

**Fairlington Mews Council of Co-owners
Minutes, Board of Directors Meeting May 22, 2007
4830 31st Street South**

Call to Order/ Attendance/ Quorum

The Board of Directors meeting was called to order at 7:02 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 present were Tom Corbin (newsletter) and Lori Olivas (Landscape).

Tom Corbin recorded the minutes of the meeting.

Homeowners' Forum

There were no homeowners present, but the board of directors had received a request from resident (no name or address provided for the record) to "box" in part of his attic for a model train display. The board saw no problem with this request. There was no formal vote.

Approval of Minutes

Board Action – Minutes of April 24, 2007 Board of Directors meeting were approved as submitted (4 – 0). (Note: One board member had not arrived in time for this vote.)

Ms. Anderson asked management if the additional board package had been prepared as requested. Mr. Navar indicated that he had neglected to provide the extra package.

President's Report

1. Ms. Birtwistle noted that the dog exercise area rat traps (fence at 395) had still not been properly labeled according to earlier board instructions requesting phone number and poison name. Mr. Navar responded that some traps are labeled on the side. Ms. Anderson reminded Mr. Navar that this request was made well in the past and suggested non-payment to Triple S until boxes are properly labeled. Mr. Low suggested this may be a problem and suggested that the board find out whether or not such a request had been actually made to the company before withholding payment.

Board Action – Motion made and seconded requesting Mr. Navar to send letter to Triple S requesting posting of phone number and chemical name of poison on the traps within 30 days. Approved 4 – 0.

2. Ms. Birtwistle asked about the status of filing of Association Corporation documents.
Mr. Navar said proper filing had been made.
3. Ms. Birtwistle commented on the recent work to correct the colors of certain exterior doors of the apartment buildings. She noted the unsatisfactory job which showed little prep work and the non-removal of brass hardware before painting. She also indicated that the incorrect color had not been properly concealed by the repainting.
4. Ms. Birtwistle noted the recent problem with determining the number of board

vacancies for the annual meeting. Elections in the past have been to fill the remaining terms of office of any appointed board members. Ms. Anderson will contact the association's legal counsel to determine whether Association By-laws allow for election only to remaining term or to a full three-year term.

5. Ms. Birtwistle presented a document from Goldkang (auditor) indicating that payment was "past due" to the company. Mr. Navar said that the bill had been paid.
6. Ms. Birtwistle revisited the issue of the malfunctioning porch light in Court 8 (reported by resident owner Cathy O'Connor) which was still not properly repaired. She also questioned the amount charged by Leslie Engleking in attempting the repair.

FY 08 Budget Presentation

Resident Co-owner Jayne Mayne presented highlights of the proposed FY 08 budget.

- Estimated water/ sewer for fiscal year by calculating current monthly rate and increasing by 15 %
- Increased landscape funding by \$3,000.
- More funds for reserves (Reserve funds are used for items over \$10,000 not specifically budgeted in annual budget.)
- \$30,000 of \$90,000 budgeted in FY 07 for maintenance spent in current fiscal year
- Increased amount for trash services to \$36,000
- Recommendation for management to update Reserves Study every 3 years
- Bob Hyde (Finance Committee) questioned whether current sewer relining work was necessary.

Board Action – motion made and seconded to approve FY 08 budget as presented with 5% condominium fee increase. Approved 5 – 0

Ms. Claypool will contact Reserves advisors to have them revisit and update last study by July 31, 2007 to focus on accuracy of study.

Board Action – motion made and seconded to spend up to \$5,700 in current budget for this study. Approved 5 – 0

Maintenance

Board needs to assess scope of maintenance problems for future work assignments and if possible to have "trusted" contractors on board before the end of the current fiscal year. Ms. Birtwistle explained that this was the responsibility of management.

Board Action - Mr. Navar was directed to have Kelly Cummins of Brikworks (sic) perform an assessment of needed brick and cement repairs and to present bid to Board of Directors by June 5, 2007.

Ms. Anderson proposed a June 5 Board of Directors meeting to continue discussion of association business. Notices of this meeting will be posted on the Mews web site and on the community bulletin board. This meeting will be held at 4625 B 36th Street South at 7:00 PM.

Committee Reports

Landscape Committee – Ms. Olivas presented a written report to the Board of Directors.

- Mews has received a contractor's discount of 25% from Merrifield Garden Center for Court 13 project, spending \$362.93.
- Request to purchase materials from Home Depot to bury downspouts in Ct. 13 and be reimbursed by Association. (**Board Action** – approved 5 – 0 with no dollar amount specified). According to committee, such funds will not be charged to Landscape account. Co-owner Larry Peters will complete the work.
- Environmental Enhancements has completed spring planting and will conduct walk around.
- Walk around planned with Ron Rubin of Thrive to examine tree health.
- Sewer clean out valves still need work in some areas as some valves have not been extended as requested (Court 2) and one valve lacks a cover.
- Mr. Navar reported that Dominion Power has not indicated when it will “restore” affected Mews grounds.
- Mr. Navar reported that JED Mechanical had completed Phase 3 of sewer relining project and he would inspect their work in terms of landscape restoration.
- Ms. Olivas said that there was no evidence that pool personnel were watering plants in that area as requested of the recreation committee.

Newsletter Committee

Tom Corbin reported that the next issue of the newsletter would be the July/ August issue with materials request going out around mid-June.

Management Report

Mr. Navar will coordinate with Brothers Paving the additional funding for parking lot work.

- Residents of Court 5 had expressed concerns about recent violations of parking in that lot, especially in a space which is not marked as a parking space. An earlier recommendation was made to paint stripes in this area indicating that it is a “no parking” zone. Ms. Olivas said this would make the lot look “too commercial” and she would talk with the court rep. Ms. Claypool indicated that if the area is not marked as “no parking” then we cannot legally tow any vehicles parked in that space.
- Ms. Birtwistle indicated the need to widen some spaces in Court 6. Mr. Low reminded the board that changing space sizes might not be a good idea as it involves current county code which was not in effect when spaces were initially marked.
- Mr. Corbin reminded Mr. Navar of the incorrect numbering in Court 9 which was not corrected after the last parking lot work.

Mr. Navar indicated that the roofing contract to Simpson Roofing Company had been let by Seal Engineering.

Ms. Anderson reminded Mr. Navar that he was to have cross referenced previous board minutes to present a status report of work assigned to him by the board. She indicated that

some responses had been made via phone calls or emails from management, but that she had intended this to be a matter of Board record. She reviewed the following items:

- Status of overgrown tree reported in November, 2006 minutes. Mr. Navar indicated that tree had been pruned by owner. Mr. Low wanted to know if the residents who expressed concern about the tree were satisfied with the work done.
- Status of enclosing wood chips around oak tree at rear of Court 9; work not completed.
- What will be mailed to co-owners about annual meeting? Management will send out basically what was mailed last year with any revisions made by the board. Budget information, to include Reserves report and operating budget figures, will be sent along with candidate statements.

Painting

Ms. Dodge questioned what is to be done about painting the interior doors of the apartment buildings. Mr. Navar said this needed to be coordinated with residents of these buildings. Ms. Dodge requested Mr. Navar to collect 3 bids for such work by June 5.

Ms. Anderson reminded the board that they still needed to work out the painting cycle for exterior painting.

Sewer Relining

Mr. Navar reported that Phase 3 of the work had been completed and the bill for the work had been received.

Ms. Olivas wanted to know who was responsible for filling in the holes left by this work.

On-line Voting Initiative

Mr. Navar said this would have to be postponed as there was not enough time to implement it.

Late fees

Apparently a 1994 board proposal to increase late fee for condo payment was not implemented because it conflicts with Association By-Laws which establish \$3.00 as the late fee. A vote is needed by the association co-owners to change the By – Laws to bring about an increase in the late fee; this will be added to the balloting for the annual meeting.

The meeting adjourned at 9:02 PM with uncovered agenda items to be discussed at the June 5 meeting.

Respectfully submitted.
Tom Corbin