

**Fairlington Mews Council of Co-Owners  
Minutes, Board of Directors Meeting, January 28, 2010  
Fairlington Community Center**

**I. Call to Order/Attendance/Quorum**

President Tom Corbin called the meeting to order at 6:30 PM. Quorum was established.

In attendance were Manager Jason Eglin, and board members: Tom Corbin, Seth Lowe, Ron Patterson and Renee Powlette.

**Other attendees** were co-owners Alison Reither, 3448 S. Wakefield St, Shannon Watson, 4632 34<sup>th</sup> St. S. and Lori Olivas, 4666A 36<sup>th</sup> St. S.

**II. Homeowner's Forum**

No homeowners had anything to present for the forum.

**III. Approval of Minutes**

The minutes of the December 17, 2009 board meeting were unanimously approved.

**IV. Old Business**

**A. Status Reports**

1. The drainage study was received on January 27<sup>th</sup>, 2010 from Restoration Engineering, Inc. (REI) and will be reviewed by the board.
2. Jason Eglin reported that the reserve study should be complete by Monday, February 1<sup>st</sup> and then we will have 60 days to approve it.

**V. New Business**

- A.** 2008/2009 Audit – Jason Eglin provided board members with a draft audit for their review and discussed significant items. Board members will review after the meeting and vote online to approve it. Discussion about the audit included that we need to make sure we pay taxes on a quarterly basis so that we will not be paying interest and penalties. Also, we were over budget by \$13,000 in paying taxes – why? Renee Watson from Goldklang (association auditors) clarified what should be classified as a reserve expense: The association should only deduct from reserves those expenditures that are specifically listed as components on the replacement reserve study. These are the only items for which the association is setting aside funds, if the association is funding its replacement reserve program based on the study's recommendations. If the association chooses to code items to reserves that are not on the study, then funds will not be available in the future when the association is required to make major repairs or replacements for components that are on the study.
- B.** Property Appraisal – We have received one estimate from MAI in the amount of \$7750 which seemed high. Jason Eglin will get another estimate from another independent company. He will also find out from Insurance Designers if they can do the appraisal for us.
- C.** Pruning Proposal – Thrive (tree care specialists) provided an estimate of \$640 for more work on the elm tree between 3520/3522 Wakefield Street. They will

reduce weight on cable and braced area of tree as well as crown reduction prune branches. Work was approved unanimously by the board.

- D.** Workman's Comp Insurance – Insurance Designers has recommended we have a Workers Compensation policy to protect us in the case of an independent contractor not having coverage and being injured while working on the Mews property. The annual premium amount of \$614 was unanimously approved by the board.

## **VI. Reports**

### **A. President**

1. Discussion of onsite maintenance man? Should this person be a CMC employee or Mews employee?
2. Condition of apartment buildings in the Mews. Inspection of the 16 apartment buildings by Tom Corbin and Ron Patterson found many problems including missing light bulbs, missing smoke detectors and/or batteries and blocked access to electrical boxes due to improperly stored items. Jason Eglin will look into whether or not the cleaning company, DMA, is responsible for light bulb and battery replacement on all three levels. Repairs were made by maintenance man Steve Burcham.
3. Jason Eglin will look into having all the storage area apartment doors re-keyed so that all buildings have the same key. Currently there are three keys that open various apartment building common areas.
4. Did PSI clean gutters in courts where there were no trees? Jason Eglin to inquire about this and said that gutters should have been cleaned regardless.
5. Jason Eglin will check to see if there was enough damage from winter storm in December to warrant filing an insurance claim for the repairs to damaged gutters.
6. Wachovia account was closed yesterday. Money to be moved into a Morgan Stanley account.
7. The Mews signed an agreement with the US Government to install security cameras in court 11 due to a National Security employee residing in that court. Agreement covers any damage in installation and removal upon resale of unit.
8. The FCA had a meeting on January 21<sup>st</sup> with all the Fairlington Condo Association presidents. Tom Corbin, along with members from five of the other six associations attended. The Fairlington Historical Society was there to talk about a style manual to maintain architectural historical standards in the community.
9. Sewer repairs are still on-going. They began in 2003 and were to continue at a cost of \$50,000/year for 10 years.

- B.** Treasurer – Ron Patterson reported Total Cash and Investments of \$1,291,868, Year-to-date Income of \$385,136, Year-to-date Expenses of \$386,408 and Year-to-date Net Income Surplus/(Loss) of \$(1271).

- C. Secretary – Online vote from January 20, 2010 to pay PSE \$7112.56 for re-wiring of carriage lamps in court 15 was ratified.
- D. Management - Jason Eglin received an estimate for the renovation of the pool house bathrooms.
- E. Financial – Allison Reither will review the 2009 draft audit report the first week in February and confirm that all expected adjustments have been made. The pending adjustments are: \$80,000 to be moved from the unappropriated equity to roofing reserves contributions and \$3025 in roof expenses booked in July 2009 from reserves expenditures to general operating accounts. Alison also requested Landscape and Recreational Committee chairs submit budget requests for FY 2011 budget.
- F. Landscape – Lori Olivas reported that the landscape committee did not meet in December or January but will have its next meeting on February 8, 2010. The board unanimously approved \$1518 for Thrive Tree Care to spray a fungicide to suppress the leaf spot disease on the King Street Photinia hedge and \$2360 for Don Hook to prune trees on our common ground. The Photinia hedge along King Street also needs to be pruned. Don Hook’s estimate to prune by shearing is between \$4500 and \$4800. Fred Peratt would do the pruning by hand which is the preferred method so Lori will see if he will submit an estimate to do the pruning before we approve any money spent on this.
- G. Newsletter – The next issue is due in April since we are only having quarterly issues now.
- H. Recreation – Shannon Watson gave the recreation updates:
  1. The recreation committee met on January 24<sup>th</sup>, 2010 and they would like to have the pool and tennis rules published in the Mews handbook via a policy resolution. Shannon will deliver a draft of the rules at next month’s board meeting.
  2. Last month’s caroling party was a success with 17 people attending but next year they will do it on a Sunday afternoon instead of a weekday night.
  3. All the pool passes were delivered back to residents. Shannon requested that the Mews News publish a request for anyone needing a new pool pass.
  4. The board needs proposals for any new pool furniture or other recreational facilities work before any approvals can be given.
  5. The recreation committee would like to have their own budget for future planning purposes.
  6. Kim and Tom McGuire joined the committee last month and Tom volunteered to be the tennis coordinator.
  7. Suggestion that we get the Mews more involved in the annual 4<sup>th</sup> of July parade sponsored by North Fairlington and FCA.

### **VII. Executive Session**

The board adjourned into Executive Session at 8:45 pm to discuss delinquencies with no actions taken, and returned to Regular Session at 9:00 pm.

### **VIII. Establishment of Next Meeting**

The next Mews Board Meeting will be held February 26, 2010.

**IX. Adjournment of Meeting**

The Mews Board Meeting adjourned at 9:00 pm.