

Draft

FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
2021 ANNUAL MEETING  
Virtual Via Zoom  
Wednesday, October 5, 2021  
7:00pm

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

Erica Brown, Co Secretary

MANAGEMENT PRESENT

Wee Abraham, Portfolio Manager, CMC

OTHERS IN ATTENDANCE

Dolly Sharma, Recording Secretary, Minutes Services LLC  
Ricky Henderson, Maintenance Supervisor  
Donald Spamer, Newly Elected Board Member  
Fairlington Meadows Residents: 34

I. CALL TO ORDER

Ms. Adelson noted that Ms. Brown provided prior notice for her absence.

MOTION: Mr. Spytek MOVED to call the meeting to order at 7:00pm.

II. WELCOME AND BOARD OF DIRECTORS' INTRODUCTIONS

Mr. Spytek offered welcoming remarks and introduced the members of the Board of Directors.

III. PROOF OF NOTICE AND CERTIFICATION OF QUORUM

Ms. Wee Abraham, CMC property manager, certified that the annual meeting notice was sent out on September 5, 2021 and that a corrected draft budget was sent out on September 20, 2021. Quorum was attained with 57.5% of voting members responding.

IV. APPROVAL OF 2020 MINUTES

Discussion included the fact that minutes from the 2020 Annual Meeting were accidentally not sent out and how best to disseminate this required information to owners and correct the situation. It was discussed that these missing minutes could be posted to TownSq, a secure, limited access site, and sent to Court Chairs with instructions to email a copy to each owner. In addition, these 2020 Minutes could be mailed with the approved budget. It was suggested that electronic votes be taken to approve these 2020 Minutes or they could be reviewed for approval at the 2022 Annual Meeting. Meadows attorney to be consulted as to how to best resolve this error and meet Bylaw requirements.

V. TREASURER'S REPORT – FY 22 BUDGET OVERVIEW; FY 21 BUDGET

1. Nick Slabinski, Treasurer, stated financial highlights. He began by stating that the Meadows general liability insurance cost had risen from \$91,000 in 2020 to \$130,000 in 2021

necessitating a condo fee increase of 3%. As our buildings age, insurance cost will continue to rise. Mr. Slabinski also stated that per auditors, the operating reserve was \$100,000 short. \$463,000 were in the capital reserves at the end of 2021.

- a. The Board confirmed an understanding of the expected life of different capital items to be potentially covered by operating and capital reserves. Owners expressed interest in adding a line by line item on the financial statements. Mr. Slabinski stated that he would include a footnote indicating large capital expenses that would occur in the next 12-18 months.
- b. The last reserve study was 2019 (studies are required every 5 years) Mr. Slabinski stated that some cost assumptions are probably too low with current higher inflation and supply chain issues driving up material costs. Of note, operating reserve calculation methods changed, necessitating a higher reserve amount required. An additional 10K was therefore placed into operating reserves in 2021 with additional amounts planned for the next 10 years.
- c. It was requested that a detailed list of elements for the five-year reserve study be included in each budget in a format that is easily understandable by owners.
- d. A discussion was held on the value of having line items in the reserve, for the roofs, for example, as a clear show of financial stability for those researching to buy in the Meadows. It was requested that this break out be done for the budget mailing for the 2022 year. Mr. Slabinski indicated he wanted to strike a balance to ensure people read the report. Reserve accounts had been consolidated with earmarks. We will list high cost projects we plan to do, which will be funded by the Capital Reserve Account, over the next 12-15 months when we mail out the budget for condominium owners approval each September.

Action Item: Mr. Slabinski to append 2021 reserve details and 2022 projected forecasts in the next CMC mailing.

- e. Owners can obtain copies of the last reserve study by emailing Ms. Abraham at CMC.
2. The pool management line item was projected as a 35% increase due to how CMC's system prorates costs per month. Final costs for the pool line item in 2021 were \$45,000 with \$2,000 returned (due to early closing in mid August) as compared to \$41,000 in 2020.
3. The general repair and maintenance line item reflected a significant difference (\$12,000 to \$41,000) between 2020 and 2021 because more care was taken to place bills and invoices in the correct line item in 2020. CMC and Mr. Slabinski will review the accounts and make necessary adjustments in closing out the 2021 financials. Mr. Slabinski stated that he will be more conscious of the category tags in the coming year.
4. Significant savings in landscaping were realized in 2020. Money saved was earmarked to be used in 2021 for the court landscaping rejuvenation project. Rejuvenation costs from June and July had not yet been incurred.

5. A letter expressed concern that the proposed budget increase and associated fee increases would stress those on limited income. Mr. Slabinski stated that fees had typically increased between 2-3% each year as a conscious decision. This policy avoids one-time "special assessments", and provides adequate reserves and to meet expenses in a timely fashion.
  - a. Residents noted that over the years, this policy has been successful at preventing special assessments.
6. Mr. Slabinski stated that recycling would continue twice a week in the next budget.
7. The repair replacement expenses were identified as the amount placed into capital reserves. To clarify, Mr. Slabinski stated that he was considering altering the category title to capital reserves contributions.
8. A discussion was held on the master insurance policy. The new policy was quoted at \$136,000, which is a large increase from \$79,000 in 2019. There was an across-the-board insurance increase due to the pandemic. (Over the course of the year, the Meadows had only one claim that was not significant.) Ms. Abraham explained that the property was getting old and high-risk in the analysis of insurance companies. In order to drive costs down, a survey was sent to owners to ask about appliance age and show appropriate care of their property. The response however, was too low to impact rates, as the insurance companies want a minimum 75% return. The data that was captured, a 41% response rate, show furnaces from 2000 and newer. Residents requested more transparent communication as to the reason for the survey. Residents volunteered to collect this data door-to-door. The discussion was put on hold.
9. Snow removal cost increased from \$5,000 to a projected 23.6K. In 2021, two ice storms necessitated the expenditure of \$17,000. Per Mr. Slabinski, should we have a big snowstorm between now and the end of the year, any overage would be taken from the operating reserve account.

## VI. STATE OF THE ASSOCIATION

### 1. Introductions

- a. Wee Abraham, CMC Portfolio Manager
- b. Ricky Henderson, Maintenance Supervisor
- c. Mr. Spytek read the list of Court Chairs for the 2021 year and thanked them for their work.

### 2. Accomplishments this year

- a. The partial sewer collapse in Court 8 was repaired.
- b. The new playground installation was completed with ADA compliant access and soft surface installed.
- c. Several snow, sleet, and ice events required late night deicing and safety efforts.
- d. Court 8 and Court 10 roof replacements were completed.
- e. The pool heater was set at 79 degrees for 2021. In 2022, the pool will be set at 82 degrees with attendant lifeguards planned through September if available for hire. Hopefully, COVID will improve and lifeguards from overseas can once again enter the USA for employment.
- f. Drainage issues were fixed between buildings 8-9, 13-14, and 10-11.
- g. Pool lights were changed to match the sidewalk lights.

- h. Due to the August 13-14 flood, communication occurred with Arlington County to better maintain aging sewers. A study is in progress for storm sewer improvements.
- i. Landscaping rejuvenation in Courts 2, 5, 6, 9, 14 and the playground, including removal of aging cedar trees was completed.
- j. The decorative wooden pergola at the entrance to the pool was replaced by our maintenance staff. This was considerably cheaper than buying a "kit" or hiring a contractor to complete the work.
- k. Fairlington Meadows was financially sound for 2021.

## VII. COMMITTEE REPORTS

### 1. B&G

Claudia Rector, B & G Chair, reported that lamp fixtures installed on the sidewalks were dark sky compliant for human and wild-life health (VI.2.g). The committee chair structure was altered for continuity to have the vice-chair step into the chair position following the annual meeting. Record keeping for the committee was placed on a restricted-access Google drive. These documents will include accumulated knowledge and specific requests as ongoing guidance for the landscaping company. Drain installation was prioritized (VI.2.f and VI.2.h).

Court rejuvenation was divided into a three-year cycle (VI.2.i) and the landscape designer received input directly from owners. Planning was successful in implementing and maintaining community standards while incorporating individual requests that met the new landscaping guidelines. Volunteers in the Meadows coordinated watering efforts, yet not all spigots were working. Estimates for the court rejuvenation were \$25,000 per court with actuals of \$23,000 - \$30,000.

Climate related bug infestations and fungal infections need to be watched into 2022.

Arlington County assisted with planting holly trees in the holes created by the removal of bushes due to fungal infection along Quaker Lane. More to be planted by the County in the spring. Nearby residents will be asked to water these new plantings.

### 2. Pool Committee

The lack of lifeguards cut the pool season short. Arlington County requires lifeguard coverage if the pool is open. The plan for 2022 is to open before Memorial Day and continue through the end of September (VI.2.e). Pool social events will require residents to volunteer for the pool committee.

### 3. Recreation Committee

Mr. Spytek stated that the tennis/pickleball courts were updated in 2019 and the basketball court was updated in 2020. A request for a tennis backboard, bocce ball and horseshoe courts will require residents to volunteer to research costs. The playground was updated in 2021 (VI.2.b)

## VIII. UNFINISHED BUSINESS

No unfinished business was brought forward.

## IX. NEW BUSINESS AND OPEN FORUM

- 1. Continued Zoom Meetings were requested for improved attendance.
- 2. Storm-Sewage Damage

Storm sewers differ from the sanitation sewers. The backup in storm sewers created flooding on the streets. A 42" line goes down Stafford and Utah Streets. More information needs to be obtained. Mary Alice Salinas, owner, is communicating with Arlington County to update the aging storm sewers. It was stated in a realty website that Fairlington streets are in a flood zone.

3. Safety Lights

A request was made to install two additional pole lights by the bushes at the end of the Glen tennis courts on 35<sup>th</sup> Street. Part of that area was identified as belonging to Meadows. The Glen will be contacted by the Board prior to adding the new lights. They will incur no additional cost or maintenance expense as a result of adding these new lights.

4. Playground Noise Reduction

Residents voiced concern over unattended children at the playground with issues including noise created by banging on metal, noise created by the plastic gear panel, safety, nudity, and a lack of privacy. Toys had been thrown over fences with lights shined into nearby resident windows. The removal of the aging cedar trees was identified as a factor. Mr. Slabinski noted that these trees were replaced by numerous bushes along the nearby patio fences. With time, these will grow large and block the line of sight to the Tot Lot. Trees removed had grown tall and no longer served the purpose of providing privacy. Children being back in school will help.

5. Tuckpointing

- a. Basement flooding and window water seepage continued to be a problem in the Meadows. A recent study of porches was completed. Redoing whole buildings would be a massive expense. 186 front porches would cost approximately \$500,000. To do whole buildings would be 10's of millions of dollars. It would require more than a 3% increase in dues. Ricky Henderson, maintenance supervisor said to reach out to him individually to request exterior work as issues arise.
- b. Matching mortar size and color was requested for repairs. This process was identified as very expensive for joints 50–60 years-old. In a couple of years, the new mortar will age and look more similar to the original.

X. ANNOUNCEMENT OF BUDGET AND ELECTION RESULTS

1. The budget passed with the vote as follows: 45.8% approved - 2.8% against - 2% abstain.
2. Donald Spamer was elected as a new member of the Board. The Board will meet following the annual meeting as indicated in the bylaws to decide who will serve in each position: president, vice-president, treasurer, secretary, and member at large.
3. Meadow Messenger will be sent out with the new CMC mailing address and information on the new board composition.

XI. ADJOURNMENT

MOTION: Mr. Spytek MOVED to adjourn at 8:54pm. The MOTION was SECONDED by Ms. Adelson and PASSED by unanimous consent. The Board then moved into Executive Session.