



# Fairlington Mews



**TO:** THE FAIRLINGTON MEWS COUNCIL OF CO-OWNERS

**FROM:** THE FAIRLINGTON MEWS BOARD OF DIRECTORS

**DATE:** June 2, 2010

**RE:** 2010 ANNUAL MEETING

The Annual meeting of the council of co-owners will be held on Thursday June 24<sup>th</sup>, 2010 at the Fairlington Community Center. The FCC's address is: 3308 S. Stafford St., Arlington, VA 22206. The meeting will start promptly at 7:00 p.m. Sign in will start at 6:30 p.m.

There is one position open on the Board of Directors. The position is for a three year term. The following owner is running for this position: Mr. Seth Low. His candidate statement is included in this packet. Nominations will also be taken from the floor at the Annual Meeting.

It is very important that the attached proxy be submitted to obtain a quorum for this meeting. Whether you are planning to attend the meeting or not we ask that you please turn in your proxy to a court representative, a board member, another owner or to CMC. Proxies can be faxed in to 703-631-9786, emailed to [jeglin@cmc-management.com](mailto:jeglin@cmc-management.com), or mailed to CMC c/o Fairlington Mews, 4840 Westfields Blvd. #300, Chantilly, VA. 20151. Your proxy will not be valid if not completed with all information including your name, address, date and signature. If you are turning in your proxy ahead of time and plan on attending the meeting, you will be given your proxy back when you register so that you may use it to vote (if you have not done so already).

We stress to Non-resident owners to participate by sending in their proxies. The percentage of non-resident owners is approximately 27%. This has placed significant pressure on resident owners to produce a 51% quorum. Therefore, **WE NEED YOUR PROXY!**

**PLEASE SEND IN YOUR PROXY SO WE CAN REACH QUORUM BEFORE THE 24<sup>TH</sup>!!!**

**WE LOOK FORWARD TO SEEING YOU ON THURSDAY, JUNE 24<sup>TH</sup>!**

**Attachments:**

**2009 Annual Meeting minutes**

**Budget Presentation**

**Proxy**

**Candidate statements**

***FAIRLINGTON MEWS COUNCIL OF CO-OWNERS***  
**ANNUAL MEETING**  
**THURSDAY JUNE 24, 2010**  
**7:00 PM**

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**AGENDA**

- A. Roll Call (Sign-In and Certification of Quorum)
- B. Proof of Notice of Meeting
- C. Approval of 2009 Annual Meeting Minutes
- D. Reports
- E. Election of Inspectors of Election
- F. Election of Director
- G. Presentation of Budget
- H. General Discussion
- I. Announcement of the results of the Election
- J. Approval to destroy the Ballots in thirty (30) days
- K. Adjournment

**Fairlington Mews Council of Co-Owners  
Annual Meeting  
Thursday June 25, 2009  
7:00pm**

**Board of Directors Present**

Mr. Seth Low  
Ms. Tami Anderson  
Ms. Julia Claypool  
Mr. Tom Corbin  
Mr. Ron Patterson

**Others Present**

Mr. Jason Eglin, CMC Community Manager  
Ms. Bethany Lammers, Recording Secretary

**Call to Order**

Ms. Anderson called the meeting to order at 7:02 pm.

Ms. Anderson announced 42% of Fairlington Mews owners were present, either in person or by proxy. The Association must solicit proxies to meet the required 50% quorum.

**Proof of Notice of Meeting**

Mr. Eglin confirmed that notice of the Annual Meeting had been mailed to all co-owners by first class mail in accordance with the Associations Bylaws.

**Approval of 2008 Annual Meeting Minutes**

*Mr. Don Taylor made a **MOTION** and Mr. David Biette **SECONDED** the motion to approve the 2008 Annual Meeting minutes as presented. The motion **PASSED** unanimously.*

**Reports**

The following Committees gave a brief oral report: Bylaws Committee, Landscape Committee, Newsletter Committee, Website Committee and Recreational Committee.

\*\*\*Mr. Eglin announced that quorum has been established\*\*\*

**Call for Candidates from the Floor**

There were no candidates nominated from the floor.

**Introduction of Candidates**

The candidates were each given and moment to speak about their candidacy and why they feel they would be a valuable member of the Board of Directors.

### **Election of Directors**

*A **MOTION** from the floor was made and **SECONDED** to appoint the two candidates members of the Board by acclamation, to fill the two Board positions up for re-election this year. The motion **PASSED** unanimously.*

The two candidates appointed to the Board are Chandra Burnside and Renee Powlette.

### **Presentation of Budget**

The Board presented the FY 2010 Budget, which spans a period of August 1, 2009-July 31, 2010.

Highlights of the budget include the following:

- 2.8% raise in condo fees
- Contribution to general operating reserves
- Utilities (water/Sewer) have increased

*A **MOTION** was made and **SECONDED** to approve the FY 2010 budget as presented. The motion **PASSED** unanimously.*

### **General Discussion**

The Board opened the floor so Residents may address any issues or concerns. Topics discussed were:

- A Homeowner inquired if the Association could get recycle bins for cardboard/paper.
- A Homeowner inquired about the update for Fios in the Association.
- A Homeowner inquired about procedures for abandon cars in the community. An off duty police officers stated that the car may be ticketed and required to move in a certain amount of time.
- A Homeowner stated that various outside lamps are not working.

### **Approval to Destroy Ballots in 30 Days**

*Ms. Anderson **MOVED** to destroy the ballots within 30 days. Mr. Low **SECONDED** the motion. The motion **PASSED** unanimously.*

### **Adjournment**

*Ms. Anderson made a **MOTION** to adjourn the Annual Board of Directors meeting at 8:05 pm. Mr. Low **SECONDED** the motion. The motion **PASSED** unanimously.*

Respectfully Submitted By:

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Bethany Lammers, Recording Secretary

Attested By:

Date:

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**Budget - Summary Detail**  
**Fairlington Mews Condominium**  
**FY 2010 - 2011 Budget - Draft - Copy**

Description	2009 Actual	2010 Budget	2010 Projected	2011 Budget	Budget % Change
<b>Assessment Income</b>					
4001 -- Residential Assessments	0.00	879,998.00	879,857.00	913,325.00	3.79%
<b>Total Assessment Income</b>	<b>0.00</b>	<b>879,998.00</b>	<b>879,857.00</b>	<b>913,325.00</b>	<b>3.79%</b>
<b>Other Income</b>					
4101 -- Interest Income	0.00	41,000.00	42,351.68	37,300.00	(9.02%)
4301 -- Late Fees	540.00	780.00	181.21	540.00	(30.77%)
4306 -- Charges Assessed for Violations	0.00	0.00	450.00	0.00	0.00%
<b>Total Other Income</b>	<b>540.00</b>	<b>41,780.00</b>	<b>42,982.89</b>	<b>37,840.00</b>	<b>(9.43%)</b>
<b>Total Fairlington Mews Condominium Income</b>	<b>540.00</b>	<b>921,778.00</b>	<b>922,839.89</b>	<b>951,165.00</b>	<b>3.19%</b>
<b>Administrative Expenses</b>					
5010 -- Postage	0.00	600.00	625.70	600.00	0.00%
5015 -- Printing/Copying	0.00	0.00	0.00	1,100.00	0.00%
5020 -- Telephone	0.00	0.00	0.00	300.00	0.00%
5040 -- Bank Charges	0.00	300.00	310.00	300.00	0.00%
5065 -- Miscellaneous	0.00	1,000.00	3,086.90	700.00	(30.00%)
5106 -- Other Collection Costs	0.00	2,000.00	3,465.00	5,000.00	150.00%
<b>Total Administrative Expenses</b>	<b>0.00</b>	<b>3,900.00</b>	<b>7,487.60</b>	<b>8,000.00</b>	<b>105.13%</b>
<b>Professional Services</b>					
5101 -- Legal Fees	0.00	15,000.00	19,529.94	10,000.00	(33.33%)
5105 -- Legal Fees - Collections	0.00	1,000.00	2,064.30	1,500.00	50.00%
5110 -- Audit/Tax Returns	0.00	4,200.00	4,300.00	4,500.00	7.14%
5115 -- Management Fees	0.00	59,312.00	59,312.00	61,188.00	3.16%
5120 -- Management Reimbursements	0.00	10,000.00	7,110.66	8,900.00	(11.00%)
5140 -- Reserve Study	0.00	4,000.00	6,100.00	0.00	(100.00%)
<b>Total Professional Services</b>	<b>0.00</b>	<b>93,512.00</b>	<b>98,416.90</b>	<b>86,088.00</b>	<b>(7.94%)</b>
<b>Taxes &amp; Insurance</b>					
5201 -- Income Taxes	0.00	5,000.00	18,000.00	11,500.00	130.00%
5220 -- Insurance	0.00	31,260.00	34,102.05	45,000.00	43.95%
5230 -- Insurance Losses	0.00	2,500.00	1,458.50	2,500.00	0.00%
<b>Total Taxes &amp; Insurance</b>	<b>0.00</b>	<b>38,760.00</b>	<b>53,560.55</b>	<b>59,000.00</b>	<b>52.22%</b>
<b>Reserve Contributions</b>					
5301 -- Operating Reserves	0.00	0.00	0.00	8,500.00	0.00%
5310 -- Repair & Replacement Reserves	0.00	318,090.00	318,090.00	341,500.00	7.36%
<b>Total Reserve Contributions</b>	<b>0.00</b>	<b>318,090.00</b>	<b>318,090.00</b>	<b>350,000.00</b>	<b>10.03%</b>
<b>Utilities &amp; Services</b>					
5901 -- Water/Sewer	0.00	180,000.00	169,582.40	170,000.00	(5.56%)
5915 -- Electricity	0.00	9,000.00	8,424.01	9,000.00	0.00%
<b>Total Utilities &amp; Services</b>	<b>0.00</b>	<b>189,000.00</b>	<b>178,006.41</b>	<b>179,000.00</b>	<b>(5.29%)</b>
<b>Contracts</b>					
6001 -- Landscape Maint Contract	0.00	55,000.00	54,619.05	56,264.00	2.30%
6003 -- Snow Removal Contract	0.00	15,000.00	24,588.00	10,000.00	(33.33%)

**Budget - Summary Detail**  
**Fairlington Mews Condominium**  
**FY 2010 - 2011 Budget - Draft - Copy**

Description	2009 Actual	2010 Budget	2010 Projected	2011 Budget	Budget % Change
<b>Contracts</b>					
6006 -- Janitorial Contract	0.00	7,416.00	7,326.00	7,638.00	2.99%
6012 -- Trash Removal Contract	0.00	40,000.00	39,654.10	41,200.00	3.00%
6018 -- Pool Management Contract	0.00	34,000.00	30,990.25	36,875.00	8.46%
<b>Total Contracts</b>	<b>0.00</b>	<b>151,416.00</b>	<b>157,177.40</b>	<b>151,977.00</b>	<b>0.37%</b>
<b>Maintenance &amp; Services</b>					
6017 -- Pest Control	0.00	2,000.00	1,866.50	2,000.00	0.00%
6104 -- Tree Maintenance	0.00	15,000.00	9,050.00	12,500.00	(16.67%)
6108 -- Landscape Other Maintenance	0.00	15,000.00	12,505.00	12,500.00	(16.67%)
6360 -- General Repair & Maintenance	0.00	55,000.00	49,849.28	55,000.00	0.00%
6361 -- General Maintenance Supplies & Equip	0.00	5,000.00	6,473.92	3,000.00	(40.00%)
6460 -- Roof Repairs & Maintenance	0.00	12,000.00	13,533.00	12,000.00	0.00%
6480 -- Plumbing Repair & Maintenance	0.00	1,500.00	1,088.00	1,500.00	0.00%
6490 -- Electrical Repair & Maintenance	0.00	2,000.00	7,634.03	5,000.00	150.00%
6641 -- Drainage Issues	0.00	5,000.00	2,916.50	5,000.00	0.00%
7202 -- Pool Repair & Maintenance	0.00	12,000.00	12,217.57	6,000.00	(50.00%)
7220 -- Tennis Courts Repair & Maintenance	0.00	600.00	350.00	600.00	0.00%
<b>Total Maintenance &amp; Services</b>	<b>0.00</b>	<b>125,100.00</b>	<b>117,483.80</b>	<b>115,100.00</b>	<b>(7.99%)</b>
<b>Other Expenses</b>					
6915 -- Bad Debt	0.00	2,000.00	1,166.50	2,000.00	0.00%
<b>Total Other Expenses</b>	<b>0.00</b>	<b>2,000.00</b>	<b>1,166.50</b>	<b>2,000.00</b>	<b>0.00%</b>
<b>Total Fairlington Mews Condominium Expense</b>	<b>0.00</b>	<b>921,778.00</b>	<b>931,389.16</b>	<b>951,165.00</b>	<b>3.19%</b>
<b>Total Association Net Income / (Loss)</b>	<b>540.00</b>	<b>0.00</b>	<b>(8,549.27)</b>	<b>0.00</b>	<b>0.00%</b>

**FAIRLINGTON MEWS COUNCIL OF CO-OWNERS**  
**ANNUAL MEETING**  
**JUNE 24, 2010**

PROXY

NAME(S) OF OWNER(S) \_\_\_\_\_

UNIT ADDRESS \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENT, that I/we the undersigned Co-Owner(s), subscribers to the By-Laws of the Fairlington Mews Council of Co-Owners, do hereby constitute and appoint the Board of Directors or \_\_\_\_\_ as my/our true and lawful attorney, substitute and proxy for me/us in my/our name, place and stead to represent me/us at the Annual Meeting of the Fairlington Mews Council of Co-Owners, to be held on Thursday **June 24, 2010** at 7:00 PM, at the Fairlington Community Center. The address is 3308 S. Stafford Street, Arlington, VA 22206 or at any adjournment thereof, with the right to vote and exercise all the power that I/we, the undersigned, would possess if personally present.

\_\_\_\_\_  
CO-OWNER SIGNATURE

\_\_\_\_\_  
CO-OWNER SIGNATURE

**I hereby vote for the following candidates (vote for no more than one (1) candidate):**

\_\_\_\_\_ Seth Low

\_\_\_\_\_ Write-In

\_\_\_\_\_ Write-In

**Check here if this proxy is for quorum purposes only.**

**NOTE:** This proxy should be executed only if you will not be able to attend the Annual Meeting. This proxy may be given to a neighbor, your court representative, a Board Member, or other persons attending the Annual Meeting. If desired it can be scanned and emailed to [jeglin@cmc-management.com](mailto:jeglin@cmc-management.com), mailed to CMC Attn: Jason Eglin, **4840 Westfields Blvd., Suite 300, Chantilly, VA 20151**, or you can fax it in to 703-631-9786. **Please remember that you have given the proxy holder the right to vote as he/she sees fit- unless this is for quorum purposes only.**

You also have the option of completing the form online at <http://www.fairlington.org/mewsindex.htm> (click on link to Proxy Form On Line) and either emailing the completed form to Jason or printing out the form and mailing it to the address above.

**FAIRLINGTON MEWS BOARD OF DIRECTORS**  
**CANDIDATE STATEMENT**

**NAME:** Seth Thomas Low  
**ADDRESS:** 4644 South 34<sup>th</sup> Street, Arlington, VA 22206

**EDUCATIONAL BACKGROUND:**

B.S. in Zoology  
M.S. in Marine Environmental Studies  
J.D. in Law

**EMPLOYMENT:**

Attorney-Advisor, U.S. Environmental Protection Agency  
Federal Facilities Restoration and Reuse Office  
Washington, D.C.

**EXPERIENCE:**

I presently serve on the Board and have years of hands on experience dealing with the issues that come before the Board.

In addition, my experience in the restoration and reuse of federal facilities, such as closing military bases, involves many of the same issues, although on a much larger scale, that come before the Board.

**COMMENTS:** (use this space and the back, if necessary, to describe any comments, views, etc., relevant to the Board election)

The hallmark of my tenure on the Board is respect for those who bring issues to the Board for resolution. If reelected, I will continue to do so.

**RETURN THIS FORM TO:**

Mr. Jason Eglin, Community Manager, CMC, 4840 Westfields Blvd., Suite 300, Chantilly, VA 20151 or by e-mail to [jeglin@cmc-management.com](mailto:jeglin@cmc-management.com) no later than 5:00pm June 1, 2010.