

**Fairlington Mews Council of Co-owners
Minutes, Board of Directors Meeting, December 18, 2008
Fairlington Community Center**

Call to Order/ Attendance/ Quorum

President Tami Anderson called the meeting to order at 7:05 PM. Quorum was established.

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

Homeowners in attendance were Amy and Mark Vandever (3606 S. Wakefield) and Gretchen Martin (4680 34th St. S.).

Approval of Minutes

The board discussed whether or not to post an electronic copy of Mr. Peter Philbin's presentation (from November meeting) on the association website.

Motion made by Mr. Patterson with a second from Ms. Claypool to post the presentation on the web site. **Approved 5 – 0.**

Motion made by Mr. Patterson with a second from Mr. Low to approve the minutes of the November 20, 2008 meeting as amended noting: "A copy of Mr. Philbin's presentation 'Community Association Leadership – The Essentials' and 'Changes to Virginia Condo Law Affecting Community Associations' will be posted on the Mews homepage:

<http://www.fairlington.org/mewsindex.htm>. " **Approved 5 - 0.**

Homeowners' Forum

1. Discussion of Variance Request from Ms. Martin for kitchen remodeling which involves proposed exterior changes: remove existing kitchen window and door and bricking in openings; remove existing canopy; install new double kitchen window; install French doors in place of existing dining room window; install new canopy over French doors. Mr. Patterson summarized the options for board consideration: (a) approve total request as submitted, (b) approve removal of load bearing interior wall after receiving structural engineer report, (c) approve installation of French doors in place of existing dining room window with or without requested canopy, or (d) approve none of the requested exterior changes.

The board discussed options, considered Mews precedent for such exterior changes, and cited passages from a letter by Arlington County Historic Preservation officer Mike Leventhal opposing such exterior changes. Mr. Leventhal's concerns are included in the attached "Options and Issues" summary prepared by Mr. Patterson. The board noted that precedent for French doors was established by a previous renovation at 4636 34th St. S.

With a motion from Mr. Low and a second from Ms. Claypool, the board **Approved the following 4 - 1**: Ms. Martin

- May install French doors in place of existing dining room window with the following conditions: (a) no canopy over French doors, (b) doors must be multi-pane to match existing windows, (c) homeowner is responsible for maintenance

- of new brick work, which must match existing brick work, resulting from the enlarged opening for 5 years after which the brick work becomes an association common element and association responsibility.
- May remove existing interior wall after submission of an engineer's report stating it is not a "load bearing" wall.
 - May "bump out" living room wall for installation of refrigerator after submission of engineer's report stating it is not a load bearing wall.
 - May install a single multi-pane door in place of existing kitchen door.
 - **The board established the following criteria for installation of French doors:** Double French doors are permitted in dining rooms opening onto a patio provided each door does not exceed 36 inches in width with a total door opening of no more than 76 inches. All new brick work must exactly match existing brick color, bonding, and mortar. Co-owner is responsible for maintenance of new brick work resulting from French door installation for 5 years. Plans must be submitted to the board for final approval.
2. Variance request from Mr. and Mrs. Vandever (3606 S. Wakefield) to remove existing wall between kitchen and dining room. The board requested an engineer's report stating that the wall to be removed is not a "load bearing" wall and an engineer's inspection report of the "header" wall for proposed refrigerator installation.

Officers' Reports

Secretary's Report – Mr. Corbin asked management for an update on patio non-compliance issues and the progress of cleaning the carriage lamp tops. Mr. Corbin also suggested that the board send a letter of appreciation to Mr. Rodger Bailey who is moving from the Mews after many years of community involvement.

Treasurer's Report – Ms. Claypool expressed concern over the authorization without board approval of a contract for \$3,085.00 to All American Services for roof maintenance. (Note: CMC manager may spend up to \$1,500.00 for routine maintenance without board approval.) With a motion by Ms. Claypool and a second from Mr. Low the board **Approved 5 - 0 (after the fact) \$3,085.00 to All American Services** for completed roof maintenance. In the future, all proposals costing more than \$1,500.00 must have prior board approval.

Mr. Patterson agreed to act as board liaison and to work with management to coordinate future contracts.

Committee Reports

Landscape Committee – Requested \$1,340.00 for rejuvenational pruning of shrubs in addition to pruning that is included in the grounds contract. After discussion, with a motion by Mr. Low and a second from Mr. Patterson, the board **Tabled 5 – 0** this request pending additional details.

The board discussed (a) follow up to work done on elm tree (rear of courts 12/ 14); (b) diagnosis of oak tree (same area); (c) installation of drain corrections at rear of courts 14/ 15. Mr. Patterson said that the screen needed to be attached to the support at court 15 drains to contain stones. The size of the stones used was indicated in the work proposal submitted at the previous board meeting.

Mr. Eglin said that he would follow up on the reported cracked window well covers in Court 1 (work completed last year).

Management Report

Mr. Eglin reported the following:

- Painting and wood repairs in Courts 1 – 11 have been completed and approved according to contract specifications.
- Roofing work in Court 4 scheduled to begin December 29 weather permitting. The contractor needs three days without rain for the removal and abatement of the existing asbestos shingles. Work on the roofing project in Ct. 14 will begin after completion of Court 4 work.
- Sidewalk repairs have been delayed due to weather.
- Environmental Enhancements submitted a proposal for **\$1,095.00** to correct drainage issue at rear of Court 6. Motion made by Ms. Claypool with a second by Mr. Low to accept proposal; **Approved 5 – 0**.
- Motion made by Ms. Claypool with a second by Mr. Patterson to approve “PODS Resolution, #2008 – 01” as presented. **Approved 5 – 0**. A copy of the resolution will be mailed to all co-owners and posted on the association web site.
- Recent Audit Report – Areas of concern in report were with procedures of former management company; CMC, current management company, is using correct procedures and there have been no problems since moving to CMC. Current FDIC regulations insure accounts up to \$250,000.00, so all Mews investment accounts are covered. With a motion from Ms. Claypool and a second by Mr. Patterson the board **Approved 5 – 0** the renewal of its contract for two years with Goldklang and Associates as association auditors for a price of \$3,800 and \$4,000 for 2009 and 2010 respectively, with an additional cost of \$400 for state and federal tax returns for each year.
- October 2008 Variance Report and Financial Statement showed: total cash/ investments @ \$1,370,409.00; year to date income @ \$227,222.00, and year to date expenses @ \$193,479.00.
- Variance Request Form – The board discussed the draft Variance Request Form and made changes which will be reflected in the final copy. With a motion from Mr. Patterson and a second from Mr. Low the board **Approved 5 – 0** the Variance Request Form as amended. A copy of the form will be mailed to all co-owners and posted on the association web site.
- Ms. Anderson indicated that there is a large ladder in a patio at the end of Court 11 that needs to be removed. Mr. Eglin will follow up.

At 9:25 PM with a motion by Ms. Claypool and a second from Mr. Patterson the board voted to move into executive session to discuss a legal matter. **Approved 5 – 0**. At 9:28 PM the board reconvened in regular session and voted to adjourn at 9:30 PM.

Respectfully submitted,
Tom Corbin, Secretary

OPTIONS AND ISSUES
Gretchen Martin Variance Request
December 16, 2008

Variance Request:

- Removal of existing single window in rear of unit
- Installation of French doors to replace removed single window
- Removal of existing rear door
- Installation of window to replace removed rear door
- Removal of existing overhang over removed rear door
- Installation of overhang over French doors

Options for Board Consideration

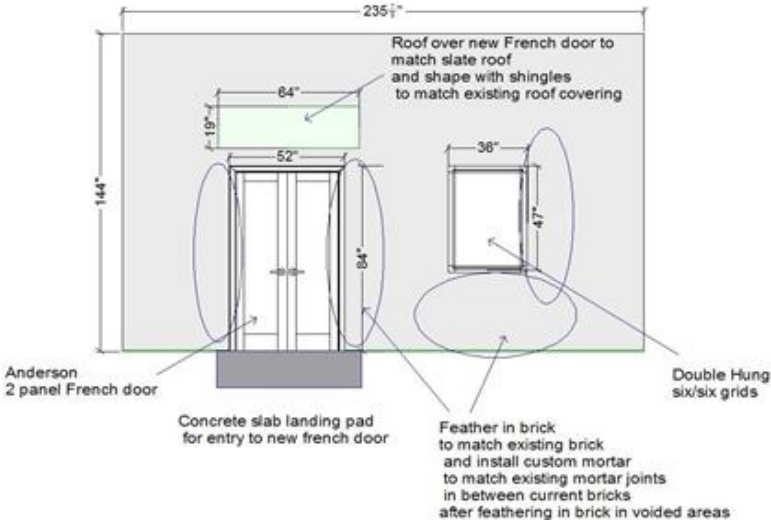
1. Approve variance request as presented
2. Approve only installation of French doors to replace removed single window
3. Disapprove variance request in entirety

Issues

1. Apparently the only association which allows bricked up kitchen doors and a new kitchen window is the Glen. They also allow skylights.
2. The Arbor has in place guidelines for the dimensions of French doors - each door is to be 36 inches with the total opening not more than 76 inches wide. The Arbor does not allow removal of the current kitchen door or window. It also does not allow a canopy over the French doors. The Meadows does not currently allow any of this!
3. There is at least one Mews precedent for French doors installed in place of the dining room window; Ct. 9, 4636.
4. Other approved variances for French doors (and similar variances involving changes to the building structure) have included requirements for (a) totally matching masonry and (b) resident responsibility for maintenance and repair for 5 years and then deeding it as a common element to the association.
5. A Fairlington resident did a total renovation of two apartments in the Meadows (to make one unit) and had originally wanted French doors in the dining room. He applied for Virginia Tax credits which are available for renovations in an historic district - the state would not approve the tax credit if French doors were installed, citing that French doors not in keeping with the "historic" nature of the building.
6. Two points made by Michael Leventhal, Arlington County Historic Preservation Coordinator referencing this variance proposal:
 - a. "...the changing out of a window for a window in-kind is one type of change that still maintains the overall integrity of the building. However, to begin to "brick in" various openings, front or back makes no difference, is to make changes that don't simply affect that unit, but the value of the building itself, since the historic character of Fairlington is steeped in its overall design integrity."
 - b. "I would hope that the Board would recognize that the changes being asked are not small or inconsequential, but radical and precedent setting. Once the bar is lowered, it is indeed lowered, and it then becomes nigh impossible to deny anyone anything they may wish to do to their unit for the principles of

architectural integrity is compromised beyond recognition. Before long the entire development has a variety of requests for holes being punched through walls and the very precious item that is wanted to be saved and considered valuable is left cheap and undesirable. People moved into Fairlington knowing the rules and desiring the look. Should these people now want to change both is a mistake...not only for that one unit, but on the adverse effect it will have on the rest of the surrounding units."

**Gretchen Martin
Kitchen Remodel
Back of home**



**OPTIONAL CONFIGURATION
FAIRLINGTON ARBOR**

