

Fairlington Mews Council of Co-owners
Minutes, Board of Directors Meeting, July 24, 2007
4830 S. 31st Street

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. Lori Olivas, Landscape Committee, was present as was manager Steve Navar.

Homeowner present was Judy Guerny.

Tom Corbin recorded the minutes.

Homeowners' Forum

Co – owner Judy Guerny @ 4654 S. 34th Street represented herself and Steve Irmo (4636 S. 34th Street) in presenting a concern about the rotten soffit and fascia trim at their units. Ms. Guerny stated that she had called management at least three times before she received redress to her concern. She also stated that Mr. Irmo had had the same problem. She was told by Engleking that there was no “flashing” behind the gutter resulting in the rotten areas.

Ms. Guerny recommended a regular inspection of all such trim work to assess and correct problems.

Ms. Guerny also inquired about a “standard” for the replacement of outside kitchen vent covers and noted that some vents had been replaced. She said she would research a “standard” cover as a replacement.

Ms. Guerny also suggested that the association investigate the use of sign boards such as the ones currently used by Fairlington Villages to advertise Mews activities. She will follow up.

Representing Mr. Irmo, Ms. Guerny stated that the wrong mortar had been used in brick repair work and that previous brick repairs were unsatisfactory, noting non-matching replacement mortar.

Board Response

- Ms. Birtwistle said that the issue of wood problems would be addressed at this meeting.
- She sees the need of an architectural review process to set “standards” within the association.
- Current brick work should be more satisfactory due to current contract with a more competent mason.

Follow Up to Annual Meeting

There is still no quorum for the June 2007 annual meeting, with only 42 % of co-owners having responded. (The board agreed that an attempt should have been made before the annual meeting to collect proxies.) Ms. Anderson motioned to continue the annual

meeting until a quorum is obtained and requested a list of residents who have not responded, broken out by courts in order to continue the process of collecting proxies to obtain a quorum.

Board Action – The board voted 5 – 0 to continue operations and to “hold open” the annual meeting for six months in order to obtain a quorum.

Approval of Minutes

Board Action – Minutes of June 5, 2007 Board of Directors meeting were approved as submitted 5 – 0.

President’s Report

The following items were noted:

1. Concern about placement of commercial Security signs at residences.
2. Reinforcement of homeowners’ concerns about the association’s need to address the issue of rotten wood and the need for competent repairmen.
3. Concern that non-compliance letters, particularly regarding trash violations and unkempt patios, were not being sent by management.
4. Various wordings of the parking lot notifications were confusing to residents and the recent experience with this work is unsatisfactory. (Mr. Navar responded that Brothers Paving had been “difficult” to work with, that they had made “threats to walk off the job”, and that they “failed to give rain dates for the work.”)

Treasurer’s Report

Ms. Claypool reported that Ms. Birtwistle, Jayne Mayne, and she had met July 23 with Mr. Decker to discuss the Reserves Study review. She expects a preliminary report in three to four weeks. The review will prioritize roof replacement needs.

Landscape Committee

Chair Lori Olivas presented a written report.

1. Court 13 work completed and work requested from Environmental Enhancements and THRIVE has been completed.
2. Ms. Olivas had accepted a proposal from Atlas Tree, Inc., 24135 Gum Spring Road, Sterling, VA for \$1260.00 for additional pruning and asked for board approval.
3. Arlington County adjusted the sprinkler system at the 34th Street median plantings.
4. JED Mechanical needs to account for damaged landscape and Dominion Power needs to correct unsatisfactory turf restoration.
5. Mr. Navar is to copy Ms. Olivas on any requests and/ or follow up to grounds work or grounds contractors.

Response:

Mr. Navar said that he cannot get follow up from Dominion Power. Mr. Navar will follow up with JED Mechanical re: landscape restoration and correction of clean out valves which have been an on-going issue.

Ms. Claypool and Ms. Birtwistle noted some examples of unsatisfactory shrubs/ tree pruning from recent work.

Board Action – 5 – 0 approval of \$1260.00 to Atlas Tree for payment of completed work.

Newsletter

Mr. Corbin reported that he would try again to produce a newsletter giving August 9 as the deadline for submissions. Even though this will be the September/ October issue, it will contain the information received for the aborted July/ August issue (due to lack of sufficient materials).

Mr. Corbin also noted the regularity of newsletter publication of other Fairlington associations with only two associations having a quarterly publication. Most are published monthly or bimonthly.

Recreation Committee

No Report

Management Report

1. Mr. Navar requested a board member meet with him and a Brothers Paving representative on July 25, 2007 to go over numbering of parking spaces. Ms. Anderson will represent the board.
2. The board has concerns about (a) the quality of the work by Brothers Paving and (b) whether or not two coats of sealant were applied to each court lot. The contract with Brothers Paving specifically states the application of two coats of sealant. (Ms. Claypool read this section from the contract.) Ms. Anderson noted that several problems still exist in Court 14, and that Mr. Navar was to have inspected the work and to have made recommendations for corrections before the sealant was applied.
3. The roofing project is scheduled for “some time” in September, but Mr. Navar could not give specific dates.
4. The board reminded Mr. Navar of the need to restore the “painting cycle” which still has not been addressed.

Board Action – Requested a paint cycle plan by next meeting. The board also reminded Mr. Navar that the association contract with Legum and Norman required him to walk the entire property twice annually and to make specific recommendations for improvements.

5. Ms. Anderson reminded Mr. Navar that he still had not submitted bids for apartment door painting even though this had been requested two months ago.
6. Mr. Navar reported that he had had no response from Jeffrey’s Trash regarding requests for cost of use of bins for recycling.
7. Mr. Navar presented two proposals from Capital Services for trash Collection; the board did not discuss these proposals.
8. Mr. Navar reported that the higher administrative fees in the last financial statement resulted from the additional costs of annual meeting materials.
9. Ms. Anderson noted that the recent bid for masonry work did not include cost of cement sidewalk repair as requested. Mr. Navar will follow up.

Other Business

- Ms. Anderson requested that management contact the City of Alexandria for clarification of their responsibility for hedge along King Street. (Mr. Navar will follow up.)
- Did anyone follow up from June meeting re: interest in placement of chairs/ benches in selected common areas? Ms. Olivas said she would look at Fairlington Arbor's benches. Ms. Claypool expressed concern about the initial cost of quality benches, the cost of maintenance, the extra work required by grounds crew for maintenance, and that this proposal was more than simply "putting out a bench" and required research.
- The issue of the "stack pipe" work has been partially resolved with payment, but co-owner Mr. Zechiel wants the association's insurance to pay for repairs to his kitchen resulting from the problem. Ms. Birtwistle was to have consulted legal counsel on this matter but said that apparently the issue had been misunderstood. The board needs to see the legal response. Board suggested that claim be submitted to association insurance carrier.
- Re: Electronic Voting Policy Resolution – Did Ms. Birtwistle receive a response from legal counsel on whether or not this resolution needs to go through two board meetings before distribution to co-owners? Is the resolution "OK" or does it need a "hearing"? Ms. Birtwistle will contact legal counsel on July 25.
- Did Mr. Navar correct the list of FY 2008 condo fees by unit type?
- **Board Action** – Formally approved 5 – 0 payment of \$7,488.00 to Kelly Cummins of Brik Works for masonry repairs. This item had been previously approved by email vote.
- Mr. Navar needs to explore other meeting spaces for future board meetings. Mr. Corbin noted that Arlington County said current meeting room was available until 9:30 if such a request was made by management.
- **Board Action** – Approval 5 – 0 to meet August 28, 2007.
- Follow up needed from Annual Meeting to change wording of charges for late payment of condo fee to avoid changing by-laws.

The meeting adjourned at 9:00 PM.
Respectfully submitted, Tom Corbin