

Fairlington Mews Board of Directors
Meeting Minutes
Tuesday, February 28, 2006

David Biette, president, called the meeting to order at 7:00 p.m.

I. Quorum. A quorum was established.

Present: David Biette, *President*; Gretchen Martin, Seth Low *Vice Presidents*;
Ben Marglin, *Treasurer*; Fern Birtwistle, *Secretary*

Lori Olivas, *Chairman, Landscape Committee*

Legum and Norman Representative, Steve Navar

II. Homeowner Forum

A Blackberry was delivered to her house, but when the resident looked for it, the device was gone.

III. Approval of Minutes

IV. President's Report

It has been quiet, and David Biette reported that he had written a column on the snow. (the bill was about 4,000)

per the paid bills:

paid invoices: mixup between Fairlington Green and Fairlington Mews
(code (4000) mixup)

Don Hook bill (past due): was put through in June

Also, there was a problem with a past due bill in June from Seal
Engineering (some of the work had been held over, and some of
the bills were not received until after August)

The pool invoice was not paid from January 26th, originally dated
November 28, 2005 (for the winterization) (World Pool fronts
the costs and then submits them at the end of the season)

David reiterated the addition of the leaf blowing limitation on weekends
and the checking of ID's when people come in. Sherry of World
Pool has responded that these items can be added to the signed
contract, and separately signed/acknowledged.

Investment page was missing from Financial Report - Steve Navar will send to
David Biette.

David Biette asked about the decline in the reported money market report, but
reasoned that it might have been because a CD had been cashed. Steve
Navar will supply this information to David.

V. Treasurer's Report

The audit brought question to the carry-overs from 2005 that were brought
forward to 2006.

- Query was made as to the Donaldson (asphalt repairs) that were
completed in 2004, but it was reasoned that the amount

paid was not originally paid because there was part that had to be redone.

Reconciliation of spreadsheets to actual audit - Jane Mayne has been attempting to accomplish this. Ben Marglin has not yet looked at the sheet labeled 'accounts payable' 7/31/2005), but perhaps that may account for the observed differences.

It was discussed that industry standards suggest that the auditor be changed every 3 to 5 years. Steve Navar has assumed the task of obtaining bids for a new auditor, which he will present at the next meeting.

Ben Marglin has reiterated the request that the financial report be re-formatted into a form which will enhance its usefulness. He will contrive a spreadsheet design. The question is whether Legum & Norman utilizes database management software that allows this flexibility.

VI. Committee Reports

A. Landscape Committee.

Lori Olivas reported that pending matter are:

- Ivy in Court 8 has not been removed
letter sent last month. Steve Navar said there will be another letter sent out.
- Re the satellite dish, one letter has been sent out, and David will send another.
- The broken chain link fence along King Street is still not repaired, Alexandria or VDOT hasn't fixed the fence although the vegetation has been replaced. Steve Navar will check this out.
- The Santa in Court 14 has still not been removed, but there has been no letter sent.

Apparently, there is a problem with clearly funneling these requests for complaint letters through Steve Navar, as the messages are not clear. David Biette noted that noncompliant issues should be funneled through the Board at the monthly meetings, then Steve Navar will send a first letter, then a second if need be, then the Board can take remedial action.

Don Hook has completed tree work approved on 11/29/05 (\$8175), and the removal of an uprooted cedar and two overgrown junipers was completed in February, '06 (\$750). Ron Rubin has submitted his summer assessment of the Mews trees. Ron has also made suggestion as to arboricultural service, the total cost to be \$1320. Lori reports that the money is available for this service. A motion was made to approve this work, seconded, and unanimously approved.

Cedar trees damaged along King Street resulting from the snow have been appropriately trimmed and the branch material removed. Steve Navar had the handy man he uses clean up this material, and Ben Marglin asked which fund this trash removal cost was taken. Steve was not sure, but

will check into this and report back to the Board. The scope of this brush THRIVE PLANT HEALTH bill of \$510 seems to be one of those bills which got carried forward in the Accounts Payable submitted by Steve Navar.

Lori reported that North Fairlington Villages has established a 'fence committee' and has asked for input from associations along the length of King Street so as to consider standardization. The Board agreed that such participation is a good idea.

B. Recreation Committee

The Board approved David Biette's suggestion that the two additions to the contract of leaf blowing and ID checking will be added, and that he could sign approval.

C. Newsletter Committee

Ann Noonan has reported that the newsletter will be out this week.

VII. Financial Management Report

VIII. Old Business

A. Sewer Lining

JED MECHANICAL has asked for \$75,000 before he begins any work. He (Bob DiPalma) is still asking for the \$50,000 for the undone work in 2005, claiming that the chemicals he purchased in advance became outdated. The bottom line expressed is that when the work is done, the payment will be made. There seems to be no indication in the signed contract that there is such a provision for non-performance. It was decided to direct Steve to tell DePalma that either he does the work, or the contract is voided. Then, Steve Navar will check with other vendors as to their prices on this job, and report back to the Board before any final decision is made.

B. Towing Contract

Steve Navar has presented a standard form contract indicating 'A-1' on its face. The contract is mainly standard boilerplate, but we would like to add specificity as to the conditions for towing, such as the proper line of notification. It was suggested that we also include a provision for recovering damages (towing costs) for cars inappropriately towed. Thus, a provision within the 'special request' line should be added to the contract that 'Towing can only be directed by the management company or named Board Members. Vehicles towed without the stated authorization, places A-1 with full responsible for the incurred towing charges.

Steve will prepare the amended contract, and David Biette will review the contract before signing.

C. Reserve Study Update

9:00 am, March 21, John Decker from RESERVE ADVISORS will meet with Steve Navar and Ben Marglin at Ben's address

D. Grounds Contract

The contract with ENVIRONMENTAL ENHANCEMENTS was approved by the Board, but never signed. Fred submitted his contract, but the contract was not in the proper format. The contract has been rewritten into the desired format. Lori will review it before the final contract is signed.

E. State Corporation Commission Form

Many corrections must be made, and Steve Navar will provide the necessary information to the attorney who will complete the forms.

F. Question as to tree repair

Lori reported that a damaged cedar tree had been propped up by Engelking, which will prove to be futile as per the health of the tree. Steve Navar will look at our previous request for particularization of the Engelking invoice.

IX. New Business

X. The next meeting will be March 28, at 7:00 p.m. in Room 6 of the Fairlington Community Complex.

XI. Meeting Adjourned at 8:50 p.m.