

**Fairlington Mews Council of Co-owners
Minutes, Board of Directors Meeting, October 22, 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: Chandra Burnside, Tom Corbin, Seth Low, Ron Patterson, and Renee Powlette.

Other attendee was co-owner Judith Guerny.4654 34th St. S.

II. Homeowners' Forum

No homeowners presented concerns.

III. Approval of Minutes/ Ratification of Online Votes

The minutes of the September 24th Board meeting were unanimously approved.

Online votes ratified: 9/25/2009 for junction box and caulking for the pool in the amount of \$4424.34; 10/4/2009 for Crape Myrtle transplant in the amount of \$265.00; 10/12/2009 for Katchmark gutter and roof repair at 4618A 36th St. S. in the amount of \$2100.00.

IV. Old Business

A. Status Reports

1. Roof Replacement project – Katchmark will begin the replacement in Court 14 first. Work is slated for November 1st and they are currently waiting for the slate to be delivered.
2. Digital Edge – Original quote from them did not include that the documents would be searchable. A motion to approve the extra cost of \$700 to make the disk searchable was unanimously approved.
3. Colonial Paving Update – Window well work in Court 1 is still not done and they expect it to be done in 1 – 2 weeks.
4. Curl Pool Work – Jason reported the caulking was supposed to be done last week and the junction boxes done next week but there is no evidence either has been done so he will follow up with Curl to get the status.
5. Drainage Work – Waiting for a good rain to see what needs to be done.
6. Sewer Repairs – Still continuing and fences affected by the work will be repaired.

- B. Bylaws/Master Deed Update – Pete Philbin is half way done with revisions and they should be done next week. Mr. Patterson asked about the new Audit/Reserves 2009 Study status and Jason will follow up.

V. **New Business**

- A. **Towing Signage/'No Parking' areas** – Old Town Sign Company gave us a quote of \$10,771.10 for additional signs containing the new Arlington County towing ordinance information. The board rejected this proposal. Jason will follow up with maintenance man, Steve Burcham, to see about the possibility of having a metal sign that can be screwed onto the bottom of the current wooden signs.
- B. **Towing/Parking Resolution** – Jason went over the designated parking spots and discovered that Court 4 has 21 units but only 20 parking spaces. Tammy Anderson had a list of the parking spots and Jason will check with her to see if the one unit has a parking spot in another court. The first draft of the parking/towing resolution will need to be compared to the by-laws. Ms. Burnside will make up a new resolution just to include towing rules. Suggestion is that if an owner wants a car towed they will have to provide a driver's license to prove they live at that address before the car can be towed. We need to ask the court reps of any parking abuses in their courts such as piggyback parking or parking in unmarked spaces. Courts 3, 5 and 10 have already reported such problems.
- C. **Snow Removal** – A motion to approve a contract from Somerset Landscaping Company on a time and materials cost was unanimously approved. No chemical ice melt will be used on sidewalks.
- D. **Comcast Contract** – Mr. Low reviewed the Comcast contract for us and the main points were that they want exclusive rights to cables and distribution of promotional materials and they would pay us \$8800.00 to have these rights for 10 years. The board was not impressed.
- E. **Tree Pruning Proposals** – A motion to approve a contract from Thrive Plant Health Care Solutions in the amount of \$3283.00 for pruning was unanimously approved. There is a tree overhanging units 4622 and 4624 36th St. S that will also be added to this contract.
- F. **Fence Power-washing and Staining** – Our fences are due to be replaced in 2013 according to last Reserves Study. The maintenance staff is currently replacing rotten and warped boards in the fences. Power washing and staining is very expensive and would damage plants and shrubs along the fences so we will hold off on making a decision about this.
- G. **Resident Variance Request** – Resident at 3522 S. Wakefield St #A2 requested to remove concrete patio slab and replace with pavers. This was approved by the board. Jason Eglin will tell the homeowner that in the event of damage to the pavers due to any work that needs to be done and that the association is only responsible for replacing the original concrete slab.

VI. Reports

- A. **President's Report** – Mr. Corbin prepared a list of items that we need to be updated on. We have some units with trees and shrubs that are causing damage to buildings that have not been removed by homeowners. We need to take action on these. Update on Kay Yancey's sinking floor is that the floor is now stable but not level due to natural compression. There is a pothole in Court 9 and Mr. Eglin will have Dominion Paving look into it. A resident in Court 8 had a question about CMC's policy for completing special forms for refinancing. Mr. Eglin explained that these procedures and costs were in line with recent changes in management and banking laws.
- B. **Treasurer's Report** – Mr. Patterson reported Total Cash and Investments = \$1,401,183.00, Year-to-date Income = \$154,491.00, Year-to-date Expenses = \$148,521.00 and Year-to-date Net Income Surplus/(Loss) = \$5,970.00.
- C. **Secretary's Report** – Ratification of online votes listed in III above.
- D. **Management Report** –Mr. Eglin advised us that once the \$110,000 in our Wachovia account is moved and some of it spent that we should have \$50 – 75,000 to invest in our Morgan Stanley account. He has received several calls from residents about loose slates on roofs and he will have Katchmark look into these. There was a ditch that opened up in front of Court 15. At the time of the incident the association was not certain if this area was considered Arlington County right of way. The maintenance staff filled it up with 5 bags of topsoil.
- E. **Committee Reports**
 - A. **Landscape Committee** – Judith Guerny reported that the committee met Oct 21st and they met with Environmental Enhancements representative Kyle Thurman last week. She had pictures of the proposed landscaping that would be done in front of the single tennis court where the big Oak tree used to be. A motion to approve up to \$3544.00 for this work was unanimously approved. Additionally, work at 3608/3610 S. Wakefield St. in the amount not to exceed \$2083.00 was also approved.
 - B. **Newsletter Committee** – Mr. Corbin advised there would be a supplemental issue done when the by-laws are complete and to communicate any pertinent association information.
 - C. **Recreation Committee** – Ms. Burnside reported that the committee met last week. They are researching pool furniture vendors and basketball hoops. They are also

trying to find contractors to re-do the bathrooms and decide if the floors need to be replaced. Pool passes have yet to be distributed.

VII. Executive Session

By unanimous vote, the Board met in Executive Session at 8:36 PM for discussion about account delinquencies and no action was taken.

VIII. Meeting Resumed in Regular Session

At 8:52 PM the meeting resumed in regular session and was adjourned.

Respectfully submitted, Renee Powlette, Secretary