

**Fairlington Mews Council of Co-owners  
Minutes, Board of Directors Meeting, July 24, 2008  
Fairlington Community Center**

**Call to Order/ Attendance/ Quorum**

President Tami Anderson called the meeting to order at 7:00 PM. Quorum was established.

In attendance were Manager Jason Eglin and board members – Julia Claypool, Tom Corbin, and Ron Patterson. Seth Low was absent.

Lori Olivas and David Biette, representing the Landscape and Recreation Committees respectively, were present in addition to the following residents: Judy Gurney (4654 34<sup>th</sup> St.), Fern Birtwistle (4678 B 36<sup>th</sup> St.), and non-resident owner Leo Voytko (4686 A 36<sup>th</sup> St.).

**Approval of Minutes**

The board minutes of July 9, 2008 were **approved (4 – 0)** as submitted.

**Homeowners' Forum**

1. Non resident owner Leo Voytko was present as a result of the sewer backup in Court 6 which had affected his unit. Manager Eglin had investigated the matter.
2. Fern Birtwistle initiated a discussion of whether or not the association is responsible for the cast iron “stack” pipe which has caused leakage problems in another Ct. 6 unit. The issue of “responsibility” will be an agenda item at the next board meeting.
3. Judy Gurney thanked the association for the cleanliness of the pool; reminded management that a gutter band had not been properly reattached at her unit; and questioned when stoop repairs would be made.

**Special Guest**

Mr. Sam Anthony, President of the Fairlington Citizens Association (FCA), introduced himself to board members and invited the association to work with FCA if there were common problems which both groups might solve together. Mr. Anthony mentioned the recent \$71, 000 grant for work at Utah Field.

**Officers' Reports**

**President's Report** – Ms. Anderson had no formal report. She requested that all committees send any agenda items and proposals to management in advance of the board package compilation.

**Secretary's Report** – Mr. Corbin presented several options for the November and December board meeting dates including a combined November/ December meeting or two separate meetings. No decision was made.

Mr. Corbin proposed the development of an annual association calendar.

Mr. Corbin also reported that he and Mr. Patterson had examined the pilot maintenance work at Courts 1 and 2 and noted several areas that had not been repaired. He also cited several patio issues in Courts 1 and 2 that need to be corrected by the owners at 4614 B, 4614 A, 4610 B, 4656 36<sup>th</sup> St. S. In addition to several common areas repair issues including the split rail fence at Ct. 11, warped/ rotten fence cap boards, and a broken lamp pole at Ct. 8.

Mr. Corbin and Mr. Eglin will produce a list of patio non-compliance items.

**Treasurer's Report** – Ms. Claypool reported that the annual accounts were consistent with association net income pending posting the remaining maintenance bills.

Ms. Anderson asked who can close accounts and who is the signatory of checking accounts. She also questioned why there are 5 separate banking accounts and said the association needs a status report of association CD's and investment accounts.

Mr. Eglin stated that Mr. John Fell of Morgan Stanley was in charge of investment accounts and would speak to the board at its invitation.

Ms. Anderson said that since Goldklang and Associates had not completed the transitional audit it would be best to skip the transitional audit and simply do the annual audit for FY08. Mr. Eglin will check as to whether or not the transitional audit is a legal requirement.

### Committee Reports

**Landscape Committee** – Lori Olivas presented a written report. Items considered:

- A motion was made by Ms. Claypool and seconded by Mr. Patterson to approve \$650.00 to Don Hook Tree Services for a tree removal in Ct. 8. **Approved 4 – 0.** (Note: This expense is to be applied to the FY09 landscape budget.)
- A motion was made by Ms. Claypool and seconded by Mr. Patterson to approve installation of crape myrtles in court 2 not to exceed \$1,200.00. Ms. Claypool noted that these were to be medium height shrubs at maturity. **Approved 4 – 0.** (Note: This expense is to be applied to the FY09 landscape budget.)
- There was a discussion of using Merrifield Garden Center for plant purchases as opposed to having Environmental Enhancements provide plants from its wholesaler.
- Mr. Eglin will contact a Ct. 2 resident re: turning on outside faucet so newly planted landscape items can be watered.
- Items from Environmental Enhancements @ \$871.00 have already been installed in Courts 2 and 11.

**Recreation Committee** – David Biette discussed the following items:

- Bills for pool equipment, including skimmers, new pump, were received recently.
- Lifeguards reported that Curl Pool Services was good in terms of pool maintenance and equipment repair.
- Dri – Deck was recently installed.
- There are “pop ups” (plaster blisters) in the baby pool which require sanding.
- The baby pool is not monitored by life guards.
- Some pool furniture was sent out for repairs.
- FINS program went well this year.
- Latch on the baby pool gate has been replaced.
- 440 recreation passes have been written to date.
- It is time to “white coat” the main pool; money for this project is in reserves.
- The cracks in the tennis courts are expanding.
- “No Dogs Allowed” signs will be posted at the tennis courts.

### Management Report

1. The matter of late payment of condo fee discussed at last board meeting has been closed to the co-owner and association’s satisfaction.
2. The gutter cleaning contract with CMC Maintenance has been terminated and a new company will be found for future work.
3. Gardner James Engineering presented a proposal to study the drainage issues at rear of Courts 12/ 14 and 15. Ms. Claypool motioned to accept this proposal @\$3,200.00 with a second from Mr. Patterson. **Approved 4 – 0.**
4. Dwyer Plumbing snaked and cameraed the drain problem at 4686 36<sup>th</sup> St. and found debris where a cast iron pipe joins a clay pipe. The debris is tearing the liner. Dwyer presented a proposal @ \$11, 800.00 to replace the section affected including restoration of parking lot and sidewalk affected by the work. The board tabled this proposal and asked management to secure other bids. Mr. Eglin said that he could get other proposals and ask for an electronic board vote when these bids were in.

5. Gardner James Engineering presented a proposal to study needed sidewalk repairs and to make repair recommendations; however, there was no cost attached to the proposal.
6. Requests for proposals for association painting and wood trim repair should be sent July 25.
7. The board tabled a proposal from Ron Rubin (Thrive, Tree Specialists) @ \$2,440.00 for lighting rod installation at rear court 12.
8. The board discussed the need for a routine maintenance agreement with a contractor to handle necessary repairs. Such an agreement would be similar to the agreement with former contractor Leslie Engleking for 16 hours per week with additional hours as needed. It appears that routine maintenance is not being done.

### **Other Business**

Mr. Patterson presented a listing of recommended board priorities in order to increase community participation and to help management with the coordination of association needs.

Mr. Patterson recommended the following items:

1. Establish a Buildings Committee and a Court Representatives Committee in addition to re-establishing the Budget/ Finance Committee.
2. Assign a Board Member as liaison to each committee.
3. Establish a comprehensive maintenance schedule – a 5 year plan to be monitored by management and the Board of Directors to ensure proper regular maintenance.
4. Publication of (1) Court Representatives Roles/ Responsibilities document and (2) Updated Quick Reference Guide to reflect new trash collection and recycling guidelines.
5. Promote the Mews Email Alert System.
6. Assign a board member to all contracts.

### **Adjournment**

The meeting was adjourned at 9:30 PM with the next board meeting established for August 28.