

**Fairlington Mews Council of Co-owners  
Minutes, Board of Directors Meeting, October 23, 2008  
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 – Julia Claypool, Tom Corbin, Seth Low and Ron Patterson.

Lori Olivas, Landscape Committee chair, and co-owners Judy Gurney (4654 34<sup>th</sup> St.) and April & Greg Myer (4658 34<sup>th</sup> St.) were also in attendance.

Mr. John Fell was a special guest.

**Special Presentation**

Mr. John Fell, association financial advisor from Morgan Stanley, presented an overview of association investments and current financial status. Highlights of his presentation included:

- Total asset value as of August 31, 2008 was \$1,134,612.53.
- Certificates of Deposit are invested in different US banks.
- Average interest earning of association portfolio is 4.5%.
- Recent Congressional legislation insures accounts up to \$250,000.00. No Mews account in any bank is more than the insured allowance.
- Certificates of Deposit pay double the interest of Treasury Bills.
- There is no negativity to association accounts as a result of the ongoing financial situation.
- Association accounts upon maturity are reinvested or cashed out depending on the recommendation of management/ board.
- The association has a CD coming to maturity on October 27, 2008 with another on January 8, 2009.

**Approval of Minutes**

Motion by Mr. Patterson with a second by Mr. Low to approve the September 24 minutes as submitted. **Approved 5 – 0.**

**Homeowners' Forum**

1. Co-owner Judy Gurney displayed a pipe fitting from the recent drainage repair work in Ct. 9. The pipe showed incorrect size and improper fittings. Part of the pipe was held together with duct tape!
2. Co-owner Greg Myer discussed the amount of dry rot at his unit (recently marked for correction as part of the paint/ wood repair work); he also was concerned because he had been told tiles in his lower level might contain asbestos (told by personnel at Home Depot); he also recommended that the association not spend money on landscape items until all infrastructure work is repaired. He also asked for a delay in the removal of a patio tree and commented on the growing cracks in the surface of the single tennis court.

**Response:** Ms. Anderson thanked both co-owners for bringing their concerns. She reminded Mr. Myer that any asbestos within his unit was his responsibility and that the

association was addressing the wood problem. She extended the time to correct the patio violation. Ms. Anderson asked Mr. Myer to volunteer to help with the tennis courts and asked him to contact Recreation Committee chairs David Biette and Ann Timmons re: his acceptance of this task.

### **Officers' Reports**

**President's Report** – There was no formal report, rather Ms. Anderson commented throughout the meeting.

**Secretary's Report** - Mr. Corbin said that the court representative email contact information had been completed and sent to board members and management. He remarked that 5 court representatives had distributed recent newsletters in their courts.

Mr. Corbin also reported that some residents have been responsive to letters from management requiring them to correct patio non-compliance issues; however, there are still several instances where patio landscape items impede the painting/ wood trim work.

Mr. Corbin said that association counsel Peter Philbin has agreed to address the board and to participate in a Q & A session. His cost is \$315.00/ hour with a cap at \$500.00. Mr. Eglin will secure possible dates for this meeting (perhaps at the November board meeting) and the association will distribute a flyer to all residents advising them of the meeting when scheduled.

### **Treasurer's Report**

Ms. Claypool reported that due to the early meeting date of this meeting, the financial statements were not available. She will prepare a summary statement when the statements are complete and email it to board members.

### **Committee Reports**

**Landscape Committee** – Ms. Olivas presented a proposal from Hook's Tree Services for the removal of the oak tree near single tennis court @ \$2,000.00. Motion made by Mr. Corbin with a second by Ms. Claypool to accept this proposal. **Approved 5 – 0.**

Ms. Olivas presented a proposal from Merrifield Garden Center (MGC) for landscaping a section in Ct. 5 @ \$956.00. (Mr. Eglin commented that the area was currently bare of landscape materials.) Motion made by Mr. Low with a second by Mr. Corbin to accept this proposal. **Approved 5 – 0.**

Ms. Olivas also reported that the cost of the pool house landscape project from MGC was just under the cap of \$2,500.00 approved at the last board meeting.

### **Management Report**

Manager Jason Eglin reported the following:

1. The painting work in Courts 1 – 6 has been completed except for the painting of the replacement wood. He anticipated the completion of the wood repair soon. The bill will not be paid until completion of both the wood replacement and painting work.
2. Wood replacement will begin soon in Courts 7 – 11. Painting of these courts has begun.
3. Roof Replacement Status (Courts 4 and 14)

- Mr. Eglin will meet on October 24 with representatives of Katchmark (contractor) to discuss organization details of the project.
- The misunderstanding re: Walls (contractor) regarding the roofing project was discussed. The board did not let a contract with Walls for the project; however, Walls delivered materials to the Court 14 site. They have been removed. (**Note:** In an electronic vote the board approved a roofing contract with Katchmark. **Approved 5 – 0.**)
- **Discussion:** Ms. Anderson asked (1) why did Seal Engineering ask for bids for the roofing project (in July) without board permission and (2) is there an association contract with Seal Engineering: if so, the board needs to see a copy. **Follow Up:** Apparently Walls (contractor) was told by Seal Engineering to proceed with the roof work without board acceptance of the Walls contract. Mr. Eglin will ask Seal Engineering to produce a copy of any contract for roofing supervision in Fairlington Mews by Monday, October 27. Mr. Eglin said CMC engineer Ron Kirby did not reply to his request for him to supervise the roofing project. **Discussion:** The board discussed the possibility of roofing project supervision by Jeff Hugney of Restoration Engineering Inc. **Decision:** The board agreed to let Seal Engineering supervise the Court 14 project **if** there is a contract between Seal Engineering and the association and to seek Mr. Hugney's firm for supervision of the Court 4 roofing project. If there is no contract with Seal, the board will ask Mr. Hugney to supervise both projects. **Motion:** Ms. Claypool made a motion to support the board decision explained above with a second by Mr. Patterson. **Approved 5 – 0.**
- Colonial Paving and Concrete Company sent a proposal for sidewalk repair/ replacement for Courts 1 – 15 @ \$23,459.00. Treasurer Julia Claypool said there was money allocated in the 2010 reserve budget for such a project and that the board could move the expenditure up to the 2009 budget. Conditions established in the proposal included: (1) The contractor could not guarantee an exact color match with existing concrete; (2) Use of salt or other environmentally unfriendly ice melts on the new work will void the warranty of two years; (3) linear feet for work in each court is established. (Mr. Eglin will make certain that the snow removal contractor understands that only environmentally friendly chemicals will be used, and he will send the names of these chemicals to the concrete company for their approval and get this response back to board members. Also residents will be advised not to use any such harmful chemicals on their sidewalks or stoops. Motion made by Mr. Corbin with a second by Mr. Patterson to accept the proposal. **Approved 5 – 0.**
- Somerset Landscape Company presented a proposal for snow removal. This company has been employed by the association for many years, and the contract is the standard one stating snow removal will begin with 2 inches of snow has fallen. Hourly costs are established in the contract. The company will not use sodium chloride or any other chemicals which may damage the cement on the premises. Mr. Eglin will confirm this with the contractor. A motion was made by Ms. Claypool with a second by Mr. Patterson to accept this proposal. **Approved 5 – 0.**
- Pool Winterization – Mr. Eglin reported that Curl Pool Services was not responsive to his requests to complete pool winterization and to store the

furniture. A leak at the fill pipe will be fixed by a plumber on October 24, 2008.

- Drainage Study from Gardner James Engineering – The board agreed that the projected cost of this proposal (estimated at \$100,000) was unrealistic and the association will ask the company to prioritize the repairs in their proposal. Management is to have the problem drains cleared immediately of all debris, mulch, and plant materials to increase drainage flow.
- Ms. Claypool asked management to seek a gutter cleaning proposal from Middledorf Services to include cleaning, repair, and caulking as needed. She asked management also to see whether or not Middledorf could also keep the drains (rear Courts 14/ 15) clear as part of their duties. Management is to have a proposal to the board in the week of October 27 which will provide for one community-wide clean out with follow up cleanings in problem areas. Work is be warranted.
- Variance Request – 4664 B 34<sup>th</sup> St. requested a variance to install a second level bathroom exhaust fan and to vent it through the exterior wall under the existing soffit. The board denied the request and told management that the co-owner needed to vent the exhaust through the existing roof breather vent rather than through the exterior wall. Motion made to deny the request by Ms. Claypool with a second by Mr. Patterson. **Denied 5 – 0.**
- Proposal from Edge Digital Group to scan existing association records and to deliver a CD set to Fairlington Mews for electronic retrieval @ \$00.15/ per page. The company estimates 28,000 images. Digitalizing the records will preserve the records and make them available for association research and history. Motion made by Mr. Patterson with a second by Mr. Low to accept this proposal. **Approved 5 – 0.** Ms. Anderson will check with Mr. Don Taylor, Mr. Rodger Bailey, and Ms. Fern Birtwistle to see if there are any outstanding documents not currently in the storage boxes.
- **Discussion:** Ms. Anderson asked Mr. Eglin to bring to the next meeting a proposal for monitoring storage pod use in association parking lots. She also asked for a proposal for variance procedures.
- **Discussion:** At the suggestion of Mr. Patterson, the Board discussed designing a welcome packet for new home owners to be distributed by court representatives. This packet would include such items as a form to obtain tenant names, vehicle information, emergency contact information, etc., a copy of the latest “Mews Quick Reference Guide” and other information deemed important by the Board.

### **Other Business**

With a motion by Mr. Patterson and a second by Ms. Claypool (**Approved 5 – 0**) the board convened in executive session to discuss several condo fee delinquencies.

The board reconvened in regular session and adjourned at 9: 15 PM with the next board meeting scheduled for November 20, 2008.

Respectfully submitted,  
Tom Corbin, Secretary