

**Fairlington Mews Council of Co-owners
Minutes, Board of Directors Meeting, April 23, 2009
Fairlington Community Center**

Call to Order/ Attendance/ Quorum

President Tami Anderson called the meeting to order at 7:00 PM. Quorum was established.

In attendance were Manager Jason Eglin and board members – Tami Anderson, Julia Claypool, Tom Corbin, Seth Low and Ron Patterson.

Other attendees were Mary Jo Curtis of Insurance Designers, Inc.; co-owners Stephen Irmo 4636 34th St., Judy Gurney 4654 34th St., Victoria Lipnic 3512 S. Wakefield St., and Kathi McGraw 4641 36th St. ; and committee personnel Lori Olivas, Landscape, and Shannon Watson, Recreation.

Approval of Minutes

With a motion for approval by Mr. Patterson and a second by Ms. Claypool, the minutes of the March 26, 2009 Board of Directors meeting were approved as submitted.

(Approved 5 – 0)

Special Presentation

Mary Jo Curtis, representative of Insurance Designers Incorporated, reviewed association insurance policies and made recommendations for upgrading coverage.

Highlights of her presentation included:

1. Recommendation of an updated appraisal of the 43 association buildings (277 units) for cost to replace and cost to bring up to current code in the event of a major catastrophe.
2. Increase “Ordinance and Law” coverage.
3. For any social activities, such as a pool event, it is best to call before the activity and put the insurance company “on notice” about the event.
4. Consider reduction of deductible amount since it would not increase the total cost that much.
5. Ms. Curtis will send a general notice of recommended co-owner coverage which the association can distribute to all co-owners.

A motion was made by Ms. Claypool to add an additional \$100, 000 “Ordinance and Law” coverage per building effective April 24, 2009. Mr. Patterson seconded the motion.

(Approval 5 – 0)

Homeowner’s Forum

1. C-owner reported the concern that several residents near his unit have barking dogs that regularly disturb the quiet of the neighborhood. One resident’s dogs appear to be a threat to pedestrians; they have made aggressive gestures at passers –by and residents parking cars. Addresses reported were 3428 S. Wakefield, 4634 34th St., and 3432 S. Wakefield. Mr. Irmo requested a strict enforcement of association regulations regarding pets.

Response: Ms. Anderson directed management to have legal counsel prepare a memo for residents regarding pet regulations.

Mr. Patterson distributed a flyer which outlined suggestions from Arlington County Animal Control and Police regarding how residents should report barking dog situations.

2. Court 12 Representative requested changes in court assigned parking to meet the special needs of a co-owner. Board members agreed that they were open to making changes but that such changes must first be worked out among court residents affected. After this has been done, the board will approve the recommended changes.

President's Report

Ms. Anderson outlined the planned community "walk about" by Arlington County leaders to be held on May 12 from 6:30 PM – 9:00 PM. Ms. Anderson also suggested that the conservation of water, particularly in terms of correcting any leaks at co-owners' units, be discussed at the annual meeting.

Secretary's Report

Mr. Corbin requested ratification of electronic board vote made since the last board meeting:

- Curl Swim Services' Proposal (March 28, 2009) to install targets @ \$135.00 and additional racing lane @\$1,046.50. (**Approval 5 – 0**)

Mr. Corbin also reviewed the 4 non-compliance letters sent to co-owners since the last meeting re: items stored in common areas of apartment buildings (2 letters), barking dogs, and unauthorized door replacement.

Mr. Corbin also recommended that the Board authorize court representatives to maintain an accurate/ updated list of (1) contact information for all court residents, and (2) a list of all vehicles eligible to park within a court parking lot.

Treasurer's Report

March 2009 Variance Report and Financial Statement:

- Total Cash and Investments \$1,291,519
- Year-to-date Income \$607,591
- Year-to-date Expenses \$511,350
- Year-to-date Net Income Surplus/ (Loss) \$96,241

Landscape Committee Report

Ms. Olivas distributed a written report which included the following items:

1. Requested better coordination for grounds activities in the future with any other community-wide maintenance projects to prevent conflict.
2. Requested repair of faulty window wells in court 1 so that the landscape there can be repaired.
3. Requested insurance settlement of the replacement cost of the damaged shrubs at the entrance sign (Ct. 1).

4. 4622 S. 36th St. needs a letter from management to relocate improperly installed shrubs near Radon unit.

Recreation Committee

Ms. Watson requested approval of 2009 recreation documents which will be mailed to Mews residents.

Ms. Watson also requested expenditures up to \$350.00 for “Summer Kick off Pool Party”. A motion was made to approve this expense by Ms. Claypool with a second by Mr. Low.

(Approved 5 – 0)

Ms. Watson also shared the following: (1) Curl Swim Services may provide “pay as you go” swimming lessons; (2) pass application may be completed and submitted electronically this year thanks to Ron Patterson; (3) suggested that the pool be open until 10:00 PM on Saturdays in July and August in place of Wednesday afternoon swim time before school closes; (4) locks on tennis courts need to be checked for combination by May 22.

Management Report

Due to the special presentation, only the most important items on the Manager’s Report were discussed. The remainder will be considered at a later meeting.

1. A motion was made by Mr. Patterson to pass Policy Resolution No. 09-01 entitled “Electronic Notice and Voting” with a second from Ms. Claypool. **(Approval 5 – 0)** A copy of this resolution will be mailed to all co-owners.
2. Mr. Eglin presented a report from CMC engineer Ron Kirby regarding Dwyer Plumbing Company videoing sewer lines previously scheduled for relining. The condition of the lines varies and not all are in immediate need of relining as at first thought. At the suggestion of Ms. Claypool the board requested management to secure bids from U.S. Sewer and Drain, Dwyer, and Peed Plumbing for repair of the lines listed at 3510 and 3538 S. Wakefield St. The remaining work will be considered at a later date.
3. A motion was made by Ms. Claypool with a second from Mr. Patterson to accept the proposal from Katchmark Roofing @ \$1,100.00 for Roof Condition Report. **(Approved 5 – 0)**
4. A motion was made by Ms. Claypool with a second from Mr. Low to accept the proposal from Middeldorf painting for court entrance sign painting @ \$99.00 per sign. **(Approved 5 – 0)**
5. Management is to have Old Town Signs create a Pool Access Road Sign to match the court entrance signs.
6. Ms. Anderson requested that maintenance man Steve Burcham begin work in Ct. 15.
7. Digital Edge (scanning) has completed transferring association records from hard copy to electronic copy. There are a few remaining sets of blueprints that can be scanned. With a motion from Ms. Claypool and a second from Mr. Low, the association will pay up to \$500.00 to complete the blueprint scanning. **(Approved 5 – 0)** Management will ask counsel if the association can shred the original documents now that they have been converted to electronic format.
8. Court 8 – Parking Concerns – The board authorized management to develop and mail a letter to all Court 8 co-owners requesting their position on assigned parking. A deadline

will be given for their replies. Those not responding by the deadline will be counted in the tally of those who favor assigned parking.

The board requested that Court 8 representative Gretchen Martin develop a list of cars eligible to park in Court 8 lot and suggested that Mr. Price help develop and monitor the list.

9. The board rejected co-owner's request to keep the unauthorized door at 4641 36th St. (Court 15).

The meeting was adjourned at 9:40 PM with the next regularly scheduled meeting set for May 28.

Respectfully submitted,
Tom Corbin
Board Secretary