

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
VIRTUAL BOARD OF DIRECTORS MEETING  
Wednesday, December 16, 2020  
7:00pm**

**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**

Theresa Melson, USI Insurance  
Fairlington Meadows Residents: 5  
Edward H.  
Jennifer L.  
Donald S.  
Ross H.  
Kristen K.

**I. CALL TO ORDER & ESTABLISH QUORUM**

**MOTION:** Mr. Spytek **MOVED** to call the Board meeting to order at 7:01pm. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

**II. APPROVAL OF AGENDA**

**MOTION:** Ms. Brown **MOVED** to approve the December 16, 2020 Board Meeting Agenda as presented. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**III. APPROVAL OF MINUTES**

**MOTION:** Ms. Adelson **MOVED** to approve the November 18, 2020 Board meeting minutes as presented. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

**IV. RESIDENTS OPEN FORUM**

- None.

**V. COMMITTEE REPORTS**

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- **Pool Committee – Renewal of pool Management and Lifeguard Contract Discussion**  
Mr. Hyams, Pool Committee Chair, recommended signing the proposed three year contract with the Atlantic Pool Company as their services have been quite good. He further added that the minimum wage for lifeguards in Virginia has increased and the contract fees reflect that increase.

**MOTION:** Ms. Brown **MOVED** to approve the three year pool contract with the Atlantic Pool Company. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

- **Building & Grounds Committee**

Ms. Adelson stated that B & G met on December 9th.

The Committee discussed replacement pole lights for the common areas around the pool and tennis courts. Ms. Rector, Chair, completed research on this topic. The Committee proposed keeping a Colonial style of light fixture in keeping with the community with an LED light source and no glass. This style of light is approved by the International Dark Sky Association and will primarily focus light toward the ground and not into the windows of nearby residences and will be compatible with the birds and animals in the Meadows community. Ms. Adelson did further research on companies that sell these types of light fixtures and found Amerlux.com. Further research on possible vendors to be done so that several proposed contracts can be put out for bid.

Ms. Rector will be meeting next week with Carlos, Lancaster Landscapes supervisor, and will discuss outstanding items such as tree branch trimming that remain to be done. There will be no more plantings until the spring. The targeted Courts for next year are Courts 2, 5, 6, 9 and 14. B & G will be advertising a date for these Court residents to meet with the landscaper and provide suggestions for their particular Court before any work is completed.

A question was asked about why the trimming was done so late this year. Frona said she would have the B&G chair inquire on the timing of the trimming of bushes.

There will be no B & G meeting in January 2021. The next meeting is scheduled for February 3, 2021 at 7:30pm via Zoom.

- **Recreation Committee**

**Tot lot**

Mr. Spytek updated that he received an email and the playground contractor wants to meet 12/22/20 with the Board and maintenance staff for a pre construction planning meeting. Work to begin in early January weather permitting.

**Tennis Court**

Mr. Spytek updated that he is waiting to hear from Mr. Girovasi, Tennis Chair regarding his experience after listening to perceived noise/sound from a sound insulated tennis practice Board installed in a nearby community. This information is needed prior to a vote to purchase and install a tennis practice board at the Meadows.

**VI. MANAGERS' REPORTS**

➤ **Monthly Management Report**

Ms. Abraham reviewed the 2020 Managers' Report and November 2020 Financials from the Board packet.

- Ms. Abraham stated that Trash and Recycling pick-up schedules are changed for Christmas and New Years Day. She will obtain the details and notify the Board prior to dissemination. In addition, the Meadows trash company will be collecting holiday trees the first two weeks of January 2021 on Tuesday and Thursday of those weeks.
- Ms. Abraham stated that the current Commonwealth of Virginia Covid guidelines are stricter now reducing gatherings to 25 people and requiring facemasks for anyone over five years of age.
- The education session with USI Insurance regarding how to collect data on the status of building updates is scheduled for February 17, 2021. This is needed in order to provide future prospective insurance companies with information on the age and status of the Meadows buildings in order for them to be comfortable coming forth with reasonable Insurance bids for the HOA. The current range of insurance company offers is small and we do not want to be forced in the future to turn to a secondary market which would be substantially more expensive.

➤ **Monthly Administrative Calendar**

Ms. Abraham is working on the Administrative calendar for the fiscal year that starts on January 1, 2021.

➤ **Insurance Claims Update**

Ms. Abraham stated that there were no insurance claims filed since the November Board meeting.

➤ **Recurring Contract List Update**

**VII. OLD BUSINESS**

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

Proposal: WRR proposal for 3431 S. Utah St. - Brick tuck pointing at a cost of \$2,750.

Proposal: All Plumbing proposal for 4321 35<sup>th</sup> St. S - Shower stall repair at a cost \$5,905.

Proposal: Katchmark proposal for Courts 8 and 10 Roof Replacements at a cost \$271,782.

Proposal: Lancaster Landscapes proposal for Court 8 Drainage Control at a cost \$2,645.

Proposal: Katchmark proposal for 3369, 3361-3367, 3335-2241 S Stafford St. and 4301 S. 35<sup>th</sup> St. - Chimney Vent Covers at a cost \$3,800.

Proposal: Katchmark proposal for 3479 S Stafford St. and 3477 S Utah St. for roof slate and chimney vent repair at a cost \$1,650.

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

Owner Request: Basement Renovation at 4301 S 35th St. approved.

Owner Request: Basement Waterproofing at 3405B S Stafford St. approved.

Owner Request: Bathroom Renovation at 3431 S Utah St. approved.

Owner Request: Replace existing items to “like” items at 3464 S Stafford St. approved.

**C. Homeowners Checklist for modification Update and Plan**

Mr. Spytek stated that the new Insurance Checklist will be finalized after the educational meeting in February with Ms. Melson from USI. This meeting will be held on 2/17/21.

**D. Light Replacements – Pool, Tennis Courts – tasked B&G to investigate and make recommendation**

Mr. Spytek stated that the B & G Committee will recommend a common area light replacement to the Board once they have completed their research and found vendors for the specific light replacement chosen.

**VIII. NEW BUSINESS**

➤ **Responses from Homeowners on Patio Variance Violation Review**

Mr. Spytek stated that the Board received a response from one owner concerning a patio violation. This owner had documentation for approval from a past Board. Ms. Abraham stated that there are about twenty patios where approval documentation was not found or was not in prior Board meeting minutes. Ms. Gil inquired if a more rigorous method should be applied regarding this type of documentation to avoid a problem in the future. Mr. Slabinski recommended copying the emails for approval to CMC. Ms. Abraham is generating a spreadsheet with all requested unit modifications that have been approved by the Board.

➤ **B Building Exterior Door Hardware Replacement**

Mr. Spytek stated that Craig is doing research on the decorative plate needed for the B Building front doors. The door knobs are \$150.00 and to replace them will be approximately \$1000 per door. There are a total 27 B Building doors. A brief discussion ensued about whether doors had security locks in the past whereby only residents had access to the building. Current door plates cover holes where these security door knobs were installed in the past. It was decided to purchase the hardware since that will be less expensive than replacing the entire door.

**IX. MATTERS FOR BOARD DECISION**

➤ **Resolution 08-03-06 Update – Exterior Architectural Criteria Modification Resolution**

Tabled for next Board meeting.

**Action Item:** The Board will get back to Residents/Owners requesting waivers to let them know they can pursue the trampoline and the tent which extend above the fence line. This approval is temporary for as long as we are in a COVID emergency.

➤ **Master Policy Insurance USI Renewal Proposal – Presentation by Theresa Melson**

Mr. Spytek stated that an owner needs a Certificate of Insurance or COI. Ms. Melson stated that the renewed COI will be provided to the owner. Ms. Melson from USI stated that she will put them in queue and will send the certificate by next week. Ms. Melson then reviewed with the Board in detail the three current Insurance proposals pluses and minuses as they relate to the Meadows.

**MOTION:** Ms. Adelson **MOVED** that the Board remain with Travelers Insurance as Insurance provider for the Meadows for the coming year. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

**Action Item:** Ms. Melson will take the vehicle we sold out of the insurance contract and send a revised proposal. This will reduce the premium slightly. Mr. Spytek will sign the insurance contract and send it to Ms. Abraham at CMC.

➤ **Pool Heating Choice – High Sierra Heat Pump Installation**

**MOTION:** Ms. Adelson **MOVED** to approve installation of the High Sierra heat pump at the Meadows Pool. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent

**X. MATTERS FOR BOARD DISCUSSION/ INFORMATION**

➤ **Bylaws Amendment Research Committee**

The Board discussed that Ms. Gil will head the Bylaws Research Committee along with Mr. Spamer, an interested owner, to review the Bylaws for possible updates. Additionally, Ms. Machado, Meadows attorney at Rees Broome will be asked for input as to any changes.

**Variance Request Involving Drainage in Common Area and Air-conditioning Unit Impact**

Mr. Spytek updated that there is a crack in the wall of a Unit allowing water inside and a sump pump to be added by the unit owner to correct this problem.

**MOTION:** Ms. Brown **MOVED** to approve the sump pump as requested. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**MOTION:** Ms. Brown **MOVED** to approve moving a mechanical unit in the common area to accommodate installation of the above mentioned sump pump. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

**Issue Log Review and Update**

Mr. Spytek stated that he updated the Board Issue log. Ms. Brown suggested reviewing the modifications or approvals so that the updated list is available.

**XI. ESTABLISHMENT OF NEXTBOARD MEETING – January 20, 2021**

**XII. EXECUTIVE SESSION**

Final

**MOTION:** Ms. Brown **MOVED** to convene into Executive Session at 9:35pm to discuss Rees Broome, any delinquency reports and resident complaints. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**MOTION:** Ms. Gil **MOVED** to reconvene into Open Session at 9:41pm. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

**XIII. ADJOURNMENT**

**MOTION:** Mr. Slabinski **MOVED** to adjourn at 9:42pm. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

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Respectfully Submitted by: Dolly Sharma, Recording Secretary