

**Fairlington Mews Board of Directors**  
**Meeting Minutes**  
**Tuesday, March 28, 2006**

David Biette, president, called the meeting to order at 7:06 p.m.

**I. Quorum.** A quorum was established.

**Present:** David Biette, *President*; Gretchen Martin, Seth Low *Vice Presidents*;  
**Ben Marglin**, *Treasurer*; Fern Birtwistle, *Secretary*

Legum and Norman Representative, Steve Navar  
Ann Noonan, Newsletter Editor  
Erik Quick, homeowner

**II. Homeowner Forum**

Erik Quick presented his plans for converting his attic into a study. A copy of the architectural plans was submitted along with a detailed outline of the intended workflow. Mr. Quick noted that there will be no change to the air conditioning or heating units other than repositioning the equipment within the space, and no removal of walls, the stairwell extending from the walk-in closet. It was confirmed that all necessary building permits had been received.

Seth Low made a motion to approve the project, and Gretchen Martin seconded the motion. The motion was then unanimously approved. Steve Navar was asked to send Mr. Quick a letter indicating approval of his building plans and stating that the described construction could proceed.

**III. Approval of Minutes**

The Board review of the minutes for last month's meeting was postponed until next month.

**IV. President's Report**

David Biette reported that he and Ben Marglin had met on March 21 with John Decker of the company which will be doing the reserve study. Together they had walked around, visiting the pool area, and gave Mr. Decker keys to the apartment buildings so that he could inspect them. A report is expected from Mr. Decker within 4 weeks.

David also reported that he had incorporated the two previously discussed addenda into the contract with World Pool, signed it, and sent it to World Pool.

**V. Treasurer's Report**

Treasurer Ben Marglin reported that he and Jayne Mayne had met with the accountants at Legum & Norman to discuss the discovered disparities found in last year's audit. It was determined that Jayne had used the figures available in April 2005, and the L&N figures had been based upon late-received bills. As a remedy to this situation of disparate records, all present were in common agreement that Leslie Engelking should be asked to submit his bills within a 90 day period following the performed work, and to indicated to him that invoices received outside of this period will not be considered. Ben

further suggested that in the future, the Auditor should begin work in October of the year, with the final reconciliation being completed by December 31, 2006.

Gretchen Martin asked about the accounting problems recently recognized by Lori Olivas, chairman of the Landscaping Committee. Steve Navar explained that he had changed the categories of some of the problematic bills from the 'tree' category to that of 'landscaping'.

David Biette suggested to Steve Navar that all invoices should be stamped with the date received, and also that the account from which the invoice was paid as well as the L&N check number being then indicated on the face of each invoice.

Ben Marglin asked that L&N provide him with a simple tally for each bill paid within an appropriate month, as well as the above-requested information.

## **VI. Committee Reports**

### **A. Landscape Committee.**

Lori Olivas, Committee Chairman, not present, and there was no report.

### **B. Recreation Committee**

David Biette reiterated that he added the two previously-approved provisions pertaining to weekend use of the leaf blower and the checking of pool user identification cards to the contract, had signed the contract, and mailed it to World Pool.

It was noted that the new practice backboard at the double tennis courts was becoming popular with residents.

### **C. Newsletter Committee**

Ann Noonan has reported that the most recent newsletter had been published and distributed. Also noted is that the newsletter has become one of quarterly publication, the next one due out just before June's annual meeting. Also agreed for inclusion within future newsletters was the repetition of certain Mews matters of constant interest such as the ongoing responsibility of a pet owner to pick up fecal waste, and the collection schedules for plastic/glass containers and newspapers.

## **VII. Financial Management Report**

A. Steve Navar reported that the contract submitted to A-1 Towing has not yet been returned by the company.

B. The Arlington County form requesting information about a Mews recycling plan was discussed, and Steve Navar was asked to resubmit the form with corrected entries.

C. The unfinished concrete repairs were discussed, and a date was requested after consultation with the contractor (Seal) so that a walk-through date could be set. Steve Navar will advertise the date of this walk-around to the Board members so that one or more could walk the grounds with the contractor and decide on the remaining contract concrete repairs, approximately \$6300 remaining unspent. Also presented was an invoice for the performed repairs of approximately \$57,000. Ben Marglin made a motion to

authorize L&N to pay this amount, Seth Low seconded the motion, and it was unanimously approved.

D. Steve Navar pointed out the he has requested bids from several accounting firms to conduct an audit of the 2006 financial records. To date, he has received only one response.

E. The janitorial service for the maintenance of the apartment buildings was presented. It was pointed out that the contract contained no particularization of expected janitorial services. Steve Navar agreed to determine whether there was part of this contract which had not been included with this copy, David reported that the pool contract had been signed and sent off.

F. A homeowner's inquiry as to whether vinyl material was a satisfactory substitute for the now-present aluminum on the exterior surfaces surrounding a proposed newly-installed window. It was unanimously agreed upon a motion made by David Biette that such replacement with vinyl was not agreeable, and that the Mews remains insistent that a white-surfaced aluminum material be used with such renovations.

G. Discussion was made of JED MECHANICAL'S request for two separate down payments of \$16,000 each to commence sewer relining for the year's 2005 and 2006. Two years of previously-scheduled work would cost the association \$100,000, but we have only budgeted for one year. Steve Navar agreed to ask Mr. DiPalma to meet with the Board at a future meeting. This request was not further acted-upon, and the matter remains undecided.

H. The upcoming Annual Meeting was briefly discussed, and Steve Navar said that he would report back to the Board on the possibility of on-line voting.

#### **IX. New Business**

The question concerning the use of common areas by residents was discussed, but no uniform agreement was achieved as per an effective definition.

#### **X. The next meeting will be on April 25, at 7:00 p.m. in Room 6 of the Fairlington Community Complex.**

#### **XI. Meeting Adjourned at 9:08 p.m..**