

**Fairlington Mews Council of Co-owners
Minutes, Board of Directors Meeting, April 24, 2008
Fairlington Community Center
3308 S. Stafford Street, Room 103**

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, and Seth Low in addition to Ms. Birtwistle. Ms. Dodge was absent. Lori Olivas of the Landscape Committee and David Biette representing the Recreation Committee were present.

Manager Jason Eglin was present in addition to the following residents:

Don Taylor	3614 S. Wakefield St.
Rodger Bailey	3444 S. Wakefield St.
Bill Ingalls	3448 S. Wakefield St.
Matt Payne	4616 34 th St. S.
Penny Glass	4655 36 th St. S.
Shane Manning	4686 34 th St. S.
Sharon Webster	3520 S. Wakefield St.
Judy Guerney	4654 34 th St. S.

Tom Corbin recorded the minutes.

Approval of Minutes

Ms. Claypool motioned to approve the minutes of the March 26, 2008 minutes as submitted; Mr. Low seconded the motion. **Minutes approved 4 – 0.**

Homeowners' Forum

No issues were presented by homeowners present.

President's Report

Ms. Birtwistle discussed the following items in her report to the board:

1. Manager Jason Eglin has been very responsive to community needs.
2. The association is not responsible for residents' concerns about mice; such concerns are the responsibility of the co-owner. Triple S, the association pest management contractor, should only be called re: rats.
3. The association needs to consider a resolution to monitor the placement of storage pods in parking lots; this issue has been addressed by other Fairlington associations, and their resolutions should be used as models for a Mews proposal. Current by-laws address storage in parking lots but do not address storage units per se. **Ms. Birtwistle will produce a draft proposal for the by-laws committee and board although no formal vote was taken by the board on this suggestion.**
4. The board needs to consider instituting assigned parking in Court 8, the only association lot without assigned parking. In order to use the removal of parking space as a deterrent to excessive delinquencies and non-compliance, all parking lots need to have assigned parking.

Discussion

Ms. Anderson advised waiting on the storage resolution and let the by-laws committee consider this issue within the scope of its work. Ms. Claypool agreed but said storage pods may be appropriate for an established, short period of time established by the association. Ms. Claypool also stated that any regulation regarding storage units within the parking lots must also consider the use of any visitors' spaces being used by the owner whose parking space contains a storage pod.

Secretary's Report

Ms. Anderson reported that the by-law committee has held one meeting and that resident Kim Baumgartner has produced a document comparing some Fairlington Associations' by-law changes with current Mews by-laws. The committee will use this document to develop a draft by-law revision.

Ms. Anderson noted the need to send a "call for candidate" request to association co-owners.

Mr. Eglin said this would be done the week of April 28, 2008.

Discussion

Ms. Birtwistle indicated the need for email contact with residents. She also revisited the issue of electronic voting. Mr. Eglin said that the issue of electronic voting needs to go to legal counsel.

As an aside, Ms. Birtwistle asked management if the keys to the storage area in apartment buildings had been delivered to residents. Mr. Eglin said they had not.

Treasurer's Report

Ms. Claypool announced that the FY 09 draft budget had been received. She said that she had not received the association's March financial statement.

Discussion

Ms. Birtwistle reminded Mr. Eglin of the association's need for all current invoices.

Ms. Olivas and Mr. Biette asked management for updates of the Landscape and Recreation Committees' accounts.

Mr. Eglin suggested that committees tell him in advance of any pending bill and the correct code information so he would be aware of the amount and proper account.

Landscape Committee

Ms. Olivas distributed a written report and discussed the following items:

1. Committee met on April 10 with 3 members attending.
2. Environmental Enhancements (EE) will mow on Saturday, April 26 due to weather delays. (Ms. Birtwistle directed Mr. Eglin to confirm with EE that Saturday mowings will not happen again.)
3. A resident in Ct. 12 had not been sent a letter from management as requested asking them to remove an overgrown grass.
4. A home inspection showed that the overgrown mulberry tree @ 4686 34th St. S. had cracked the foundation wall. The tree has been removed at owner's expense.
5. Photos (from EE) of a possible solution to correct the continuing erosion behind Court 15 were passed around. **Ms. Claypool asked Mr. Eglin to follow up with contractor Fred Peratt (EE) with a request for proposal.**
6. The issue of unsatisfactory restoration of the Court 15 turf (damaged from recent roofing construction) was revisited. **Mr. Eglin will follow up with the contractors to see that the surface is rolled, leveled, reseeded, and straw covered. He will see that the roofing contractor also removes all debris – nails, pieces of wood, slate, etc. – from the mulched beds @ 4655 et al addresses.**
Mr. Taylor indicated that "French drains" in common areas have been used to control drainage. Such drains require monitoring of infill for effectiveness.
7. The issue of the restoration of Court 1 residence landscape damaged by window well work was revisited. Mr. Eglin said he forgot to follow up with the contractor. Mr. Taylor, a resident of court 1, said the surface needed to be taken down about a foot, compacted, and filled with good top soil to remove the clay which is now on the surface.
8. Ms. Olivas requested that the clean out valves' height be standardized. Resident Bill Ingalls asked why he now had two clean out valves at this address. Ms. Birtwistle said she had not been pleased with JED Mechanical's recent work. Ms. Anderson proposed

putting JED Mechanical on notice that all work needed to be satisfactorily performed or that the association will consider other contractors for relining work. **Mr. Eglin will follow up.**

Mr. Taylor indicated the need for the association to document all work performed as to location and dates performed for future references. He said he would update the master roofing plat if the association would supply him with the roofing work performed in 2002 and 2008. **Ms. Birtwistle will follow up with Mr. Taylor.**

Recreation Committee

Matt Payne, representing the "Tot Lot" renovation committee, suggested the board follow up on its proposal to install new wood chips for safety and health reasons. Bids have been received from Community Landscape @ \$2,940.00, Pine Ridge Landscaping @ \$1,526.00 and Environmental Enhancements @ \$975.00. **Board Action: Approval (4 – 0) of \$975.00 to EE to refurbish wood chips; no details of quantity, depth, or other contract specs were given for the record. Motion made by Ms. Claypool with a second from Mr. Low.**

Mr. Payne reported that the committee has been working towards a tot lot redesign with proposed installation early in the next fiscal year beginning August, 2008. One bid has been received, and the committee is seeking a second bid. Ms. Claypool suggested a professional "tear down" of the current equipment within the \$2,500.00 estimate the committee has received for such work.

Mr. Payne explained that installation costs would rise after 2008 and encouraged the board to approve the work early in the next fiscal year to take advantage of current pricing. **Ms. Claypool suggested the committee bring its final proposal to the May or July board meeting for board action.**

Mr. Biette reported the following:

1. The pool has been cleaned; any needed repairs will be made before it is refilled.
2. He requested copies of invoices for charges to recreation accounts: pool management, pool repair, tennis courts.
3. The pool pass applications have been completed and will be distributed April 25, 26; **Mr. Eglin will see that applications are mailed to non-resident owners.**

Discussion

Ms. Guerney inquired about whether the lady's shower facilities would be refurbished. Ms. Birtwistle indicated this was "on hold".

Ms. Anderson said that there were weeds growing in the cracks of the tennis court surface.

Ms. Webster inquired as to whether any records are available on the percentage of residents who use the swimming pool.

Newsletter

Mr. Corbin said the approximate deadline for materials submission for the June/ July newsletter would be May 15 and encouraged board members to use the newsletter to promote the annual meeting.

Management's Report

Mr. Eglin addressed the following issues:

1. Clean Advantage (successor to DEC Cleaning Services) has not been emptying the common area trash cans as part of their contracted duties. (Note: DEC Cleaning Services split into two companies – Clean Advantage and DMA; the Mews association continued a month to month agreement with Clean Advantage.)
2. **Mr. Eglin will contact DMA with a request for proposal for cleaning services.**

3. Ms. Birtwistle requested that Mr. Eglin secure a request for proposal for fence installation at Ct. 1 similar to that recently installed by Fairlington Arbor. **Mr. Eglin will follow up.**
4. Ms. Birtwistle expressed concerns re: CMC Preventative Maintenance proposal. Mr. Eglin said that this proposal was designed to bring the community's maintenance needs up to standard. Action was delayed on this proposal pending outcome of Courts 1 and 2 work.
5. **Board Action** – Approved March 20, 2008 proposal from Jerry Deane, CMC Maintenance Manager, for work in Courts 1 and 2, as performance evaluation, to “renail... along fence and replace warped/ damaged boards as necessary; to replace/ repair damaged downspouts; to paint metal railings where needed; and to repair rotted wood, spot prime, and spot paint all buildings. The cost will be \$62.50 per hour, materials, and a 15% mark up on materials.” (Contract specs) **Approval 4-0 after motion from Mr. Low to approve with a second from Ms. Claypool.**
6. **Mr. Eglin will follow up on previous gutter clean out/ repair contract to see that contract specs were met.**
7. Mr. Eglin had received a variance request from a resident in Ct. 8 seeking permission to install a second light adjacent to kitchen door. Mr. Eglin did not give the address or have a written request for board members. Mr. Low motioned to approve the request. **Board Approval 3 – 1 to allow the request pending receipt of written request and electrician proposal for work.** Ms. Birtwistle voted no.

Discussion

Mr. Taylor, former Mews association president, spoke to the board about the need for an association plan of specific maintenance projects. He indicated that in the past, the association worked systematically to repair specific areas: slate roofs, pool, reroofing, painting, fences, etc. Previous boards outlined projects and had an engineer, through management, secure bids for work; contract management by the engineer and property manager ensured proper, satisfactory completion of jobs. Mr. Taylor said that after 2001, boards relied too heavily on the association management agent to oversee maintenance needs, effectively eliminating the oversight of an engineer. He said the board in the past did not always accept the lowest bids for work. Mr. Taylor stated that with the current economic conditions there will be competition among contractors for association work, but that the cost of materials will increase. He recommended that the board begin work on major projects to be completed in 2009, 2010, and 2011 and to begin to use reserve funding for needed repair projects.

Mr. Eglin said that Fairlington Meadows is pleased with the work of consultant Gardner James and suggested the Mews association consider working with him in the future.

Ms. Anderson said that the association should let Jerry Deane proceed with CMC's maintenance proposal for Courts 1 and 2 and then to consider alternatives once this work was completed and evaluated.

Ms. Birtwistle indicated that rotten wood trim needs to be replaced with primed non-wood products for a more permanent solution to the trim problems.

Mr. Taylor indicated that the last painting in Court 1 was unsatisfactory due to poor prep work, lack of a primer coat, etc. He stressed the need for a primer coat.

Executive Session

The board moved to executive session to discuss delinquencies.

The meeting adjourned at 9:00 PM.

Respectfully submitted,
Tom Corbin