

**Fairlington Mews Council of Co-owners
Minutes, Board of Directors Meeting, August 28, 2008
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 – Julia Claypool, Tom Corbin, and Ron Patterson. Seth Low was absent.

Lori Olivas and David Biette, representing the Landscape and Recreation Committees respectively, were present in addition to the following homeowners/ residents:

Karen Smith	4682 36 th Street S.
Fern Birtwistle	4678 B 36 th Street S.
Bill Ingalls	3448 S. Wakefield St.
Allison Reither	3448 S. Wakefield St.
Chandra Burnside	3432 A2 S. Wakefield St.
John Bett	4680 B 36 th St. S.
Judith Guerny	4654 34 th St. S.
Sharon Webster	3522 S. Wakefield St.

Approval of Minutes

A motion was made by Ron Patterson and seconded by Julia Claypool to approve the minutes of the July 24, 2008 Board of Directors meeting as submitted. **Approved 4 – 0.**

Homeowners' Forum

1. Karen Smith reviewed the water damage, leakage, and mold problems of her unit reported in July 2008.
2. Fern Birtwistle had sent board members information regarding responsibility for pipe issue in Ct. 6.
3. Lori Olivas reported rotting wood trim on her stoop.
4. Bill Ingalls reported need for stoop repairs at this unit; Mr. Ingalls volunteered to head a committee to research the possibility of placing benches in common areas in the Mews.
5. Judy Guerny asked about the "profit" of \$30,000 reported by the Board. This money is from the Members' Equity Fund.
6. John Bett discussed the pipe incident at his unit which resulted in damage to a neighboring unit. Further discussion of this matter was moved to the Board's executive session.

President's Report

Ms. Anderson expressed concerns about the following items:

1. The board needed the cost of Gardner James Engineering proposal for assessing sidewalk repairs which was not available at the July 24 Board Meeting. Mr. Eglin reported a cost of \$6,850.00 to study the sidewalks. Mr. Corbin reminded the Board that Brik Wurks (sic) had proposed sidewalk repairs during the last fiscal year at \$27,000.00, but the estimate did not have proper clarification as to addresses of the proposed work. Mr. Eglin was asked to relook at this proposal and to secure more specifics to include prioritizing sidewalk repair needs.

2. Ms. Anderson asked for a progress report of contractors for routine maintenance work. She indicated that the Board wants a contractor who will perform a specified number of hours each week doing routine maintenance work, similar to the previous agreement with Leslie Engleking. Mr. Eglin will prepare a list of possible contractors and will contact Leslie Engleking as a “short term” contractor if necessary.
3. The roof in Ct. 4 (4644 – 4646 36th St. S.) needs attention. Mr. Eglin said Eric Katchmark of Katchmark Construction inspected the roof and estimated \$70,000.00 for replacement. Ms. Anderson requested that the ½ roof project proposed for Ct. 14 (North side of 4615-4625 36th St. S.) be dropped and that Mr. Eglin confirm a price from Walls Contracting for roof replacement in Ct. 4 and the full roof replacement in Ct. 14 (4627 – 4629 36th St. S.) This would eliminate the ½ roof replacement from work this fall. **Approved 4 – 0.**
4. The association needs a roof evaluation/ inspection/ and repair annually, preferably by the same contractor each year.

Secretary’s Report

Mr. Corbin shared information from Community Association Institute (CAI) regarding an available leadership seminar at a cost of \$850.00 for up to 15 participants. He also indicated that minutes from July 2004, July 2005, and November 2005 were missing and needed to be added to the association records. The association needs to organize and properly store its records. Mr. Eglin and Mr. Patterson will examine the stored association records for duplicates, out of date information, etc. and have them stored by CMC @ \$3.50/ monthly per box.

Treasurer’s Report

Ms. Claypool indicated that she was waiting for the end-of-fiscal year financial reports. She will email board members an analysis of the association financial status when these reports become available.

Landscape Committee Report

Ms. Olivas reviewed the following grounds activities: Committee meeting on August 11, 2008; grounds walk around with Environmental Enhancements (EE) personnel; tree inspection by Ron Rubin of Thrive conducted the week of August 18; resident in Ct. 2 has still not turned on faucet so newly planted items can be watered.

A request for work from Don Hook Tree Services for \$2,350.00 was amended. Work proposed, except for that on declining oak tree by single tennis court was approved at \$1850.00. The Board asked Ms. Olivas to secure a cost of removing the declining oak tree by the single tennis court rather than to continue pruning it. The Board authorized at expenditure of up to \$1,000.00 for removal of the maple tree @ 4660 B/ 4662 A 36th St. S. **Approved 4 – 0.**

Removal of the holly tree @ 4642 34th St. S. was tabled until all Board members could examine the tree. The request for removal came from the home owner.

Request for landscape items from Merrifield Garden Center @ \$1,198. 42 was **approved 4 – 0.**

The Board requested that all future proposals be submitted in time for inclusion in the board package so all members could study them in advance.

Recreation Committee Report

Mr. Biette reported the following items re: Recreation Committee responsibilities:

1. Committee members met with representatives of Curl Pool Services to review the pool season. Generally everyone agreed that this has been a well managed season.
2. Arlington County fire personnel requests that indications of the pool location and an address on the pool house be provided.
3. A recent incident of pool vandalism has been reported to Arlington County Police.
4. Mr. Biette reviewed upcoming Labor Day week end pool activities.
5. A pool area walk through to assess needs will be conducted in September 2008.
6. Mr. Biette reported that the pool needs "white coating" before the next season and requested consideration for a storage unit (adjacent to pool house) for storing Chlorine and other pool chemicals.
7. The association still needs a resident to coordinate tennis activities.
8. Installation of the equipment at the tot lot will begin next week. A dumpster will be placed on site for the collection of debris.

Newsletter Report

Mr. Corbin said that requests for materials for the next newsletter would be sent in late September. He also indicated the need for an account to be established at Office Depot for newsletter printing and the need for all court representatives' email addresses for notification to court reps when newsletters were to be distributed.

Management Report

The following items were discussed:

1. Further discussion of the pipe issue in Ct. 6 was moved to executive session.
2. The board considered 3 painting/ wood repair proposals for Cts. 1 – 6: Reston Painting @ \$65,000.00; Chesapeake Finishing @ \$59,900 and Middledorf Painting at \$48,500.00 A motion was made by Mr. Patterson with a second from Ms. Claypool to accept the Middledorf proposal. Middledorf's work is recommended by another Fairlington association. **Approved 4 – 0.**
3. Mr. Eglin will secure a proposal for painting/ wood repair in Cts. 7 – 11 from Middledorf Painting.
4. Letters have been sent to several co-owners regarding the need for them to remove patio landscape items so that painting/ wood work can be performed. They were given 21 days to remove obstructing landscape items at their expense.
5. A motion was made by Ms. Claypool with a second from Mr. Corbin to accept the Dwyer Plumbing proposal to repair sewer line problem in Ct. 6 @ \$11, 800.00. **Approved 4 – 0.**
6. The board repeated its acceptance of the Gardener James Engineering proposal @ \$3,200.00 to study the drainage issues rear of Cts. 13/ 14/ 15 as approved at the July 24, 2008 meeting.
7. The issue of replacing the Ct. 11 fence was discussed. Two residents from Ct. 11 expressed support for replacement and one resident said it looked better gone! Mr. Corbin moved to replace the fence with a similar split rail white fence, but there was no second to the motion. The Board will consider additional feedback from residents in Court 11. Co-owner Bill Ingalls said he would survey Court 11 residents.

8. November and December board meeting dates were established as November 20 and December 18 at the Fairlington Community Center.
9. Mr. Eglin indicated a need for the installation of a railing at 3508 S. Wakefield Street. A motion was made by Ms. Claypool with a second by Mr. Patterson to install a railing not to exceed a cost of \$1,000.00. **Approved 4 – 0.**

Executive Session

Mr. Patterson motioned with a second by Ms. Claypool that the Board of Directors meet in executive session to discuss association delinquency report and to discuss Ct. 6 “pipe” issue. **Approved 4 – 0.**

The Board met in executive session from 8:40 PM to 9:05 PM.

The Board reconvened in regular session and adjourned at 9:05 PM.

Respectfully submitted,
Tom Corbin