

**Fairlington Arbor Council of Co-Owners
Board of Directors Meeting
Arbor Unit 3472 A-1 S. Utah St.
7:00 PM
October 25, 2011**

Minutes of Meeting

BOARD MEMBERS PRESENT: Cindy Atwood, Rob Brockhaus, Jeni Hornback, Mark Messersmith

BOARD MEMBERS ABSENT: Terry Ruth

MANAGEMENT PRESENT: Steve Kirkpatrick, Facilities Manager

MANAGEMENT ABSENT: Mike Maloney, CFM Manager

HOMEOWNERS PRESENT: Chuck Soderlund, Bill Jenkins, Paul Watlington, Pat Schoen, Sherry Messersmith

Cindy Atwood called the Homeowners Forum to order at 7:04 pm.

HOMEOWNERS FORUM

- Chuck Soderlund spoke:
 - He attended the walkthrough and would like to volunteer his skills and experience pertaining to construction and buildings.
- Bill Jenkins spoke:
 - He is very excited about the improvements being made in Court 12 by the Green Thumbs and thanks them for their hard work. He would also like to make sure that the trees along Route 7 receive some attention from the Green Thumbs as well.
- Paul Watlington spoke:
 - He would like to volunteer his services for the Building Committee.
 - He has some concerns about seepage in the foundation of his unit. He was provided with information from the Facilities Manager regarding what part of the structure homeowners are responsible for and what part of the structure is Arbor responsibility. Facilities Manager offered to meet him at his unit to discuss the issue further.
 - He had some additional questions and comments following the Annual Budget Meeting. He would like to have the condominium dues frozen at the current levels. He would like to review a more itemized budget spreadsheet, specifically in the areas of miscellaneous administrative, phone/cable and community affairs. He was informed that he could review the previous month's financial statements at the office the Friday before each month's Board Meeting.

Homeowners Forum adjourned at 7:30 pm.

Cindy Atwood called the Board Meeting to Order at 7:30 pm.

ACTION ITEMS

- Approval of Minutes of September 27, 2011 Meeting
- Court 9 Request to Modify Parking Spots
- Variance Request 3497 Wakefield
- Variance Request 4439 36th Replace Windows
- Snow Removal Contract 2011/2012

MOTION

- Motion to approve September 27, 2011 Meeting Minutes. Approved (4-0).
- VP, Grounds to prepare a survey of Court 9 residents to determine if they agree with the request to modify the parking and to determine if they would contribute to the cost if they want it re-stripped prior to the normal maintenance cycle (approximately 3-4 years). Action on this request deferred until survey is completed. VP, Grounds to prepare a note to resident that requested the re-stripping regarding the next steps.
- Motion to approve variance request for landscaping bed border improvements, option 1 (wood border) at 3497 Wakefield. Approved (4-0).
- Motion to approve variance request for 4439 36th Street. Approved (4-0).
- Motion to approve snow removal contract for 2011/2012. Approved (4-0).
- Motion to approve 2012 pool agreement. Approved (4-0). See New Business for summary.

VICE PRESIDENT REPORTS

Jeni Hornback, Community Affairs: Requested a review of the topics for the November newsletter. The Halloween Door contest is next week and we are looking for additional volunteers.

Cindy Atwood, Grounds: Evergreens have been planted along the King Street alley. The trees from the canopy fund will be coming any day now. Arlington County started in North Arlington and are moving south. The County will give us a few weeks notice so that the Green Thumbs can put the flags marking the proposed tree locations back in place. Request to include in our next contract with our landscape contractor that they give the Facilities Manager 48 hours notice of being on-site to perform work. This will help get up notices regarding herbicide application. Also, possibly a week's notice about leaf pick up so that the Board can better alert residents. There will be one more Green Thumbs workday on November 19th to get the Cannas bed by the tot lot and the landscape islands ready for winter. Arlington County has planted additional plants in the islands near the intersection of 36th and Wakefield Streets. Requested that the Facilities Manager send a letter to the landscape contractor that they are over-mulching the flowerbeds and they need to remove old mulch prior to mulching. This was not done in the spring and is in their contract. Requested an update on the status to the Comcast cable repairs. There are still wires that are tripping hazards in several areas in the Arbor. CFM will follow up on the status of the repairs.

Mark Messersmith, Buildings: Thanks to the volunteers that attended the walkthrough. The Buildings Committee plans to continue this effort next Saturday. The Committee has prepared a checklist for the Facilities Manager and his staff to use to assess the buildings on a continual basis.

Rob Brockhaus, Treasurer: The budget was approved. Clarification was provided as to what was included in the Community Affairs budget (newsletters, flyers, special notices, pool passes, free condo fee prizes, Annual meeting refreshments, pool parties, etc.). Based on the September monthly financial report the Arbor is on track with the budget. Arlington County had some minor comments on the parking lot sign application. The requested information has been provided to the County and the signs are still on schedule for the December hearing.

REPORT OF MANAGEMENT

Highlighted USI Risk Management memo included in the Board package.

REPORT OF FACILITIES MANAGER

Thanked the Building Committee for the information gathered during the walkthrough. This has provided him with a good summary of needed repairs and maintenance. The Facilities Manager has only had one additional roof leak reported. He has not heard any further comments on previous leaks.

OLD BUSINESS

- Letter to Ms. Pinkerton should be going out soon.
- The Facilities Manager distributed non-compliant attic window memo. The issue has not yet been resolved. Facilities Manager to follow up again on the windows.
- Memo to 3433 S. Wakefield Street regarding multiple variance requests (kitchen and back door) will be sent this month.
- Job description comments requested by Terry Ruth by first week of November.

DISCUSSION ITEMS

- None.

NEW BUSINESS

- Request for information by Joel Hellman regarding need to pay CFM a fee for paperwork for use in refinancing. Management responded that the fee is necessary to cover cost for preparation of additional paperwork and statements with potential liability ramifications.
- Window well discussion – Does the Arbor paint them? Does the Arbor maintain them? Are they getting painted? Facilities Manager responded that the Arbor does paint them and the painting contractor should be painting them concurrent with the outside building painting in each court. He will contact the painting contractor to confirm this is getting done. Maintenance of the window wells is the responsibility of the homeowner.
- Request by VP, Community Affairs to approve the 2012 pool agreement. Discussion of whether to add extra morning adult swim hours on Saturdays. Due to very low turnout this summer, the additional hours (and related additional costs) will not be added to the agreement for 2012. Motion to approve 2012 pool agreement. Approved (4-0).
- Request by VP, Community Affairs and VP, Grounds to remove locks on tennis courts. Locks to be removed by Facilities Manager.
- Discussion of request by Court 7 Representative to use the Arbor fire pit at a private Court 7 Halloween Party. After a lengthy discussion, the majority of the Board decided that fire pits are a good way for courts to build a sense of community provided that a safety/risk management plan is submitted to the Board prior to the event. The Board requested that Court 7 provide a safety plan prior to borrowing the fire pit.
- VP, Community Affairs requested Facilities Manager to contact previous water audit consultant regarding preparing a new water audit.

Motion to adjourn the meeting, seconded, and adjourned at 9:31 PM. Approved 4-0.

The next Board meeting is scheduled for Tuesday, November 22, 2011 at 7:00 PM.