

**Fairlington Mews Board of Directors**  
**Meeting Minutes**  
**Tuesday, April 25, 2006**

David Biette, president, called the meeting to order at 7:06 p.m.

**I. Quorum.** A quorum was established.

**Present:**

David Biette, *President*; Gretchen Martin, Seth Low *Vice Presidents*;  
Ben Marglin, *Treasurer*; Fern Birtwistle, *Secretary*

Legum and Norman Representative, Steve Navar

**II. Homeowner Forum**

None

**III. Approval of Minutes**

The Board reviewed the minutes for the months of December, 2005, and January, February, and March of 2006, approving them with minor changes.

**IV. President's Report**

David Biette reported that letters advising homeowners of Handbook violates had been sent.

Steve Navar reported to David that the results of the engineering study as a component of the contracted Reserve Study would be received by month's end.

**V. Treasurer's Report**

A second draft of the Mew's audit for 2005 has been received, and needs to be reviewed by Ben Marglin and Jayne Mayne of the Finance Committee before it is approved: it was agreed that they would report back to the Board of Directors within 10 days with their review conclusions.

**VI. Committee Reports**

**A. Landscape Committee.**

Lori Olivas, Committee Chairman was not present, and there was no report.

**B. Recreation Committee**

David Biette, reporting for the Pool Committee, reported its suggestion that the present pay phone be removed, and a new service contract made with Verizon for provision of a wired line with local service. The cost has been \$64.00/month, but after an installation fee of \$184.00, the new fee will be \$.09 per minute. Ben Marglin made a motion to approve the proposed phone service, and Fern Birtwistle seconded the motion. Approval was unanimous. The telephone number at the pool is: 703-848-4316

Announcement was made that the pool rules have been updated, and that copies of them will be distributed by members of the Recreation Committee.

### **C. Newsletter Committee**

Ann Noonan has reported that the most recent newsletter had been published and distributed. Also noted is that the newsletter has become one of quarterly publication, the next one due out just before June's annual meeting. Also agreed for inclusion within future newsletters was the repetition of certain Mews matters of constant interest such as the ongoing responsibility of a pet owner to pick up fecal waste, and the collection schedules for plastic/glass containers and newspapers.

## **VII. Financial Management Report**

A. Steve Navar reported that the contract submitted to A-1 Towing has not yet been returned by the company. It was agreed that Steve will add the contract provision that we must have a photo and complete report history for each incident.

B. Condominium Fee Payment coupons will be changed to state that a fee payment will be considered late if *received by* the 5th of the month.

C. The janitorial service for the maintenance of the apartment buildings was presented. the particularization of expected janitorial services having been added. The provision that the 4 trash bags in common areas be changed weekly has been added. The contract is for \$559.00 per month. . Ten dollars every month fuel charge has been being paid, but this year they are not getting extra money for gas. The \$559 per month has been added for this year, but the amount is not being paid. The \$50. is for the service of changing the poop bags weekly, and we will be billed separately for the bags.

D. The three proposals for the new auditing company were reviewed, with Schwartz being the most detailed, and coming in at the lowest amount. Vote was not taken on a choice of these, and will not be taken until later this year

E. The invoice from Advanced Caulking has been paid, both the reserve amount of \$2,232.96, and the outstanding balance of \$5377.00. The company will not be doing any more work, and claims that they cannot do all that was ultimately found needed at the contract price. Steve agreed to review the company's warranty on such repairs.

## **VIII. New Business**

Several considerations concerning the upcoming Annual Meeting were discussed: proxy distribution and budget approval prior to required period before the meeting.

The question concerning the use of common areas by residents was discussed, but no uniform agreement was achieved as per an effective definition.

## **X. The next meeting will be on May 23rd , at 7:00 p.m. in Room 6 of the Fairlington Community Complex.**

## **XI. Meeting Adjourned at 9:05 p.m.**