

FAIRLINGTON MEADOWS
MONTHLY BOARD MEETING
Wednesday, November 15, 2023
7pm

BOARD MEMBERS PRESENT

Donald Spamer, President
Charles Monfort.
Claudia Rector.
Joe Spytek.

BOARD MEMBERS ABSENT

Frona Adelson

MANAGEMENT PRESENT

Ann Palbalkar, Portfolio Manager, CMC

OTHERS IN ATTENDANCE:

John R, Minutes Services
Cynthia P.
Margaret R.
Ed H.
Ed G.
David A.
Rudy B.

I. CALL TO ORDER

MOTION: Donald S. **CALLED** the meeting to order at 7:01pm.

II. APPROVAL OF AGENDA

MOTION Donald S. **MOVED** to approve the agenda with minor changes:

Old Business, a bathroom replacement at 3428 S. Stafford;

Matters for Board Discussion, part d, a roof maintenance contract totaling \$1900 on four addresses: 3449 A S. Stafford, 4200 34th Street, 3425 S. Utah, 3421 S. Utah;

Verizon contract will not be discussed;

an update on insurance contracts and bids under item h. Ann P. noted that an updating of current board members needs to be made on TownSq.

SECONDED by Joe S. and **PASSED** by unanimous consent.

III. OPEN FORUM

David A. talked about inappropriate individual unit owner claims made against the master insurance policy. The board has the final say as to whether a claim can move

forward against the master insurance. David A. also addressed the importance of not losing the National Register for Historic Places status and its beneficial tax credits.

Ed G. asked for a clarification of the vote on the bylaws change. Donald S. said the amendments to the bylaws have not yet been sent to the county. Ed G. requested a formal copy of the resolution.

Margaret R. expressed concern about claims made against the master insurance policy and how the majority was reached with the bylaw amendment. Margaret R. talked about the B Building doors and the Meadows' standing with the National Register for Historic Places and the ability to secure tax credits. She also noted more desirable ways of repairing or refurbishing the doors.

Cynthia P. asked for the meaning of "replacing like with like items" when it comes to homeowner modifications. She said it is confusing from an insurance standpoint. Donald S. said it means that no permit or variance is needed, though clearer language can be used. Cynthia P. also addressed doorbell policy and privacy considerations.

Ed H. asked about the amendments to the bylaws. Donald S. said it would be addressed during the executive session and reported in the open session as well as in the minutes.

Joe S. said the Meadows is not unique to this area in terms of its historic designation and that there is no risk of using this status.

Margaret R. believes that changes to buildings and facades are risky. She remains concerned about losing the historic designation.

IV. APPROVAL OF MINUTES

September 20, 2023, Board Meeting Minutes

MOTION: Donald S. **MOVED** to **APPROVE** the September 2023 Board Meeting Minutes. It was **SECONDED** by Claudia R. and **PASSED** 3-0-1.

September B&G meeting minutes acceptance and recording

MOTION: Donald S. **MOVED** to **APPROVE** the September 2023 B&G Committee meeting minutes as written. It was **SECONDED** by Charles M. and **PASSED** by unanimous acceptance.

October 26 Special Board Meeting minutes.

MOTION: Donald S. **MOVED** to **APPROVE** the October 26, 2023, Special Board Meeting minutes as written. It was **SECONDED** by Claudia R. and **PASSED** by unanimous acceptance.

V. COMMITTEE REPORTS

A. Building and Grounds Committee

- Margaret R. said progress is being made on Court 7 and with the removal of trees. Installation of new planting will commence next week. Weeding will occur in the first week of December.
- A list of new trees to be planted, primarily around the pool area, has been approved.
- Work in Courts 10 and 12 has been postponed until spring.
- Margaret R. said that over 45 individuals participated in the Stormwater Tax Credits event. Three hours remain in the litter pick-up event. Multiple trees have been planted in support of a tax credit.
- Storm drain marking is nearing completion.
- An invasive plants removal event is upcoming, with the first meeting held on Saturday. Thirty hours are needed.
- Charles M. brought up the subject of trees that residents and the county have donated; six new ones have been planted around the pool.

VI. MANAGERS REPORT

A. Monthly Management Report

- Property Manager Ann P. said that there are no new claims against the master insurance policy. She addressed contracts under renewal, including janitorial, snow removal, and Verizon. Ann P. stated that she believes that the Verizon contract will be ready to be approved by the December board meeting.
- The association remains at 76% occupancy.
- Ann P. stated that, given the new board members, the bank signatories will need to be updated.

B. Variance Report

- Ann P. that as of October 31, 2023, association operating, and investment funds totaled \$817,105.67.
- Pacific Premier Bank's operating account had \$165,753.04.
- Morgan Stanley's money market account had \$329,574.
- Morgan Stanley CD account had \$320,000, with accrued interest receivable being \$1,778.63.
- Unpaid assessments were \$3,899.36.
- Association assets of \$841,617.99.
- Liabilities \$182,584.42.
- Prior year owner's equity \$18,936.96.

- Repair and replacement balance: \$565,521.13.
- Tree maintenance was \$5,422 above budget for the month.
- Net income loss \$55,645.28.

VII. **OLD BUSINESS**

A. Homeowner Modification Requests:

- 3301 S. Stafford: Bathroom Renovation
- 3319 S. Stafford: Replacement of front door, storm door, and frame
Charles M. requested information on board approval of the installation of a steel door. He expressed clarification of the “replace like with like” terminology. Donald S. said that he would forward Charles M. an email.
- 3403 S. Utah: Installation of recessed lighting, removal and replacement of basement drywall, and bathroom update.
- 3405 S. 35th: Water heater and electrical panel replacement, removal and replacement of basement ceiling and installation of recessed lighting.
- 3428 S. Stafford: Bathroom refresh.

B. New Variance

- No new variance requests

VIII. **MATTERS FOR BOARD DECISION**

A. Landscape guidelines

Donald S. noted the significant deliberation on the part of the B&G Committee concerning these guidelines. The guidelines address maintaining the landscape going forward, especially the trees. Charles M. noted that the tree guidelines came about first, followed by landscaping guidelines. They have been tweaked considerably but capture the sentiment of the committee.

MOTION: Donald S. **MOVED** to **APPROVE** the guidelines as produced by the B&G Committee. It was **SECONDED** by Charles M. and **PASSED** unanimously.

B. Doorbell Policy

Donald S. noted that this has yet to have been directed to the attorney. He suggested either conducting a provisional vote on this matter or tabling it until such time that the attorney has delivered feedback. Claudia R. voiced that she is in favor of a provisional vote. Joe S. said that it is best to hold off on this matter until after the attorney has an opportunity to look over the policy.

The issue was tabled.

C. Court 8 Maple Replacement

Donald S. outlined the replacement of a dying tree in the amount of \$3,195. Charles M. noted that the existing tree has been nursed over the past three years, and Lancaster believes that it is time to take it out.

MOTION: Donald S. **MOVED** to approve the Lancaster Landscaping contract in the amount of \$3,195 to replace the maple with a new tree. It was **SECONDED** by Claudia R. and **PASSED** unanimously.

D. Roof Maintenance

Donald S. noted that this is a collection of maintenance jobs.

MOTION: Donald S. **MOVED** to approve the \$1900 roof maintenance contract with Katchmark. It was **SECONDED** by Charles M. and **PASSED** 3-0-1.

E. Katchmark Dryer Vent Contract

Donald S. outlined the Katchmark dryer vent contract for 3477 B2, 3495 B1 S. Utah St., 3439 B2, 3479 B1, 3395 B2, 3301 B1, 3460 B2, S. Stafford St., 4304 B1 34th St. in the amount of \$3400.

MOTION: Donald S. **MOVED** to approve the Katchmark dryer vent contract for \$3400. It was **SECONDED** by Claudia R. and **PASSED** unanimously.

F. All Plumbing Window Well Repair

Donald S. outlined a window well repair contract for 4241 35th St. S, Ct. 8, for \$1,200. The window wells currently present a flooding threat.

MOTION: Donald S. **MOVED** to approve the window well repair contract for \$1,200. It was **SECONDED** by Claudia R. and **PASSED** unanimously.

G. Lancaster Tree Installment

Charles M. talked about installing several trees that would be completed next year, primarily around the pool, as part of the pool landscaping project. This will give the trees a one-year head start. There are 12 trees in total, nine of which will be around the pool. One tree, planted by Lancaster and should still be under warranty, needs replacing, the cost of which is \$695 will be adjusted in the total amount.

MOTION: Donald S. **MOVED** to approve the Lancaster tree plantings in the amount of \$6,650, amended to reflect the replacement of the tree under warranty. It was **SECONDED** by Charles M. and **PASSED** unanimously.

H. Verizon Contract

I. Katchmark Roof Vent Repairs

Donald S. described the roof vent repair project stemming from a bat intrusion at 4241 35th St. S. Ct. 8, in the amount of \$1300.

MOTION: Donald S. **MOVED** to approve the roof vent repairs at a cost of \$1,300. It was **SECONDED** by Claudia R. and **PASSED** unanimously.

J. Koala's Carpentry Repair

Donald S. discussed carpentry repairs to 3495 S. Utah St. in the amount of \$1,375.

MOTION: Donald S. **MOVED** to approve the carpentry repairs to 3495 S. Utah St. at a cost of \$1,375. It was **SECONDED** by Claudia R. and **PASSED** unanimously.

IX. **MATTERS FOR BOARD DISCUSSION**

a. Annual Groundwater Report

Joe S. said the Meadows has one monitoring well. A former nearby dry cleaner had placed harmful chemicals down a drain, and its plume came towards the Meadows, though it was not near any buildings. The plume is not expanding. The chemicals are degrading. There is no risk to anyone.

b. Cable Line Burial

Donald S. talked about the issues surrounding cable burial. Joe S. alluded to the B&G Committee handling these matters in years past. Cables are unsightly and cause potential tripping hazards. Donald S. inquired as to what legal authority the Meadows has in approaching the various communications firms to fix these matters.

Cynthia P. recommended reaching out to Nick S.'s father, as he has dealt with these matters in the past. Margaret R. believes that Nick S. himself has information in this regard and should be contacted as these cable wires present a significant tripping hazard. Ed G. suggested contacting the Arlington County Cable Administration office.

Charles M. stated that the Meadows' maintenance professional should investigate these hazards and eyesores to assess the scope of the problem. At the same time, Ann P. tries reaching out to the communications firms to identify points of contact for homeowners to call.

c. Building and Grounds Chair

Donald S. recognized Margaret R. for accepting the role of interim B&G chair, and, given her desire to become full-time chair, he appointed her as permanent chair for the remainder of this year, citing her knowledge and passion for these issues.

d. Personal Property in Commons Areas

Donald S. began a discussion on personal property items being left in common areas. He stressed the importance of having residents realize that the board is looking at this issue and is issuing reminders against this practice. Charles M. referenced one especially egregious violator to whom two notices were sent. Donald S. underscored a desire to keep communications civil when contacting violators.

A suggestion was made about establishing a practice of sending one friendly letter followed by a stern letter. Ann P. concurred with this approach, saying the current practice is to send one friendly reminder followed by a sterner letter, followed by action if needed. Ann P. said the B&G Committee can compile its list of violators, complete with photos, to send to her or the board.

e. EV Charging Station

Joe S. said possession has been taken of the two charging stations, though 10 feet of needed cable is still being awaited. Dominion had sent a crew to install cable from a transformer to the meter, but it was not completed. The Dominion website says this should be accomplished by Friday.

f. Electricity Reimbursement

Donald S. provided background on electricity reimbursement. Certain B buildings do not have a separate electric box/meter for the common area lights. Instead, these common area lights are wired into the co-owner's electric meters; hence, the co-owners are paying for common area electrical expenses.

Claudia R. talked about an initial effort to get these units rewired. An effort is being made to avoid unnecessary labor costs. Joe S. detailed the complex wiring of the B buildings, saying that two units are on their circuit, separate from the rest of the B complex. A common area is routed through the B1 circuit box. All lighting in the seven common areas is estimated to be around \$100 per year. Joe S. also spoke of there being a house meter in Court 13, but with no electricity having run through it for some time. The B1 unit there is also believed to be paying electrical costs to that common area.

Donald S. said the Meadows' maintenance professional will be asked to investigate, shutting down each circuit breaker to discern which ones support the commons area lighting.

Ann P. stated that all she needs are the minutes regarding reimbursement, once an amount is known, and the passage of a motion. David A. underscored that if the agreement is rewritten, be sure to specify that it is the B1 unit, as the legal address is A1. Ann P. confirmed that two years of payments are expected.

MOTION: Joe S. **MOVED** to approve a reimbursement payment of \$95 per year to Charles M. and David A. for commons area electrical charges. It was **SECONDED** by Claudia R. and **PASSED** unanimously.

MOTION: Joe S. **MOVED** to approve payment for the owners of building 3460 S. Stafford St. A1 in the amount of \$75 per year to accommodate common area electric bills being routed through these two units. It was **SECONDED** by Donald S. and **PASSED** unanimously.

g. Roof Replacement Project

Donald S. discussed the roof replacement project for the coming year, saying it has traditionally been undertaken in late winter. The Meadows' maintenance professional will be asked to secure bids. Charles M. underscored that they should be prioritized, with 3408-3420 S. Stafford, Court 14 being a main concern.

h. Insurance Update

Donald S. provided an update on insurance, stating that bids are still incoming and will be presented at the next board meeting.

X. **NEXT BOARD MEETING**

- Next board meeting is December 20, 2023, at 7pm via Zoom.

MOTION: Donald S. **MOVED** to enter the executive session. It was **SECONDED** by Joe S. and **PASSED** unanimously.

XI. **EXECUTIVE SESSION**

MOTION: Donald S. **MOVED** to enter the executive session at 8:59 pm to discuss delinquencies and personnel matters. It was **SECONDED** by Joe S. and **PASSED** unanimously.

MOTION: Donald S. **MOVED** to reconvene to open session at 9:29 pm. It was **SECONDED** by Claudia R. and **PASSED** unanimously.

XII. **RATIFICATION FROM THE EXECUTIVE SESSION**

MOTION: Donald S. **MOVED** to grant the Meadows' maintenance professional's payout on 80 hours of unused leave in the amount of \$2,307.20. It was **SECONDED** by Claudia R. and **PASSED** unanimously.

MOTION: Donald S. **MOVED** to approve \$4000 in bonus money, as budgeted, for the Meadows' maintenance professional. It was **SECONDED** by Claudia R. and **PASSED** unanimously.

MOTION: Donald S. **MOVED** not to record the bylaw amendment and to have the attorney draft the explanation and provide notice that the bylaw amendment is not effective. It was **SECONDED** by Claudia R. and **PASSED** unanimously.

Board Training Date is scheduled for December 4, 6:30 pm.

XII. ADJOURNMENT

MOTION: Donald S. **MOVED** to **ADJOURN** the meeting at 9:35pm. **SECONDED** by Claudia R. and **PASSED** by unanimous consent.

Respectfully submitted by Minutes Services.