

**Fairlington Mews Board of Directors**  
**Meeting Minutes**  
**Tuesday, November 22, 2005**

David Biette, president, called the meeting to order at 7:00 p.m.

**I. Quorum.** A quorum was established.

**Present:** David Biette, *President*; Gretchen Martin, Seth Low, *Vice Presidents*;  
Fern Birtwistle, *Secretary*  
Legum and Norman Representative, Steve Navar

**II. Homeowner Forum**

None

**III. Approval of Minutes**

April minutes were approved, with minor correction.

Discussion of the minutes for the months of July, and September was postponed until the November meeting.

**IV. President's Report**

No report.

**V. Treasurer's Report**

No report.

**VI. Committee Reports**

**A. Landscape Committee.**

Lori Olivas presented the report of the Landscape Committee, a copy of which is appended to this report.

The new contract with *Environmental Enhancements* was studied and unanimous approval was made for extending the contract for the upcoming 3 years.

Discussion was made of the request for a unit-owner, specifically-directed landscaping plan. A letter of response has been prepared concerning this matter, and David will forward it to all Board members for approval prior to the letter being sent.

Photinia has been removed by Alexandria city workers on King Street, and there is concern as to which municipality has responsibility for the vegetative restoration of this area. Committee Chairman, Lori Olivas, reported that the replacement of eight diseased *Photinia, sp.* will cost \$1560, and asked whether to attribute this amount to the Landscape Committee budgeted amount, or whether the amount should be considered one falling under the "maintenance" budget category. A motion was made by Seth Low, and seconded by Gretchen Martin, followed by unanimous approval, to deduct the cost of replacing the eight diseased *Photinia, sp.* out of the repairs and maintenance budget category.

Lori discussed the ongoing concern of plant watering during dry summer periods. Thus, the following motion was presented by David Biette, seconded by Seth Low, and unanimously approved:

*The landscape committee is authorized to work with the community management company to engage the services of an individual to water identified plantings as necessary, the funds to come from the Landscaping budget.*

#### **B. Recreation Committee**

The Pool having closed for the season, it was of general consent that the provided management had been acceptable, although a future contract would provide for noise abatement as per the use of the leaf blower and the watering of surrounding plants. David offered to request World Pool to put away the deck furniture.

#### **C. Newsletter Committee**

Ann Noonan reported that the articles for the newsletter should be forwarded to her by the 10th of November. It was also suggested that some common-referenced information be repeatedly included in every newsletter. Also suggested was that the next newsletter identify those common interests as per the oncoming cold weather, for example, inside water-turnoff spigots and disposal of construction trash.

### **VII. Financial Management Report**

Ben Marglin reported that members have discussed those financial issues raised at the annual meeting, and members are working on these matters. The members have agreed to compose a list of budgetary subcategories, thus reflecting greater detail in the budget report.

The engagement letter for the financial audit pertaining to the last fiscal year has been signed, and should be available within a few weeks.

Community Manager, Steve Navar, was told that the monthly financial statements should include, for every category, the following elements:

- the amount budgeted;
- the amount spent for the reported month;
- the total amount paid out from the budgeted category to date; and
- the amount remaining in the budgeted category.

Also requested from Legum & Norman, was a monthly listing of Mews assets and liabilities.

### **VIII. Old Business**

#### **A. Video Scanning of Sewer System**

Dave Biette reported that he has studied the initial assessment of the job done by *JED Mechanical*, and has found no indication of a non-compliant work product. The contract with *JED Mechanical* now having been suspended for nearly two years, the Board is pressed to make a final decision on this matter, thus, Steve should urge the completion of the video scanning project.

Video scanning needs to be done in 4 more units, and Steve reported that arrangements are in the process of being made for such with the affected homeowners, unit access being required.

**B. Painting**

The contract has been completed, and the contract amount of \$27,500 has been paid.

**C. Roof Replacements and Repairs**

Roof replacements have been curtailed for 2006, but any necessary repairs will be done.

**D. Tennis Courts**

Tennis court backboard will be done on November 25, and the four square court painted.

**E. Asphalt repairs**

Asphalt repairs have been re-done in Court 10.

**F. Sidewalks**

A previously made decision was reiterated, that sidewalk concrete will not be replaced other than for safety reasons.

**G. Community Management**

**a) Semi-Annual Review of Management:**

Semi-annual review of management is on the rotating list of concerns, but has not been yet addressed. Also noted was that former community manager, Sher Opal, had asked the Board for a document defining the roles and tasks of committee volunteers and court representatives. This list was prepared, and approved by the Board, and Steve Navar was asked to provide a copy of this document.

**b) Requested from Steve Navar:**

A monthly, detailed, and comprehensive list of work projects performed by Leslie Engelking. Such information will provide indication of potential upcoming maintenance needs.

**c) Reserves Study:**

Steve Navar is gathering bids for a review of Mews reserves: there are no bids yet.

**h) Snow Removal:**

*Somerset Landscape* is the long-time contractor. A contract for the upcoming snow-season, 2005-2006, was presented by the same contractor. A motion was made by Ben to approve the contract as presented, seconded by Seth, and approved unanimously. Also, Steve was asked for a history of last winter's snow removal.

**IX. New Business**

None discussed.

**X. The next meeting will be November 29, 2005, at 7:00 p.m. in Room 6 of the Fairlington Community Complex.**

**XI. Meeting Adjourned at 9:15 p.m.**