

**Fairlington Mews Council of Co-owners
Minutes, Board Meeting January 23, 2007
4830 31st Street South**

Call to Order/ Attendance/ Quorum

The Board of Directors meeting was called to order at 7:05 PM by president Fern Birtwistle.

Quorum established.

In attendance were board members Tami Anderson, Julia Claypool, Tonya Dodge, and Seth Low in addition to Ms. Birtwistle. Manager Steve Navar was present. Committee personnel present were David Biette, Recreation Committee, Lori Olivas, Landscape Committee, and Tom Corbin, newsletter.

Mr. Mike O'Connell, executive of Legum and Norman, and David Fyffe, engineer from Seal Engineering were also present.

Residents in attendance were Gordon Avery and Penny Glass @4655 S. 36th St..

Tom Corbin recorded the minutes of the meeting.

Homeowners' Forum

Mr. Avery and Ms. Glass were present to find out the status of the roof replacement for 4655 S. 36th St. Mr. Avery indicated that his concern expressed at the annual meeting had received no response; he noted that his roof was at least 30 years old, that it was asphalt, and that all roofs around his had been replaced. He also indicated a leak at 4657, the residence adjoining his.

Board member Tami Anderson indicated that his building was number 2 on the list of possible roof replacements and that it would be considered for replacement in the 2007 roof replacement cycle.

Approval of Minutes

The minutes of the November 28, 2006 meeting had been omitted from the board package. (Note: copies of the final draft had been sent to board members and management on January 8, 2007.) Julia Claypool moved to approve the minutes with a second from Seth Low. Minutes were approved as submitted 5 – 0.

President's Report

Ms. Birtwistle introduced Mr. Mike O'Connell from Legum and Norman. She then introduced Mr. Dave Fyffe of Seal Engineering who spoke about roof replacements.

• **Roof Replacement**

Mr. Fyffe spoke about the roof inspections in the past and the most recent one being a visual inspection. He noted that most roofs had Bangor Slate and the recent inspection revealed nothing out of line. A record of leaks and slate replacements for leakage are indicators that the roof should be considered for replacement. Costs for a complete roof replacement run in excess of \$80,000 and due to the high demand for contractors, it is difficult to find contractors willing to bid.

In response to Ms. Birtwistle's question about the efficiency of "gutter guards" (these have been installed along with roof replacements), Mr. Fyffe indicated that standard gutters with routine gutter clean outs were just as effective as "gutter guards".

In response to Ms. Birtwistle's question about using synthetic materials to replace wood fascia trim, Mr. Fyffe said the problem was with the painting of the trim, indicating the need to scrape and prime

it properly before painting. He said that replacing this trim with PVC recycled material was not as “green” as at first thought and that there were other alternative products available.

Mr. Fyffe indicated the need for an annual routine roof inspection and repair along with a more comprehensive roof analysis every five years. He recommended using the same contractor in order to develop rapport between association and contractor.

- **Approval of 2007 Roof Replacement Proposal**

The board approved 5 – 0 Seal Engineering’s proposal to plan, seek bids, and oversee the roof replacement @4615 – 4625 S. 36th Street (parking lot side only) and @ 4653 – 4639 S. 36th Street (front and back) for \$2,500 (design/ consultation fee) and an estimated hourly construction fee of \$2,700. (The two sections for roof replacement were prioritized by Seal Engineering as 1 and 2 on a list of 6 roofs considered for replacement.)

This work is to be sent for bids in February with projected completion by late spring 2007

- **Parking Lot Repairs**

Mr. Fyffe also reported on the parking lot situation regarding needed crack repair and sealing. He indicated the lots were in “ok shape” and questioned the board about its long range plans for the lots, e.g. to totally replace in the future.

He recommended to the board that it was a good time to invest in a digital map of the property showing the specifications of the parking lot and curbing and mentioned Old Town Paving as a source for this work.

Mr. Fyffe said it was not a good idea to complete another overlay on the lots as many already were over the curbing.

Manager Steve Navar is to solicit bids from competent contractors for seal coating and crack filling (at cost per linear foot); this was approved by the board 5 – 0. Mr. Navar is to present bidding results at the February meeting.

Old Business

The board discussed the “mold” problem reported at 4657 S. 36th Street. A work order dated September 25, 2006 regarding a leak at this address was completed with a follow up work order in December 2006. Roof repairs were made by Engleking in September and December 2006. Mr. Navar reported that the area “reported dry” two weeks ago.

The board’s concern is whether the “mold” situation developed as a result of the reported leak. Resident says mold has infiltrated H/ AC system and that Frosty’s has had to clean the ducts and vents.

Mr. Navar said this issue was being presented to keep the board apprised of the situation because he “knew it was going to be an issue”.

Former Board member, David Biette, stated that interior problems are the resident’s problems. Ms. Birtwistle said that completion of work orders to repair leak absolves association of liability.

The board voted 5 – 0 in favor of a motion to have legal counsel give an opinion statement on Association’s responsibility for alleged mold problem after proper maintenance has been completed.

Engleking Billing Practices

Ms. Birtwistle indicated that there had been no bills from Engleking since August for work completed through August 2006.

Treasurer Julia Claypool reminded the board that billing is always behind, but Ms. Birtwistle said she had written Engleking requesting bills by the 15th of each month. She said the board needs to meet with Engleking and to negotiate a contract with them.

Steve Navar reported that Engleking had been completing work orders and billing the association in the same manner as with previous boards. This practice was OK with previous boards.

Engleking will be invited to the February meeting.

Painting

The issue of the painting of the apartment doors and the incorrect painting of the exterior apartment building doors was revisited. Mr. Navar is to solicit bids for the work to be done and to match the paint with the approved colors. Handyman Giovanni who painted incorrectly will not be paid for this work, but the association will have to absorb the cost of correcting the problem.

Board member Tami Anderson will coordinate this project with Steve Navar.

Ms. Birtwistle raised the issue of the routine paint cycle for the Mews. The board will discuss this when it meets with the Finance Committee to go over the Reserves Study.

Treasurer's Report

Julia Claypool reported a net surplus in the building maintenance fund of \$22,000. She recommended that Engleking bring bills up to date for payment so that the board could "start fresh" with company's billing arrangements.

She proposed a meeting in the time frame of February 12 – 15 to discuss the reserves study and latest audit with members of the Mews Finance Committee. Board members indicated these dates were acceptable; Ms. Birtwistle indicated that she could not meet that Tuesday.

Ms. Claypool had questions about the financial report:

1. Why is the General Operating Reserve \$9,000 less than the previous month?
2. What caused the Dwyer plumbing bill in November?
3. Why did we incur a locksmith bill?

Mr. Navar responded:

1. He would check on the expenditures.
2. The Dwyer plumbing bill was for "cast iron stack" in an apartment building in Ct. 12. Ms. Claypool indicated that if this were a repair for a pipe within the walls it was to be shared by the two tenants; the bill should not have been sent to the association. Mr. Navar will check on the location of the pipe.
3. The locksmith bill was the result of a problem with the main door of an apartment building. Residents could not exit building and so a locksmith was called.

The board approved 5 – 0 the payment of \$3494 to World Pool (pool management company). The payment of the pool contract straddles two fiscal years; hence the request for this payment at this time.

The draft audit is due at the end of January 2007.

Committee Reports

1. Recreation Committee – David Biette recommended that the association again contract with World Pool as the pool management company. He also recommended contract wording for more strict management of life guards. Committee chair Ann Timmons will coordinate the contract. The basketball hoop near the “tot lot” has been repaired. Environmental Enhancements gave a bid for replacing the wood chips in the “tot lot”, but they will have to indicate the cost of removing the old material before adding the new chips.
2. Landscape Committee – Chair Lori Olivas presented a written report of committee activities. She requested that the board adopt a contract with Community Landscape of Del Ray for work in Ct. 13; Community Landscape requires a deposit before beginning work. The board approved 5 – 0 to allow Ms. Olivas to spend up to \$1,500 with Community Landscape for this project. Ms. Olivas questioned whether or not volunteers engaged in Mews business were covered by the association’s insurance policy. She was assured that there was coverage. She also requested that the sewer cleanout valves be elevated so that the soil could be filled in around them and workmen still have access to the clean out valve.
3. Tom Corbin of the newsletter reported that the January/ February newsletter cost \$103.00.

Closing Discussion

- Ms. Birtwistle indicated that there was no long term contract with Legum and Norman but only a month to month contract. Mr. Mike O’Connell said it was best to have a current contract; that the board should “iron out whatever differences” there are with management in a new, extended contract.
- Ms. Birtwistle wondered if we need to review association insurance coverage to be certain it is current and adequate.
- Ms. Birtwistle and Mr. Navar will walk the property monthly to familiarize Mr. Navar with the property.
- Mr. Navar will staple the management report in the future rather than provide an expensive bound copy each month.
- Board member Tonya Dodge asked who checks on the quality of work provided by contractors. Mr. Navar replied that it was “management’s responsibility” to do this.
- Resident Lori Olivas asked about the turn around time for a response from Legum and Norman. Legum and Norman executive Mike O’Connell replied that for a phone call, there should be only a half day response time; for an email the company’s policy was a 24 hour response time.

Adjournment

The meeting adjourned at 9:00 PM.