

**FAIRLINGTON MEADOWS  
MONTHLY BOARD MEETING**  
Wednesday, July 20, 2022

**COMMITTEE MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

**MANAGEMENT PRESENT**

Wee Abraham, Portfolio Manager, CMC

**OTHERS IN ATTENDANCE: 10**

Cassandra Middleton, Recording Secretary, Minutes Services  
Ed G.  
Cynthia FP  
John S.  
  
Charles M.  
  
Margaret TR.  
Richard C.  
Ed H.  
Renee Watson, Goldklang Auditor  
Lori Mckenzie, Ehrlich Pest Control Representative

I. **CALL TO ORDER**

**MOTION:** Ms. Adelson **CALLED** the meeting to order promptly at 7:00pm.

II. **Approval of Agenda**

**MOTION** Ms. Adelson **MOVED to APPROVE to** Amend the agenda to change Section X, Matters for Board Discussion, Letter D to: Refurbishment or Replacement of 27 B Building front door and side window structures **SECONDED** by Mr. Spytek and **PASSED** by unanimous consent.

III. **Approval of Meeting Minutes**

**A. MOTION:** Ms. Adelson **MOVED to APPROVE** the minutes for the June 2022 Board Meeting Minutes as written **SECONDED** Mr. Spamer and **PASSED** by unanimous consent.

**B. MOTION:** Ms. Trupp Gil **MOVED to ACCEPT** the minutes for the June 2022 B&G Meeting Minutes as written **SECONDED** Mr. Spamer and **PASSED** by unanimous consent.

#### **IV. Owner Open Forum**

- Ed G. would like a copy of the current Reserve Study and current Reserve Financials.
  - Mr. Slabinski responded that the Budget includes future projects expected in the next 18 months from July 1, 2022 through December 31, 2023.
  - Ms. Adelson and Ms. Abraham advised that the Goldklang Group auditor is on the Zoom as a guest speaker and will be able to shed light on his concerns. Ms. Abraham also added that once the draft audit has been approved, it will be posted on TownSq.
  - Mr. Spamer added that the Meadows Board does not spend money lightly and the Board tries to save money where they can.
- Margaret TR agreed with some of Ed G's comments and would like to understand the Reserve Study more and how the financial decisions for the Reserves are made. She also added that she is concerned that there is only one million in the Reserve account and that she does not believe this is an ideal amount given current inflation and insurance increases.
- Ed H. seconded Ed G. and Margaret TR. He understands that an audit will be done but does not feel that will address resident concerns.
- Cynthia FP. expressed agreement with the statements from the previous homeowners regarding the Reserve Study. She stated that owners need to understand the Reserve Study.
- Richard C. pointed out that in Exhibit C to the Master Deed it specifies that the council shall establish and maintain 3 reserve funds and that this Exhibit C specified certain purposes for these reserve funds. These funds are very constricted, and the Reserve Funds are not open funds maintained for a general purpose. He urged residents to look at that Exhibit to obtain a better understanding of what the Reserves Funds are for.
  - Mr. Spytek read Exhibit C Paragraph 3 from the Master Deed stating we should maintain 2 reserve funds one which shall be for the purpose of repairing paved areas and the other of which shall be for the purpose of repairing roofs on the family units and painting the exterior of the family units as these needs arise. He stated that the third reserve fund is the general operating reserve account. He advised this information is on the Meadows website and owners can easily obtain copies of the governing documents to read for themselves.

#### **V. Guest Speakers**

- Renee Watson, auditor from the Goldklang Group, advised that their firm recently completed the Meadows Draft Audit for 2021. She provided an overview of the process for conducting a financial statement audit that includes performing detailed examination of all accounts. They trace cash transfer between accounts to make sure that it is cleared in a timely manner. They review board meeting minutes for major financial decisions, review operating contracts for major operating expenses and make sure that the invoicing is associated in accordance with the terms of those contracts. They examine approximately 75% of operating expenses and look at the actual original paid invoices and then look at 100% of the replacement reserve expenditure invoices.

GoldKlang Group issued the draft audit on June 22nd and the Board has 60 days to accept the audit. If they don't receive the signed representation letter within that 60-day window, Goldklang must perform additional changes before the Audit can be finalized. There is no additional charge for this work.

Goldklang issued a modified audit opinion which Ms. Watson indicated was the best opinion possible. Goldklang looks at key financial indicators to determine the financial health of a community. Services assessments receivable level at the end of 2021, the association had approximately \$5500 in assessments receivable which is excellent. This balance represents less than 1% of Meadows annual assessments that can be collected from owners. They consider 3% or less of annual assessments to be in good shape and the Association is below that range which is fantastic.

Another indicator Goldklang reviews are the Association's equity accounts, and Ms. Watson explained there are two types of equity. The Association has the replacement reserve equity funds as needed and set aside from major future repairs as outlined in the Meadows reserve study and operating reserves for budget overruns.

The Association has undesignated equity. There are two accounts that are considered undesignated equity; there is an operating reserve and appropriated members equity which is also known as priors' equity. Goldklang wants associations to maintain this access operating funds access equity at a level between 10 to 20% of their annual assessments. The combined members equity of \$267,000 represents 19%, within Goldklang's recommended range. The Meadows, however, does have a stipulation within the Governing Documents that requires maintaining 25% in the operating reserves. Goldklang's recommendation is to continue to build up those reserves to that level, if it hasn't already been accomplished in 2022.

Ms. Watson stated that the Meadows ended the year with a net loss of \$21,000. The bigger operational shortfalls were insurance costs, water and sewer that was a little high, and grounds maintenance increased from the year prior. The reserve expenditures were spent for the year in adjacent to the reserve study. They have additionally reviewed what the Association has contributed to the Reserves compared to what this study recommends the Association contribute to reserves for 2021.

- o Mr. Slabinski commented he discussed this with Goldklang staff and that the net loss should only be \$5,000 - \$6,000. Ms. Watson responded that they are working on reclassifying items and that will be corrected in the Audit Final Draft.
  - o Ms. Adelson asked Ms. Watson to compare the financial state of Fairlington Meadows to other Associations of the same size in our same area. Ms. Watson responded that she believes the Association is in a good financial stance.
- Lori Mckenzie, from Ehrlich Pest Control, oversees all of Ehrlich's Northern Virginia district. She stated the Meadows currently has 150 rodent bait stations around the property. Ehrlich monitors how much bait rodents consume in the traps and reports

that activity in their reports. If there's an increase in consumption, Ehrlich will adjust the amount of bait. If, however, a heavy increase in bait consumption is noted, management gets involved and will come out to evaluate the area. Ms. Mckenzie shared that her observations from the Meadows indicate there has been only a slight increase in mouse feeding activity this year, attributable to the weather and COVID. Fortunately, the Meadows is not facing issues with rats that the wider Arlington area has experienced..

Ms. Mckenzie explained that a pest specialist comes monthly and meets with Meadows maintenance staff on site. If there are pest sightings or activity anywhere, maintenance will provide that information to the specialist. The specialist will service all the equipment, clean them out, replace the bait and document any activity. Ms. Mckenzie advised that there is no live trapping in any of the stations on our site.

She indicated that over the past few years, Ehrlich has only increased the cost of the contract 6.5% since 2018. Typically companies will increase the contract price by 7% every year.

- o Ed H. had a question on how the exterminator determines old from new boxes. Ms. Mckenzie responded that she has a map of the community with the location of all the equipment. While none of their equipment is labeled on the outside, it is barcoded on the inside. The technician would be aware if there are any abandoned boxes and would remove them.
- o Ed G. asked if the rodents go in and die in the box. Lori Mckenzie responded that rodents do not die in the boxes. The bait makes the rodent feel full after eating only a little bit. The rodents then leave and pass away later. Also, it's important to note that there is no secondary poisoning from the rodent bait, so if another animal eats a poisoned rodent, there is no harm to the second animal.

## VI. **Committee Reports (Verbal Delivery)**

### A. **Buildings and Grounds Committee**

- The B Building rejuvenation project to replace carpet and paint is out for bid. There was a short discussion on the replacement light fixtures for the 27 B Buildings and Claudia R. presented her lighting research. Ms. Adelson and Mr. Spytek are going to go to Alexandria Lighting to investigate additional options.
- There was a short discussion on the replacement or refurbishment of the 27 B Building front doors and side window structures. They were advised this would be a future project.
- Landscape Project Updates:
  - o Lancaster regraded the area behind Court 6 to eliminate water pooling and retention. They put down new stepping stones and put a grass liner down that provides shade for the seed and keeps the birds from taking seeds away. Future landscaping planting will be done in the fall. Lancaster advises that it does not plant new plants after the fourth of July. The seasonal heat and lack of water in July and August make it difficult for new plants to survive .

- o There are some plants that were installed by Lancaster last fall in Courts 2, 5, 6, 9 and 14 that did not survive. Those plants will be removed and will be replaced in the fall at no additional cost to the Meadows. They were under warranty.
- o Arlington County has approved the latest design of the traffic island landscaping project. This will be discussed in more detail at the August B & G Committee meeting.
- o B & G received a revised plan for the Court 4 rejuvenation which will also be discussed at the August B & G meeting. Mr. Monfort received the proposal today and believes there could be some revisions made to reduce the cost.
- o The landscape designer was seen onsite today working on the Court 8 plan. This will be reviewed at the August B & G meeting. Mr. Monfort is going to speak with the Lancaster landscape designer and ask him to be more judicious with this proposal since it is very large. Courts 11, 13, and 15 are also to be completed this year and he is hopeful to have the proposals for these Courts at the September B & G meeting.
- o Quaker Land Photinia Hedge replacement: Arlington County has approached the Meadows (and the Glen) stating that these hedges are no longer viable due to the fungus that continued to spread in spite of efforts made to contain it. The County will be replacing these photinias and due to the expense of this project, it will be split into four years. The County will begin the work at 33<sup>rd</sup> Street and work their way down Quaker to 36<sup>th</sup> Street. The County's landscape designer is working on this project. Mr. Monfort also had the Lancaster designer provide recommendations and these were provided to the County.
- o Margaret TR. suggested retaining more of our current plant material, with more evergreens around the window wells and downspouts in front of buildings. She also recommended using more native plants.
- o Ed G. asked when they will take down the evergreen in Court 6 and it was confirmed this will happen in the fall. Mr. Monfort stated that they will install a small magnolia in its place. Ed G. also mentioned noticing painters tape on rotted wood in the community. Ms. Adelson responded that this is a Board issue and Ricky the Meadows maintenance manager is working with Kolas to get this scheduled wood repair completed. Ricky has received one contract for Court 4, and they will begin that work soon. The Board is waiting to receive and approve Kolas wood repair contracts for Court 5 and 6.
- o Richard C. asked if there was any chance the fungus that is affecting the Quaker Lane photinias will affect the new plants. Mr. Monfort responded that this will not affect the new plants.
- o Ms. Trupp Gil asked for more information about how the new landscaping would affect pruning and other maintenance issues. Mr. Monfort confirmed that the new landscaping would require less pruning and this would be cost-saving. He has noticed that some aging holly trees were planted years prior about a foot from the foundation from some of the buildings and that the roots will cause damage.

## **B. Pool Committee**

- Mr. Slabinski reported that the pool season is going smoothly. The Pool Committee is scheduling wine socials every other Wednesday and has a couple more planned activities for the remainder of the season as well as ideas for next season. Ms. Adelson added that the lifeguards are doing a good job this season managing the pool.
  - Margaret TR. stated she noticed one of the lifeguards on their phones and suggested they get a reminder to remain off their phones while on duty.

## **C. Tennis/PickleBall Committee**

- The T/P Committee is researching a device meant to cinch down the tennis net to regulate the net for pickleball.
  - Margaret TR. responded that she likes the idea of transitioning the tennis court to a pickleball court but is against permanently removing one of the tennis courts to accommodate pickleball. This is not currently under Board consideration. She expressed her belief that the courts bring value to the community.

## **VII. Managers' Report**

### **A. Monthly Management Report**

- Audit for 2021: Draft has been submitted to the Board from the Goldklang Group.
- Fiscal Year 2023 will be beginning shortly. Management typically likes to see 6 month's worth of actuals before beginning the Budget. She will provide the Draft Budget to the Board Treasurer Mr. Slabinski.
- Master Insurance Claim Status: There are no new insurance claims to report. There is an old claim in its final stages. Management has received a few reports, some of them minor and some that require further investigation. She will provide the Board more updates as needed.
- Trash and Recycling: Lisa with Capital Services confirmed on July 14th that additional recycling bins have been provided as requested.
- Landscaping: Mr. Monfort pointed out that billing regarding mowing is as follows: The Meadows gets billed at the end of the season in a lump sum depending on how many mowings that have occurred. Of note, Lancaster Landscapes will charge a fuel surcharge effective 7/1/2022 in the amount of 3% on the maintenance contract invoices. Mr. Monfort added that should the cost of gas go below \$4.00 they would remove that additional charge.
- Janitorial Contract: GMG has extended their contract until January 2023. The contractor is not able to determine if any increases are to be expected until January 2023. If there is an increase, it will be a pass-through expense.
- A few reminders to owners from CMC:
  - Reminder to owners to service their HVAC for the summer and check plumbing components for any leaks etc. especially in units with a basement.
  - Please reach out to management to update owner contact information so management can reach an owner in the event of an emergency.
  - Please make sure to maintain the patio area for any overhanging trees etc.

- o Modifications and Variance requests: Any unit modifications over \$1,000 must be submitted to the Board per governing documents.

**B. Variance Report Financials as of June 30, 2022**

- Total Cash and Investments: \$836,634
- YTD Income: \$748,547
- YTD Expenses: \$680,665
- Surplus: \$67,883
- Accrued Reserves: \$682,055
- Delinquency still below 3% at .28%
- Variances are under Budget Payroll (due to one less maintenance employee), Total Landscape under by \$13,000, Total Repairs and Maintenance under \$36,000, Total Utilities over budget due increase in water usage.
- Surplus for the month \$3,569
- Surplus for the year \$67,883

**C. Recurring Contracts List**

- No changes need discussion at this meeting.

**D. Occupancy Report**

- Owner to Renter Occupancy: 75% owner occupied to 25% tenant occupied.
- Margaret TR. asked if the recycling company is incinerating the recycling or just recycling the aluminum. Mr. Spytek advised that the recycling company provides recycling material to a third party to sort and burn for energy.
- Ed G. advised that residents are not recycling properly and suggested sending a notice to owners on what is recyclable and what is not. Ms. Adelson suggested to Ed G. that he write an article on this topic for the next Meadows Messenger.

**VIII. Old Business (Verbal Delivery)**

**A. Homeowner modification request since last board meeting (E-Vote Ratifications)**

- 3459 S Utah St. - kitchen and dining room renovation approved.
- 3449A S Stafford St - "spruce up" approved.

**B. Contracts approved since previous board meeting (E-Vote Ratifications)**

- WRR-tuckpointing contract 3447 S Utah St. \$2,700.
- WRR-tuckpointing contract 4279 S 35<sup>th</sup> St. \$1,600.
- Action Iron- Install a handrail at 4316 S 34<sup>th</sup> St B-building \$577.
- Kolas - court 10 carpentry work \$5,145.

**IX. Matters for Board Decision**

**A. 2021 Draft Budget Audit**

This vote has been tabled until the Draft Budget Audit has been updated and provided to the Board.

**X. Matters for Board Discussion/Information (Verbal Delivery)**

**A. Instructor led activities on Meadows property (pool, tennis court, basketball courts)**

Ms. Adelson advised it's been brought to the Board's attention that residents are having private lessons of various types (swim, tennis, etc.) on Meadows property. The resident was concerned if this would be a potential legal problem for the Association. The Board consulted their attorney, and Mr. Spamer reported the attorney's opinion. Mr. Spamer reported that there are two main issues that arise re liability risk.

1. If the instructors are going onto the Associations property and someone gets hurt, the Association could find themselves defending a lawsuit because it occurred at an association amenity.
2. If the Association is allowing instructors to perform lessons on the property and the instructor is not properly certified or insured, then the Association could face a negligence claim for negligently monitoring and maintaining the property. Additionally, if someone was hurt while using the facility, there is a potential negligence claim that the Association did a poor job managing and overseeing the property.

The Meadows attorney recommends five steps:

1. The Association must check with our insurance company to make sure that the Association has the appropriate insurance in place to allow lessons to occur.
2. The Association would have to review instructors' credentials, business license, CPR certifications as applicable, and that they are insured as a business provider of these lessons. This is to make sure that the Association has approved them giving lessons on the property and they are competent in providing these lessons to prevent a negligence claim.
3. The Association requires an indemnification agreement be signed with the instructor and the owner/tenant. This will make sure the instructor will defend and hold the Association harmless if someone is hurt and sues.
4. The Association dedicates specific times that lessons could be given, so the lessons are not going on during peak time which would create more risk. The Association ensures that the lessons are being given to Meadows residents, not non residents.
5. The Association could decide what lessons they want to allow at the facilities and find a third party themselves.
  - o Ed G. expressed his opinion that it would be hard to monitor who applied for the proper paperwork and who is a resident or not. His suggestion is that lessons should not be permitted unless the lesson is from a parent to their child.
  - o Margaret TR expressed her opinion that this is not what other pools or tennis courts follow.
  - o Mr. Spamer responded that basically the attorney is just advising that the instructor provide their credentials, insurance, business license and sign an indemnification form.

**B. Future Install of Trash Can Corrals**



Ms. Adelson stated that the Board is looking into the possibility of installing trash can corrals in our common areas. They could possibly install one as a trial corral. Mr. Spytek advised there was a trash committee 5 or 6 years ago when North Fairlington was forced to install trash corrals because a woman was bit by a rabid raccoon.

The current Arlington County regulations state that South Fairlington should be doing this as well, but the County let it pass because there were no rabid racoons in South Fairlington. This could, however, change as wildlife sightings in the Meadows grow. He also added that out of the questionnaires and surveys completed, trash management is always one of the main topics and trash corrals are a suggestion as a possible alternative to the current trash collection manner in the community.

- o Cynthia FP. stated that she is against trash corrals in the community. She does not believe that any solution would be effective to change owners' habits with the trash.
- o Ed H. suggested that just because there is a prevalence of trash in one court, he believes the Board might be jumping the gun for the other courts and is against the trash corrals.
- o Margaret TR. expressed agreement with Cynthia FP. and Ed H's comments and stated it would go against the appearance of the community. She also added that the cost associated with this change could be great.
- o Mr. Spamer stated this should be considered as to the cost as well as finding locations for the corrals. He stated there should be a better system and recognized it is tough finding the correct solution.
- o Ms. Trupp Gil Stated that her Court has issues with trash every single day. It's tough trying to monitor a trash system that was put into place decades ago before modern developments like Amazon deliveries and food deliveries, etc that create a lot of packaging. She suggested a pilot project might be helpful in determining solutions.
- o Ms. Adelson advised this research is in the early stages and the Board is performing research to try to find a solution. Nothing has been decided and this is a starting point for discussion.

### **C. Court 10 in need of a new Court Chair**

### **D. Refurbishment or Replacement of the 27 B Building Door and Side Window Structures**

Ms. Adelson advised that the 27 B Building entry doors and side window structures dating to the mid 1940's are dented, dinged, and worn with many layers of lead-based paint on them. As part of the ongoing painting cycle, Kolas is unable to scrape them to bare wood. All the current contractor can do safely is paint an additional layer of paint onto the existing door and side window structures compounding the problem. Ricky reports being unable to purchase replacement hardware parts because they are no longer made. Behind the current door knob faceplate are numerous holes drilled over the years to accommodate hardware.

The Board is researching how to move forward as part of maintaining Meadows common area property in the Meadows. This is on today's agenda as a matter of discussion; no

decisions have been made and this research is in the beginning stages. In summary, before any decision can be made, the Meadows will need to:

1. Investigate the cost of historical preservation of the 27 B Building door and side window structures.
2. Investigate the cost of full replacement of the 27 B Building door and side window structures.

Mr. Montfort would like the B and G Committee to take charge of this project.

- o Cynthia FP, Ed G. and Margaret TR expressed agreement with Mr. Monfort.

#### **E. Sewer Repair Advocacy Task Force Update**

Mr. Spamer advised that the survey closed and the Task Force received around 15 responses. Task Force member Sharon F., is working on summarizing this feedback to send to Arlington County for the County to take under consideration.

#### **F. Review of Board Ongoing Task List**

Ms. Adelson stated the Board will table this discussion for the next Board meeting.

XI. **NEXT BOARD MEETING:** Wednesday, August 17, 2022, at 7pm.

**MOTION:** Ms. Adelson **MOVED to convene** into Executive Session **SECONDED** Mr. Spamer and **PASSED** by unanimous consent.

**MOTION:** Ms. Adelson **MOVED to reconvene** into Open Session **SECONDED** Mr. Spamer and **PASSED** by unanimous consent.

#### **XII. RATIFICATION FROM THE EXECUTIVE SESSION**

**MOTION:** Ms. Adelson **MOVED to APPROVE** payment of \$3971.25 to an owner at 3301 B1 S. Stafford St. in order to avoid making an insurance claim **SECONDED** Mr. Spamer and **PASSED** by unanimous consent.

#### **XIII. ADJOURNMENT**

**MOTION:** Ms. Adelson **MOVED to ADJOURN** the meeting at 9:29pm **SECONDED** Mr. Spamer and **PASSED** by unanimous consent.

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Respectfully submitted by: Minutes Services