

**Fairlington Mews Council of Co-Owners
Minutes, Board of Directors Meeting, May 22, 2008
Fairlington Community Center**

Informational Meeting

At 6:30 PM the Mews Board of Directors met with Mr. Jeffrey M. Hugney, president of Restoration Engineering, Inc., at the suggestion of former Mews president Don Taylor.

Mr. Hugney has worked on projects at the U.S. Department of Agriculture and the Pentagon, as well as locally with Fairlington condominium associations. He is knowledgeable in planning roofing and maintenance projects. The Mews board will consider using Mr. Hugney's services.

Call to Order/ Attendance/ Quorum

President Fern Birtwistle called the Board of Directors meeting to order at 7:05 PM. Quorum was established.

In attendance were Manager Jason Eglin and board members – Tami Anderson, Julia Claypool, Tonya Dodge, and Seth Low. Committee personnel in attendance were Lori Olivas, Landscape Committee, and David Biette, Recreation Committee.

Residents in attendance were Don Taylor (Court 1), Jayne Mayne (Court 8), Amy Blauman (Court 11), Rodger Bailey (Court 11), Sharon Webster (Court 12), Matt Payne (Court 10), Shane Manning (Court 8), Ron Patterson (Court 9), Bill Ingalls (Court 11), and Judy Guerny (Court 9).

Tom Corbin recorded the minutes.

“Tot Lot” Committee Report

Ms. Birtwistle moved the order of “Tot Lot” report on the agenda to accommodate the committee members present. Matt Payne indicated that the committee received two proposals for the renovation work and recommended the board accept the proposal from Cunningham Associates; the proposal includes tear down and disposal of current equipment and installation of new materials. Mr. Eglin will follow up with contract specs and any county code issues and will present the final bid to the board for its approval in time to secure the current pricing (prior to a proposed 5% increase).

Approval of Minutes

The board minutes of April 24, 2008 were approved as submitted 5 – 0.

Homeowners' Forum

A resident spoke to the board about a “threatening” dog which some Court 11 residents want banned from Court 11. The dog has allegedly lunged at dogs, children, and residents' doors. The resident indicated that the dog's owners did not appear to be able to control the animal. (Ms. Birtwistle indicated that there is an association history with this dog and the association will contact legal counsel and take appropriate action.)

The resident also indicated dissatisfaction with the “mess” left in Court 11 after recent repairs and wondered if the work had been finished. (Mr. Eglin said that the work was to replace rotten trim wood and he would follow up in seeing that any debris was removed.)

The resident also reported that as a result of recent sewer relining work in Court 11, some residents experienced “sewer gas” in their units when the lines were restored to operational. Emergency vehicles were called since the residents did not know the origin of the smell. Some residents did not

know that they needed to keep water in their lower level traps to prevent this occurrence. It was noted that this maintenance tip has appeared several times in recent newsletter.

A resident (Court 12) spoke about the need for more frequent gutter clean outs, especially on units near trees. (Ms. Birtwistle indicated that this will be addressed.)

President's Report

Ms. Birtwistle said that the most recent gutter clean out work was still under warranty; work had been performed by CMC Maintenance. (The contract calls for 3 clean outs.)

Mr. Eglin indicated that the CMC contract (signed in January 2008) was to be paid in installments and that the board might consider another company for gutter cleaning. He also indicated that overhanging tree limbs in common areas and in residents' patios need to be pruned clear of the gutters to prevent debris build up. Mr. Eglin will begin to notify residents about patio trees needing pruning.

Ms. Claypool stated that the association needs more than 2 or 3 gutter clean outs annually and that the contractor must perform all work to the satisfaction of the board.

The "pilot" maintenance program in Courts 1 and 2 will be finished soon according to Mr. Eglin.

Mr. Eglin will check the county code for placement of hand railings in stair areas.

Ms. Claypool indicated the need for "cap board" replacement on sections of the fences.

Secretary's Report

Ms. Anderson stated that the By-laws committee had met three times with the next meeting scheduled for June 10, 2008.

Ms. Anderson and Mr. Eglin will prepare the annual meeting package for mailing.

Treasurer's Report

Ms. Claypool, association treasurer, and Co-owner Jayne Mayne explained highlights of the budget process and the proposed FY09 budget.

- \$30,000 over budget in FY08.
- Unanticipated expenses included grounds watering last fall and work on the King Street hedge.
- Insurance Designers, Inc. will present association insurance costs next week which may be less than amount currently budgeted.
- Need to increase funding for legal services.
- FY08 water and sewer costs are \$118,000 with two months remaining in the fiscal year
- Pool drains replacements next year to cost \$2,000 - \$2,500.
- Can reduce cost of pool maintenance contract by seeking competitive bids next year.
- Reserves expenditures this year included sewer relining, paving work, and roof replacement.
- Project a condo fee increase of 3.0 + %.
- Motion by Ms. Anderson to move \$30,000 from Unappropriated Members Equity to Reserves Funding; seconded by Mr. Low; **approval 5 – 0.**
- Board members will continue to look at budget figures and vote an electronic approval of final FY09 budget before annual meeting package is sent to co-owners.

Landscape Committee Report

Ms. Olivas said that Environmental Enhancements indicated an increase in grounds contract beginning January 2009 and that the board should have engaged the committee in budget discussions.

Mr. Eglin indicated that the roofing contractor will be given two weeks to restore turf damage in Court 15; after that time, he will ask Environmental Enhancements to perform the restoration and charge Simpson Roofing.

There was a motion by Mr. Low, with a second from Ms. Claypool to approve \$4,801.00 for Environmental Enhancements' proposed work - **Approved 5 – 0**; also work to be performed by Don Hook Tree Services is not to exceed \$2,000.00 – **Approved 5 – 0**.

Ms. Claypool noted a dead tree behind Court 7 which needed to be removed.

Ms. Olivas requested that management verify committee spending and sort expenditures by line items.

Apartment Building Cleaning Service

Ms. Anderson made a motion to approve an annual contract with DMA Trash Services @ \$600.00 monthly if they will add emptying the common trash containers to the contract specs. Mr. Low seconded the motion. **Approved 5 – 0**.

At 9:20 PM Ms. Anderson made a motion to go into executive session, with a second from Ms. Claypool to discuss contract proposals.

Respectfully submitted,

Tom Corbin