

**Fairlington Mews Council of Co-owners
Minutes, Board of Directors Meeting, May 28, 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 Jayne Mayne 4672 34th St., Fern Birtwistle 4678 B 36th St., Chandra Burnside 3432 A-2 S. Wakefield St., Judith Guerny 4654 34th St., and Kay Yancey 4648 A 36th St.; and committee personnel Shannon Watson, Recreation Committee.

Approval of Minutes

Minutes of the April 23, 2009 board meeting were approved unanimously.

Homeowners' Forum

1. Co-owner Fern Birtwistle inquired about an insurance claim relating to water damage in Ct. 6 that had been paid by the association policy. Manager Jason Eglin explained that after consultation with association insurance agent and association legal counsel the claim had been paid minus the deductible.
2. Co-owner Kay Yancey inquired about the status of repairing the foundation damage at her unit. Mr. Eglin explained that this was being studied by a structural engineer from Avon, Inc. and that the report had not been received by management.
3. Co-owner Chandra Burnside reported the rotted gate at the southwest side of Ct. 11.
4. Co-owner Jayne Mayne was critical of the recent letter from board/ management to co-owners in Court 8 regarding parking issues. Mr. Eglin explained that this issue was under Board advisement.

Budget Presentation

Highlights of the FY 2010 Budget Presentation by Jayne Mayne and Julia Claypool included:

1. Differentiation between Operating Reserves and Line Item Reserves (expenditure \$10,000 or greater)
2. Members' Equity Fund can be used for "unexpected" expenditures.
3. Move \$50,000 from current Members' Equity Fund to Replacement Reserves. **(Approved unanimously)**
4. Check with auditor to determine what percentage of total budget can be funded as Members' Equity Fund.
5. Discussion of increase of FY 2010 condo fee; increase to be 2.8 % **(Approved unanimously)**
6. Budget approved as presented and will be distributed to all co-owners as part of the annual meeting package. **(Approved unanimously)**

President's Report

Ms. Anderson asked that legal counsel prepare an advisory document (similar to the water damage document recently distributed to all co-owners) regarding "pet issues".

Secretary's Report

Ratification of electronic votes April 23 – May 28, 2009 (**Approved unanimously**)

- \$3,145.00 to Avon, Inc. for study of foundation problems at 4684 A 36th St.
- Renewal of association insurance policy with Insurance Designers Inc. @ \$31,260 to include \$2,500 deductible, \$5 million umbrella, and addition of “Law and Ordinance” coverage.
- Landscape expenditure not to exceed (a) \$2,364 for shrub installation by Merrifield Garden Center and (b) \$970.00 for shrub installation in Ct. 11 by Environmental Enhancements.
- Pre-opening and routine maintenance service by Curl Swim Services @ \$3,784.63. Caulking to be completed immediately upon close of pool for current season.

Treasurer's Report

Information from the April 2009 “Variance and Financial Statement”:

• Total Cash/ Investments	\$1,329,128
• Year to date Income	\$682,511
• Year to date Expenses	\$569,227
• Year to date Net Income Surplus/ loss	\$113,285

Recreation Committee

Committee chair Shannon Watson reported the following activities by Mews Recreation Committee:

1. Successful “Summer Kick Off” pool party.
2. Purchase of chairs from Fairlington Green.
3. Meeting with Mike Winn on May 26 to discuss pool procedures.
4. Pool repairs needed (a) “Baby” pool gate enclosure, (b) south side of pool enclosure fence, and (c) general repair items @ pool house.
5. Committee will sponsor a water aerobics class; addition of “Kids Happy Swim Hour” on Monday, Wednesday, and Friday.
6. Consider refurbishment of restrooms before next pool season and purchase of new pool furniture.

Landscape Committee

In a written report, Committee Chair Lori Olivas requested (1) \$3,000 for “hand pruning” and (2) \$250.00 for shrub installation.

The board tabled this request pending further details.

The board approved additional funds not to exceed \$1,000 to increase shrub size to be installed in Ct. 11 to complete the hedge at the court front. This would produce a more “finished” look to the hedge. (**Approved unanimously**)

The board repeated its interest in the Landscape Committee developing a community-wide landscape plan

Management Report

- Routine maintenance work (fences, gutter, shutter, etc.) is continuing under Steve Burcham
- Need to check for gutter clean out in problem areas. Steve Burcham is creating a list of gutter problem areas and is monitoring them regularly.
- Digital Edge is working on scanning association blueprints; original documents that have been scanned onto discs will be shredded.
- Need to protect the court entrance sign uprights from mowers and weed whackers; consider having metal (painted same color as signs) installed at ground level by Steve Burcham.
- Review Katchmark Roofing recommendations in terms of prioritizing roof replacement for FY 2010. Management will have first five roofs on Katchmark study list evaluated by other companies to determine present condition and need for replacement.
- Annual meeting materials to include inside Clarendon condo fee comparison chart.
- Discussion of Sewer proposals from Dwyer Plumbing. Management is to obtain bids from Peed Plumbing and US Sewer and Drain.
- Discussion of Ct. 6 (rear) drainage problem – table recent proposal from Environmental Enhancements; have another company evaluate the drainage problems and submit a proposal to correct; the recently installed drain is not effective.
- Colonial Concrete and Paving will submit a two/ three year plan for sidewalk repair.

Adjournment

The meeting adjourned at 9:15 with the next scheduled meeting set for June 25, 2009 (Annual Meeting).

Respectfully submitted,

Tom Corbin
Secretary