

Fairlington Mews Council of Co-owners
Minutes, Board of Directors Meeting, August 28, 2007
4830 S. 31st Street

Call to Order/ Attendance/ Quorum

In the absence of the president, the Board of Directors meeting was called to order at 7:09 PM by vice president Seth Low. Quorum was established.

In attendance were board members Tami Anderson, Julia Claypool, and Tonya Dodge in addition to Mr. Low. President Fern Birtwistle arrived and conducted the remainder of the meeting.

Also present were Lori Olivas, Landscape Committee and the following co-owners:

Chandra Burnside	3432 A-2 S. Wakefield Street
Judy Guerny	4654 S. 34 th Street
Virginia Joslyn	3440 S. Wakefield Street
Rodger Bailey	3452 S. Wakefield Street
Sharon Webster	3520 S. Wakefield Street
Bill Scouton	3540 S. Wakefield Street

No representative from Legum and Norman was present.

Tom Corbin recorded the minutes.

Homeowners' Forum

Resident presented kitchen remodeling plans for her residence with proper structural reports/ permits and requested a variance for this work. Resident also inquired about the status of a Mews Finance Committee. She also expressed concerns about the "unclean" condition of the ladies' rest room at the pool house.

Another resident repeated her request for the installation of a lightning rod in the elm tree adjacent to her unit (west side), 3520 S. Wakefield Street. Resident originally made this request last summer with no action having been taken. Resident also encouraged the association to replace the tops of the public trash cans with ones similar to those recently installed at Fairlington Arbor; she stated a concern about the apparent "corrosion" in some of the pipes connecting bath/ kitchen drains within the community, and encouraged the board to seek more volunteers for the Landscape Committee.

Another resident expressed a concern about the condition of the pipes in the ladies' rest room at the pool house as there was a problem with "knocking" pipes (the noise has increased over the pool season) and water flow from shower heads.

Resident expressed a concern about the length of time trash remains on Mews grounds creating an ugly and unhealthy situation.

Board Response

- Approved variance (5 – 0) for kitchen remodeling and requested management to send written approval to resident.
- Ms. Birtwistle noted that there needs to be closer inspection of remodeling within the association as some work is being done without board approval and/ or

proper permits. Such noncompliance impacts on the resale procedure of the unit.

- Ms. Birtwistle said that the current finance committee consists of co-owner Jayne Mayne and Julia Claypool and welcomed Ms. Guerny to join the committee.
- Management will “check into” the installation of a lightning rod in the elm tree.
- Tom Corbin will contact Fairlington Arbor re: new tops for public trash cans.
- The board will check on the frequency with which the public trash cans in Mews common areas are emptied and by whom.
- The board will check with pool life guards about the cleanliness of the rest rooms.

Approval of Minutes

Board Action – Minutes of the July 24, 2007 Board of Directors meeting were approved as submitted 5 – 0.

President’s Report

The following items were noted:

1. Manufacturer of sealant used in recent parking lot work indicated that there needed to be a minimum of four (4) hours between applications of sealant which also needed to be applied in different directions for each coating. (Contract specified two applications.) There is a question as to whether this procedure was followed. Also receipts for sealant used do not guarantee that this amount was all applied at Fairlington Mews. There was a noticeable delay in request for documentation of time/ materials from contractor and receipt of this information.
2. Ms. Birtwistle noted that there had been a good response from residents noting corrections needed in numbering/ restriping of parking lots.
3. Ms. Anderson noted that most of the corrections needed to the lots have been made but that some corrections are still needed due to the lack of notification to residents to move their vehicles.
4. Ms. Anderson also said that the association must pay bill as presented as there was no supervision of the work by management indicating noncompliance with management contract specs.
5. Ms. Anderson has prepared a correct grid for the association lots for future use.
6. Ms. Anderson noted that the board was still collecting proxies to establish a quorum for the 2007 annual meeting. 47.219% of co-owners have responded to date.

Treasurer’s Report

Ms. Claypool reported the following:

- The association incurred a net surplus of \$93, 000 from the FY 07 budget.
- Reserves Advisors will send a draft of recent study for board comments.
- Current electric, water, sewer bills are under budget.

Also noted by board members in reference to the financial report were the following:

- Apparently the light bulbs in non-owner controlled fixtures have not been changed to compact florescent bulbs per board’s earlier request to management.
- Who is replacing the bulbs in the carriage lamps – Engleking or the Peters family who are listed as being in charge of the light bulbs? Mr. Navar should refer requests for bulb replacement to Mr. and Mrs. Peters, not Engleking.
- Ms. Claypool will check with DEC (apartment building cleaning contractor) to see what they charge for professional cleaning of carpets.

Landscape Committee

Committee chair Lori Olivas reported the following:

- Committee met on August 5 with 3 residents in attendance.
- Mr. Navar said that City of Alexandria was responsible for pruning Photinia hedge along King Street boundary. (Co-owner Rodger Bailey disputed this information and said that the hedge maintenance was association responsibility.)
- Ms. Olivas will solicit bids for winter pruning of the hedge.
- Ms. Glass will investigate possible bench installation.
- Ms. Olivas, along with Mr. Navar and JED Mechanical rep Mr. Dipalma, recently examined the condition of the sewer clean outs.

Ms. Birtwistle noted resident request to prune overgrown flowering cherry trees at rear of Court 8. Ms. Olivas will add this to fall schedule.

Ms. Olivas will investigate costs of restoring numbers to patio gates.

Mr. Bailey requested pruning work on the Beech tree located in the common area between Courts 11 and 12. Tom Corbin will notify Environmental Enhancements to remove damaged branches on their next property visit.

Newsletter

Tom Corbin reported the higher cost of the printing of the last newsletter due to more pages.

Recreation Committee

There was no report.

Management Report

There was no report.

Board "Action Items" Update

1. There is still no date from management for scheduled roof replacement work.
2. Mr. Navar noted earlier to the board that he would have 3 bids for painting work @ interior doors of apartment buildings by August 31, 2007.
3. The board tabled discussion of contracts for trash services.
4. The board approved (5 – 0) reimbursement of \$1,742.00 to Mr. Zechiel for kitchen damages resulting from inner-wall pipe restoration work. The board noted that it is liable only for restoration of the "original fabric" of interiors; it is not responsible for restoration of any resident's upgrades which are damaged by such plumbing or other association-approved work.
5. The board will take under advisement the issue of a dog problem @ 3522 S. Wakefield Street.

Other Business

The issue of a change in management companies was discussed by the board with the following items being raised:

- The board of directors has been in discussion with Community Management Corporation (CMC) as potential management agent.
- It is within the power of the board of directors to change management companies.

- References of CMC were positive from current clients.
- CMC can recommend contractors, but the board may select its own contractors.
- CMC will present an association-wide introduction at the request of the board of directors.
- The association is in need of a more responsive management company.
- Association counsel used the proposed contract from CMC and a standard contract template to develop a management contract for Fairlington Mews.
- The board of directors will make this contract specific as to particular Mews management needs.

Board Action

A motion was made and seconded to submit immediately via registered mail and fax a letter of contract termination with Legum and Norman effective November 30, 2007. (Approved 5 – 0)

A motion was made and seconded to hire Community Management Corporation as Fairlington Mews' management company. (Approved 5 – 0)

Adjournment

The board of directors needed to vote an "executive session" to discuss contract issues, but due to time constraints it was impossible to hold an executive session at this meeting.

By a vote of 5 – 0 the board voted a "continuation" of this meeting in executive session at 7:00 PM on September 4, 2007 at Ms. Anderson's house to discuss proposed contract with CMC.

Respectfully submitted, Tom Corbin (August 29, 2007)