

**Fairlington Mews Council of Co-Owners
Minutes, Board of Directors Meeting, July 22, 2010
Fairlington Community Center**

I. Call to Order/Quorum

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

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

Other attendees were co-owners Alison Reither, 3448 S. Wakefield St.; Judith Guerny, 4654 34th St. S.; Tami Anderson, 4625B 36th St. S. and Jayne Mayne. Also in attendance were Christa Brady from CMC and Anne Sheehan of Goldklang, Cavanaugh & Associates, the auditing company used by CMC.

II. Homeowner's Forum

Co-owner Judith Guerny made a request of the board for help in accommodating her husband who will soon need a wheelchair. Jason Eglin will look into possible solutions for installing a ramp out her front door so that it will not be permanent. A new front door may also need to be installed and Jason will also help her in determining the style and color of door.

III. Audit Entries Discussion with Anne Sheehan of Goldklang, Cavanaugh & Associates

Co-owners Tami Anderson, Jayne Mayne and Allison Reither as well as Treasurer Ron Patterson had a lengthy discussion with Anne Sheehan about our General Ledger and audit entries and why there have been so many adjustments. Tami Anderson asked why 19 adjustments were made in the month of July, 2009 and why adjustments are not made at the end of each month. Tami also stated that our finance committee is a group of volunteers who don't feel that they should have to do all the work that CMC should be doing. Christa Brady of CMC stated that they are improving their internal controls and guaranteed that we would not see more than 10 adjustments for any given month in the future. Co-owner Allison Reither asked if Anne Sheehan would be willing to review the May, 2010 financials with the finance committee and she agreed to do so. Treasurer Ron Patterson commented that the Mews is lucky to have such a talented group of women on the finance committee with their high level of expertise. President Tom Corbin asked Anne Sheehan if she can address adjustments that were proposed to the draft audit and she agreed to that also.

IV. Approval of Minutes

The minutes of the May 28, 2010 board meeting were approved unanimously.

V. Matters for Board Decision

1. Carpet Cleaning Proposals – Manager Jason Eglin got bids from four different companies to clean the carpets in the 16 apartment buildings. The least expensive was \$720 and the most expensive was \$1487.12. A motion to accept J&B Cleaning Services proposal for \$720 was approved unanimously.

2. Cleaning Contract Proposals - Manager Jason Eglin got bids from three different companies. The least expensive is our current company, DMA, at a cost of \$7416 and the other two companies costs were \$11,688 and \$15,936. Our budget for cleaning is \$7638 so we agreed to continue to use DMA. A motion was made and unanimously approved. Jason will meet with DMA in the next two weeks to make sure they improve their service. They need to be emptying the outdoor trash cans regularly and check the smoke detectors. Jason will also share with them a list of tasks they should be completing weekly.
3. Plumbing Repair in Court 1 – After a complaint by a resident at 3604 S. Wakefield St. that the toilets were draining slowly it was discovered that there is a ten foot belly in the line that needs to be replaced. Manager Jason Englin received a proposal from Dwyer Plumbing in the amount of \$6150 to make this repair. The board requested Jason obtain a second bid from Peed Plumbing and then the board will take an online vote after comparing the two bids. There is also a tree above the area that will be disturbed so Landscape committee chair Laurie Olivas will be contacted so she can help determine the best way to remove it.
4. Approval of Reserve Study – Treasurer Ron Patterson had a list of revisions to the Reserve study and then a motion was made and the study was approved unanimously.

VI Reports

A. President

1. A1 Towing has not returned any of Jason Eglin's calls about providing us with the correct signage we need to comply with the new towing laws. We need to resolve this issue.
2. We still need to fix the drainage problem behind Court 11.
3. We still need the apartment buildings re-keyed so one key can access all the buildings.
4. A tree came down in Court 11 near the retaining wall and the stoop there now needs a railing installed for safety reasons.
5. The doors to the apartment buildings need the weather stripping replaced because there are gaps.
6. Jason Englin will ask Jeff Hugney to give us a price on replacing the stoop covers with slate instead of the asphalt we currently have. Maybe this can be done in conjunction with the roof replacement.
7. Tom Corbin put together a "Draft Annual Maintenance/Procedures Calendar" which lists suggested activities that should happen each month of the year.
8. Ron Patterson put together a "Work Order Tracking Record" which will list repairs, who requested the repair, the date the request was received, the date assigned, who it is assigned to and the date completed.

- B. Treasurer – Ron Patterson reported Total Cash and Investments of \$1,298,661, Year-to-date Income of \$845,771, Year-to-date Expenses of \$840,683 and Year-to-date Net Income Surplus/ (Loss) of \$5,088. Ron also handed out a FY2011**

Board Assignment task list of all the current and future projects that need to be done.

- C. Secretary – There were two online votes last month which were unanimously ratified. A vote on June 9, 2010 was taken to approve the use of our pool by FINS on July 12 – July 16. A second vote on June 10th was taken to approve the purchase of a ping pong table for the pool at a cost of \$850.
- D. Management – Jason Eglin reported the Mews paid co-owner Bill Scouton \$321 towards replacement of his landscape that was destroyed during sewer lining repairs. This was half of what he paid just last year for the plants. Jason also has received many phone calls from court 11 asking when pruning will continue. Our fiscal year ends July 31st and pruning will resume then when funds are again available. Our landscaping funds had been frozen due to our high costs incurred for snow removal.
- E. Landscape – A proposal from Hook’s Services in the amount of \$1300 was unanimously approved by the board. The work will consist of removing trees and stumps throughout the neighborhood and pruning the gum tree at the rear of 4653 36th St. S. A second proposal for tree work by Thrive was deferred.
- F. Newsletter – was distributed last week and is also online.
- G. Recreation – no update.

VII. Executive Session

The board adjourned into Executive Session at 8:35 p.m. to discuss delinquencies and letters that had been mailed out. The board returned to Regular Session at 8:55 p.m.

The board directed management to hire a recording secretary to take minutes at the August board meeting at a cost not to exceed \$175. This will be done to help ensure that all board members will be able to fully participate in the meeting, and on/as a trial basis.

VIII. Establishment of Next Meeting

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

IX. Adjournment of Meeting

The Mews Board Meeting adjourned at 8:57 p.m.