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**Fairlington Green Condominium
Board of Directors Monthly Meeting
December 9, 2008
APPROVED**

Members Present: Stacy Knobler President
Hunter Moorehead Treasurer
Andrew Coleman Member at Large (via teleconference)

Members Absent: Corry Schiermeyer Vice President
Shawn Whitman Secretary

Others Present: Justin McGahan Community Manager, Cardinal
Management
Janet Smith Independent Board Recorder

Others Absent: None

I. Call to Order: 7:12pm

President Stacey Knobler called the meeting to order noting the presence of a quorum.

II. Community Comments

No residents are present.

III. Approval of Minutes of Prior Meeting

Hunter Moorehead motioned to accept the minutes of the October 23, 2008 meeting as presented. Andrew Coleman seconded. Passed unanimously.

IV. Treasurer's Report

1. Financials are as presented.
2. Management reviewed the cash and investments (Schedule 5) as provided.
3. The roofs and painters were paid, leaving a balance of approximately \$230,000 in the operating funds.
4. Management recommends leaving \$85,000 in operating funds and \$25,000 in the money market.
5. Mr. Moorehead and Management will arrange a time to speak with John Fell regarding the best way to ladder \$320,000 in new CDs.
6. Upcoming major work includes concrete work. Management had contractors view the concrete, and anticipates repairs could be funded through a short-term CD. Roof replacements should not occur again until 2010.
7. Tot lot and pool furniture expenses are also forthcoming. These may be paid via the money market account.

V. Committee Reports

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2 Landscaping/Community Relations – Stacey Knobler reported the Committee is
3 planning an event in recognition of the holidays.

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5 Newsletter – The newsletter is forthcoming as Ms. Schiermeyer is out of town.
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7 **VI. Management Report**

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9 **A. Administrative**

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11 1. Financials were reviewed.
12 2. The 2007-2008 audit will be available December 15th, and will be emailed to
13 the Board.
14

15 **B. Contracts**

- 16
17 1. ***Andrew Coleman motioned to approve the winter 2008-2009 snow contract***
18 ***as presented by Somerset Landscaping, at a cost of \$100 per hour, to***
19 ***commence at 2" of snow, and include doing the sidewalks. Hunter***
20 ***Moorehead seconded. Passed unanimously.***
21 2. ***Hunter Moorehead motioned to approve the January 1 through December 31,***
22 ***2009 landscaping contract from Somerset Landscaping, at a 2% price***
23 ***increase (\$56,370.61) with an option of 3 years at the same price as this year.***
24 ***Andrew Coleman seconded. Passed unanimously.***
25 3. The Board noted several areas need to be hand-mowed by the landscaping
26 crew.
27 4. ***Hunter Moorehead motioned to approve the revised proposal from Premier***
28 ***Aquatics to include the extended hours with no change in price from last year***
29 ***(\$20,450). Andrew Coleman seconded. Passed unanimously.***
30

31 **C. Maintenance and Grounds**

- 32
33 1. Triple S Services completed installation of the sentricon termite colony
34 elimination program to the approved buildings.
35 2. Management was directed to obtain wording about the treatment from Triple
36 S Services for inclusion in the newsletter.
37 3. The County removed one tree, and Management is waiting for word on
38 removal of the other trees.
39 4. Somerset Landing is authorized to install a Yoshino cherry tree by the pool at a
40 cost of \$240.
41 5.

42 **VII. President's Report**

- 43
44 1. Ms. Knobler mentioned an issue with DEC and a lack of cleaning for a month or
45 two.
46 2. There was problem with the electricity at 3201 S. Stafford Street, which meant
47 this area was not vacuumed/cleaned, but the Board and Management
48 were unaware of the problem and DEC was paid for cleaning.
49 3. An electrician jimmed the door and it now needs to be fixed.
50 4. Management will email the Board suggestions for pool furniture.
51 5. Discussed Dell Wynne's request for the Board to approve paying for carpeting in
52 her unit.

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6. *Andrew Coleman motioned to approve \$1,160 for installation of carpeting in Dell Wynne's unit, noting a waiver was already signed and a carpeting invoice was given to Ms. Knobler. Hunter Moorehead seconded. Passed unanimously.*

VIII. New Business/Old Business

None.

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IX. Executive Session

Hunter Moorehead motioned that the Board go into Executive Session at 8:19pm, for the purpose of discussing delinquencies and collection activities. Andrew Coleman seconded. Passed unanimously.

Hunter Moorehead motioned to close Executive Session at 8:32pm, and reconvene the regular Monthly Board Meeting. Andrew Coleman seconded. Passed unanimously.

Andrew Coleman motioned to approve a payment plan proposed by unit 1103, and turn over accounts 1323 and 4244. Hunter Moorehead seconded. Passed unanimously.

X. Adjournment

There being no further business to come before the Board, the meeting adjourned at 8:32pm.

Motion Summary Page

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Board of Directors Monthly Meeting
December 9, 2008

Hunter Moorehead motioned to accept the minutes of the October 23, 2008 meeting as presented. Andrew Coleman seconded. Passed unanimously.

Andrew Coleman motioned to approve the winter 2008-2009 snow contract as presented by Somerset Landscaping, at a cost of \$100 per hour, to commence at 2" of snow, and include doing the sidewalks. Hunter Moorehead seconded. Passed unanimously.

Hunter Moorehead motioned to approve the January 1 through December 31, 2009 landscaping contract from Somerset Landscaping, at a 2% price increase (\$56,370.61) with an option of 3 years at the same price as this year. Andrew Coleman seconded. Passed unanimously.

Hunter Moorehead motioned to approve the revised proposal from Premier Aquatics to include the extended hours with no change in price from last year (\$20,450). Andrew Coleman seconded. Passed unanimously.

Andrew Coleman motioned to approve \$1,160 for installation of carpeting in Dell Wynne's unit, noting a waiver was already signed and a carpeting invoice was given to Ms. Knobler. Hunter Moorehead seconded. Passed unanimously

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Respectfully submitted,

Janet Smith
2008

December 9,

Janet Smith, Independent Board Recorder

Date

1 Approved By:

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Shawn Whitman, Secretary

Date