

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
VIRTUAL BOARD OF DIRECTORS MEETING  
Wednesday, April 21, 2021  
7:00pm**

**BOARD MEMBERS PRESENT**

Joseph Spytek, President  
Frona Adelson, Vice President  
Nick Slabinski, Treasurer  
Erica Brown, Secretary  
Caroline Trupp Gil, Member at Large

**BOARD MEMBERS ABSENT**

**MANAGEMENT PRESENT**

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

**OTHERS IN ATTENDANCE**

Fairlington Meadows Residents: 2  
Ross H.  
Cynthia F.

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

**MOTION:** Ms. Adelson **MOVED** to call the meeting to order at 7:05pm. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**II. APPROVAL OF AGENDA**

**MOTION:** Ms. Gil **MOVED** to approve the April 21, 2021 Agenda as amended. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

**III. APPROVAL OF MINUTES**

**MOTION:** Ms. Gil **MOVED** to approve the March 17, 2021 Board meeting minutes as presented. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

**IV. RESIDENTS OPEN FORUM**

None

**V. COMMITTEE REPORTS**

**Pool Committee – Renewal of Pool Management and Lifeguard Contract Discussion**

Ross stated that the current COVID 19 guidelines for indoor and outdoor swimming pools in the Commonwealth of Virginia allow 75% capacity. Pool users must continue to maintain a ten foot distance from one another and the pool furniture needs to be sanitized at routine intervals. There might not need to be a requirement of sign-up sheets this season as most of

the Meadows adult residents might be vaccinated by pool opening. The current Commonwealth of Virginia COVID 19 mandate requires pool users to wear masks while on the pool deck. Pool furniture can be placed as per the guidelines and pool toys can also be provided by residents. Residents can also bring their own chairs if it makes them more comfortable. Disinfectant sprays and paper towels will be made available at all times as a precautionary measure. Atlantic Pools will provide updates on the availability of lifeguards. There will be more changes in the Virginia COVID 19 pool use guidelines announced next month; the Meadows Pool Committee will then have a better understanding of the needed pool rules addendum for the upcoming pool season. Ross H. further updated the Board on the Recreation Card process. It will largely be electronic as this worked well last year and was less expensive. The process of applying for a Recreation Card will be posted on Townsq and in the Meadows Messenger.

The Pool Committee will have its next meeting on April 22, 2021 at 7pm on the Meadows basketball court and all residents are welcome to attend.

**Building & Grounds Committee**

Ms. Adelson stated that B & G chair Claudia R., sent a summary of the work performed by the committee in the past month. This year the main focus for landscaping is on priority Courts 2, 5, 6, 9, and 14. (Next year, the priority courts will be Courts 4, 8, 1, 13 and 15.) B & G invited all residents of this year's five priority Court's by flyer and by email through Court Chairs, to participate in a walkthrough of this year's five priority Courts on April 17, 2021. They were accompanied by a representative from Lancaster Landscaping and included a landscape designer on their staff. Landscape work was identified such as replacing plantings, doing extensive trimming and more. The actual planting will not occur until the fall when the need for watering daily will subside and new plantings will have a better chance of surviving.

The photinia bushes along Quaker Lane had fungus so they were severely cut back. They will grow back rapidly; B & G will be working in two phases on caring for the photinias; one phase in May and a second phase either in September or Spring 2022 in conjunction with Arlington County who will provide any new photinia or holly bushes. There are also smaller drainage and reseeding projects in the Meadows along with the regular spring landscaping work in the Meadows that are ongoing as well.

The next B & G meeting will be on May 5, 2021 at 7:30pm via Zoom and all residents are welcome to attend.

**Recreation Committee - Tot lot**

Mr. Spytek updated that Tot Lot renovations are complete. The Buildings & Grounds committee will work to beautify the area around the Tot Lot in accordance with our landscaper recommendations.

**Code of Conduct Work Group**

Ms. Gil gave a brief review of the Workgroup progress thus far. They continue to review the current Meadows rules and resolutions and grouping them. The meetings are scheduled every other week. The Workgroup will require a minimum of four more meetings for the initial review process to be completed. Mr. Spytek added that our legal representative at

Rees Broome will be involved once the Workgroup creates a list of rules and resolutions that need to be formally amended.

**VI. MANAGERS' REPORTS**

➤ **Monthly Management Report**

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

➤ **Variance Report/Financials**

Ms. Abraham reviewed the March 2021 financials from the Board packet.

➤ **Recurring Contract List Update**

Ms. Abraham stated that the Meadows contractor list is now updated. The janitorial contract with DMA Cleaning Services for the cleaning of B Building hallways is soon to expire.

**VII. OLD BUSINESS**

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

Proposal: Dominion Lighting proposal for 16 LED lights at a cost of \$3,486.47.

Proposal: Katchmark proposal for 3459/3467B/3449A/3441 S. Stafford St to replace slate at a cost of \$1,200.

Proposal: Katchmark proposal for 4310 S. 34<sup>th</sup> St/3450, 3456 S. Stafford/3445 S. Utah Street to replace slate at a cost of \$1,000.

Proposal: Lancaster Landscapes proposal for Court 15 lawn repair at a cost of \$812.50.

Proposal: PSE Power Systems Electric proposal for 3495-A1 S. Utah Street electrical supply line repair at a cost of \$7,792.

Proposal: Kolas proposal for painting the Meadows pool fence and gutter/downspout install at a cost of \$1,480.

Proposal: Ravensworth Welding proposal for 3401 S. Stafford Street to Install an iron railing at a cost of \$620.

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

Owner request: Kitchen and basement spruce-up at 4249 A1 S. 35th Street - Approved.

Owner request: Replace backdoor/faucet/hose/outlet at 3464 S. Stafford Street - Approved.

Owner request: Install Ring doorbell at 3449A S. Stafford Street - Approved.

Owner request: Install LED lights at 3453A S. Stafford Street - Approved.

Owner request: Bedroom spruce-up at 3448 S Stafford Street - Approved.

Owner request: Patio spruce-up at 3479A1 S. Stafford Street - Approved.

Owner request: Install Outdoor outlet at 3495A2 S. Utah Street - Approved.

Owner request: Flower bed install at 4215 S. 35<sup>th</sup> Street - Approved (by B&G).

**C. Homeowners In-unit Component Checklist and Capital Expenditure Survey – Informational Update**

The Board discussed mailing the now finalized In-Unit Component Checklist via US Mail as well as posting an article in the next Meadows Messenger about the need for its completion. Once it is mailed, it can also be posted on Townsq and on the official Meadows Facebook page. The Board decided that the Checklist should be mailed NLT April 26, 2021 to give owners sufficient time to gather needed information and return it in early June.

**VIII. NEW BUSINESS**

➤ **Ratification of Approval of FHA Certification**

The Board unanimously ratified the approval of FHA Certification for the Meadows HOA.

➤ **Ratification of Approval to Renew Trash Removal and Recycling Contract with Capital Services**

The Board unanimously ratified the approval to renew the trash removal and recycling Contract with Capital Services of Virginia.

**IX. MATTERS FOR BOARD DECISION**

➤ **Pool Rules Update**

Pool rules for the upcoming season were discussed during the Pool Committee report.

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

➤ **Janitorial Contract**

The Board will be renewing the janitorial/cleaning Contract for B Bldgs with DMA Cleaning Services.

➤ **Audit Engagement Agreement**

The Board will renew the Audit Engagement Agreement with the Goldklang Group.

➤ **Board Issue Log Review and Update**

Ms. Brown stated that there are no Issue Log updates. She made mention that the number of items in the Log is shorter at this time as many items have been resolved.

➤ **COVID - 19**

Ms. Abraham stated that the Commonwealth of Virginia remains in Phase 3.

Final

**XI. ESTABLISHMENT OF NEXTBOARD MEETING – May 19, 2021 at 7pm**

**XII. EXECUTIVE SESSION**

**MOTION:** Ms. Brown **MOVED** to approve to convene into Executive Session at 7:57pm to discuss the Delinquency Report, Rees Broome Collections, and a recent email noise complaint. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**MOTION:** Ms. Brown **MOVED** to reconvene into Open Session at 8:05pm. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

**XIII. ADJOURNMENT**

**MOTION:** Ms. Brown **MOVED** to adjourn at 8:06pm. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

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Respectfully Submitted by: Dolly Sharma, Recording Secretary, Minutes Services