

**Fairlington Mews Council of Co-owners
Minutes, Board of Directors Meeting, February 26, 2009
Fairlington Community Center**

Call to Order/ Attendance/ Quorum

President Tami Anderson called the meeting to order at 7:01 PM. Quorum was established.

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

Other attendees were Recreation Committee chair Shannon Watson and co-owner Chandra Burnside.

Approval of Minutes

With a motion for approval by Ms. Claypool and a second from Mr. Patterson, the minutes of the January 22, 2009 board meeting were approved as submitted.

(Approved 4 – 0)

Homeowners' Forum

There were no concerns presented.

President's Report

There was no formal report.

Secretary's Report

Mr. Corbin requested that copies of all non-compliance letters to residents be included in future board packages. He also agreed to work with Mr. Eglin to follow up with non-compliance issues.

Treasurer's Report

Ms. Claypool had emailed the Treasurer's Report to board members on February 22, 2009. Her analysis included:

1. Water bills for May 15 – August 26, 2008; August 26 – November 21, 2008; and November 21 – December 29, 2008 demonstrate the same wide swing in usage as the same dates of 2007. 2009 bills will be monthly
2. "Friendly Reminders" from CMC for delinquent December/ January condo fees totaled \$520.00. The board needs to discuss the usage of friendly reminders.
3. Snow removal for January 27, 2009 cost \$6,228.00 broken down as (a) 19 laborers to shovel @\$2,597.00, (b) 41 bags of Freeze Guard @ \$1,722.00, and (c) three tons of salt @ \$639.00.

The \$1,000.00 deposit to Somerset for snow removal will be applied to the cost of the next snow/ ice event. If no such event, the deposit will be refunded.

Somerset must contact management in the future before applying ice melt to the sidewalks and stoops.

Recreation Committee Report

Shannon Watson, new recreation committee chair, said that her committee had met once to discuss the following items:

1. Development of a "permanent" recreation pass
2. Creation of more social activities
3. Return to use of guest pass at pool
4. Addition of a second picnic table
5. Development of a "shade" area within pool enclosure
6. Consideration of additional pool activities: swimming lessons and water aerobics; movie night to kick off summer season; Labor Day picnic; extension of pool season by one week
7. Repair of tennis courts
8. Announcement to the community of committee meetings

2007 Reserves Study projects tennis court repairs for 2013.

Motion made by Mr. Patterson with a second by Ms. Claypool to allow FINS (Fairlington youth swim group) to use Mews pool July 13 – 17 from hours of 3:30 PM – 5:20 PM (Monday – Thursday) and 6:00 PM – 7:30 PM (Friday); Ms. Watson will follow up with FINS coordinator. **(Approved 4 – 0)**

Management Report

- Roofing project in Ct. 4 has been completed and approved for final payment.
- A walk through of Ct. 14 roofing project is scheduled for February 27.
- There have been good comments about the quality of work by Katchmark Construction.
- Mr. Eglin will analyze the performance of the project supervisors: Ct. 4, Jeff Hugney; Ct. 14, David Fyffe
- Ratification of on-line vote (approved 5 – 0) of Curl Pool Services as the 2009 pool contractor for \$35,355.00. **(Approved 4 – 0)**
- File Scanning – Edge Digital Group has completed part of the records scanning; the board requested the completion of the following scanning items: large blueprints; complete Box 7 of "Individual Tenant Folders"; Box 15 – Balance sheets, BOD minutes, Mngt Reports; Box 8 – Archives 4000; Box 9 – BOD minutes and Mngt Reports; and Box 16 – Variances.
- Management will secure by Monday, March 2, a bid from Curl Pool Services for proposed pool maintenance work.
- There was a discussion of sewer lateral relining work for 2009. The board requested from JED Mechanical a map and summary of work completed to date. The board did not think the handwritten/ incomplete proposal for 2009 sewer work from JED Mechanical was adequate or professional.
- There was a discussion of establishing a "handling fee" to cover the administrative costs of processing late condo fee payments. Mr. Corbin shared a draft resolution instituting a handling fee in addition to the current late fee. This item will be considered at the next board meeting.
- Variance Request 4622 B 36th St. S. for installation of radon remediation equipment. The board requested more information regarding this request:
 1. Can opening for equipment be through lower level window rather than wall?
 2. If opening is through wall, what is the diameter of the opening? Diameter of pipe?
 3. Can the owner submit plans/ drawings?

4. Develop an agreement whereby the owner is responsible for the maintenance of the equipment; owner is also responsible for 5 years for any problems resulting from alterations to the common elements.
 5. Equipment serves only one unit; it is considered an “extension of unit in perpetuity”.
 6. Is the contracted company licensed to perform such work in Arlington County?
 7. Information received by management on February 26; current owner is closing on sale of unit on March 19, 2009.
- Letter sent to 4641 36th St. S. re: installation of front door without variance request. Explanation from co-owner requested by March 13, 2009.
 - Management will contact Mary Jo Curtis of Insurance Adjusters re: speaking at the April 2009 board meeting.

At 8:50 PM a motion was made by Mr. Patterson with a second by Ms. Claypool to convene in an executive session to discuss delinquencies. (**Approved 4 – 0**)

The board reconvened in regular session at 9:00 PM and adjourned.

The next board of directors meeting was scheduled for March 26, 2009.

Respectfully submitted,

Tom Corbin, Secretary