

**Fairlington Green Condominium
Board of Directors Monthly Meeting
July 24, 2008
APPROVED**

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

I. Call to Order: 7:07pm

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

Milam Mabry motioned to accept the minutes of the June 30, 2008 meeting as presented. Andrew Coleman seconded. Passed unanimously.

IV. Treasurer's Report

1. Financials are as presented.
2. There is no formal Treasurer's Report as Mr. Coleman is absent.
3. The 2009 draft budget was briefly discussed, and will be readdressed in more detail later this evening.
4. Mr. Coleman spoke with John Fell. The Board reviewed money market and sweep accounts, and FDIC insured accounts.
5. The Board would like several 3 to 6 month CDs and to keep \$20-\$30k on hand.

V. Committee Reports

Newsletter and Community Relations – Stacey Knobler provided an overview in Ms. Schiermeyer's stead. The summer newsletter is already out and another one may not be issued before the annual meeting.

VI. Management Report

A. Administrative

1. Financials were reviewed.
2. The corrected water damage and insurance resolutions were presented for Board signature.
3. Management presented a reimbursement request for damages done to Del Wynne's unit. Discussion included the following:
 - The Board agrees that the redirected rainspouts were not sufficient for the amount of water. While Mr. Mabry believes the Association needs to take some responsibility, excluding items above and beyond per Ms. Wynne's request, Mr. Coleman disagrees stating there was no intent to cause damages. Shawn Whitman is concerned with setting precedents.
 - Mr. Coleman suggests looking further into a possible drain block, thus causing the water damage. He also suggested a line item to fund future leaks that must be used within two years, a 'use it or lose it'. The Board disagrees with this suggestion, however, agrees that drain improvements need to be addressed. Mr. Whitman wants to view other drains, noting no drainage issues were motioned in the previous community surveys.
 - ***Shawn Whitman motioned to approve repairs to the drywall, baseboard woodwork and painting to Del Wynne's unit. A contract with an indemnification clause and authorizing a Board approved contractor to restore the unit to original 1972 standards will be presented to her. Milam Mabry seconded. The motion passed 3-1 (Stacey Knobler).***
4. The Board based the previous motion upon historic decisions and standard practices.

B. Contracts

1. Parking space striping will start soon and residents will be notified.

C. Maintenance and Grounds

1. Leslie has started his vacation.
2. ***Shawn Whitman motioned to approve the proposal from Triple 'S' for subterranean termite inspections at a cost of \$25 per building for all the buildings. If further treatment is needed, the cost of the inspection fee will either be waived or deducted from the total cost. Milam Mabry seconded. Passed unanimously.***
3. ***Milam Mabry motioned to approve a proposal from Premiere Aquatics to winterize the pool at a cost of \$1,350. Shawn Whitman seconded. Passed unanimously.***
4. ***Milam Mabry motioned to approve the Swimming Pool Facilities Use Agreement and Release form for pool parties as submitted by counsel. Shawn Whitman seconded. Passed unanimously.***

VII. President's Report

1. Reminder the annual meeting will be in September. Milam Mabry will rerun.
2. Community surveys have not been received. Ms. Knobler would like results tabulated and included in the annual meeting mailing if possible.
3. A hearing for ongoing violations will be scheduled in August.
4. Ms. Knobler attended the landscaping committee meeting. Management will research a violation issue pending more information.

VIII. New Business

Reviewed the updated 2009 budget, utilizing the recommended reserve study figures. Discussion included the following:

- The Board notes assessments may need to be raised.
- Coding issues should be addressed, defining work done by Leslie, landscapers, etc.
- Leslie must turn in invoices promptly for accurate expense tracking.
- Reviewed par values and special assessments.
- Ms. Knobler would like to revise the member's equity fund from \$20k to \$15k, and have \$175k as contributions to reserves. This would help reduce the increase in assessments from 17.11% to 2.47%.
- Andrew Coleman recommends saving expenses in grounds/landscaping and use the rate of inflation for the assessment increase.
- Grounds non-contract expenses need to be reduced and volunteers solicited for future projects to save money.
- Management recommends targeting the assessment increase and working the rest of the budget to support this amount.
- ***Milam Mabry motioned to approve a 2009 budget with an assessment increase of no more than the CPI or 5%, whichever is less. Shawn Whitman seconded. The motion passed 3-1 (Andrew Coleman).***

IX. Old Business

None.

X. Recess

Shawn Whitman motioned that the Board go into Executive Session at 9:28pm, for the purpose of discussing violations, delinquencies and collection activities. Milam Mabry seconded. Passed unanimously.

Milam Mabry motioned to close Executive Session at 9:29pm, and reconvene the regular Monthly Board Meeting. Andrew Coleman seconded. Passed unanimously.

Andrew Coleman motioned to send 10-day demand letters to accounts 1323, 3101, 3109 and 4277. Milam Mabry seconded. Passed unanimously.

XI. Adjournment

There being no further business to come before the Board, the meeting adjourned at 9:29pm.

Motion Summary Page

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Respectfully submitted,

Janet Smith

Janet Smith, Independent Board Recorder

July 24, 2008

Date

Approved By:

Shawn Whitman, Secretary

Date