

**Fairlington Mews Council of Co-Owners
Minutes, Board of Directors Meeting, December 17, 2009
Fairlington Community Center**

I. Call to Order/Attendance/Quorum

President Tom Corbin called the meeting to order at 6:30 PM. Quorum was established.

In attendance were Manager Jason Eglin, and board members: Chandra Burnside, Tom Corbin, Seth Lowe, and Ron Patterson.

II. Homeowner's Forum

No homeowners were present for the forum.

III. Approval of Minutes

The minutes of the November 19, 2009 board meeting were unanimously approved with amendments to sections 4.1 and 4.12. Management will amend the "master" copy of the minutes for filing.

IV. Old Business

A. Status Reports

1. The Court 14 and 12 roofing replacements are nearly finished. A Court 12 resident raised some concerns about the completion of the roofing work at her unit, and Jason will follow up.
2. Concrete window wells in Court 1 and patio replacement work in Court 12 was completed on 12-17-2009 by Dominion Paving. The Mews will be unable to collect on the broken sidewalk panels which were under warranty because Colonial Paving, the contractor who completed the work has gone bankrupt. Jason determined that the cost of replacing the broken sections would not merit going to the trouble of making a claim against the contractor during the bankruptcy proceedings.
3. An update on the drainage study contracted with REI was unavailable at the time of the meeting.
4. A copy of the insurance deductible resolution was provided to the board at the meeting, but because it was difficult to understand, Jason will re-work the resolution for the January 2010 meeting.
5. Copies of the bylaws as amended by Mews counsel were distributed to the members of the board for their reading.
6. 2008-9 draft audit information was submitted to Jason at midday on 12-17-2009, and he was unable to report further information on it at the time of the meeting.
7. A Court 11 water penetration issue has been addressed with gutter installation and projected completion of downspout installation is 12-18-2009. Katchmark reported that the diverters on the gutters appeared to be working, other than being a little rusty. Jason will have Jeff Hugney review the diverters and ensure they are working properly.
8. The following non-compliance issues were discussed at the meeting:

- a. Court 15 door- the co-owners received their initial violation letter. The co-owners will be informed that the door will need to be brought into compliance at the time of any future resale.
 - b. Ct. 8 patio- brought into compliance 12-8-2009.
 - c. Ct. 9 patio- brought into compliance 12-8-2009.
 - d. Ct. 7 patio- co-owner has been notified of the violation.
- B. Comcast installation guidelines agreement will be held for a vote at the January 2010 meeting.

V. New Business

- A. Court 9 emergency parking lot repairs will be made to address a major pothole by temporarily filling it in as much as possible. The board will need to wait until the spring to secure a contract to repair the hole properly because of anticipated winter weather conditions. Jason will check into other possible temporary patching options.

VI. Reports

B. President

- 1. President Tom Corbin called for the ratification of three recent online votes. (1) a vote for a payment of \$250 to S&B Contracting; (2) a vote to void the Colonial Paving contract and employ Dominion Paving @ \$5280 for Ct. 1 work; (3) a vote to hire PSI for gutter cleaning in courts 5-15 @ \$75/hr. All votes were ratified.
- 2. Comcast fixed a reported problem in Court 1.
- 3. Fred Peratt of Environmental Enhancements will address a landscaping issue with the sewer lateral in Ct. 11 and Ct. 9, and the drainage account rather than the landscaping account will be charged.
- 4. A letter will go to a resident on 36th street with recent landscaping changes informing them that (a) all installations in front beds become the property of the association and (b) the buried downspouts must be unearthed and returned to their original condition.
- 5. President Tom Corbin also inquired about the status of the property appraisal which will be necessary for the upcoming annual insurance agreement.

C. Treasurer

- 1. Treasurer Ron Patterson met with reserve study company and a couple of line items will be added, including one to cover the painting of all doors. The draft reserve study is anticipated to be returned on 1-14-2010.
- 2. The finance committee is working on a proposal to create on-site office space, including a restroom facility, and a budget for a full-time, on-site maintenance person for FY2011.
- 3. Jason will submit the draft budget at the end of January for FY2011.

D. Secretary- No report submitted.

E. Management

- 1. Gutter clean out completed as of 12-17-2009.
- 2. Fence on Court 12 patio is to be replaced 12-18-2009.
- 3. Court 4 roof problem was addressed under warranty work.
- 4. Middeldorf painting work was completed at the pool house on 12-14, and a walk-through of all painting areas will be completed before final payment is made.

5. A-1 Towing Company will take care of updating our towing signs. Presently we do not have, nor need, a towing contract because we do not allow them to patrol and tow cars from our lots as cars do not presently display decals indicating they are cleared for parking in our lots.
6. Thrive tree pruning work was mostly completed by 12-17-2009.
7. Court 6 foundation issue has not been acted on by co-owner.

F. Committee Reports- No reports submitted.

VII. Executive Session

The board adjourned into Executive Session at 7:45 pm to discuss delinquencies with no actions taken, and returned to Regular Session at 7:50 pm.

VIII. Establishment of Next Meeting

The next Mews Board Meeting will be held January 28, 2010.

IX. Adjournment of Meeting

The Mews Board Meeting adjourned at 7:51 pm.