

Fairlington Green Board of Directors
Meeting Minutes

Date: October 6, 2004 at the Fairlington Community Center, Room 4

Attending: George Grant, President
Pat McDermott, Vice President
Jeanne Clarke, Treasurer
Joan Trelease, Secretary
Sher Opal, Representing Legum & Norman, Inc. - Property Management Firm

Absent: Kevin Silard Member at Large

Meeting Called to Order: By the Board President at 7:05pm

Quorum: Determination of a Quorum made by the Board President

Homeowner Forum: No homeowners present.

Approval of minutes: Approved minutes for June and July will be posted on the web page.
A synopsis of the annual minutes will be put on the web page and in the October newsletter.

President's Report:

1. Policies on Trash Pick up and Recycling, Parking, Renovation and Posting of all signs will be put on the web page as a quick reference for the community.
2. Parking ticket book was given to the Treasurer and one will be given to the Member-at-Large.
3. In the last several weeks there have been some serious dog issues with in the community. Board will consult with the attorney about what type of dog policy can be developed.

Treasurer's Report:

Copies of paid invoices were reviewed and approved.

Committee Reports:

Landscape

- a. A walk through addressing tree issues was completed.
 - b. Ideas from a Landscape Design company at no cost and also from Somerset addressing problem areas of erosion and drainage.
2. Newsletter: No report

Old Business:

1. A homeowner wanted to paint his front door and was given guidance how to proceed by Sher.
2. Sher clarified when notices are sent out to the owner and tenant regarding trash pick-up.
3. The Masonry Company that is doing repair work in the community was informed to have an English-speaking supervisor on site.
4. The homeowner who has been informed to clean his yard has not done it yet nor paid any fines. This will now be sent to the Attorney for collection.

New Business:

1. Need to write a new contract for the Kindreds, showing their reduced responsibilities.
2. The work needed to be done on the tennis court will be coordinated with the Mews.
3. A comprehensive Welcome Packet for new Board members explaining the individual responsibilities along with an updated Financial Statement to be developed.
4. The Board records that are filed in the pool pump room need to have a final sorting.
5. A draft of the Board agenda will be e-mailed to Board Members for review and changes if needed prior to inclusion in the Board meeting packet.
6. All work orders now must be sent to the Board via e-mail.

7. Board requested that they be kept informed of all follow-up action to all issues.
8. Board requested a different financial report be developed for the Board meetings. Treasurer will assume responsibility for doing this.
9. The Board resolved to establish procedures for
 - a. Conduct of monthly meetings
 - b. Requesting and reviewing Fairlington Green documents
 - c. Official proxies
 - d. Requesting homeowner lists
10. Board approved W.P. Donaldson to do the concrete repairs of the pool deck.
11. Jed Mechanical will be requested to give a proposal on the Vac-a-Tees.
12. Three roofs are scheduled for replacement this year, 1 slate roof and 2 flat roofs. Once this work is completed the Roof Replacement time line will be back on schedule.
13. Board approved the Travelers Insurance contract.
14. Board approved the Palmer Brothers contract for paint removal on various surfaces of the community buildings using an electric heat gun and then repainting.
15. The Board approved the 3-year pool contract.
16. The Board approved the Snow Removal contract for 1 year.
17. Capital Services notified us that a dump fee increase became effective 9/1/04. As stated in our contract with them this fee would be passed onto us, increasing the monthly bill by \$99.11.
18. The Landscape Committee will review the Grounds Maintenance Contract.
19. The Board approved the request from Lauren Roberts for structural changes to her townhouse.

Next Meeting: November 9,2004.

Meeting Adjourned: 9pm.

Executive Session: none

Submitted. Joan Trelease, Secretary