

# Fairlington Commons Council of Co-Owners

3367 South Wakefield Street

Arlington, Virginia 22206

July 9, 2009

## Minutes of the July 9, 2009 Meeting of the Board of Directors

The July meeting of the Board of Directors of the Fairlington Commons Council of Co-Owners was held on Thursday, July 9, 2009 in Room 103 of the Fairlington Community Center at 3308 S. Stafford Street, Arlington, Virginia. All members of the Board were present, including President John Sinks, Vice-President Christine Sivigny, Secretary Bernie Weaver, Treasurer Arvy Myers, and At Large James Sharpe. President Sinks called the meeting to order at 7:20 PM.

The meeting began with a brief discussion of the status of Comcast and Verizon FIOS service in the community. Comcast has notified the Commons that they will have a technician on-site on July 16 to bury wires that were previously improperly installed. The Comcast sales representative met with Fairlington Civic Association President Sam Anthony to discuss Comcast Service. Sam's impression of the meeting was that the Comcast representative was at best vague in responses to Sam's questions. Board Member Arvy Myers noted that a Verizon FIOS installation could be expensive.

Underpinning of the unit at 3336B S. Wakefield by Avon Inc. will begin once permits are obtained and a certificate of insurance provided.

The free tree planting was a success. Wet weather helped give trees good start. The Board decided to pass on a second Arlington County tree program due to the need for matching funds and will instead attempt to obtain additional free trees next year. The County provided 43 trees this year.

The porch columns and interior wall of the unit at 3327B S. Wakefield have been repaired with work on the outside retaining wall to be accomplished this fall at soonest. Efforts continue to determine the cause of the water incursion at this unit so that permanent repairs can be accomplished.

Repairs of the unit at 3274 S. Utah Street necessitated by the recent sewer backup have been completed. The Board has agreed to reimburse the Co-Owner \$1750 for validated legitimate expenses incurred in accomplishing repairs and restoring the unit's interior spaces.

At Large Jim Sharpe asked a number of questions regarding other on-going maintenance or repair items. Status was provided for each.

The Board will conduct an inspection of the common areas of our apartment style buildings to review the condition of paint, walls, stair railings, carpet, etc. The inspection will take place in the near future.

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The Board conducted a general discussion of non-conforming architectural features at several units within the Commons and acknowledged a need to update our rules to permit easier enforcement of architectural standards. Jim Sharpe volunteered to try and obtain existing specifications used by other villages in South Fairlington.

It was noted that a family of feral cats is living beneath the deck of the unit located at 3328B S. Wakefield Street. The Board will request our exterminator to trap the cats using a humane trap and to deliver them to the Arlington County Animal Shelter.

A discussion was held regarding establishment of a dollar threshold at which a repair or project would be bid out, with discussion centering on a draft Board policy submitted by Jim Sharpe that called for competitively bidding projects over \$10,000. It was noted that cyclic work (pool, painting, trash, roofing, insurance, etc) are periodically bid and that the health and safety aspects of some projects (collapsed sewer lines, for instance) require immediate resolution and preclude competitive bidding. John Sinks said that for major non-cyclic work like roofing, which we competed three years ago, we cannot compete a multi-year contract because (1) the price of material fluctuates and (2) exactly what work is done varies from year to year. If we are satisfied with the price and quality, there is no need to compete each separate project. No action was taken on the proposal.

The period for submittal of proposals for our Trash Contract has expired. Five companies were asked to submit proposals - the incumbent and four others representing a cross section of the waste management and recycling industry. Two proposals were received, and are currently being evaluated. The Board unanimously agreed not to seek additional bids. Treasurer Arvy Myers accepted the action to check references, and any Board questions on the proposals are to go to President John Sinks for discussion with bidders.

The Board is considering replacement of the mailboxes in our apartment style buildings as a result of recent comments by a Postal Carrier regarding our aging mailboxes. The status of the mailboxes will be determined during the walkthrough of the apartment common areas.

There being no further discussions or business, the meeting was adjourned at 9:15 p.m.