

**Fairlington Mews Council of Co-owners
Minutes, Board Meeting February 27, 2007
4830 31st Street South**

Call to Order/ Attendance/ Quorum

The Board of Directors meeting was called to order at 7:00 PM by president Fern Birtwistle. Quorum established.

In attendance were board members Tami Anderson, Julia Claypool, and Seth Low. Manager Steve Navar was present. No committee personnel other than Tom Corbin of the Newsletter Committee were present.

Mr. Leslie Engleking, Mews maintenance contractor, was present.

Tom Corbin recorded the minutes of the meeting.

Homeowners' Forum

None

Approval of Minutes

Minutes of the January 23, 2007 meeting were approved 4 – 0 as submitted.

President's Report

There was no President's Report.

Ms. Birtwistle introduced Mr. Engleking who responded to board members' questions and concerns.

- Board request for more timely billings. Once Engleking has “caught up” with billing, new bills will be presented monthly.
- Need to move from the current “month to month” contract with Engleking to a formal, annual contract. Mr. Engleking distributed copies of proposed contract which board members will examine and vote on at next board meeting.
- Need for accurate description of performed maintenance to include: location, labor time, and task description. Mr. Engleking indicated this will be done.
- Engleking is not to accept work order requests from residents but is to defer them to management as Engleking does not act as an “agent” or “extension” of the Board of Directors.
- Engleking conducted a recent “walk through” of the community and presented the Board with a list of suggested repairs.
- Specific maintenance areas discussed: (1) gate repairs, (2) apartment buildings smoke detector batteries, (3) fascia/ soffit wood rot, (4) gutters and gutter “diverters”.
- Question of whether or not the association can replace fascia and soffit trim with synthetic materials and not compromise historic status was raised. Ms. Claypool will follow up.
- Billing for electrical, wood, and general maintenance are to be noted separately on future invoices as they are paid from separate line items in the budget.

- Cleaning crew for apartment buildings is responsible for light bulb replacements, not Engleking.

Committee Reports

There was no request for committee reports.

Treasurer's Report

1. L & N fee of \$35.00 for a returned check for condo fee payments is charged back to owner.
2. Discussion of increase of late charge for delinquent condo fee payment. Current fee is \$3.00 with an L & N processing fee of \$9.00. Recommended increase from \$3.00 to \$10.00. Information will be mailed in spring budget/ annual meeting mailing to co-owners after this is finalized by the Board.
3. L & N charges association \$17.00 for set up fee for direct debit of condo fee. Why?
4. Why doesn't L & N have on-line payment of condo fees?
5. Why did L & N administrative fees double in FY2006 over the previous year in actual expenditures? Mr. Navar will "break out" fee structure for the board and break down by category.
6. Association is over budget in legal fees for current fiscal year.
7. Surplus of \$31, 000 from last fiscal year's budget. Auditors recommended placing these funds in unappropriated members' equity (excess operating funds) which is not reserved for specific purposes. Mr. Low explained that the General Operating Reserve Fund and the Unappropriated Members' Equity Fund function the same with board approval of expenditures necessary for the General Operating Reserve. Mr. Low agreed with the auditor's recommendation.
8. Mr. Navar to obtain final audit document for Board.
9. Snow removal invoices (Somerset Landscape) – 2 of 4 total have been received. Payment of \$3,500 to date. Mr. Navar questioned about why snow was removed after first snow fall since the accumulation was less than the prescribed 2 inches for removal. Mr. Navar explained that there had been a "misunderstanding".

Old Business

Ms. Anderson pointed out that there was a discrepancy in the reported parking lot reserve funding. One figure is \$30, 000 with another as \$131, 000. Mr. Navar will check. Ms. Claypool reported that \$44,000 is budgeted this fiscal year to include parking lot work.

Ms. Claypool asked for follow up as to why the December Operating Reserve was \$9, 000 less than previous report. This had been brought up at the January Board meeting. Mr. Navar did not have an explanation but will check.

Board inquired about the plumbing fees reported at January meeting involving issue of "common pipe" in an apartment building. Mr. Navar said he was waiting for the "ticket" from Dwyer plumbing. The Board reminded Mr. Navar that the association's responsibility was only for the "delivery" pipe at each apartment building and that a "common pipe" shared by two residents was not an association responsibility.

Ms. Anderson asked why management had not followed up on the apartment buildings painting problem (doors). Mr. Navar will get her the information requested.

New Business

- JED Mechanical Contract – The Board approved 4 – 0 a deposit of \$16,500 for Year 3 of the 10 Year contract.
- Apartment Building Cleaning Contract – The Board approved 4 – 0 the payment of \$559.00 monthly to DEC Commercial Cleaning (4/07 – 3/08).
- Jeffrey’s Trash Service – The Board discussed the problem of late pick up of trash. Currently Jeffrey’s Trash Service is paid \$2,105 monthly for collection. Idea of a “bonus” payment to Jeffrey’s for timely pick ups was discussed with no action on suggestion.
- Verizon Fiber Optic Installation – Verizon has informed the Board of its plans to install fiber optic cable in Fairlington. Rather than vote on this issue, the Board tabled any action pending the information that Ms. Birtwistle gathers from other Fairlington condo association boards re: Verizon proposal.
- Parking Lot Paving Proposals – Mr. Navar reported that he had received one proposal from “Pro Pave”, paving contractor, which presented 3 different scenarios for lot work. He is awaiting 2 other bids from other contractors.
- Association Insurance – Ms. Claypool stated that the recent audit recommends increasing association insurance to cover total association assets. The idea of increasing liability coverage from one million to two million was discussed. No action.
- On – Line Voting for Annual Meeting – Ms. Birtwistle asked why the association did not have on-line voting for proxy and annual meeting purposes. Mr. Corbin said that Ron Patterson had researched this issue last spring at the request of last year’s board and that he had sent his findings to the board with no follow up response from them.

Adjournment

The meeting adjourned at 9:00 PM

Respectfully submitted, Tom Corbin 3/1/07