

**Fairlington Mews Council of Co-owners
Minutes, Board of Directors Meeting, September 25, 2007
4830 S. 31st Street**

Call to Order/ Attendance/ Quorum

The meeting was called to order at 7:03 PM by president Fern Birtwistle. Quorum was established.

In attendance were board members Julia Claypool, Tonya Dodge, and Seth Low in addition to Fern Birtwistle.

Also present were Lori Olivas, Landscape Committee, and the following co-owners:

Chandra Burnside	3432 A-2 S. Wakefield Street
Judy Guerny	4654 S. 34 th Street
Rodger Bailey	3452 S. Wakefield Street
Sharon Webster	3520 S. Wakefield Street

Manager Steve Navar of Legum and Norman was present.

Tom Corbin recorded the minutes.

Homeowners' Forum

Co-owner Judy Guerny brought a piece of broken "stack pipe" from her kitchen remodeling project to show the board the condition of this infrastructure element. (Note: A "stack pipe" has been an on-going issue with another co-owner.) Ms. Guerny will write an article for the next newsletter advising residents to have this item checked should they be doing any kitchen remodeling.

Julia Claypool reminded the board of the importance of the Homeowners' Forum as an important part of board meetings for residents to bring their concerns and suggestions to the association's attention.

President's Report

Ms. Birtwistle reported that 5 notices for condo fee delinquencies had been sent to co-owners by the board. Two such notices were "collective demands" of co-owners who were seriously delinquent in payments. These notices were notarized and sent at cost of \$156.00 per instance placing liens on the properties. It was noted that the attorney for collections was different from the association's general counsel.

Treasurer's Report

Ms. Claypool reported that all board members had had a chance to review the latest draft of the Reserves Advisors Report and that a final draft was due to the board of directors. She noted the increase in some line item recommendations but stated that the association was still within the parameters of the budget. She suggested the board consider a new company for such a study in the future.

The association needs the 2007 audit and an interim audit from Goldklang. The cost of the interim audit will probably be the same as if it were an end of fiscal year audit (July 2008).

Landscape Committee

Chairman Lori Olivas requested a payment of \$525.00 to Hook's Tree Service for recent pruning and tree removal. **Board Action** – Approved 4 – 0.

Two residents had submitted planting requests as a result of the notice in the last newsletter.

At the suggestion of hiring a student or other part time employee to water landscape materials, Ms. Claypool reminded the board of the issues of insurance and association liability for such employment since the association does not directly hire employees, consequently not having the proper protection, such as workmen's compensation, for such employees.

Ms. Olivas suggested that the board maintain a "water fund" to cover such emergencies as the current drought. Julia Claypool motioned that the association hire Environmental Enhancements for October and November (2007) to water selected plants and to pay this now out of landscape funds, and the board would make budget adjustments later as needed. No specific dollar amount was set.
Board Action – Approved 4 – 0.

Ms. Olivas said that the association would again like to participate in Arlington County's program to recycle leaves. Mr. Navar will see that the county is made aware of the association's participation. The association cannot participate in the county's program to recycle Christmas trees because Jeffrey's Trash has not been responsive to this issue.

The Landscape Committee will solicit bids from several contractors for pruning the King Street Photinia hedge.

Ms. Olivas reminded the board that committee meeting dates are posted in each newsletter in the Landscape column and that requests may call to check on meeting dates.

Ms. Olivas reported that a bill of \$3,550.00 to Environmental Enhancements had not been paid. Steve Navar said that this specific bill had now been paid.

Recreation Committee

No representative of the committee was present, but Ms. Birtwistle noted that Mike Simmons of Curl Pool (association's pool management company) had received official notice from Arlington County detailing 4 association pool violations. Curl Pool will address and correct these violations.

Resident Chandra Burnside commented on a pool light problem during part of the pool season.

Resident Judy Guerny noted that the women's rest room and shower facilities needed updating. Ms. Birtwistle will put this on a "to do" list.

Ms. Birtwistle will ask the Recreation Committee for a pool season report and recommendations for maintenance needs.

The issue of the crack in the tennis court was raised. Mr. Navar reported the previous repair work only had a 2 year warranty which has expired.

Newsletter Report

Tom Corbin reported that the next newsletter would be the November/ December issue with a deadline for submissions around mid-October. He requested that the board give meeting dates for any general public meeting with new management company CMC and the dates of the board meetings for November and December (if the board schedules one for December) so that these dates can be published in the newsletter. He suggested that the board consider a combined November/ December meeting (after December 1) so that the association can meet with the new management before the scheduled January 2008 meeting date. Ms. Birtwistle will follow up on these dates.

Management Report

1. Mr. Navar reported that the striping in Court 13 needs to be finished.
2. Brothers Paving wants the final payment of the total cost of \$47,963.52 (amount from Ms. Birtwistle) for the recent contracted parking lot work. **Board Action** – Approved 4 – 0.
3. Roofing Update – Mr. Navar still has no date for this work from Simpson Roofing Company. David Fyfee is in discussion with the company. **Board Action** – the board asked Mr. Navar to follow up on this and to finalize the work dates as soon as possible.
4. Painting of interior doors of apartment buildings – This is an on-going issue. There is a question about what kind of paint is currently on the doors, what kind of prep work is needed, and what kind of primer to apply. **Board Action** – The board requested that Mr. Navar obtain bids for painting a single interior apartment door and its adjacent moldings, to include all prep and priming work. The board plans to approve a contractor in October with painting to follow in November.
5. Julia Claypool and Tonya Dodge will select the color and paint brand for the apartment doors. Ms. Dodge said, “All doors are to be painted.”

Other Business

The issue of selecting a new trash contractor was tabled.

The next board meeting will be October 23, 2007 at the same meeting location.

The meeting was adjourned at 8:25 PM.

Respectfully submitted, Tom Corbin