

# Fairlington Commons Council of Co-Owners

3367 South Wakefield Street

Arlington, Virginia 22206

February 3, 2009

## **Minutes of the February Meeting of the Board of Directors of the Fairlington Commons Council of Co-Owners**

The monthly meeting of the Board of Directors of the Fairlington Commons Council of Co-Owners was held on Tuesday, February 3, 2009 at the Fairlington Community Center at 3308 S. Stafford Street in Arlington, Virginia. The meeting was held in Room 100 and commenced at 7:15 p.m. Board members attending included Vice President Christine Sivigny, Secretary Bernie Weaver, Treasurer Arvy Myers, and At Large Jim Sharpe. Also attending were Commons Service Coordinator Eric Pamer and Co-Owner Nick Lowry. Council President John Sinks was unable to attend due to illness. Vice President Christine Sivigny presided over the meeting in the absence of President Sinks.

### **Regular Session**

Discussion items included:

Special Meeting of the Council of Co-Owners. The purpose of this meeting, tentatively scheduled for March 10, 2009, would be to consider the use of natural versus manufactured slate as a roofing material. Estimates of the acquisition and installation costs for each material were received earlier today (February 3) from roofing contractor Patrick McCloskey. In accordance with the requirements of Commons By-Laws, formal written notice of the meeting and background information will be provided to the Co-Owners ten days in advance of the meeting.

Grounds Improvement. Proposals for treating two barren areas along S. Utah Street have been received from Commons Grounds Contractor Somerset earlier today. The proposals were very comprehensive and clearly defined a possible course of action for treating the barren areas. The Board agreed that further discussions and negotiations of the proposals would be necessary prior to proceeding.

Fence Replacement. Estimates were received from Commons Carpenter Patrick McCloskey for replacement of wooden fences at the following locations: 3321, 3323, and 3359 – 3361 South Wakefield Street. Board Member Jim Sharpe remarked that the estimate appeared to be substantially higher than one obtained for this work in 2005. It was noted that the cost of lumber has risen substantially in the intervening years. The work will go forward provided that the proposed cost is roughly in line with the projection in the 2009 Budget.

Grounds Committee. There has been no response from the Grounds Committee to several Board communications, and Grounds Committee members did not attend either this Board Meeting or the January meeting. In the absence of active Grounds Committee involvement and to ensure continued timely maintenance and improvement, Grounds contractor Somerset has been requested to direct all communication to the Board of Directors for action.

Electrical Work. Work is ongoing at Commons Unit Number 200, which has incurred a loss of electrical power due to failure of the direct-buried supply cables between the meter and the electrical service panel inside of the unit. This type of failure occurs several times each year throughout the Commons, prompting the suggestion that the Board should consider including funds in our annual budget in the future specifically to deal with these type of repairs.

Trash. Treasurer Arvy Myers agreed to write a letter to our service provider, AAA, notifying the company of our intent to terminate the existing contract. The Board plans to competitively bid the work thereafter. The agreement, which ends in September, requires a written notice of termination, otherwise it renews automatically.

Parking. The Commons now has five volunteers willing to serve as parking monitors. Each volunteer has been provided with Parking Ticket forms. Strict enforcement of our parking rules continues, with generally good compliance on the part of Commons Co-Owners, tenants, and their guests.

Proposed New Parking Rule. Several Co-Owners have requested that our parking rules be amended to prohibit any Co-Owner or tenant from parking a commercial vehicle in our lots overnight. This concern has arisen largely in response to an ongoing problem in one lot due to the actions of a single tenant. After discussion, the issue was tabled pending further investigation and discussion.

Painting Contract Competition. The Board discussed competition of our painting contract for 2009-2011. At Large Jim Sharpe has accepted the responsibility for development of a Statement of Work to be used in soliciting bids. Secretary Bernie Weaver voiced concerns that the large number of on-going competitions will seriously strain Board resources.

Website. No actions to report.

Electrical Contractor. It was noted that the Commons has established an account with Kolb Electric to permit electrical repairs to be accomplished, with Board consent, and billed on a monthly billing cycle.

There being no further general business, the Board adjourned the regular session.

### **Executive Session**

The Board then reconvened the meeting in executive session to discuss two matters: the failure of two Co-Owners to pay condominium fees for an extended period of time and potential action against the Co-Owner of a rental unit.

### **Regular Session**

Following discussion, the Board reconvened in regular session to agree on an appropriate course of action regarding these matters, as follows:

Extended Period of Non-payment of Condominium Fees by Two Co-Owners. The Board agreed to direct our Accounting firm to turn the delinquent accounts over to our Attorney for collection.

Disciplinary Action. The Board agreed to consult with our Attorney to determine the appropriate course of action to take with regard to the rental unit.

There being no further discussion, the meeting was adjourned at 9:10 p.m.