

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
VIRTUAL BOARD OF DIRECTORS MEETING  
Wednesday, July 21, 2021  
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

**OTHERS IN ATTENDANCE**

Dolly Sharma, Recording Secretary, Minutes Services LLC  
Anna Smith, Speaker, Chargepoint - Guest speaker EV charging station contractor  
Fairlington Meadows Residents: 9  
Donald S.  
Ed H.  
Cynthia F.  
Caroline R.  
Edward G.  
Tiffany K.  
Gavin H.  
Susan M.  
Tim N.

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

**MOTION:** Mr. Spytek **MOVED** to call the meeting to order at 7:02pm. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

II. **APPROVAL OF AGENDA**

**MOTION:** Ms. Adelson **MOVED** to approve the July 21, 2021 Agenda as presented. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

III. **APPROVAL OF MINUTES**

**MOTION:** Ms. Gil **MOVED** to approve the June 16, 2021 Board meeting minutes as presented. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

IV. **RESIDENTS OPEN FORUM**

- A Resident stated that he would appreciate it if any scheduled maintenance work would be communicated directly with the resident.

- A Resident inquired about how to best contact Lancaster landscaping with suggestions. Ms. Adelson responded that the best way is to contact the Buildings and Grounds Committee via email with any concerns rather than contact Lancaster directly.
- A Resident complained that there is a dog barking in one of the units in Court 6 after 11pm. Mr. Spytek explained the process of ameliorating complaints and notification to residents about issues.
- A Resident stated that the table and umbrellas at the pool are all set up on one side of the pool. He suggested that it might be a good idea to spread them out on the grassy side too. Ms. Adelson recommended sending an email to the pool Committee Chair.

V. **GUEST SPEAKER – ANNA SMITH, CHARGEPOINT, EV CHARGING STATION**

Ms. Anna Smith from Chargepoint gave a brief overview of Chargepoint's EV charging station options. She recommended the association should consider smart or networked charging stations which mean having the ability to have full control over the stations such as setting up the price points on the stations to recoup electricity costs or to generate revenue from the stations. The stations can be listed as public or private. The association can add waiting list features so that residents can be notified when the station becomes available and the association can have reporting and analytics available through an online dashboard.

As background, she stated there are two levels of EV charging:

- Level one charging is essentially the plug in the wall type that can take days to charge an EV. Chargepoint does not offer Level One.
- Level two charging typically means that it will take two to five hours to fully charge an EV depending on the vehicle's battery size. There are two types, the first being community charging stations and the second being individual or deeded charging stations.

Mr. Spytek opened the floor for questions:

What are the costs to the association to install an EV charging station?

Basically, there will be costs to install a community station and to run the electrical conduit from the electrical panel to the actual physical station (approx \$8,000 per station). There will be a separate cost to perform site evaluations. Individually deeded EV stations are fully paid for by the owner of that station.

What is the full investment cost to the community to install an EV station in the Meadows?

First, community EV stations can have a single or dual port. Dual port means that two vehicles can be charged at the same time. Chargepoint has an option for an all inclusive subscription service that includes the physical EV station, software, a warranty, and accident or vandalism to the station. The cost is \$2000 per year for one dual port station. Not included in this price is running the electrical conduit from the panel to where the physical station is to be installed.

How does the user access the EV charge?

Cost of charging is through the EV station software and the driver's individual Chargepoint account.

Mr. Spytek stated that the community stations might be placed in visitor parking spaces and dedicated it to EV Charging use only. The working group may elect to send a survey to residents/owners to gather information on the number of people who currently own electric vehicles and those who might purchase an EV in the not too distant future. The latest Messenger can include information related to installation of EV charging stations. The current EV station work group, chaired by Robin H. will be determining next steps and is looking for members.

Ms. Smith stated there is a supply chain and a staffing shortage in the country now so prices could be inflated. There are federal tax incentives. If the association pays federal taxes, that covers 30% of the cost of the hardware and installation. More tax incentive information is available online.

The Commonwealth of Virginia recently passed a law stating that associations cannot prevent residents/owners from installing individual EV stations. More information with details of this new law can be found online.

Ms. Smith left the meeting at 7:34pm.

VI. **COMMITTEE REPORTS**

Ø **Pool Committee**

In the absence of the pool Chair, Ross H., Ms. Adelson stated as a frequent pool user, that she has observed the pool functioning smoothly. She shared her observation that when there was one guard at the pool, the deep end was closed to swimmers so that the job was more manageable for the guard. Atlantic pools is currently short staffed and this will only get worse as we head into August and guards resign and return to school. A resident at the meeting complained that there was debris floating in the baby pool and notified the guards of the same. He observed the guards taking no action. Ms. Adelson asked the resident to email this information to the pool committee Chair so that action can be taken.

Mr. Spytek informed everyone that the next Meadows Messenger will be out by this weekend. It will include an article detailing updates on the pool and staffing issues as we enter August.

Ø **Building & Grounds Committee**

Ms. Adelson updated that Ms. Rector, Chair of the B & G committee, stated that she has received landscaping plans for this year's five priority courts and largely residents are excited and giving positive feedback. There is a meeting tomorrow to review and get resident input on the Court 6 landscaping plan. The actual planting is not scheduled until the fall when the weather will be less intense and plants have a greater chance to become established.

B & G is discussing a plan to get residents of these priority courts involved in watering all of these new plantings. Watering is essential to their survival and this is a big association investment.

B & G continues to address and repair drainage issues in the community. The next project is the repair of the long standing water collection problems behind the buildings in courts 13/14 and 5/6.

B & G is investigating the recent crepe myrtle fungus and bug infestation. These trees are in the process of getting treatment by Lancaster. Ms. Adelson added that individual residents who have the crepe myrtle fungus on trees on their patios can contact Lancaster and contract with them individually for treatment; this is not the responsibility of the association.

Ø **Tennis Committee**

Ed G., Tennis Chair, updated that he has received a proposal from Lancaster to perform drainage work at the Courts, to prevent soil from getting onto the courts when it rains as this could cause damage to the concrete and void our warranty with Bishops. The proposal would cost \$2805 and needs approval from the Board to proceed. It involves putting in a trench behind the curb that exists on one end of the court where the ground is high; it would be 18" wide and 6" deep. He mentioned the French drain near the Tennis Courts is in good condition.

Ø **Code of Conduct Working Group**

Donald S., Chair, updated that the working group is closer to wrapping up the first stage of their work. The group recently completed the documents with the edits for the architectural criteria guidelines and the other Rules of Conduct which Mr. Spytek will share with the Board for discussion and comments. The Board will send these documents to the Meadows attorney for review after the board reviews them.

Ø **EV Charger Research**

Mr. Spytek stated that the topic was discussed earlier in today's meeting. Thus far, Robin H. and Gavin H. have volunteered to serve on the EV charging station working group. More volunteers are welcome.

VII. **MANAGERS' REPORTS**

**[?] Monthly Management Report**

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

**Action Item:** Ms. Abraham will provide one more proposal for renewing our snow removal contract.

The Board discussed the individual unit component checklist and survey recently completed and after consulting with Theresa Melson, our insurance agent and advisor, many more completed owner surveys are needed to obtain less costly quotes for future association insurance contracts. The Board agreed to use the same survey to collect additional information. Erica agreed to tweak the survey to ensure collection of targeted data.

**[?] Variance Report/Financials**

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

**[?] Recurring Contract List Update**

Ms. Abraham stated that the contract list is updated. She reminded that as per a conversation with Ms. Pagani, her supervisor at CMC, they will be submitting a contract extension to the association ending in December 2021. Ms. Abraham will forward this contract to the Board for discussion and approval.

VIII. **OLD BUSINESS**

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

Proposal: Lancaster Landscapes – Install skip cherry laurel tree - \$165.

Proposal: Katchmark – Roof repair work - 3331, 3397, 3395 S. Stafford St. and 4307-4309 S. 35th St. - \$1,000.

Proposal: W.R.R. – Court 4 Tuckpointing repairs - \$2,750.

Proposal: W.R.R. – Tuckpointing and rear staircase wall rebuild 3395 Stafford - \$3,500

Proposal: Lancaster Landscapes – Court 5/6 & 13/14 drainage control repair - \$4,785.

Proposal: Kolas – Court 3 carpentry repair - \$3,990.

Proposal: Katchmark – Court 8/10 landscape repair - \$1,690.

Proposal: All plumbing – 3395 S. Stafford St. – Unscheduled main sewer line replacement - \$21,700 (Change order after opening hole price \$28,200).

Proposal: Community no trespassing signage – all Courts - \$868.75 + tax and shipping.

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

Owner request: 3301-A1 S Stafford St. – Remodel living room space - approved.

Owner request: 3448 S. Stafford St. – Front/back storm door replacement - approved.

Owner request: 3491 S. Utah St. – Install basement egress window - approved.

Owner request: 3454 S. Stafford St. – Spruce up (doors, closet, floor, dryer vent) - approved.

Owner request: 4231-A2 S. 35th St. – Window replacement - approved.

IX. **NEW BUSINESS**

**[?] Virtual Meeting Resolution**

Mr. Spytek stated that the Commonwealth of Virginia passed a law that HOA Boards can have virtual meetings all year. The Board has received a resolution drafted by our attorney with a minor change of having the possibility of conducting a hybrid meeting too. The Board discussed this and residents agree that virtual is best overall but, also we can have one or two meetings per year in person or hybrid. Mr. Spytek stated that the Fairlington Community Center is not accepting any meeting reservations at this time so we will remain virtual.

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

**[?] Retirement Party for Craig Discussion**

The Board discussed various options to celebrate Craig's retirement from our maintenance staff on September 30. The Board discussed giving him the card and/or communicating with residents about his retirement and having a party at the pool area so that residents can wish him well. Mr. Slabinski suggested giving him a goodbye bonus. The retirement party will be scheduled for August 21st at 3pm. Erica and Frona agreed to plan a party.

**[?] Issue Log Review and Update**

Ms. Brown reviewed the Issue log. Mr. Spytek added projects like the EV charging stations, trash pickup, recycling management, community gardens and more.

**XI. ESTABLISHMENT OF NEXTBOARD MEETING – August 18, 2021 at 7pm**

**XII. EXECUTIVE SESSION**

**MOTION:** Ms. Brown **MOVED** to approve to convene into Executive Session at 8:52pm to discuss the delinquency report, Rees Broome Collections, resident complaints, and maintenance personnel matters. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

**MOTION:** Ms. Gil **MOVED** to reconvene into Open Session at 9:25pm. The **MOTION** was **SECONDED** by Mr. Slabinski and **PASSED** by unanimous consent.

**XIII. ADJOURNMENT**

**MOTION:** Ms. Gil **MOVED** to adjourn at 9:25pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.