

Final

FAIRLINGTON MEADOWS
MONTHLY BOARD MEETING
Wednesday, November 16, 2022
7pm

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

Ridge Samala, Portfolio Manager, CMC

OTHERS IN ATTENDANCE: 10

Dolly Sharma, Recording Secretary, Minutes Services
Ed H.
Cynthia P.
Charles M.
Margaret R.
Richard C.
Ed H.
Lindsey L.
Jill K.

I. CALL TO ORDER

MOTION: Ms. Adelson CALLED the meeting to order at 7:02pm.

II. Approval of Agenda

MOTION Ms. Adelson MOVED to approve amending the agenda: change Section 3C for approving the September 2022 Board meeting minutes; under Section 5 Manager's Report, they will discuss outstanding Insurance Claims under Section E. Section 7A is 2023 Roof Replacement Timetable, Section IX is Storm Sewer Advocacy Task Force, and Distribution List, Wee Abraham is replaced by Ridge Samala., Matters for Board Discussion, Letter D to Refurbishment or Replacement. The next Board Meeting will be held on December 21, 2022. The motion was SECONDED by Mr. Spamer and PASSED by unanimous consent.

III. Approval of Meeting Minutes

MOTION: Ms. Adelson MOVED to approve the minutes for the September 2022 Board Meeting as presented. The motion was SECONDED by Mr. Spamer and PASSED by unanimous consent.

MOTION: Ms. Adelson MOVED to accept the October 2022 B&G Meeting Minutes as written. The motion was SECONDED by Mr. Spamer and PASSED by unanimous consent.

MOTION: Ms. Adelson MOVED to accept the September 2022 B&G Meeting Minutes as written. The motion was SECONDED by Mr. Spytek and PASSED by unanimous consent.

Committee Reports (Verbal Delivery)

A. Buildings and Grounds Committee

- The landscaping rejuvenation project will be finished by the end of the week; there is a backorder on the trees for Court 2 and Court 11. Currently, Lancaster is replacing plants in Court 2 and Court 5, following tree pruning later in December. They will be continuing with their previous landscape designer. Court 15 will be redesigned and planted in the spring of 2023. This will complete year two of the three year project.
- In discussions about replacing the aging light fixtures in the B buildings to LED, B & G will apply the townhouse standards for lighting to the common areas of the B building units and recommendations will be available after the Board meeting in December.

B. Pool Committee

- Ms. Adelson reported that the pool committee would order a new cover for the pool in the spring.

IV. Managers' Report

A. Monthly Management Report

Action Item: Mr. Samala will review the status of the existing six outstanding Master Insurance claims at the December Board meeting.

B. Variance Report Financials as of September 30, 2022

Mr. Samala reviewed the September financials and the variance report in the Board packet.

C. Recurring Contracts List

- The Lancaster Landscaping contract expires on December 31, 2022 and requires a 30-day notice for renewal or termination. It is being finalized.
- The Janitorial Contract with DMA is being finalized.
- The Master Insurance policy with The Travelers will be reviewed by the Board and voted on later in the meeting.

D. Occupancy Report

Owner to Renter Occupancy: 75% owner occupied to 25% tenant occupied.

V. Old Business (Verbal Delivery)

A. Homeowner modification requests since the last Board meeting (E-Vote Ratifications)

- 3453B S Stafford St – installation of sump pump approved unanimously.
- 3455 S Utah – rear electrical outlet installation approved unanimously.
- 4211 S 35 St – a new attic level window was approved unanimously.
- 3373 B2 S Stafford St – floor replacement approved unanimously.
- 3333 S Stafford St - egress window installation approved unanimously.
- 3329 S Stafford – basement renovation approved unanimously.
- 4277 B2 S 35 St – remodeling request for new attic window and accompanying full attic renovation approved unanimously.
 - ACTION: Mr. Samala will make sure addresses for future homeowner modifications are recorded completely on the agenda.
 - Mr. Spamer shared that the Board has final authority to approve modifications on a case-by-case basis or by use of previously written policies.
 - Ed H. owner, would like the Board to research their legal authority in the bylaws to approve modifications.
 - The Board and the community discussed the bylaws and the Board's unit modification approval process.

B. Contracts approved since previous board meeting (E-Vote Ratifications), unanimous approval by the board

- Vaughn Restoration for tuckpointing of four stoops in the amount of \$3,400.
- Kolas Construction for building a wood retaining wall behind 4271 A2 S. 35th Street in Court 8 in the amount of \$4,511.
- Kolas Construction for minor carpentry repair at 3433 S. Utah Street in the amount of \$375.

VI. Matters for Board Decision

A. Roof Replacement Timetable

The 2023 roof replacement will be completed in the winter, weather permitting; the Meadows is given a price break by Katchmark. Two years ago, the Board had Durable Slate review the roofs of all 52 of our buildings. A copy of this report is on the Meadows website. There were 8 roofs identified on the list for replacement, 5 remain at this time. Ms. Adelson reported that there had been recent instances of leaking in the Court 12 roof. Mr. Spytak shared that the Asbestos roof is not leaking, in addition to no leaking in those in Courts 3 and 4. He recommended therefore, the replacement of the roof in Court 12. He shared that the bid was \$196,621 for the roof in Court 12 and \$204,113 for the roof in Court 13, but the bid needs to be updated.

MOTION: Mr. Spamer MOVED to APPROVE the replacement of the roof on the building in Court 12 (units 3401-3411 S. Utah Street.) It was SECONDED by Ms. Trupp Gil and PASSED by unanimous consent.

B. New Business – Court Paving Timetable

Ms. Adelson stated that all 15 parking lots could be repaved at once, or odd lots could be repaved one year and even numbered lots repaved the next year. She opened the discussion to the Board. Contractors include ProPave and Brothers. If we wait, we risk the cost going up. Jill N., owner, asked if there would be more projects with a similar lifespan so that the Board could offset costs.

Mr. Spamer advocated repaving the 15 Court parking lots all at once. Ms. Adelson shared that the Board asked Ricky to survey the condition of the 15 lots and he reported that the odd numbered lots were in worse shape. We do not want to risk damage to the lot base layer which would significantly increase the cost of this project. While installed twenty years ago, currently the base layer remains in good shape at this time. Ms. Adelson agreed with Mr. Spamer. Cynthia P. owner, shared they need to focus on sealing instead and recommended doing all the lots at once. This project bid was approximately \$235,000 to \$250,000.

Cynthia P. shared that they need an additional session (her opinion) to further discuss the budget and its impact on homeowners.

MOTION: Mr. Spamer MOVED to APPROVE a two inch thick asphalt repaving repair for all 15 Court parking lots. It was SECONDED by Mr. Slabinski and PASSED by unanimous consent.

C. Reserve Study Timetable

Ms. Adelson shared that a Reserve Study is required by the Virginia Condominium Act once every five years. She raised the issue of doing our Reserve Study a year early in light of owner concerns about the reserves and the current inflationary environment. She opened the discussion to the Board. Mr. Spamer agreed to move the reserve study up a year due to the changes in the market environment since 2019 when the last study was completed. The cost to do the study is approximately \$8,000. Cynthia P. agreed and asked about the length of the study period. Per Mr. Slabinski, Treasurer, it covers 30 years. Lindsey L., owner, shared that it is better to resolve this sooner than later. Margaret R. shared that the studies have recently been inconclusive (her opinion) and felt they would only be helpful if the insufficient information issue is resolved. Cynthia P. shared they need to clarify when the government documents cover reserves.

MOTION: Mr. Spamer MOVED for the Board to have a Reserve Study completed in FY 2023. It was SECONDED by Ms. Trupp Gil and PASSED unanimously.

D. Amendment to the Rules of Conduct – Location and type of Electrical Outlets

Ms. Adelson shared that it is very common in modern construction to have an electrical outlet in front of buildings. Mr. Spamer suggested having them installed in the front of our buildings to alleviate safety issues. Cynthia P. recommended putting a policy in writing. Margaret R. shared her opinion that maintaining the facade of Meadows buildings is important and that placing the outlets in the window well would help do so. Charles M. suggested that the Meadows require new outlets be recessed in the brick, and further, that the Board should enforce moving illegally installed front outlets. Ed H. shared concerns about the size of the window wells and questioned whether this was a real possibility. This portion of the Rules of Conduct will be Amended and voted on by the Board.

E. Identifying current attic roof vents used for dryer exhaust

Ms. Adelson shared that an owner recently contacted the Board after a contractor visited to clean his dryer exhaust vent and noted the current roof vents are designed for ventilation and not for dryer exhaust, creating a remote fire hazard. Ms. Adelson began the discussion by stating the need to identify remaining remodeled units that might have their dryer exhaust connected to current attic vents.

- Mr. Spamer suggested telling owners about the modification needed and explaining the remote fire hazard by sending through different modes of communication.
- Mr. Samala shared that sending the notice by US mail will ensure owners will see it and document that the Meadows made a sincere effort to contact all owners.
- Cynthia P., owner, disagreed that the Meadows should pay this expense. Mr. Spamer suggested they contact Kathleen at Rees Broome before committing to pay for any additional replacements. The complicating factor is that units may have changed hands several times since the renovation involving the dryer was completed.
- Ms. Adelson suggested the Board move forward with identification of these units and does not think there are more than a dozen of these units.
- Margaret R., owner agreed that there needs to be more public discussion and suggested the Board look at the County permit process to obtain renovation information.

F. CMC Settlement/Rental Tracking.

Ms. Adelson discussed the need for CMC to maintain an accurate database of unit owners contact information (emails, phone numbers, address if a non resident etc.) and develop a process for keeping the information current. The Board is most concerned about accurate owner information rather than tenant information.

- Ms. Trupp Gil asked about the industry standard for the accuracy of these types of records. Mr. Samala responded it should be 100% accurate, and current CMC bookkeepers are 4-6 weeks behind.
- Action: CMC will update this database and keep it current.
- Cynthia P. shared unit ownership is part of the Arlington County record.

- It may be a good idea to use Court Chairs to identify errors in the CMC owner database.

VII. Matters for Board Decision

A. In-Person Meetings

Ms. Adelson shared that Arlington County is no longer under an emergency order for COVID, and while Zoom meetings have been sufficient, the Board can now elect to have monthly meetings at the Fairlington Community Center.

- Ms. Trupp Gil stated that she could join the December meeting in person but would be wearing a mask.
- Mr. Slabinski's preference is to stay on Zoom as it is more flexible.
- Mr. Spamer prefers in-person but is neutral.
- Ms. Adelson wishes to return to in-person meetings.
- Mr. Spytek thinks in-person meetings should start in January 2023.
- Several residents voiced their preference for Zoom meetings. One resident voices support for a return to in-person meetings. Another resident supported a hybrid option.
- Ms. Trupp-Gil shared that from her experience, hybrid meetings required multiple audio-visual devices to be successfully done, and would be cost-prohibitive.

Ms. Adelson suggested using a survey to obtain the opinions of all owners and tabled the matter.

B. 2022-2023 Master Insurance Policy Renewal

Ms. Adelson shared that The Travelers Insurance has given the Meadows a contract bid for 2023. This was the only bid the Meadows was able to obtain. The bid would increase costs by 10%, or approximately \$15,000 for the year.

MOTION: Ms. Adelson MOVED to accept the 2022-2023 Master Insurance Policy bid from The Travelers. It was SECONDED by Mr. Spamer and PASSED by unanimous consent.

VIII. Matters for Board Discussion/Information (Verbal Delivery)

a. Storm Sewer Repair Advocacy Task Force Update

Mr. Spamer shared that the Arlington County Board approved a measure to issue bonds for storm sewer repairs throughout the County. There is no news as to when the storm sewer repair issue in Fairlington will be addressed, but he is crafting a response to the County to ensure Fairlington is included in planned repairs to the aging storm sewer system.

b. Review of the Board's ongoing task list

Ms. Trupp Gil had no report and will get back via email. There are 164 current responses to the in-unit form survey regarding the status of unit appliances and maintenance of units.

c. EV Charging Station installation

Ms. Adelson stated that EV charging station installation was passed in October at the Annual Meeting as part of the 2023 Meadows budget. Mr. Spytek shared that the first charging pedestal will be installed in Court 3 or Court 15. He recommended Court 3 as this Court has nine unassigned parking spaces.

- Residents inquired about how the community will be advised of the EV charging station location. A sign will be placed at the location of the proposed installation, and communications will be sent via various Meadows channels (TownSq, Messenger, etc).
- Mr. Spamer inquired if chargers will be installed in two courts or one. Mr. Spytek shared it will be done in stages with the first installation going in Court 3, and a future one in Court 15, when usage requires.

IX. Homeowners Open Forum

- Margaret R. shared that in-person meetings will exclude others with restraints and have less participation and limited accessibility. She added that the existing front protruding electrical outlets should be remediated as they will damage the brick. She suggested communicating with our attorney to determine the communal/property owner line and the window addition-making policy. She also believes they should have another meeting on the dryer vent.
 - Ms. Adelson shared it is within the Boards authority to change the terms of the electrical outlet installation policy. It was last updated in 2019.

X. NEXT BOARD MEETING:
December 21, 2022 at 7pm via Zoom.

XI. EXECUTIVE SESSION

MOTION: Ms. Adelson MOVED to convene into Executive Session at 9:20pm. It was SECONDED by Mr. Spamer and PASSED by unanimous consent.

MOTION: Ms. Adelson MOVED to reconvene into Open Session at 9:58pm. It was SECONDED by Mr. Spamer and PASSED by unanimous consent.

XII. RATIFICATION FROM THE EXECUTIVE SESSION

MOTION: Ms. Trupp Gil MOVED to APPROVE the salary increase of Ricky Henderson, Maintenance Manager to \$60,000 with a \$4,000 bonus. It was SECONDED by Mr. Slabinski and PASSED by unanimous consent.

Final

XIII. ADJOURNMENT

MOTION: Ms. Adelson MOVED to ADJOURN the meeting at 10:02pm, SECONDED Mr. Spamer, and PASSED by unanimous consent.

Respectfully submitted by: Minutes Services