

**Fairlington Green Condominium  
Board of Directors Monthly Meeting  
February 28, 2008  
APPROVED**

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<b>Members Present:</b>	Corry Schiermeyer Andrew Coleman Milam Mabry	Vice President Treasurer (via teleconference) Member at Large
<b>Members Absent:</b>	Stacy Knobler Shawn Whitman	President, excused Secretary, excused
<b>Others Present:</b>	Justin McGahan Terry McGuire Janet Smith	Community Manager, Cardinal Management Community Manager, VP, Cardinal Management Board Recorder
<b>Others Absent:</b>	None	

**I. Call to Order: 7:10pm**

Terry McGuire called the meeting to order, noting the presence of a quorum.

**II. Community Comments**

None.

**III. Approval of Minutes of Prior Meeting**

Draft minutes of the January 24, 2008 meeting were not provided to management for inclusion in the management report. Corry Schiermeyer will complete them soon and they will be forwarded for review.

**IV. Treasurer's Report**

1. Financials are as presented. Collections and late fees were noted.
2. Management will contact John Fell of Morgan Stanley regarding CDs that will be maturing. The Board agrees with management to invest a short-term CD. Roof replacements will be paid from replacement reserves as well as cashed in CDs to help defray large expenses.
3. Terry has spoken with Goldklang. The audit from last year is not completed and missing minutes will need to be provided.
4. Explained line items.
5. Reviewed the balance sheet and members' equity, per Stacy Knobler's email of February 27th.
6. Line item reclassification numbers should be reflected in next months financials.

**V. Committee Reports**

Newsletter – Corry has completed the landscaping item, and the newsletter should be finalized next week.

## **VI. Management Report**

### **A. Administrative**

1. Financials reviewed during Treasurer's report.

### **B. Contracts**

1. *Milam Mabry motioned to accept the proposal from Seal Engineering, at a cost of ~\$5,500.00, to supervise roof replacement design, bid and construction compliance phases on two roofs this year. Corry Schiermeyer seconded. Passed unanimously.*
2. Painting bids are ongoing as management has not received as many bids as hoped.
3. *Milam Mabry motioned to accept the pool contract from Premier Aquatics with revised hours for the day before a holiday (10am – 10pm), and before Memorial Day (10am opening), at a cost of \$18,000.00. The amended contract will be signed later. Corry Schiermeyer seconded. Passed unanimously.*
4. Pool management will be invited to the April meeting.
5. Management will also remind the pool company to enforce pool pass verification, no alcohol, and include a doggie swim day at the end of the season.
6. By consensus, the Board selected blue pool tiles (M-350).
7. The parking lane painting proposal was premature and did not include ensuring measuring spaces to ensure maximum space availability.
8. Masonry proposals are on-going. Management suggests having the same parking lane painting contractor perform masonry and concrete replacement/repairs throughout the community.
9. The decision for pet waste stations is deferred to next month. The Board would like to see if Arlington County will pay for such a service. Regardless, stations should be installed around springtime.

### **C. Miscellaneous**

Management provided a work order report. The Board likes the format and finds this a useful tool for tracking items.

## **VII. President's Report**

No report was provided, however, Stacy Knobler has been in touch with management and the Board.

## **VIII. New Business**

1. Corry Schiermeyer will verify the location of a kayak if it is behind the bush rather than under the deck.
2. Corry Schiermeyer will obtain the specific address of the pit bull on a chain.

## **IX. Old Business**

None.

## **X. Recess**

*Milam Mabry motioned that the Board go into Executive Session at 8:01pm, for the purpose of discussing delinquencies and collection activities. Corry Schiermeyer seconded. Passed unanimously.*

*Milam Mabry motioned to close Executive Session at 8:11pm, and reconvene the regular Monthly Board Meeting. Corry Schiermeyer seconded. Passed unanimously.*

*Milam Mabry motioned to send second letters to accounts 2236-01, 4277-01, 4514-01, a 10-day demand to account 4153-01, and turn account 1323-01 over to legal. Corry Schiermeyer seconded. Passed unanimously.*

**IX. Adjournment**

*There being no further business to come before the Board, Corry Schiermeyer motioned to adjourn the meeting at 8:13pm. Milam Mabry seconded. Passed unanimously.*

**Motion Summary Page**

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Respectfully submitted,

*Janet Smith*

*February 28, 2008*

\_\_\_\_\_  
Janet Smith, Board Recorder

\_\_\_\_\_  
Date

Approved By:

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Shawn Whitman, Secretary

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Date