

**Fairlington Mews Council of Co-owners  
Minutes, Board of Directors Meeting, January 22, 2008  
Abingdon School Cafeteria**

**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 board members Tami Anderson, Julia Claypool, Tonya Dodge, and Seth Low in addition to Ms. Birtwistle. Lori Olivas, Landscape Committee, was present as was CMC manager John Kilkenny.

No additional homeowners were present.

Tom Corbin recorded the minutes.

**Approval of Minutes**

The minutes of November 27, 2007 were approved as submitted 5 – 0.

**Homeowners' Forum**

No residents were in attendance to present concerns to the Board of Directors.

**President's Report**

1. Issue of paint color for apartment building interior doors and trim – Mr. Kilkenny will match current color at Bradlee paint store and submit color name, number, and manufacturer to board.
2. Walk Through procedure for resale purposes – to be performed by manager (Mr. Kilkenny has already completed one such walk through). Residents must retain copies of variances granted for remodeling work and have these available at resale. Ideally variances should be on file in association master “variance” file and in individual homeowner’s file, but “burden of proof” of any granted variance rests with the homeowner to ensure that work was done according to code.
3. By – law committee – An ad hoc committee will be chaired by Tami Anderson for the purpose of rewriting the association by – laws. Notice of such a committee and request for resident volunteers will be posted in the next newsletter. (Approved 5 – 0).
4. December board meeting – Meeting was not held due to insufficient time to notify residents of such a meeting.
5. Board of Directors meetings will be held on the fourth Wednesday instead of the current fourth Tuesday. (Approved 5 – 0). Meeting dates for 2008 will be February 27, March 26, April 23, May 28, June 25 (annual meeting), July 30, August 27, September 24, October 22 and November and December dates will be determined.
6. Issue of commercial vehicle parked regularly in Court 6. If this is the resident’s means of transportation, it can be parked in the lot. Mr. Kilkenny will investigate whether or not any association documents prevent such parking. It may be possible that court residents be polled regarding this issue – safety, vehicle size, etc. – and action taken.

### **Treasurer's Report**

In a request for monthly association statements, Mr. Kilkenny responded that he did not have the current statements; no profit and loss statements were available; accounts for December have not been closed out; and closing November statements should have been supplied by Legum & Norman but have not been. Mr. Kilkenny will follow up on status of November and December 2007 accounts.

Mr. Kilkenny needs both end of year and interim audits requested from Goldklang. Mr. Kilkenny will ask auditors for copies.

All money previously held in Legum & Norman invested accounts has been transferred to CMC. Mr. Kilkenny noted one investment of \$500, 000.00 which previously had been invested in an "e-trade" account and now has been "corrected" to a "safer" account insured by FDIC.

### **Landscape Committee Report**

1. Ms. Olivas reported that a replacement tree had been installed in Court 11 at a cost of \$1,450.00
2. She has received proposal from Environmental Enhancements for additional pruning (mostly hand pruning) to supplement pruning item in current grounds contract. Approved \$1,450.00 for this work (5 – 0).
3. Merrifield Gardens submitted a proposal for selected pruning work in Courts 3 and 4 which could not be accommodated by Environmental Enhancements at this time. Approved \$2,200.00 for this work. (5 – 0)
4. Mr. Kilkenny stated that he would like to see the association use its "primary" grounds contractor for all such work in the future (Courts 3 and 4 proposal) and suggested that the contractual agreement for all such pruning work be renegotiated when the Environmental Enhancement contract is up for renewal.
5. Ms. Olivas presented proposals from (1) Don Hook Tree Services and (2) Environmental Enhancements for pruning work on the King Street Photinia hedge. She also requested that payment for such work be taken from an account other than Landscape as this hedge is more a "fence" issue than landscape concern. The board tabled action on the proposals pending further consultation.

### **Newsletter**

Tom Corbin reported that he had received materials for the next newsletter which should be presented for approval by the end of the week with distribution the week of January 28.

### **Management Report**

Mr. Kilkenny reported the following:

1. All current Mews association contractors were notified that CMC is the current Mews association management company and were asked to submit proper credentials to Mr. Kilkenny before association work would be assigned to them.
2. The Thrive (tree specialists) proposal for association tree work approved at the November board meeting had not been forwarded to Mr. Kilkenny by Legum and Norman. A copy of the proposal for \$5,762.00 was resubmitted for signature.
3. All association money has been transferred from Legum & Norman to CMC. Previous accounts have been moved and upgraded to Morgan Stanley CD's. Each account is automatically renewed unless the board of directors says otherwise.

- The “e-trade” account (L & N) of \$500,000.00 was not insured by FDIC, but this matter has been corrected by CMC.
4. Jerry Deane and Ron Kirby (CMC maintenance supervisors) along with Mr. Kilkenny conducted a property walk around to determine maintenance needs. Mr. Kilkenny presented “Fairlington Mews Property Inspection Report” (document) to board members. Several safety hazards were identified and repaired. Management will work with the maintenance supervisors and board members to present a plan to complete needed maintenance repairs.
  5. Mr. Kilkenny presented proposals for community-wide gutter clean out: (1) CMC proposal @ \$10,135.00 and (2) Maple Leaf Rain Gutter Service @ \$10, 500.00. Both proposals called for (a) removal of all debris from gutters and downspouts; (b) tighten gutter spikes; (c) perform cursory roof inspection; (d) perform minor gutter repairs – reset gutter spikes as needed, realign/ re-secure drip edge flashing, reconnect outlet cups to downspouts, and ground clean up. Approved 5 – 0 proposal from CMC for winter, spring, and fall cleanouts.
  6. Proposal to establish CMC “Homeowners’ link” tabled until later meeting.
  7. Pool Contract – Mr. Kilkenny is in the process of obtaining requests for proposals for 2008 pool management company.
  8. Mr. Kilkenny is in the process of securing bids for a new association trash hauling contract. Arlington County has granted an extension to the association to be in compliance with county guidelines for trash collection and recycling.
  9. 3608 S. Wakefield Street – water permeation problem – proposal from American Exteriors, Inc. to excavate front of unit and waterproof the exterior wall. The decaying roots of the removed shrubs at this unit allowed water penetration into the unit’s lower level. Proposal for \$8,125.00 approved 5 – 0.
  10. Management will develop a schedule for repairs, painting, etc. throughout the community. A preventative maintenance program will be included in the FY 09 budget to address maintenance needs. Ms. Claypool said that the current budget allocates \$40,000.00 for exterior painting and \$100, 000 for common elements. Mr. Kilkenny said that there will be another walk around before a maintenance schedule is finalized.
  11. Mr. Kilkenny reviewed policy for collection of delinquent condo fees: (a) reminder letter – 30 days; (b) pay delinquency or it will go to legal – 45 days; (c) letter for association’s signature, notarized, notice of lien on property – 90 days; (d) begin legal proceedings against co-owner to collect.
  12. A “meet and greet” meeting with CMC personnel will be set tentatively for the February board meeting date.

The meeting was adjourned at 8:45 PM.

Respectfully submitted, Tom Corbin