

**FAIRLINGTON MEWS COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING  
Thursday, February 24, 2011  
Fairlington Community Center  
7:00pm**

**ATTENDEES**

Renee Powlette, President  
Seth Low, Vice President  
Tiffany Kudravetz, Treasurer  
Jason Eglin, CMC Community Manager  
Rebecca Watkins, Recording Secretary  
Community members at large

**CALL TO ORDER:** Ms. Powlette called the meeting to order at 7:01 PM.

**OPEN FORUM**

There were no resident comments.

**APPROVAL OF MINUTES**

**MOTION:** Ms. Low **MOVED** and Ms. Kudravetz **SECONDED** to approve the minutes from the November 18, 2010 Board of Directors Meeting as presented.  
The motion **PASSED** unanimously (3-0-0).

**MATTERS FOR BOARD DISCUSSION**

Board Candidates

Ms. Birtwistle expressed her interest in sitting on the Board of Directors. The Board thanked her and agreed that they will let the residents elect the two (2) open seats at the Annual Meeting.

Concrete/Sidewalk Project

Management has been working on a scope of work and collecting bids for a three to four year plan to completely replace the community sidewalks. A smaller scale project is possible, but may look patched in. Ms. Mayne stated that the Reserve Study would need to be adjusted to fit proposal amounts. The Board discussed replacing areas of the sidewalk that need repaired and not replacing the entire community sidewalk. Management will solicit bids for the as needed repairs.

2011-2012 Budget

This will be discussed in Committee Reports.

Insurance Bid vs. Renewal

Management provided the Board with an Associa memo regarding the insurance renewal process. The Board would like to see Insurance Designers Inc's proposal and decide whether or not to go out to bid at the next meeting.

**MATTERS FOR BOARD DECISION**

**MOTION:** Mr. Low **MOVED** and Ms. Kudravetz **SECONDED** to ratify the unanimous email vote from December 6, 2010 to approve the proposal from CMC Maintenance to clean out the gutters for a cost of \$5,050.00.

The motion **PASSED** unanimously (3-0-0).

**MOTION:** Mr. Low **MOVED** and Ms. Kudravetz **SECONDED** to ratify the unanimous email vote from February 1, 2011 to approve the proposal from Goldklang Group for the 2011 and 2012 fiscal years audits and tax returns for \$4,600.00 and \$4,700.00 respectively.

The motion **PASSED** unanimously (3-0-0).

**MOTION:** Mr. Low **MOVED** and Ms. Kudravetz **SECONDED** to ratify the unanimous email vote from February 2, 2011 to approve the variance request from Sean Beachy.

The motion **PASSED** unanimously (3-0-0).

**MOTION:** Mr. Low **MOVED** and Ms. Kudravetz **SECONDED** to approve the proposal from Criterion for new pool furniture at a cost of \$21,068.25.

The motion **PASSED** unanimously (3-0-0).

**MOTION:** Mr. Low **MOVED** and Ms. Kudravetz **SECONDED** to approve the proposal for pruning and cleanup work from Hook's Services at a cost not to exceed \$3,325.00

The motion **PASSED** unanimously (3-0-0).

### **OFFICER'S REPORTS**

President: Ms. Powlette reported the following: The tennis courts are due to be resurfaced in 2016. The upcoming newsletter is in process.

Treasurer: Ms. Kudravetz reported that the Finance Committee met this week and further information will be discussed in the Committee Report. The Finance Committee has been a pleasure to work with.

Management/Financial: Jason Eglin reported the following: The patio door overhangs that needed repairs were completed in January. The Pool Contract has been signed. The storm drain at court 12 was repaired by Arlington County. There was a wiring issue in Courts 5, 6 and 11 which was repaired by PSE. January 2011 Financials were provided and notable items include: Year-to-date net income is a surplus of \$26,824. Reserves are fully funded and backed by cash. Delinquencies continue to be less than 1%.

### **COMMITTEE REPORTS**

Landscape: Ed Hilz from the FCA is looking to Arlington County to transplant trees on the 34<sup>th</sup> Street median and further information will come. Fund requests were made for the following by Ms.Olivas:

**MOTION:** Mr. Low **MOVED** and Ms. Kudravetz **SECONDED** to approve the proposal from Thrive at a cost of \$1,897.00 for treatment of Dutch Elm disease.

The motion **PASSED** unanimously (3-0-0).

**MOTION:** Mr. Low **MOVED** and Ms. Kudravetz **SECONDED** to approve the proposal from Environmental Enhancements at a cost of \$3,540.00 for winter pruning.

The motion **PASSED** unanimously (3-0-0).

**MOTION:** Mr. Low **MOVED** and Ms. Kudravetz **SECONDED** to approve the proposal from Thrive at a cost of \$1,518.00 for treatments of the photinia hedge.  
The motion **PASSED** unanimously (3-0-0).

Recreation: Ms. Watson gave a recommendation during Board decisions for the pool furniture proposals. The committee is working on their budget requests and would like the Board to consider using the funds available for playground rubber matting to refurbish the tennis courts which is the committee's top priority.

By-Laws: Ms. Anderson reported the following: A draft of the updated By-Laws was sent to the Board for review. The Committee discussed the process of approving the new By-Laws. They would like to have a town hall meeting in spring and have the By-Law voter ballot sent with the Annual meeting information/proxy.

Finance: Ms. Mayne discussed the draft budget with Management and the Board. Priorities for Reserve funds were discussed to give the Committee direction. The Committee's goal is to have an assessment increase below 4% and hold a special meeting to review the draft budget in March.

**TASK LIST/ADMINISTRATIVE CALENDAR/WORK ORDER LOG REVIEW**

No discussion took place.

**EXECUTIVE SESSION**

**MOTION:** Ms. Powlette moved through unanimous consent to enter executive session at 8:45pm for the purpose of discussing delinquencies.  
The motion **PASSED**.

**MOTION:** Mr. Low **MOVED** and Ms. Kudravetz **SECONDED** to exit executive session at 8:50 pm.  
The motion **PASSED** unanimously (3-0-0).

**MOTION:** Ms. Kudravetz **MOVED** and Mr. Low **SECONDED** to write off \$5,969.44 from account number 323-15591 as bad debt.  
The motion **PASSED** unanimously (3-0-0).

**ESTABLISHMENT OF THE NEXT BOARD MEETING**

The next Mews Board Meeting will be held March 24, 2011 at 7:00 pm.

**ADJOURNMENT**

**MOTION:** Mr. Low **MOVED** and Ms. Kudravetz **SECONDED** to adjourn the meeting at 8:51 pm.  
The motion **PASSED** unanimously (3-0-0).

Respectfully Submitted:

Attested By:

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Rebecca Watkins, Recording Secretary

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Renee Powlette, President

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Date Approved