

Final

FAIRLINGTON MEADOWS
BOARD OF DIRECTORS
VIRTUAL MEETING
Via Zoom
Wednesday, December 20, 2023
7:00pm

COMMITTEE MEMBERS PRESENT

Donald Spamer, President
Charles Monfort, Vice President
Frona Adelson, Secretary
CA Rector, Treasurer
Joseph Spytek, Member-at-Large

BOARD MEMBERS ABSENT

MANAGEMENT PRESENT

Ann Palbalkar, Portfolio Manager, CMC

OTHERS IN ATTENDANCE:

John Rosenberg, Minutes Services
Christa Brady, Vice President, USI
Margaret Rhodes, B&G Committee Chair
Michele M.
David A.
Chuck E.
Robin H.

I. CALL TO ORDER

Mr. Spamer CALLED the meeting to order at 7:00pm, noting a quorum had been met with all board members present.

II. APPROVAL OF AGENDA

MOTION: Mr. Spamer MOVED to AMEND the agenda to reflect a contract price of \$210,163 on item IX-d, and to add item XII-c to include Violation Updates. The motion was SECONDED by Ms. Adelson and PASSED unanimously.

MOTION: Mr. Spamer MOVED to APPROVE the December 20, 2023 agenda as amended. The motion was SECONDED by Ms. Rector and PASSED unanimously.

III. HOMEOWNERS' OPEN FORUM

- David A. inquired about the master insurance coverage and its impact on the roofing contract. Mr. Spamer said that the USI insurance representative present will answer questions related to insurance coverage. When

questioned, Ms. Adelson talked about various roofing bids that have been presented to the board in recent history including those from Durable Slate that were significantly higher than Katchmark. Per Ms. Adelson, Katchmark remains the most competitive bid and has been timely with ongoing repair of our roofs for many years.

- Robin H. spoke of ongoing water damage issues at his unit, including the presence of black mold and the problem of water flowing off an adjacent higher roof onto his roof area and thus overflowing the gutters and draining down the brick. Mr. Spytek noted that a new masonry contractor was hired in the past year.
- Michelle M. suggested that it might be desirable to upload a recording of monthly board meetings onto the Meadows website.

IV. NEW BUSINESS

Master Insurance Policy Review

Ms. Christa Brady, Vice President, Community Associations Insurance, USI, presented a summary of the Fairlington Meadows master insurance premium bids. The current policy expires on 12/31/23. She noted that The Travelers has been the go-to carrier for Fairlington Meadows for many years and is one of the few remaining carriers that will consider taking on risk with older, pre-1960s built properties.

Ms. Brady noted that this is the most difficult and hard market in many years and that the coming year will see no relief. Secondary insurance markets offer solutions for older properties but are more expensive. Ms. Brady cautioned that if the Meadows chooses to leave its Travelers coverage, it will likely not be able to return.

Ms. Brady discussed various cost comparisons between The Travelers and the Greater New York Insurance bids. Mr. Spamer asked for clarification regarding the bids as to replacement costs.

Ms. Brady addressed the particulars surrounding deductibles. She referenced the potential backup of sewers and drains in multiple buildings as being an especially consequential area of coverage where The Travelers out-performs Greater New York. She talked about various other coverages that are especially relevant for mature communities, as well as flood and earthquake coverage. Ms. Rector inquired as to the meaning of "open" and "named perils."

Ms. Brady talked about general liability and other coverages and claims. Mr. Monfort asked what is meant by "committee member coverage" noting that not all Meadows committees have formally appointed members. Ms. Brady suggested keeping a record of regular attendees at committee meetings, especially via the minutes. It was noted by a board member that this is our current practice.

Ms. Brady spoke of umbrella coverage and workers' compensation portion of the policy bids. Discussion ensued about the coverage status of part-time employees.

Ms. Brady delivered a summary of premiums and available options.

Residents were offered a chance by the board to ask questions. David A. expressed his belief that the Travelers policy remains the best option for the community. Robin H. concurred with David A's. assessment. Ms. Rhodes asked a question about reserve levels and its impact on insurance bids. Ms. Brady stated there is no relationship between these items.

Board Discussion

Ms. Adelson asked Ms. Brady for recommendations on how to keep Fairlington Meadows insurable in the future. Ms. Brady stated that the Meadows should continue as it has been maintaining our buildings and grounds but offered the opinion that the liability side is one area where improvement could be made. It was suggested by Ms. Brady that all contracts be reviewed by USI prior to Board approval and signature. Mr. Spamer stated that he favors keeping the coverage with The Travelers, noting, however, that it is somewhat higher than what was budgeted. Ms. Adelson agreed with Mr. Spamer about staying with The Travelers and the current coverage level and type. Mr. Spytek stated that he is comfortable remaining with The Travelers.

Mr. Monfort raised the idea of removing the earthquake coverage, noting the potential \$20K savings that would be made. He asked about the 2011 Mineral, Virginia earthquake and whether Fairlington Meadows incurred any damage because of this event. Mr. Spytek said that no claims had been made at that time, though certain chimney repairs had been undertaken, albeit without direct indication that damage was the result of this quake. Mr. Monfort noted that the D.C. area is not generally considered an active seismic zone. Discussion ensued as to the risk versus cost. Ms. Rector expressed her belief that the current earthquake coverage should remain in place.

MOTION: Mr. Spamer MOVED to APPROVE the The Travelers Insurance bid as outlined by Ms. Brady and to preserve the earthquake insurance option and current deductibles. It was SECONDED by Mr. Spytek and PASSED by a vote of 4-1.

V. MINUTES

a. November 15, 2023, Board Meeting Minutes

MOTION: Mr. Spamer MOVED to APPROVE the November 15, 2023, board meeting minutes, amended to reflect Maintenance Manager Henderson's salary; the inclusion of

Chuck E. in the list of those present at the previous BoD meeting; and an address correction on a window well repair to 3429 A1 S. Stafford Street. It was SECONDED by Ms. Rector and PASSED by unanimous consent.

- b. Acceptance of B&G Committee meeting minutes for November 1, 2023, and the Stormwater Tax Credit presentation meeting minutes for November 8, 2023.

MOTION: Mr. Spamer MOVED to ACCEPT the B&G Committee meeting minutes for November 1, 2023, and the Stormwater Tax Credit presentation meeting minutes for November 8, 2023. It was SECONDED by Ms. Adelson and PASSED by unanimous consent.

VI. COMMITTEE REPORTS

A. Buildings and Grounds

Ms. Rhodes, B & G Committee Chair, provided an update on the landscaping rejuvenation of Meadows courtyards. Residents were reminded to step forward and continue watering as the region is confronting a precipitation shortfall. Next spring, Lancaster will be replacing dying or dead plants that are under warranty. The new trees around the pool area are now in place. Mr. Spytek noted the poor placement of one weeping cherry tree as it grows to maturity it will block vehicle access to the pool and requested it be moved to the other side of the sidewalk. The County will be replacing dead trees on the Meadows side of the Quaker Lane plantings.

Ms. Rhodes talked about the Stormwater Tax Credit Program, saying that approval has been attained for three credits, though no credit was granted in terms of litter pick up as it was conducted over two quarters as opposed to the required four. Michele M. offered to step forward to run the program next year. Ms. Rhodes recognized Michele M. for her efforts in marking storm drains and securing one program tax credit for the Meadows thus reducing our stormwater tax bill.

Ms. Rhodes said litter removal will resume in the spring. Discussion ensued about securing the assistance of school children or Boy Scouts with this program task.

VII. MANAGER'S REPORT

- Ms. Palbalkar reported that there have been no new master insurance claims for the Meadows since the last board meeting.
- The Meadows owner occupancy rating has held firm since July 2023, registering at a rate of 76%.
- November 2023 Financials – Operating funds and investment funds \$828,809.97, YTD Income at \$902,953.50. Accounts Receivable for unpaid

assessments totaled \$5,425.18, with the amount representing 0.35% of the Association's assessments (under 6% is considered good).

- The Meadows is operating \$97,971.84 better than budgeted. Ms. Palbalkar noted that any surplus at the end of the year goes into owner equity. Mr. Spamer stated that this will be taken into consideration in January once the amount is known. Money for the landscaping rejuvenation of Courts 10 and 12 in the spring must remain in easily accessible accounts. This work approved by the board was delayed to the spring.

VIII. OLD BUSINESS

A. Homeowner Modification Notifications

- Notification: 3457 S. Utah – Installation of a new water heater and a new HVAC system.

IX. MATTERS FOR BOARD DECISION

A. Master Insurance Policy bids

- Addressed earlier under New Business.

B. Verizon Contract

- Ms. Palbalkar reported that the 300 Mbps Fios is no longer being supported and that Verizon has offered to increase it to 500 Mbps for 24 months. This will result in a small savings. Ms. Adelson asked if this includes the Arlington County Code required poolside phone landline, to which Ms. Palbalkar confirmed that it does.
- Mr. Monfort raised the issue of unburied wires and noted that it is the responsibility of individual homeowners to contact Verizon.

MOTION: Ms. Adelson MOVED to APPROVE the Verizon plan with a total monthly charge of \$254.45. The motion was SECONDED by Ms. Rector and PASSED unanimously.

C. Fire Sprinkler Inspection for 4277 35th Street for \$530 (Court 8)

- Travelers Insurance requires that this inspection be conducted yearly. The results of the inspection will then be reported to Travelers. Ms. Adelson asked that Ms. Palbalkar place this matter on the contracts list as it must be conducted annually. Ms. Palbalkar stressed the importance of requesting a digital copy from the inspector as opposed to a hard copy.

MOTION: Mr. Spamer MOVED to APPROVE the fire sprinkler inspection contract for 4277 35th Street in the amount of \$530 per year. The motion was SECONDED by Ms. Adelson and PASSED unanimously.

D. Roof and Gutter Replacement 3408-3420 S. Stafford Street in Court 14 for \$210,163

- Mr. Spamer stated that this is to replace dormers, shingles, and gutters.
- The total is \$210,163.
- Discussion ensued about the differing colors and origins of slate used. Our buildings have a variety of types and colors of slate. Mr. Spytek noted that the slate in the contract is graded up to 100 years.
- Mr. Spamer stressed the importance of giving proper notice to residents of this work, as roof repairs are disruptive.

MOTION: Mr. Spamer MOVED to APPROVE the contract for roof, dormer, and gutter replacement at 3408-3420 S. Stafford in Court 14 in the amount of \$210,163. The motion was SECONDED by Ms. Rector and PASSED unanimously.

E. Dormer Repair Proposal for 3469 B South Stafford Street in Court 6 for \$875

MOTION: Mr. Spamer MOVED to APPROVE the contract for dormer repair at 3469 B S. Stafford Street in the amount of \$875. The motion was SECONDED by Ms. Adelson and PASSED unanimously.

F. Request for Sewer Backup Reimbursement at 3448 S. Stafford Street in Court 15 for \$850

- Ms. Adelson stated that a towel likely caused the backup. It may have been used as part of toilet installation to block sewer gas from entering the unit until the toilet was installed. It was probably simply not removed and was pushed over time deep into the pipe shared by the two units.
- Discussion ensued as to it being a repair mistake, not a defective pipe, and hence may not be the Association's responsibility. It remains unclear in which unit the problem arose, given the presence of common element shared piping.
- Mr. Monfort noted the importance of clarifying responsibility in this case (unit owner or the Meadows), as similar issues may arise in the future.
- Blinds were also reported damaged on account of the leak.

MOTION: Ms. Rector MOVED to APPROVE reimbursement for plumbing work and blinds replacement in the amount of \$850 at 3448 South Stafford Street because of a sewer backup in a shared pipe. The motion was SECONDED by Mr. Monfort and PASSED unanimously.

G. Request for Mold Remediation Damage Reimbursement 3439 B1 S. Stafford Street

- Ms. Adelson reported visiting the unit and saw the presence of mold that stems from rainwater having penetrated the brick wall. A contractor noted that a section of mortar in the brick wall is missing and needs to be repaired.
- Ms. Rector inquired as to the frequency of such events within the community.

MOTION: Ms. Rector MOVED to APPROVE reimbursement at 3439 B1 S. Stafford Street for repair in the amount of \$2140.53. The motion was SECONDED by Mr. Spamer and PASSED unanimously.

X. ESTABLISHMENT OF NEXT BOARD MEETING

- The next board meeting is Wednesday, January 17, 2024, at 7:00pm, via Zoom.

XI. EXECUTIVE SESSION

MOTION: Mr. Spamer MOVED to convene into executive session at 9:20pm to discuss delinquencies, violations, and a personnel matter. The motion was SECONDED by Ms. Rector and PASSED unanimously.

a. Delinquencies

Ms. Palbalkar reported that two unit accounts are currently in Executive B status and have received late notices.

Mr. Spamer asked about small dollar amount delinquencies. Ms. Palbalkar said that notices will be given in January 2024.

There is one account that remains in attorney status, though no collections report has been received, and Ms. Palbalkar will check into the matter with Rees Broome.

b. Personnel Matters

Mr. Spamer spoke of confusion surrounding the bonus money paid to Maintenance Manager Ricky Henderson. Ms. Rector volunteered to draft a letter to Mr. Henderson outlining a change in practice, as it concerns bonus monies and taxes, that will commence next year. Ms. Palbalkar offered to deliver the letter. The letter will reflect common business practices regarding bonus money and taxes taken out.

MOTION: Mr. Spamer MOVED to APPROVE writing Mr. Henderson a bonus check in the amount of \$880 to bring the after-tax bonus to \$4000. The motion was SECONDED by Mr. Monfort and PASSED unanimously.

c. Violations

Issues in units in Courts 3 and 15 were discussed. Violation letters to be sent to owners.

MOTION: Mr. Spamer MOVED to reenter the open session at 9:56pm. The motion was SECONDED by Ms. Rector and PASSED unanimously.

XII. OPEN SESSION

The board discussed delinquencies, personnel matters, and bylaw violations and the sending of follow-up letters and next steps. Approval was made for writing a check in the amount of \$880 to correct a bonus check that was issued.

XIII. ADJOURNMENT

MOTION: Mr. Spamer MOVED to ADJOURN the meeting at 9:57pm. It was SECONDED by Ms. Rector and PASSED by unanimous consent.

Respectfully submitted by: Minutes Services.