

**Fairlington Mews Council of Co-owners  
Minutes, Board of Directors Meeting, November 19, 2009  
Fairlington Community Center**

**I. Call to Order/ Attendance/ Quorum**

President Tom Corbin called the meeting to order at 6:30 PM. Quorum was established.

In attendance were Manager Jason Eglin and Board members: Tom Corbin, Seth Low, Ron Patterson, and Renee Powlette.

**Other attendees** were co-owners Alison Reither, 3448 S. Wakefield St, Shannon Watson 4632 34<sup>th</sup> St. S., Julie Frye, 3438 S. Wakefield St. and Fern Birtwistle, 4678B 36<sup>th</sup> St. S.

**II. Homeowners' Forum**

Julie Frye attended the meeting to express her concerns about water continuing to enter her basement. She purchased her unit in June, 2009 and no evidence of water damage had been found during inspection but shortly after moving in they began experiencing water problems. A contractor advised that the diverter above her unit may need to be raised as well as having an additional gutter installed above the doorway. He also advised that the foundation grade may need to be changed near the window wells. Mr. Eglin will contact Katchmark to see what can be done about correcting the gutters and Kelly Cummings will look at the stoop brick work.

**III. Approval of Minutes/ Ratification of Online Votes**

The minutes of the October 22<sup>nd</sup> board meeting were unanimously approved.

Online vote ratified: 11/11/2009 for patio repair at 3540 S. Wakefield St. in the amount of \$3500.

**IV. Old Business**

A. Status Reports

1. Roof Replacement Update – Katchmark will be finished with current roofs in court 14 next week and they are on schedule to begin work in court 12.
2. Painting Update – Not completed.
3. Concrete and Patio Work Update – Work to begin in early December to replace the patio in Court 12 removed for the sewer lateral repairs.
4. Curl Pool Work/Contract – Pool work caulking and junction box repairs have been completed.
5. Drainage Work – REI is still waiting for a good rain to see what needs to be done. Mr. Eglin gave them plat of community so they could see the layout.

6. Sewer Lining Repairs – Completed. Mr. Elgin will develop and chart showing which sewer lines have been replaced, relined, or repaired. He will also show which lines remain to be done.
7. Towing Signage – Mr. Eglin to check with A1 Towing to see if we have a contract with them and if so, will they update our signs to comply with the county code. He will also bring a draft of a towing resolution to the December meeting.
8. 2008/2009 Audit – The board has answered the required questions needed for the audit and financial statements have been reviewed. A draft audit will be submitted in mid-December, and the board will need to approve it within 60 days to complete the audit.
9. Bylaws/Master Deep Update - Rees Broome Inc. has been working on this but there is no date for completion.
10. Foundation settlement Issue (Court 6) – Ms. Davis is to meet with Mark Avon of Avon Inc. to review the problem. Ms. Davis was unable to keep an earlier appointment with Avon Inc.
11. Water Penetration Issue (Court 11) – Discussed during Homeowner’s forum documented above.
12. Non-compliance Issues – Court 15 door is not in compliance and owner says door was there when he purchased their unit in 2002. Mr. Eglin will check with Pete Philbin to see what our options are. Court 8 Patio with overgrown shrubs will be addressed Environmental Enhancements will do this work after Thanksgiving. Court 9 patio where the trees are overgrown – a notice was sent to offsite owner but no response has been received so owner will be notified of due process hearing in December. Court 15 B-Buildings Storage – items in hallway need to be removed and a notice will be sent to owners to remove items or they will be thrown out.

B. Comcast Installation Guidelines – the board will review.

V. **New Business**

- C. **Gutter Cleanout** - Scheduled for next week and Steve Burcham will have help and be paid by the hour.
- D. **Resident Variance Request** – Removal of part of a wall in kitchen at 4629 A-1 36<sup>th</sup> St. S. was approved unanimously by the board.
- E. **Flag Displaying Guidelines/Discussion** – A flag is attached to a fence so that it extends into the common area. We would like to add in the revised handbook not to attach flags to a fence as it can damage the fence.
- F. **Reserve Study/Update Proposals** – Motion to approve \$3900 to Reserve Advisors for a new Reserves Study was unanimously approved. We are requesting five black and white copies in addition to the two color copies included in the proposal.

## **VI. Reports**

**G. President's Report** – Mr. Corbin recommended that Mr. Eglin provide a draft resolution at the next board meeting stating that when a claim is filed on the association's master insurance policy, the co-owner is responsible for the deductible. The pothole in Court 9 has gotten bigger. There is no new towing resolution draft yet so Mr. Eglin will get one together next week. Parking recommendations were received from all but one court rep and their suggestions will be implemented.

**H. Treasurer's Report** – Mr. Patterson reported Total Cash and Investments = \$1,397,070.00, Year-to-date Income = \$231,815.00, Year-to-date Expenses = \$233,660.00 and Year-to-date Net Income Surplus/(Loss) = \$1,845.00.

**I. Secretary's Report** – Ratification of online votes listed in III above.

**J. Management Report** – Items had been discussed previously in sections noted above..

### **K. Committee Reports**

**A. Landscape Committee** – No report this month.

**B. Newsletter Committee** – No report this month.

**C. Recreation Committee** – Ms. Watson reported that the committee has not talked with Curl about vendors for pool furniture and basketball hoops. All pool passes have been returned to residents since they are now permanent. December 9<sup>th</sup> will be the date for the caroling event and everyone should meet at the Christmas tree in Court 11. A flier will be done and Mr. Patterson agreed to post it on the Mews website. A Yoga class will be held in the spring and Water Aerobics will again be held next summer. Kim Maguire is the newest recreation committee member. There is damage to the tennis courts but there is no money in the budget to repair them until the next fiscal year. The recreation committee's next meeting will be held on January 12, 2010.

**D. Finance Committee** – Ms. Reither reported that the variance reports were very helpful and wants to know why we are over-budget on some line items ; she would like to look at the General Ledger to see how things have worked in the past. She also wants copies of the invoices in the future and Mr. Eglin will see that she gets a copy. She suggested the board review the budget regularly and recommended a quarterly review by the Finance committee. Mr. Patterson, Mr. Eglin and Ms. Reither will meet to discuss these proposals. Mr. Corbin suggested that the finance committee document budget/expenditure process so that the notes can be passed on to future boards. The next finance committee meeting will be held on December 2, 2009.

## **VII. Executive Session**

By unanimous vote, the Board met in Executive Session at 8:38 PM for discussion about account delinquencies with no action taken.

**VIII. Meeting Resumed in Regular Session**

At 8:50 PM the meeting resumed in regular session and a motion to give maintenance man Steve Burcham a monetary bonus was unanimously approved and then the meeting was adjourned.

**Respectfully submitted, Renee Powlette, Secretary**