

**Fairlington Mews Council of Co-owners
Minutes, Board Meeting April 24, 2007
4830 31st Street**

Call to Order/ Attendance/ Quorum

The Board of Directors meeting was called to order at 7:00 PM by president Fern Birtwistle. Quorum established.

In attendance were board members Tami Anderson, Julia Claypool, Tonya Dodge, and Seth Low. Manager Steve Navar was present. Committee personnel were David Biette (recreation) and Tom Corbin (newsletter).

Tom Corbin recorded the minutes of the meeting.

Homeowners' Forum

David Biette (4638 S. 34th Street) presented plans for a remodeling project. Mr. Biette's contractor will obtain the proper permits for this work. Among the items discussed were the installation of a multi-light rear door and an exhaust fan.

Board Action - Permission for the work was approved 4 - 0 (One board member had not arrived in time for the vote.) Mr. Navar will send written confirmation of the board's action to Mr. Biette within the week.

Approval of Minutes

Board Action - Minutes of the March 27, 2007 board meeting were approved as submitted 5 – 0.

President's Report

1. The issue of Fairlington Mews being in violation of Arlington trash regulation was raised. Current Arlington law requires the use of recycle bins at multi-unit dwellings. Ron Patterson had submitted to Fern preliminary information regarding this issue. The board of directors is now on record as being aware of the deficiency and will work with the county to rectify the matter. Mr. Patterson will present information about this concern at a future meeting as soon as all details are known.
2. Ms. Birtwistle reminded Mr. Navar that management should, under L & N contractual responsibilities, be aware whether or not the association is in compliance with all laws.
3. Ms. Birtwistle also reminded Mr. Navar that he needed to be aware of and to advise the board in matters of energy conservation regarding water usage and electricity.
4. The lamplighters (Peters) requested a supply of bulbs for the carriage lamps. Mr. Navar said the order had been placed.
5. **Board Action** – The Board voted 5 – 0 to authorize Leslie Engleking to replace all common area light fixtures (non owner controlled, e.g. porch lights) with more energy efficient bulbs.

Treasurer's Report

Utilities

Treasurer Julia Claypool presented a spread sheet documenting water and electricity usage. It was determined that the discrepancy between costs in billing cycles was due to the fact that some bills are "estimated" and others result from actual meter reading. This balances out over the year. 3 locations were not billed in April.

Insurance

The association's insurance carrier recommended changes in coverage:

1. General Liability – increase limits per occurrence from current \$1 million to \$2 million.
2. Employee Theft/ Forgery – increase limits from current \$800K (\$8 K deductible) to \$1 million (\$10K deductible).
3. Buildings and Contents – increase limits from \$28.5 M to \$35 M

June 1, 2007 is the renewal date for the insurance contract. The carrier recommended that the association obtain a new property valuation.

Board Action— The board approved 5 – 0 the new, insurance recommendations providing the cost increase is in accordance with budget parameters.

Ms. Birtwistle reminded management that evaluation of insurance coverage should be a biennial activity.

Committee Reports

Landscape Committee

Tom Corbin presented the spring planting proposal from Environmental Enhancements at a cost of \$3, 334.00.

Board Action— The board approved the request 5 – 0.

The board agreed that the "Flower Bed Waiver" Form should go out with the recreational pass materials. The form will be printed on green paper and not be stapled to the pass materials.

A resident had requested Mews action regarding the lower 34th Street Median bed. Mr. Biette (former board member) reminded the board that the resident had no authority over the median plantings as Arlington County had given maintenance responsibility to the Mews.

Recreation Committee

Mr. Biette reported that the pool passes had been completed by Legum and Norman and that applications will be hand delivered to units. Non-resident owners will be mailed applications.

Mr. Navar will see that non-resident owners' applications are mailed.

Vail Mosier will complete the recreation passes as the forms are received, and these, too, will be delivered to residents.

Mr. Biette reported that the pool has been cleaned and filled; that new umbrella stands have been ordered; and that some furniture repair will occur before the pool season.

Newsletter Committee

Tom Corbin reported that the May/ June newsletter will be delivered April 25. He also encouraged the board and residents to be more active in submitting copy.

Finance Committee

Ms. Claypool indicated that the committee was awaiting her input to begin work on the FY08 budget. Budget will be ready for board presentation in May. Jayne Mayne will input new figures into spread sheets to make the budget process easier.

Ms. Birtwistle asked Manager Steve Navar if he had submitted community needs requiring budget input.

Management Report

Ms. Anderson requested that Mr. Navar use the board minutes to follow up on responsibilities assigned to him at board meetings. She noted that there are few instances in the Management Report which reflect follow up to items assigned to him at the previous meeting.

Parking Lots

Mr. Navar reported that he performed a walk around with personnel from Brothers Paving on April 13, 2007 and that they discovered more problems than previously were observed in the February walk around. 590 square yardage of additional work was noted with an additional cost of \$14, 928. At the March meeting the board approved a contract with Brothers Paving for \$32, 500. Ms. Claypool said money was available for this additional work, but the extra expense would cause an overage in this area.

Court 11 is in the worst condition. The entrances to several courts are severely damaged.

Board Action – Mr. Navar was requested to contact Arlington County to discover whether or not any of the entrance repairs is county responsibility. Mr. Navar is also to find out if any further digging along S. Wakefield Street is planned and whether or not it will affect the parking lots.

Status of Roofing Contract

Mr. Navar reported that Seal Engineering had submitted the contract to Simpson Roofing. Work will be scheduled within late summer/ early fall time frame.

Sewer Relining

Mr. Navar reported that JED Mechanical would complete this work “in late May”. He did not state what courts would be done. He also said that the work to “extend the clean out valves” was “being done now.” Ms. Birtwistle told him that at least one clean out valve lacked a cover. Mr. Navar will follow up.

Verizon

The “fiber optic” work affecting the Mews has been postponed for several years.

Comcast Cable

Tom Corbin reported that Comcast Cable has addressed the issues involving broken cable boxes and unbundled lines in the common areas which were identified and sent to the company in March.

Board Action – The board approved 5 – 0 a work order for \$780 to Kelly Cummins of “Brik Works” (sic) to repair identified stoop and curbing areas.

On – Line Voting

Mr. Navar will check with Fairlington Villages regarding the procedure/ costs of on-line voting with the idea of bringing this process to the Mews. Ms. Birtwistle said it would be best to go forward with this even if it were not in place for the June annual meeting. Mr. Low questioned whether or not “electronic” voting violates any Mews policy. Mr. Navar will check the Virginia laws affecting this procedure.

Other Business

Ms. Dodge presented a draft of a Court Representative “roles and responsibilities” document. Changes were made to paragraph 4 to indicate that only a board member or management can authorize the towing company to remove a car.

Board Action – The board approved 5 – 0 the draft document with the changes to the towing policy.

Ms. Dodge will present a final draft of the Court Representative “Welcome Handout” at the May meeting. This document will be distributed to new court residents to give a brief overview of important Mews rules and procedures.

Mr. Navar was asked to produce a list of assigned parking spaces in each court by space and unit number. When the parking lot work is done this spring the board wants the numbering to stay as it is now and NOT be replaced with the unit number.

Ms. Anderson reminded the board and management that beginning the exterior painting cycle had not been covered in this meeting and will need to be postponed again to the May meeting.

Ms. Birtwistle questioned whether or not several stair handrails met current code standards. Ms. Birtwistle asked Mr. Navar if he had a list of email addresses for Mews residents. He indicated he had addresses for those who had contacted management.

At 8:45 PM the board voted to go into executive session to discuss issues relating to 4657 A S. 36th Street that have been ongoing.

Respectfully submitted, Tom Corbin