

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
VIRTUAL BOARD OF DIRECTORS MEETING
Wednesday, August 18, 2021
7:00pm**

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Nick Slabinski, Treasurer

MANAGEMENT PRESENT

Wee Abraham, Portfolio Manager, CMC

OTHERS IN ATTENDANCE

Dolly Sharma, Recording Secretary, Minutes Services LLC
Ricky Henderson, Guest speaker, Front porch condition survey results
Fairlington Meadows Residents: 9
Donald S.
Ed H.
Cynthia F.
Michelle G.
Richard H.
Bonnie D.
Laura Y.
Mary M.
Tiffany K.

I. CALL TO ORDER & ESTABLISH QUORUM

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

II. APPROVAL OF AGENDA

Add: "Final Preparations – Craig's Farewell Party" to "Old Business".

Add: "Assigned Parking Requirement request by a resident" to "Matters for Board Discussion."

Add: "Hearing Discussion – scheduling of workers to assist Ricky with maintenance after Craig's Retirement" to "Executive Session."

MOTION: Ms. Brown MOVED to approve the August 18, 2021 Agenda as amended. The MOTION was SECONDED by Ms. Gil and PASSED by unanimous consent.

III. APPROVAL OF MINUTES

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

IV. RESIDENTS OPEN FORUM

- Resident asked (in the Zoom chat) if the Board could approach Arlington County about sewer drainage issues in light of the recent street flooding and maintenance of the trees and sidewalks.
- A resident suggested that the Board approach their counterpart Boards of the other Fairlington Associations about their actions on the recent street flooding issue. Resident informed that the sewer drains are inspected annually by Arlington County. Mr. Spytek stated that he will speak with Craig as he is the main point of contact with the County.
- A resident applauded the efforts of the Board and the B & G committee as to the new sidewalk post lighting stating that it is providing a “nice effect.” He suggested that the Board send out the schedule for installing the lights in the remaining courts. Mr. Spytek stated that the Meadows is still waiting on the arrival of the next shipment. Resident was informed we have no place to store so many new lights at one time. Residents will be updated once they receive the shipment.

V. GUEST SPEAKER – MAINTENANCE REPORT, FRONT PORCH SURVEY

Mr. Spytek stated that Ricky H. would now update the Board regarding the front porch (brick and mortar) condition survey. Ricky stated that he did a walkthrough to inspect the condition of the porches in the entire community. He reported that there are 173 porches in total and 13 of them have tripping hazards on the steps. Some of those 13 porches can be repaired by our maintenance staff while others will require professional repair/replacement contract estimates from porch repair companies.

VI. COMMITTEE REPORTS

☐ **Pool Committee**

Ms. Adelson updated that as the summer winds down, there will be fewer lifeguards available with the start of school and pool hours will be reduced or the pool closed. Arlington County requires lifeguards for all community pools. The pool committee needs to maintain vigilance in communicating with Atlantic. Overall, it has been a positive pool season for users.

☐ **Building & Grounds Committee**

Ms. Adelson updated that Claudia R., Chair of B & G stated that plans for this year's five priority courts are not yet finalized. They have the drafts ready with minor changes after meeting with residents in Courts 9 and 14. Drainage projects are done for the moment behind Courts 5 and 6 and between Courts 13 and 14. A new French drain was installed between Courts 8 and 9 and appears to be working well. There will be some additional drainage work incorporated into the playground landscaping plan too. The next big B & G project will be to identify long standing water collection problems behind our buildings.

Claudia R. is working on a good transfer of power to the next B & G chair, Charlie M. The main role of the Chair is to keep track of things that require follow-up such as contract bids

and checking on follow through by contractors. Under the current plan, the B & G Chair changes yearly.

☐ **Tennis Committee**

Mr. Spytek updated that drainage work done around our tennis courts is half complete and should solve the problem of standing water and resulting soil on the Courts. This effort will maintain our warranty on our newly refurbished Courts.

☐ **Code of Conduct Working Group**

Donald S. updated that Ms. Gil has put together a document showing side by side the old and the newly revised wording of our Code of Conduct portion of our Bylaws. It will soon be shared with owners/residents in the not too distant future. Our attorney at Rees Broome will have to review them before release. This is a long process but is approximately halfway complete.

VII. MANAGERS' REPORTS

➤ **Monthly Management Report**

Ms. Abraham reviewed the July 2021 Managers' Report from the Board packet.

➤ **Variance Report/Financials**

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

➤ **Recurring Contract List Update**

Ms. Abraham stated that the only Meadows contract that is expiring is the Master Insurance policy and that goes out for bid in October, 90 days prior to it's expiration in December.

VIII. OLD BUSINESS

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

Proposal: Lancaster Landscapes – Landscaping work in court 2 - \$1,525.

Proposal: Katchmark – Court 8 roof repair - \$1,200.

Proposal: Kolas – Courts 12, 6, 3 gutter replacements - \$6,660.86.

Proposal: Lancaster Landscapes – Court 2 (Priority Court) landscaping work - \$17,405.50.

Proposal: Lancaster Landscapes – Court 5 (Priority Court) landscaping work - \$24,965.

B. Homeowner Modification Request Since Last Board Meeting (E-Vote Ratifications)

Owner request: 4108 A11 S. 33rd Street – Electrical work approved.

Owner request: 3469 B S. Stafford Street – Interior remodeling approved.

Owner request: 3460 A1 S. Stafford Street – Kitchen and venting work approved.

C. **Final Preparations – Craig’s Farewell Party**

The Board finalized the preparatory work for Craig’s Farewell party.

IX. **NEW BUSINESS**

➤ **Snow Removal Proposals**

The Association received two proposals; one from Lancaster Landscapes and the other from Cutter Landscapes. After discussion, the Board agreed to approve the Cutter Landscaping snow removal proposal.

Action Item: Mr. Spytek will sign the contract from Cutter Landscaping for snow removal service and send it to Ms. Abraham for processing.

➤ **Virtual Meeting Resolution**

MOTION: Ms. Gil **MOVED** to approve the policy. The **MOTION** was **SECONDED** by Ms. Adelson and **PASSED** by unanimous consent.

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

➤ **Annual Meeting Discussion**

Mr. Spytek asked Ms. Abraham about the status of the final version of the Annual Meeting packet. She stated that It will be under review until September 5 and then printed and mailed. Ms. Abraham has already sent a Zoom link for the meeting which will be held virtually. She encouraged owners to vote; the Bylaws require a quorum of 50 % in order to hold the meeting which includes the election of new Board members and a vote on the budget.

➤ **Issue Log Review and Update**

Mr. Spytek updated that the new food scraps collection program run by Arlington County can be added to the Issue Log that the Board keeps for possible future work by the Board. Some of the projects such as the front porch survey and French door installations have been updated as completed in the Issue log. The French door installation item on the log will be closed once the resolution is finalized and passed. (It can be a separate resolution or incorporated into the revised Architectural Guidelines in the Code of Conduct.)

➤ **Assigned Parking Survey request by a resident**

Mr. Spytek updated that a resident from Court 11 has requested that the Board consider assigned parking as is used in all other Courts in the Meadows. A simple survey will be sent to Court 11 residents.

XI. **ESTABLISHMENT OF NEXT BOARD MEETING – September 22, 2021 at 7pm**

XII. **EXECUTIVE SESSION**

MOTION: Ms. Brown **MOVED** to approve to convene into Executive Session at 8:01pm to discuss items identified in the agenda. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

Final

MOTION: Ms. Gil **MOVED** to reconvene into Open Session at 8:29 pm. The **MOTION** was **SECONDED** by Ms. Brown and **PASSED** by unanimous consent.

I. RATIFICATION FROM THE EXECUTIVE SESSION

- The Board discussed the special hearing scheduled for September 7, 2021.
- The Board discussed salary and bonus allocations for our maintenance staff.

II. ADJOURNMENT

MOTION: Ms. Brown **MOVED** to adjourn at 8:30pm. The **MOTION** was **SECONDED** by Ms. Gil and **PASSED** by unanimous consent.

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