8 and 10; possible refresh of flashing on 2 other roofs**

MOTION: Ms. Brown **MOVED** to approve FY 2021 roof replacement proposals. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

➤ **Light Replacements – Pool and Tennis Court Area – limited replacement parts for existing lights that were installed in the mid 70's**

MOTION: Ms. Brown **MOVED** that Ms. Adelson, Board liaison to B & G Committee, to assign the committee the task of researching replacement pole lights for the existing lights in the pool and tennis court common areas. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

➤ **Covid-19 Patio Trampoline and Canopy permission**

Mr. Spytek recommended that the Board have a special meeting for the discussion of this issue and the motion should be passed in the open session of the meeting.

MOTION: Ms. Gil **MOVED** that Ms. Machado, attorney, draft a resolution for variances for these uses of the patio that violate current bylaws for a time limited period during the pandemic. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

- **Owner's request for Door Replacement with any of the door designs currently approved in the Meadows**

MOTION: Ms. Brown **MOVED** to change the resolution that the exterior door design can be replaced with any design currently used in the Meadows. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

- **Ed H. asked if there was official dispute resolution between homeowner guidelines in the Meadows by-laws.** The dispute in question does not relate to any Meadows Bylaws, guidelines, or resolutions, so the Meadows has no input in this dispute.

X. MATTERS FOR BOARD DECISION

- **E – Vote Ratification Complaint Policy Update**

MOTION: Ms. Gil **MOVED** to verify the ratification to update the complaint policy. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

- **Master Policy Insurance USI Renewal Proposal.**

Mr. Spytek stated that the Board expects to receive the USI insurance proposal by next month's Board meeting.

- **5 Year Capital Expense Plan Update**

MOTION: Ms. Gil **MOVED** to approve the updated five year capital expense plan. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

- **Pool Heater Choice**

Resident owner James C. shared his extensive knowledge of pool heater purchase and installation. Selection tabled until the December Board meeting to gather more information as to additional electricity costs and additional lifeguard hours if the pool season is extended.

XI. MATTERS FOR BOARD DISCUSSION/ INFORMATION

- **Bylaws Amendment Research Committee**

The Board discussed that research needs to be done to lower the quorum percentage required in order to conduct the Annual Meeting with the primary purpose of selecting Board members and voting on the yearly budget. Donald S., Meadows resident owner, volunteered to be on this Committee.

Action Item: Mr. Spytek directed Ms. Abraham to add the topic to the December Board meeting agenda.

XII. ESTABLISHMENT OF NEXT BOARD MEETING – December 16, 2020

XIII. EXECUTIVE SESSION

Final

MOTION: Ms. Adelson **MOVED** to approve to convene into Executive Session at 9:15pm to discuss Rees Broome and delinquency report and complaints. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

MOTION: Ms. Brown **MOVED** to reconvene into Open Session at 9:40pm. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

XIV. RATIFICATIONS FROM THE EXECUTIVE SESSION

MOTION: Ms. Brown **MOVED** to accept legal counsels' recommendations for 3485 S. Utah St. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

MOTION: Ms. Gil **MOVED** to accept the modification request to the patio for 3393 S. Stafford St. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent

XV. ADJOURNMENT

MOTION: Ms. Brown **MOVED** to adjourn at 9:46pm. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

Respectfully Submitted by: Dolly Sharma, Recording Secretary