

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
VIRTUAL BOARD OF DIRECTORS MEETING
Wednesday, June 16, 2021
7:00pm**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Erica Brown, Co-Secretary

MANAGEMENT PRESENT

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

OTHERS IN ATTENDANCE

Renee Watson, CPA, Goldklang Group
Fairlington Meadows Residents: 7
Claudia R.
Ed H.
Cynthia F.
Kym H.
Kristen K.
Meagan G.
Robin H.

I. CALL TO ORDER & ESTABLISH QUORUM

MOTION: Mr. Spytek **MOVED** to call the meeting to order at 7:03pm. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

II. APPROVAL OF AGENDA

MOTION: Ms. Adelson **MOVED** to approve the June 16, 2021 Agenda as presented. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

III. APPROVAL OF MINUTES

MOTION: Ms. Adelson **MOVED** to approve the May 19, 2021 Board meeting minutes as presented. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

IV. RESIDENTS OPEN FORUM

- Resident stated that their unit's gutter is not installed correctly at 3420 S. Utah Street as the water runs down the windows and exterior wall. Mr. Spytek asked the resident to send he and Craig an email and they will investigate further.

- Resident inquired about the schedule when the grass is to be cut by the landscaper. Mr. Spytek stated that it is scheduled for every ten to thirteen days. - post meeting correction - the actual days in between mowing is supposed to be 7-10 days. Print error caused confusion on the hardcopy being referenced. Board representatives meeting with B&G chair to discuss landscape contractor responsibilities on 29 June.

Ms. Trupp Gil joined the meeting at 7:06pm.

V. GUEST SPEAKER – RENEE WATSON, CPA, GOLDKLANG GROUP

Ms. Renee Watson gave a brief overview of the 2020 financial statement audit. Mr. Slabinski summarized the purpose of the presentation by Ms. Watson. In summary, the Meadows is doing well financially. The Association needs to continue contributing to the reserve accounts.

Ms. Watson stated that once the firm receives the representation letter signed by the Board President and/or Treasurer the report will be finalized.

VI. COMMITTEE REPORTS

Pool Committee – Renewal of Pool Management and Lifeguard Contract Discussion

In the absence of Pool Committee Chair Ross H., Mr. Slabinski made the Pool report to the Board. He reviewed the maximum number of guests that one resident can bring before it becomes a request for a “pool party.” The Board confirmed that the guards need to be informed that six guests will be allowed to the pool per unit. Mr. Spytek will communicate with Ross H. on the issue.

Building & Grounds Committee

Claudia R. B & G Chair updated the Board that the organic, non-toxic lawn treatment applied recently is beneficial and safe for humans and pets and is applied twice a year. She talked about the ongoing Court rejuvenation plan process. B & G members will make themselves available to residents of the current five primary courts to answer questions about upcoming landscaping improvements to take place in those courts in the fall. As an example, the bid for Court 2 landscaping improvements is \$17,000. The prices will vary as per the size of the individual courts. B & G will meet with the Lancaster designer to come up with a plan for a low stone wall in Court 5 next week. This is an area where it is difficult to get grass to grow resulting in mud and erosion of soil. The Meadows has two new tree plantings in Court 5; residents have agreed to water these trees over the summer to get them established.

B & G is soliciting bids for a comprehensive redesign of the playground landscaping. There are numerous drainage issues being addressed in the overall community. B & G will solicit bids for these drainage projects. There will be lots of tree work around the community. The committee will require the help from the whole community in regards to watering new plantings.

Code of Conduct Working Group

Ms. Trupp Gil, Board liaison to this working group, stated that the work group will soon be able to turn in written results of recommended changes to the Meadows Code of Conduct to Meadows legal counsel for review. The committee will provide a discussion draft at the next Board meeting in July.

VII. MANAGERS' REPORTS

➤ **Monthly Management Report**

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

➤ **Variance Report/Financials**

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

➤ **Recurring Contract List Update**

Ms. Abraham stated that the Meadows contract list is updated. Ms. Pagani, CMC Manager, will be submitting a contract extension for CMC's Contract with the Meadows (2022-2026). The current contract expires on 31 December 2021. Ms. Abraham will forward the contract to the Board.

VIII. OLD BUSINESS

A. Meadows Contracts signed since last Board meeting (E-Vote Ratifications)

Proposal: Kolas proposal for gutter and downspout cleaning (courts 1-15) at a cost of \$8,500.

Proposal: Alexandria Lighting proposal for sidewalk pole lights at a cost of \$31,801.06.

Proposal: Kolas proposal for Court 3 carpentry repair at a cost of \$23,279.

Proposal: W.R.R. proposal for tuck pointing at 3452 and 3454 S. Stafford St. at a cost of \$2,750.

Proposal: Lancaster Landscapes proposal for one Tree day maintenance at a cost of \$1,600.

Proposal: Lancaster Landscapes proposal to install one river birch tree by pool area at a cost \$575.

Proposal: PSE proposal to repair an electrical short and separate the tennis court and pool electrical lines at a cost \$6,822.10.

Proposal: W.R.R. proposal for tuck pointing at 3421 A S. Stafford St. at a cost of \$2,500.

B. Homeowner Modification Request Since Last Board Meeting

Owner request: Owner unit "spruce-up" at 3404 A1 S. 34th St. approved.

Owner request: Patio "spruce-up" at 3367 S. Stafford St. approved.

Owner request: Replace insulation at 3349 S. Stafford St. approved.

Owner request: "Spruce up" (slightly over 1K) at 3349 S. Stafford St. approved.

Owner request: Patioelectrical outlet install at 3322 A2 S Stafford St. approved.

Owner request: Kitchen floor replacement at 3453 S. Utah St. approved.

C. Unit Utility Survey Results and Update

Ms. Abraham updated that only approximately 35% of the community has responded thus far to the Boards request for information on the status of specific Unit improvements that impact future Meadows insurance bids. She is waiting on a response from Ms. Teresa Melson, our insurance representative as to the percentage response needed from owners about their units for insurance companies to be confident that the Meadows is in good repair, is low risk for claims, and can therefore be offered future mainstream insurance bids rather than having to default to the much more expensive secondary market. (Due to the increasing age of our buildings and the increased chance of insurance claims, few companies were willing to offer an insurance bid at our last contract renewal.) The board may need to have a renewed effort to achieve a higher response percentage from unit owners.

IX. NEW BUSINESS

➤ **Annual Meeting Planning**

Mr. Spytek stated that the virtual annual meeting is tentatively scheduled for October 5, 2021. Per Joe Spytek, the Fairlington Community Center has no firm plans as to when/if it will be open for use.

In the current Board packet, Ms. Abraham outlined a schedule for approval of the Meadows 2022 draft budget. If the Board is in agreement with the plan, she will submit the budget to the Treasurer and finalize this draft by August.

Ms. Abraham updated that the call for Board candidate notice and draft budget will be mailed to owners no later than the last week of August or early September. The call for candidates will be placed on TownSq prior to this giving owners a minimum of ten days to respond. If the meeting is virtual, Ms. Abraham suggested closing the voting by 5pm on the date of the annual meeting to avoid any possible confusion.

➤ **FY 2022 Budget Discussion**

Mr. Slabinski stated that there is nothing new for discussion. The audit information that the Board received today from the Goldklang Group is good and solid.

➤ **Maintenance Supervisor Replacement Strategy**

Mr. Spytek updated the strategies that the Board can follow in hiring. The plan is to promote Ricky to the supervisory position and then option 1. hire a second full time person and go through the hiring process for such or option 2.

transition to having one full time person (Ricky) and then splitting the second position between two people. Craig might be interested in working two days a week and hire a second person for the remaining two or three days.

Mr. Spytek recommended option two of keeping Craig two days a week due to his vast knowledge and experience and perhaps hiring a second individual for the remaining two or three days.

➤ **Loitering and Common Area Signage Discussion**

Mr. Spytek updated on the discussion in the last Board meeting about a person loitering in Court 15. We had initially advised residents to call the police. Ms. Adelson did research and found that Arlington County Human Services has a program known as Treatment on Wheels. All that is required is to call and report if you see someone in need. The program is client friendly. Residents are free to make the judgement as to the need to call the police and it remains an option given the circumstances.

The Board will insert an article with information about this program in the next Meadows Messenger. It was decided to post small “No Trespassing Private Property” signs in various locations throughout the Meadows.

➤ **Landscape Budget Allocation Discussion**

Mr. Spytek stated that it is an option to reallocate some of the current major landscaping expenditures such as the playground since it is a one time expense or major drainage improvement projects, by using a different line item. The Meadows capital reserves can be used for large projects such as these. The new landscaping improvement initiative that the Building and Grounds Committee started last year to have five priority courts per year, initially will be expensive as old and overgrown plantings will be removed and replaced but, after the initial removal and replacement cycle, landscaping expenses will be much less. Mr. Slabinski, Treasurer, will look into how best to fund this initiative and update the Board.

MOTION: Ms. Trupp Gil **MOVED** to approve the official voting by Vote HOA Now. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

X. MATTERS FOR BOARD DECISION

➤ **YE 2020 Draft Audit**

The Board approved the draft audited financial statements by the Goldklang group contingent upon conversation with our legal team. Nick will sign the audit report and submit it to Goldklang after receiving a response from our attorney.

MOTION: Ms. Trupp Gil **MOVED** to approve the audited financial statements with the caveat that they will check with our legal team. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

XI. MATTERS FOR BOARD DISCUSSION/ INFORMATION

Final

➤ **Issue Log Review and Update**

Mr. Spytek and Ms. Gil reviewed the Issue logs

XII. ESTABLISHMENT OF NEXTBOARD MEETING – July 21, 2021 at 7pm

XIII. EXECUTIVE SESSION

MOTION: Ms. Trupp Gil **MOVED** to approve to convene into Executive Session at 8:37pm to discuss the delinquency report, Rees Broome Collections update, personnel and common area issues. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

MOTION: Ms. Trupp Gil **MOVED** to reconvene into Open Session at 8:50pm. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

XIV. ADJOURNMENT

MOTION: Ms. Trupp Gil **MOVED** to adjourn at 8:50pm. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

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