

**Fairlington Mews Council of Co-Owners
Minutes, Board of Directors Meeting, July 9, 2008
Fairlington Community Center**

Call to Order/ Attendance/ Quorum

President Tami Anderson called the meeting to order at 7:02 PM. Quorum was established.

In attendance were Manager Jason Eglin and board members – Julia Claypool, Tom Corbin, Seth Low, and Ron Patterson. No committee personnel were present.

Residents in attendance were Fern Birtwistle (Court 6) and Don Taylor (Court 1).

Approval of Minutes

The board minutes of May 22, 2008 were approved as submitted.

Homeowners' Forum

Co – owner Fern Birtwistle questioned management about the requested repairs to her unit (4678 B 36th Street South). Mr. Eglin responded that this work should begin within a week.

Officers' Reports

1. There was no president's report since Ms. Anderson has only held this office for two weeks.
2. Secretary's Report – Mr. Corbin reported that an Annual Meeting quorum of 51% has been reached. Motion was made and seconded to ratify the election that took place at the annual meeting, to ratify the FY 09 budget as presented at the annual meeting, and to adjourn the annual meeting. **Motion carried 5 – 0.**
3. Treasurer's Report – Ms. Claypool reported that the association was on target with the FY08 budget expectations and expenditures. She requested copies of billing statements from management.
 - Ms. Anderson requested that a variance report be included in future board packages so that all board members will know the financial status in regards to income and expenses and their correlation to budget projections.
 - Ms. Anderson also requested that the association president and treasurer receive a more detailed line by line income and expense report in their board packages. She suggested that all board members may wish to see this more comprehensive report.

Committee Reports

There were no committee reports.

Management Report

Mr. Eglin's contributions are noted under old and new business items which follow. He reported that since the association has not received delinquency reports from Segan, Mason and Mason, the collections accounts have been sent back to Rees Broome. An accurate delinquency report will be prepared for the next board meeting.

Old Business

1. Mr. Eglin reported that a letter had been sent to the owner of the alleged "aggressive" dog which was reported by Court 11 representative. (May 22, 2008)
2. Mr. Eglin reported that he had walked the area where the workmen who recently completed repair work in Court 11 were reported as having left debris; he found none.
3. Mr. Eglin said that more soil and seed had been applied to Court 15 to correct the damages from the roofing work. He indicated that final payment had not been made to the contractor.

4. The “pilot” repair work in Courts 1 and 2 will be finished this week. Jerry Deane has left CMC Maintenance and has been replaced by Jeff Graham. Co-owner Don Taylor said he would inspect the work with Mr. Eglin.
5. Gutters
 - Several gutters have been recleaned at co-owners’ requests.
 - Management has received no calls for gutter clean out in 3 weeks.
 - Since the original CMC gutter cleaning contract (January 2008) was to be paid in installments, it is possible for the association to drop this contract and to consider another professional gutter cleaning contractor. Ms. Claypool recommended giving notice to drop the contract and “see what happens.”
 - Mr. Eglin can have emergency gutter clean out performed at \$25.00/ hour.
 - Ms. Claypool suggested the association prepare a flyer for all co-owners indicating their responsibilities for removing any trees or shrubs which compromise buildings or fences. After this notification, the association should send letters to co-owners requesting removal of such identified materials. If the resident does not comply, the offending materials will be removal by the association at the co-owner’s sole expense.
6. The association has a cleaning agreement with DMA (effective July 1, 2008) at \$600.00/ month which includes emptying the 4 trash cans in the common areas. Ms. Anderson will sign the agreement, even though it is not a “contract”. This is SOP for cleaning companies according to Mr. Eglin.
7. A motion was made (Low) and seconded (Patterson) to ratify the following board actions resulting from electronic voting between May 22 – July 9, 2009. **Motion carried 5 – 0.**
 - FY 09 budget approval as amended by Julia Claypool and Jayne Mayne and presented at the annual meeting (June 3, 2008)
 - Landscape items – Environmental Enhancements @ \$2,550.00 and Don Hook Tree Services not to exceed \$1,050.00 (June 16, 2008)
 - Pool pump replacement @ \$5,300.00 (June 13, 2008)
 - Association insurance renewal with Insurance Designers, Inc. with increased Umbrella and D & O coverage @ \$42,996.00 (May 30, 2008)
 - Tot Lot renovation @ \$22,053.31 (June 20, 2008)
 - Installation of Dri-Deck at pool not to exceed \$2,000. (no date given)

New Business

1. Management will send a co-owner a letter explaining that records indicate he is in compliance and “current” with condo fee payments.
2. The proposal by Environmental Enhancements to install stones in the “natural swale” rear Courts 12 and 14 @ \$2,630.00 was tabled for further research.
 - Management will secure an engineer to examine the drainage issue at the rear of Court 15 along with the one at the rear of Courts 12 and 14 and seek a proposal for solutions to both issues.
 - The engineer will also examine the condition of the “French Drain” on the side of 4636 34th Street South (Court 9) and include any necessary correction.
3. Mr. Patterson reported that 31 residents have signed up for the Mews Alert system with 7 more pending completion of application.
4. Common Area Trash Cans
 - The board will keep the current trash cans to see how well they are emptied by DMA cleaning. Proper emptying may be the solution rather than replacement.

- Mr. Eglin will also research a plan for replacing the 4 common area trash cans. Ms. Claypool indicated the need for “dome” lidded cans. Mr. Eglin indicated the cost of materials and installation would range between \$1,500 - \$1,600.
5. Restoration of Painting Cycle – The board intends to reinstate the painting cycle and to replace all rotten wood trim before painting.
 - The old cycle was Part 1 Courts 1 – 6, Part 2 Courts 7 – 11, and Part 3 Courts 12 – 15. Doors were painted in the fourth year.
 - Ms. Claypool requested management secure specifications for painting/ wood repair for Courts 1 – 11 to be completed in FY09 with Courts 12 – 15 to be completed in FY10. Funding will be from Building Maintenance funds and painting reserves.
 - Management will present proposals for (1) wood repair and (2) painting wood trim at the next meeting.
 6. Roofing – Seal Engineering has begun work on securing bids for roof replacement (1) North half @ 4615 – 4625 36th Street South and (2) both sides 4627 – 4629 36th Street South.
 - Mr. Eglin said that he had received only this week information requested earlier of Jeff Hugney.
 - Ms. Claypool suggested that the association work with Seal Engineering since there were extenuating circumstances which may have affected the recent roofing work in Court 15.
 - Mr. Corbin will send management the historical resources web site which may help the association secure tax credit for roof repairs due to Fairlington’s historical designation.
 7. Stoop Repair – The board proposes that consideration be given to the recommendations stated in the latest Reserves Study Report (July 2007) and that we identify which stoops are sinking or sagging.
 - The board will consider using Jeff Hugney as the engineer to plan and supervise needed stoop and sidewalk repairs.
 8. The board will research the criteria for lightning rod installation and effectiveness as a result of a previously requested installation near 3520 S. Wakefield Street. Mr. Eglin will also meet with Ron Rubin, Thrive Tree Care Specialists, regarding this issue.
 9. Mr. Patterson discussed the need for more community involvement in association committees, the possible establishment of additional committees, and the value of committees in helping the Board of Directors with its work.

The Board of Directors met briefly in executive session to discuss the Delinquency Report.

Motion was made (Patterson) and seconded (Low) to adjourn the meeting at 9:00. **Motion carried 5 – 0.**

Respectfully submitted,
Tom Corbin