

**Fairlington Green Condominium
Board of Directors Monthly Meeting
June 30, 2008
APPROVED**

Members Present:	Stacy Knobler Corry Schiermeyer Shawn Whitman Andrew Coleman Milam Mabry	President Vice President (departed 7:50pm) Secretary Treasurer (via teleconference) Member at Large (via teleconference)
Members Absent:	None	
Others Present:	Terry McGuire Janet Smith Ron Wishart Dell Wynne Don Short	Community Manager, VP, Cardinal Management Independent Board Recorder Resident, 3201 S. Stafford Street #A1 Resident, 3201 S. Stafford Street #A2 Brother of Ms. Wynne
Others Absent:	Justin McGahan	Community Manager, Cardinal Management

I. Call to Order: 7:05pm

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

II. Community Comments

Ron Wishart and Don Short are here with Dell Wynne regarding a previous leak in her unit. The following was discussed:

- Terry McGuire provided a summary of events as Ms. Knobler was absent from the previous meeting. Ms. Wynne's basement flooded in several areas around Mother's Day. A small drain is outside the unit but was unable to handle too much water. Water was channeled away, however the ground remained saturated.
- Andrew Coleman stated the water may have been a long-standing issue but was noticed around this time. Rotted 2x4's were also observed.
- Milam Mabry stated the basement was not waterproofed and water came in from the basement seam where the wall meets the floor. Ms. Wynne has since installed a sump pump.
- Mr. Short states the drainage problem caused the water to go into the basement. Specifically, the drainpipe by the living room window was not capable of pulling water away, and downspouts also contributed to the puddling. Mr. Short emphasized the walls weren't cracked, as per the waterproofing contractor, and the problem was caused by the lack of drainage and not foundation issues.
- Mr. Wishart agreed with Mr. Short, noting other drains are wider thus the drainage issue makes this an Association responsibility.
- Engleking performed water diversion around March. Mr. Short wants a hose run into the narrow drain to see if there are blockages.
- The Board requested an itemized list of what Ms. Wynne is seeking and prices. Stacey Knobler specifically wants a list of costs for damage from the drywall back. Management notes usually no personal items or improvements are considered.
- The Board will discuss this further and notify Ms. Wynne and Mr. Short of their findings.

III. Approval of Minutes of Prior Meeting

Corry Schiermeyer motioned to accept the minutes of the May 22, 2008 meeting as presented. Shawn Whitman 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 will be discussed under 'New Business'.

V. Committee Reports

- Newsletter – Corry Schiermeyer will work on the newsletter.
- Community Relations – Volunteers have been solicited. An ice cream social at the pool and book club meetings are some ideas being discussed.

VI. Management Report

A. Administrative

1. Financials were reviewed.
2. *Corry Schiermeyer motioned to approve draft Policy Resolution No. 08-01, Water Damage, Leaks and Sewer Backup Liability, as amended. Shawn Whitman seconded. Passed unanimously.*
3. *Corry Schiermeyer motioned to approve draft Policy Resolution No. 08-02, Insurance Deductible Responsibility, as amended. Shawn Whitman seconded. Passed unanimously.*
4. *Corry Schiermeyer motioned to decline a tenant's request to use a window AC unit which was recently required to be removed. There are no special or medical circumstances involved; therefore the tenant will be advised to address the temperature issue with the landlord. Shawn Whitman seconded. Passed unanimously.*
5. Briefly reviewed the legislative update affecting community associations.
6. Tax returns were signed by the Board President.
7. The 2007 audit has not been completed.

B. Contracts

1. Parking space striping should start ~3rd week in July. Residents will be notified once a firm date is received.
2. *Shawn Whitman motioned to approve the proposal from James R. Walls Contracting for slate roof replacements at 4236 & 4238 S. 32nd Street and 3253-3261 S. Stafford Street, per recommendation from Seal Engineering. The total cost will be \$95,050. Milam Mabry seconded. Passed unanimously.*

C. Maintenance and Grounds

1. Reviewed the work order report.
2. A hallway painting schedule located in files from Legum & Norman is not for Fairlington Green.
3. Depending upon the budget, the Board would like to add enhancements around the pool.

VII. President's Report

1. NOVA painting will notify owners to remove shims from window frames. Stacey Knobler would also like owners to have the opportunity to change the color of their doors, but side-by-side doors must be identical colors.
2. Management has not received follow-up for the homeowner's survey.
3. Two proposals have been received for grounds keeping. The Board will conduct an email vote.
4. The landscaping committee has a full range of issues. These will be put on hold pending the budget.
5. The tot lot needs to be addressed.

VIII. New Business

1. Discussed the 2009 budget, with the following noted:
 - Delinquencies are good for the size and age of the community
 - Reserve contributions are important and member's equity will still be funded. Stacey Knobler would like to place the surpluses (if any) in member's equity or the reserves.
 - The budget and narrative will need to be rewritten as information received from the previous management company is inaccurate, and the replacement reserve schedule will be removed from resale documents.
 - Engleking will need to submit his bills for an accurate reflection of expenses.
2. The next meeting will be July 24th, with no meeting in August. This will allow extra time for budget preparation in time for the annual meeting in September.

IX. Old Business

None.

X. Recess

Shawn Whitman motioned that the Board go into Executive Session at 9:15pm, for the purpose of discussing violations, delinquencies and collection activities. Andrew Coleman seconded. Passed unanimously.

Shawn Whitman motioned to close Executive Session at 9:20pm, and reconvene the regular Monthly Board Meeting. Andrew Coleman seconded. Passed unanimously.

XI. Adjournment

There being no further business to come before the Board, the meeting adjourned at 9:25pm.

Motion Summary Page

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Respectfully submitted,

Janet Smith

June 30, 2008

Janet Smith, Independent Board Recorder

Date

Approved By:

Shawn Whitman, Secretary

Date