

**Fairlington Mews Council of Co-owners
Minutes, Board of Directors Meeting, March 26, 2009
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 – Tami Anderson, Julia Claypool, Tom Corbin, Seth Low, and Ron Patterson.

Other attendees were co-owners Chandra Burnside (3432 S. Wakefield St. #A2) and Brian Johnston (4672 B 36th St. S.)

Approval of Minutes

With a motion for approval by Ms. Claypool and a second from Mr. Low, the minutes of the February 26, 2009 board meeting were approved as submitted.

(Approved 5 – 0)

Homeowners' Forum

Mr. Brian Johnston was present to request a variance for kitchen remodeling at 4672 B 36th St. S. A completed variance request form was submitted. Ned Overton is the contractor for Mr. Johnston and is familiar with Fairlington structures. Mr. Johnston will email Mr. Eglin the engineer's report regarding load bearing walls and the method of support if needed. With a motion from Ms. Claypool and a second from Mr. Patterson, the variance was approved pending submission of engineer's report. **(Approved 5 – 0)**.

President's Report

Ms. Anderson requested

- That future board packages be distributed the Friday before a scheduled board meeting. The "financials", if not available at the time of the board package creation, may be brought to the meeting.
- That the Wachovia checking account be closed.
- That former-president Fern Birtwistle's name be removed from the signature accounts.
- That emails to the board owners be acknowledged by the Board secretary and forwarded to management.
- That the sign for the swimming pool (at pool access road) be installed as soon as possible.

Secretary's Report

Mr. Corbin requested that the board ratify the electronic votes taken since the February board meeting.

1. Acceptance of Curl Swim Services Maintenance Proposal @ \$25,132.73 **(Approved 5 – 0)**.
2. Acceptance of Variance Request by 4622 36th St. S. for installation of radon remediation equipment **(Approved 5 – 0)**.

Mr. Corbin asked management for a follow up on (A) Signature on Gretchen Martin document (4680 34th St.), (B) Signature on Radon document (4622 36th St.), (C) status of completion of Ct. 6 drainage work by Environmental Enhancements, and (D) status of repair to cement window well covers in Ct. 1. (Mr. Eglin said that American Exterior Company had “fixed” the problem once; he would seek a new proposal from Colonial Cement and Paving for a repair.)

Treasurer’s Report

Ms. Claypool requested that management ask Pool Manager Mike Winn to submit the proper forms to Arlington County re: no sewage fees at pool. Ms. Claypool and co-owner Jayne Mayne are working on a draft budget which will be previewed at the May 2009 board meeting.

She asked management to make certain the \$1,000 deposit to Somerset Landscape for snow removal be credited to the association. Mr. Eglin will check on the kinds of chemicals used in recent ice removal to determine whether or not they are environmentally friendly.

Landscape Committee Report

The board decided that rather than approve a requested lump sum for landscape needs, it would act promptly on electronic proposals from the Landscape Committee for specific requests. These proposals should be written “not to exceed ‘X’ dollars” and describe the use of the funds as specifically as possible giving addresses, work to be completed and/ or materials to be installed.

The board also suggested that the creation of a Community Landscape Plan would be useful in developing a “vision” for the association grounds.

Ms. Burnside suggested that the Landscape Committee consider installing shrubs to fill out the hedge at Court 11’s parking lot.

Management Report

Mr. Eglin reported the following items:

- Maintenance personnel Steve Burcham will have a weekly schedule of routine repairs. Emergency repairs will be handled first. He will work an eight-hour day on Mondays and Thursdays. Ms. Anderson requested that Mr. Burcham inspect all downspouts and downspout straps and repair as needed. She also requested that all routine maintenance work begin in Court 15.
- Middledorf painting contractors will submit a proposal for painting court entrance signs. (The board asked that management obtain a proposal from Old Town Signs {the original sign contractor} and that any painting be preceded by proper priming.)
- Change Order for pool maintenance work regarding “drain return” @\$2,000.00 by Curl Swim Services. A motion was made by Ms. Claypool to accept with a second from Mr. Low. (**Approved 5 – 0.**)
- Mr. Eglin is awaiting details regarding the beginning of sidewalk repairs.
- Mr. Eglin explained some specifics about proposed 2009 sewer relining work:
 1. He now has a map of relined sewers and of those still to be done.

2. JED Mechanical proposes completing 900 feet of lines @\$81,000.00; installation of 8 clean outs @ \$12,000.00, and jet and clean @\$6,000.00.
 3. Recommendation that CMC engineer Ron Kirby be hired as a consultant for sewer relining project and that he be consulted in the planning stages of any such work.
 4. Recommendation that an independent company be employed to locate, camera, and measure the lines to be relined. Mr. Eglin will email this proposal to board members when it is ready.
- Door Variance Request (4641 36th St. S.) – With a motion by Mr. Low and a second by Ms. Claypool, the board denied the request for the installation of a non-approved door. (Note: the door has already been installed without board approval.) **(Request Denied 5 – 0)**. Mr. Eglin is to write a letter requesting the door be removed and an approved door be added with 60 days. Ms. Claypool reminded Mr. Eglin that the owner may not use the door at 4653 36th St. S. as a match.
 - Mr. Eglin will contact Palmer Brothers painting to get the colors/ paint brand for exterior doors.
 - Preparation for Annual Meeting
 1. Annual Meeting is June 25, 2009.
 2. Annual Meeting packet will be mailed by June 4, 2009.
 3. Call for Candidates information will be mailed by May 7, 2009.
 4. Revised bylaws will be mailed with annual meeting materials.
 5. Committee representatives will give reports at the annual meeting.

Executive Session

With a motion by Mr. Patterson and a second from Mr. Low, the board moved into executive session at 8:55 PM to discuss delinquencies and a handling fee for late condo fee payment. **(Approved 5 – 0)**.

At 9:05 PM the board reconvened in general session and requested management to add the “handling fee” to all April “Friendly Reminders” per Mews Association Resolution 94:01. **(Approved 5 – 0)**.

The meeting adjourned at 9:08 PM with the next regularly scheduled meeting set for April 23, 2009.

Respectfully submitted,

Tom Corbin
Board of Directors Secretary