

**Fairlington Mews Council of Co-owners
Minutes, Board Meeting March 27, 2007
4830 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 established.

In attendance were board members Tami Anderson, Julia Claypool, Tonya Dodge, and Seth Low. Manager Steve Navar was present. Committee personnel were David Biette (recreation), Tom Corbin (newsletter), and Lori Olivas (landscape).

Homeowners present were Cassie and Scott Cataline @ 4657A S. 36th Street.

Tom Corbin recorded the minutes of the meeting.

Homeowners' Forum

Residents were present to revisit the "mold" issue at their residence and to express concern that there had been no follow up letter from management or the Board of Directors regarding this matter. They learned of the board's decision not to assume responsibility from the March/ April newsletter. The resident summarized the roof leak, subsequent roof repairs (2), and the advent of mold, and also described Mr. Engleking's recommendations for remedy of the situation.

Ms. Birtwistle expressed regret at the lack of an official follow up and said a letter would be sent by the end of this week (March 26). The resident also requested a copy of the legal documentation from counsel which explained why the association was not responsible for fees requested.

Approval of Minutes

Minutes of the February 27, 2007 meeting were approved 5 – 0 as submitted.

Motion to Amend Agenda

Ms. Anderson moved to amend the agenda to include discussion of Engleking contract (from February meeting) and other contracts recently discussed. Approved 5 – 0.

President's Report

1. Engleking January and February invoices have been received making the board current with these invoices.
2. Ms. Birtwistle reminded the board that Engleking does not act as an agent for the Mews Association.
3. Ms. Birtwistle explained that aspects of the Legum and Norman contract did not pertain to the Mews and should be eliminated. She also noted incorrect names within the document.

Ms. Anderson moved that management produce a more appropriate contract which pertains solely to the Mews association and to eliminate all generalities that are not appropriate. (Approved 5 – 0) Mr. Navar will follow up with such a new contract.

Ms. Dodge volunteered to provide written follow up to residents who had sent concerns for Board of Directors meeting.

Treasurer's Report

1. Ms. Claypool will contact Mary Jo Curtis (insurance underwriter for Insurance Designers) to discuss raising association liability limits and adequate bonding of the board. A property appraisal is needed. Ms. Claypool will follow up by emailing information gathered to board members.
2. World Pool invoice received in December (well after the pool closed) was the last pool invoice paid.
3. Ms. Claypool moved to accept the second draft of the audit which had minor changes from the first draft. (Approved 5 – 0)
4. Ms. Claypool reported information regarding using synthetic materials in building repairs so as not to compromise historic status. She did not recommend the use of Trex, but Ms. Birtwistle indicated there were other products available. Ms. Birtwistle questioned whether or not other associations were having the same soffit/ fascia problems. Mr. Corbin said that according to David Fyffe proper preparation, priming and painting would reduce the problem and questioned whether or not the flashing between gutter and roof was adequate.
5. The paint cycle will be discussed at the next board meeting.
6. Ms. Birtwistle noted the increase in the electrical cost for the pool facility when it had not been in use.

Committee Reports

Recreation (David Biette)

- World Pool will not manage Mews pool this season. Mr. Biette recommended that Curl Pool Services assume the contract. (Approved 5 – 0)
- Mr. Biette will work on pool rule regulation wording. Ms. Olivas suggested that watering of plants near pool be included under personnel duties.
- Recommendation that pool umbrellas be replaced at a cost of \$1,513.87. (Approved 5 – 0)
- Recommendation to continue Mews participation in FINS summer program. (Approved 5 – 0)
- Tot Lot renovation is on hold due to the fact that Lynda Hensley (coordinator) has moved.
- Committee is still awaiting proposal from Environmental Enhancements for removal and replacement of chips in Tot Lot.

Landscape (Lori Olivas)

- Request to purchase plants for Court 13 from Merrifield Garden Center to be planted by co-owner Larry Peters. Ms. Olivas will ask Merrifield to bill the association directly. (Approved 5 – 0)
- Request for board signature for Thrive (tree care) proposal approved earlier. Cost is \$3,450.00. (Approved 5 – 0)
- Environmental Enhancements to begin community spring clean up on Wednesday March 28, 2007.

- Request for Don Hook services for shrub removal (Court 14) and regarding (Court 2) at cost of \$750.00. (Approved 5 – 0)
- Recommendation for copy of flower bed waiver form to be included in mailing of recreation pass applications. Mr. Navar will follow up.
- Mr. Navar said that the sewer drain clean outs will be elevated and areas properly filled in and that Dominion Power will make full restoration of the grounds damaged along S. Wakefield Street. Mr. Navar will follow up.

Newsletter (Tom Corbin)

- The March/ April newsletter cost \$113.00 for printing.
- Deadline for submissions for the May/ June newsletter will be April 15.

Management Report

Ms. Anderson recommended that management in the future “slim down” the management packet to eliminate duplicate materials which had been received earlier. Mr. Navar will follow up.

- Ms. Claypool presented a spread sheet containing parking lot paving estimates from Pro-Pave, Espina Stone, and Brothers Paving. The board approved (5 – 0) the Brothers Paving contract for \$32,562.50 for patching, sealing, and restriping the lots this season.
- Mr. Navar presented a spread sheet containing Roof Replacement estimates from Simpson Unlimited, Katchmark Construction, Walls Contracting Co., and Battlefield Roofing Co. The board approved (5 – 0) a contract with Simpson Unlimited, Inc. for \$138,240.00 for replacement work @4653 – 4659 S. 36th Street.
- Variance request for kitchen remodeling @ 3456 S. Wakefield Street. The board tentatively approved variance pending receipt of an engineer’s report or proof of Arlington County building permits for work. Mr. Navar to communicate action to owners and follow up.
- Towing Policy – Only management or a board member can authorize towing. Sufficient notice has been given to co-owners via newsletter in regard to this policy so that no other formal notification is needed.
- Disputed Dwyer Plumbing Bill – Dwyer Plumbing indicates that the problem was a result of failure of original materials; the association will assume the costs.
- Engleking Contract – Ms. Claypool requested the addition of a contract termination clause. Under “Scope of Work”, Item D third sentence is to be amended to read “Weekly call –ins shall take precedent over cyclical work at the discretion of management.” Mr. Navar will follow up.
- Ms. Anderson reminded Mr. Navar that the board had requested Engleking to secure all downspouts throughout the community. Mr. Navar will follow up.
- Ms. Claypool will write the notice regarding increase in late fees for the annual meeting package.
- Mr. Navar is to contact mason Kelly Cummins to secure a proposal for cement/ masonry work in the association. (Approved 5 – 0) Mr. Navar will follow up.
- Green exterior doors of the apartment buildings which were recently painted with the incorrect green color will be painted with the correct color, “Hunter

Green”. (Approved 5 – 0) Touch up work/ repainting of the interior apartment building doors will be discussed at the April meeting. (Note: Not all green exterior doors will be painted – only those that were recently painted with the wrong green color will be affected.) Mr. Navar will follow up.

- Ms. Anderson reminded Mr. Navar that the board had requested a phone number and poison content to be placed on the rat traps along 395 fence. Mr. Navar will follow up.
- Pest Control (Triple S) costs \$140.00/ monthly.

The meeting adjourned at 9:00 PM.

Respectfully Submitted, Tom Corbin