

**Fairlington Mews Council of Co-owners  
Minutes, Board of Directors Meeting, February 27, 2008  
Abingdon School Library**

**Call to Order/ Attendance/ Quorum**

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

In attendance were three board members - Tami Anderson, Julia Claypool, and Seth Low - in addition to Ms. Birtwistle. Lori Olivas of the Landscape Committee and David Biette of the Recreation Committee were also present in addition to co- owner Jim Sharp.

Tom Corbin recorded the minutes.

Ms. Birtwistle introduced Mr. Jason Eglin as new property manager replacing Mr. John Kilkenny who moved from the area. Mr. Eglin has six years of experience with CMC, with three of these as a property manager. His new position with the company is that of Portfolio Manager.

**Approval of Minutes**

The board minutes of January 22, 2008 were approved as submitted 4 – 0.

**Homeowners' Forum**

A resident inquired about the 2007 county citation of the Mews pool; he was also concerned about condo fee delinquencies. Ms. Birtwistle explained that the county issue with the pool was the lack of “double tanked chemicals” which was immediately corrected. She noted that the delinquency rate was being monitored by the board and management. Mr. Eglin added that condo fee delinquencies were well within the “normal” range.

**President's Report**

There was no president's report.

**Treasurer's Report**

- Currently the association is over budget in water/ sewage and electrical bills.
- Ms. Birtwistle indicated the need to see spread sheets showing the individual break out of each account.
- In response to Ms. Claypool's query about CMC's payment into Replacement Reserves Account, Mr. Eglin indicated that this item is currently up to date.
- Ms. Anderson explained the \$5, 800.00 figure on the Income Statement Report. This amount is long term capital gains and will be reported on the association's tax filing.
- \$1,314.68 was incorrectly charged in the Landscape account and will be corrected.
- Ms. Birtwistle was concerned about “excessive charges” for maintenance. Some questioned charges included: (1) \$62.00 to replace a light bulb; (2) \$187.00 to reproduce keys; (3) \$93.75 for slate repair; (4) \$125.00 for gate adjustment; (5) \$156.00 for “moisture problem”.
- Mr. Eglin reminded the board that maintenance expenses included time, labor, and materials. He will work to coordinate maintenance visits for more efficiency.
- Ms. Birtwistle was concerned about the corrugated iron window wells recently installed in Court 1. She said these did not conform to historical architectural standards of the community. Mr. Eglin said that they would be cast in cement to blend in with the other window well features in the court.
- Ms. Anderson emphasized the need for an association plan to address association maintenance needs.

### **Landscape Committee Report**

Ms. Olivas reported that the next committee meeting would be on March 10, 2008. All recently contracted grounds work by Environmental Enhancements, Thrive, and Merrifield Garden Center has been completed.

The cost of pruning the Photinia hedge along King Street will be charged to “tree maintenance” in the current landscape budget with the provision that the board agrees to allow the committee to go over budget with this item. Final funding will be taken from another account.

Mr. Eglin will remind the contractor for the roofing project in Court 15 that the grounds there must be restored to the association’s satisfaction. The restoration of Court 1 (drainage issue) must also be done to association satisfaction.

The board approved amending the language of the Landscape Modification Form to eliminate the sentence regarding bed extension and to add a generic request for “any other modification not listed in the areas above”. Also the form must be signed by the co-owner, not the renter. Ms. Olivas will provide a copy of the revised document.  
**(Action Approved 4 – 0)**

The board has taken action to see that the mulberry tree in a patio in Ct. 8 is removed. Mr. Kilkenny sent the co-owner a letter about this problem.

The board agreed to allow Ms. Olivas to open an association account with Merrifield Garden Center and to have any bills sent to CMC for payment.

The board deferred action of a suggested walk around to review grounds conditions. The board also deferred action to replace missing numbering plates on patio gates.

Ms. Olivas requested the board approve a proposal from Don Hook Tree Services for additional pruning. **(Action Approved 4 – 0 for \$375.00 to Don Hook Tree Services)**

### **Recreation Committee**

Mr. Biette explained that the county citation (last fall) of improper pool conditions had been received seven days after Labor Day. The violation was immediately corrected. Mr. Biette also said that the contracted pool company has always done all pool maintenance but that the pool house and pool fence are maintained by the association.

Mr. Eglin noted the need for a “walk through” of the pool house and general pool area.

Three companies bid for the 2008 association pool contract: (1) High Sierra Pools, Inc. @ \$26, 940; (2) Palm Pools @ \$27, 200, and (3) Curl Swimming Services @ \$35, 355. Last year’s contract with Curl Pool had an automatic renewal clause unless 7 days notice of non-renewal was given before the end of the seasonal contract. The contract automatically renewed.

The 2008 pool contractor is Curl Swimming Services, P.O. Box 359, Damascus, MD 20872. **(Action Approved 4 – 0 for \$35, 355.00 to Curl for 2008 pool contract)**

Mr. Low indicated the need for the board to remember to respond in August 2008 to the renewal clause in the Curl contract. Mr. Biette said that he would monitor whether or not the company meets the conditions of its contract with the association.

The association needs a volunteer to monitor the use and conditions of the tennis courts.

The status of the “tot lot” committee’s work on the playground renovation is not known. Mr. Eglin reported that he had sent committee member Shane Manning a list of vendors of playground equipment.

Mr. Biette explained that some pool furniture was in need of repair before the season opens.

### **Newsletter Report**

There was no request for report.

### **Management Report**

1. Capital Trash Services picked up association trash on February 26 and will continue to do so through the end of the month even though their official contract does not begin until March 1. (Ms. Birtwistle asked Mr. Eglin to respond to all companies that bid on the association trash contract.)
2. There has been no official notification to the community of the resignation of Mr. Kilkenny as property manager or announcement of Mr. Eglin as manager. The board requested an automatic reply to Mr. Kilkenny’s email address directing the sender to Mr. Eglin’s contact address.
3. Due to scheduling conflicts, Mr. Eglin requested the board change monthly meeting dates to the fourth Thursday beginning in April. The March meeting will be held as announced on March 26 at Abingdon School. Beginning in April, meetings will return to the Fairlington Community Center.
4. Mr. Eglin will discuss the next phase of sewer relining work (JED Mechanical) with Mr. Robert Dipalma to discern scope of completed work and to plan for upcoming work. Mr. Eglin noted that there was a “30 day drop clause” in the JED Mechanical contract and implied the association might get a “better deal” with U. S. Sewer and Drain, a company currently doing relining work for two Fairlington associations.
5. Mr. Eglin will address the storage of association files which have been received from Legum and Norman.
6. The board tabled a discussion of Associa’s “Home Owners’ Notification Service”.
7. Ms. Anderson noted that correspondence to residents from CMC needs to be more readily identifiable. The recent mailing about trash was from “Associa”, not “CMC – an Associa Company”. This may have been confusing to some residents.

Ms. Claypool made the motion that the board move to executive session. Mr. Low seconded the motion. The reason given for the executive session was to discuss legal concerns.

The board reconvened its general meeting at 9:00 PM and adjourned at 9:01 PM.

Respectfully submitted,  
Tom Corbin