

MINUTES OF THE ANNUAL MEETING OF THE BOARD OF DIRECTORS  
AND COUNCIL OF CO-OWNERS OF FAIRLINGTON MEADOWS  
SOUTH FAIRLINGTON COMMUNITY CENTER  
3308 S. Stafford Street, Arlington, VA 22206  
OCTOBER 26, 2011

- IN ATTENDANCE** John Thurber - President  
David Andrews - 1<sup>st</sup> Vice President  
Lisa Farbstein - 2<sup>nd</sup> Vice President / B&G Liaison  
Jacqueline Maguire - Secretary / Pool Committee Liaison  
Paul Cinquegrane - Treasurer  
Diane Thurber - Recording Secretary  
Jason Eglin - CMCA, AMS, Community Manager, CMC  
Approximately 35 members of the Community
- CALL TO ORDER** Mr. Thurber called the meeting to order at 7:00 p.m.
- PRESIDENT'S ACKNOWLEDGEMENTS** Mr. Thurber introduced the members of the Board of Directors, as well as Jason Eglin, Property Manager at CMC, Jack Clark, Maintenance Manager, and Jose Ramirez, Maintenance Assistant. Mr. Clark was welcomed back after an extended absence due to a work-related injury, and Mr. Ramirez was thanked for handling the extra workload during his absence. Also acknowledged were Diane Thurber, Recording Secretary for the Board; Kathryn Utan, Editor of the Meadows Messenger newsletter; Mary Shea, Fairlington Green resident and Webmaster of the Association's website; and Ron Patterson, Fairlington Mews resident and former/substitute Webmaster. Although the Association pays for registration fees, Ms. Shea and Mr. Patterson volunteer their time to our community.
- AGENDA** Mr. Thurber presented the Meeting Agenda, which included a comprehensive overview of the state of the Association, discussion of the 2012 proposed Budget, reports by Committee Chairs, the election of two Directors, and open forum Q&A.
- PROOF OF NOTICE** Notice of the meeting was effected by the following means: formal mailing from CMC with attachments, including President's letter and proposed Budget; prominent posting on Association's web site; article in Meadows Messenger newsletter; and e-mail alert through Homeowner Link Elite emergency notification service.
- ROLL CALL** The registration process, including proxies, both printed and electronic, was sufficient to reach quorum of 54%. Roll call was waived by the Board. Mr. Thurber thanked the Court Chairs, who canvassed their respective courts for proxies in advance of the meeting.
- READING AND APPROVAL OF 2010 MINUTES** Mr. Thurber made a MOTION that by GENERAL CONSENT the reading of the minutes of the 2010 Annual Meeting be waived and that said minutes be approved as submitted. No objection. Motion CARRIED.
- INSPECTORS OF THE ELECTION** Mr. Thurber made a MOTION that by GENERAL CONSENT Chuck Edwards and Amanda Morgan be approved as Inspectors of the Election. No objection. Motion CARRIED.
- STATE OF THE ASSOCIATION** The state of the Association is very good. We have an adequate budget to provide the services that we require and have come to expect. Our reserves are healthy at \$987,000.00, even after undertaking a

\$750,000.00 sewer relining project. There is a line item of \$69,000.00 in the proposed Budget, which is part of our effort to replenish reserves over the next several years to \$1.2million. That is the amount the Reserve Study recommends, and we will continue to reserve for that amount. We did not have a balanced budget in 2009 or 2010 due to expenses related to snow storms, tropical storms and a wind shear event, but even with those we were not off by much; insurance came to our assistance, and after we paid the per-event deductible of \$10,000.00, we received \$150,000.00, which the Board felt was very good coverage. Our insurance premiums have increased only incrementally for several years, to match inflation, but with no spiking. We maintain good reserves for day-to-day budget items, plus additional for extraordinary expenses. We can't predict what events will happen, but we have to be prepared to pay for them. Fortunately, the earthquake on August 24 caused only minimal damage. Caulking pulled away from the faux chimneys on twelve buildings, causing some water damage for residents, and some roof tiles came loose. Katchmark Construction has begun those repairs, which will cost less than \$7,000.00. A comprehensive, building-by-building inspection was completed, and no broken bricks or cracking were found. Residents were asked to report to the Board any building damage they may have noticed, but none was reported.

The Board's regular monthly meeting is every third Wednesday of the month at the FCC. Residents were advised, however, to confirm the date on the website or with Mr. Eglin. The website received 2,200 hits this year, which is approximately six per unit; it is a good way to communicate with residents, as it contains the governing documents, water usage and conservation tips, a Directory of contact information, and banners with updates. In addition to the website, the Board communicates with residents through the Homeowner Link Elite emergency notification service. The Association pays an initial start-up fee, then purchases minutes, which can be used to send e-mail, telephone and text messages. Currently, only about 50% of residents are registered to participate; the registration form is on the website.

Community Management Corporation is our management company. Among other things, they manage our books, pay bills, handle payroll, assist the Board in negotiating contracts, prepare resale packets, and send out communications. On a personal level, the Board feels that we have an excellent Property Manager in Jason Eglin. Mr. Eglin has been with us for four years; he knows the property, is familiar with our documents, has good contacts in the industry, and provides good personal attention. Although he currently manages six properties, we often feel that we are his only client, and the Board appreciates that level of responsiveness.

Pursuant to the Bylaws, any home improvement project exceeding \$1,000.00 must receive prior Board approval. The Board receives about ten such requests a month for projects such as window replacements, kitchen and bath remodeling, and replacement of HVAC systems. It is no longer required for residents to make a presentation at the Board's monthly meeting. They need only forward a copy of their contract to the Board via e-mail or drop-off, and following review, receive a response, usually in no more than two days, and often within a matter of hours. Residents must still abide by County permitting laws, but this fulfills the Association's Bylaw requirement and provides guidance insofar as the architectural exterior criteria and contractor and other community guidelines are concerned.

Q: FHA has new guidelines for condominium associations. They must be recertified in order for individuals to receive FHA financing. Has the Meadows been recertified?

A: Yes, the Meadows has been recertified, and the certification is good through December 2012. In fact, this was taken care of early by CMC in order to avoid any "bottlenecks." Other issues affecting FHA financing are the number of rental units and the amount of delinquencies. If rentals are approaching 50%, that could be a problem; rentals in the Meadows currently stand at around 28%. Delinquencies around 15% would be an issue, but we

are around 2%, and the Board is aggressive in pursuing delinquencies for that very reason. The Association cannot sustain a workable budget if co-owners do not pay their monthly fees.

Roofs: The average cost to replace one roof is \$120,000.00; there are sufficient funds in reserve for three full replacements, plus 1.5 per year in the annual budget. We already completed a replacement in Court 5 this year, and are preparing to do the 2012 roof in Court 15 soon because it is in very poor condition and cannot go through another winter. The buildings were constructed in 1942-1944, making the roofs 67 to 69 years old; fortunately, with proper care, some slate can last 100 years. The only persons allowed onto the roofs are our on-site maintenance staff and the roofers. The painters now use a cherry picker to reach the chimneys and dormers. A comprehensive inspection of all roofs was completed in 2006, and follow-up inspections are conducted annually. Roof leaks are an indicator of problems; the roof will be patched, or a section replaced, as necessary, and depending on the extent of the problem, the roof may be moved to the top of the replacement list. Market conditions for roof replacements are currently favorable due to the economic climate. The engineering firm of Gardner James advised that we begin installing larger diameter drainpipes and gutters to move water faster, and we followed that advice when the storm repair work was completed. Gardner James also helps with requests for roofing proposals.

Painting: The buildings in the village are painted on a four-year rotating cycle in the fall, and this year Courts 7, 8, 9 and 10 are being done. The contract includes staining the interior and exterior fence surfaces. Prior to the staining, the B&G Committee conducted a walk-around to evaluate the condition of the fences and gates, and provided the Board with a complete list of needed repairs. In Mr. Clark's absence, the Board hired a temporary carpenter to assist Mr. Ramirez, and they hope to complete the repairs by the end of this week. The painting contractor is Middledorf, whom the Board has been using since 2005; they provide good quality work at a competitive price. Notices have been distributed to the affected residents, outlining expectations for both the residents and the painters. Residents' cooperation is requested in removing storm windows and moving personal property out of harm's way. This is a major contract, and the Board wants to ensure that we receive full value. Our on-site maintenance crew will be painting the interiors of the B-buildings in conjunction with the painting cycle, as time and weather permit. Any loose or broken handrails and other maintenance issues will be addressed at the same time. The courts in next year's painting cycle are 1, 2, 11, 12 and 13.

Insurance: The Association's master hazard insurance policy is held by Travelers; USI is our agent, and Theresa Melson manages our account. Ms. Melson is a former property manager for the Meadows and therefore is very familiar with our property. She assists us in securing the proper coverage, tailored exclusively to our needs. Due to our efforts on the sewer lateral work, we were able to reduce claims for flooding and back-ups, which led to a decrease in our annual premium. Despite our receiving a pay-out due to the above-mentioned incidents, increases have remained reasonable and steady. The Board is satisfied with our insurance coverage and with the services we receive, and will continue with Travelers and USI in 2012, at a modest increase.

B&G Committee: The Board very much appreciates all that the Committee does for the community. B&G is the largest standing committee, and is Co-Chaired by Chuck Edwards and Judi Garth. The Committee recently conducted considerable research and recommended a new grounds contractor to the Board. Committee members also work with our tree contractor as well as the County's representatives. They keep an eye on the property, which helps limit Bylaw violations, they conduct surveys of the B-buildings and grounds, and they plan and oversee two large annual plantings.

Landscaping: Residents are asked to please water new plantings near their units. When first planted, bushes and trees need help getting established, but residents are reminded not to water the lawns (excepting newly-planted areas); grass will revive with a measurable rainfall, and we have had good rains in the past few years. Water is the single most expensive budget item, and has been as high as \$202,000.00 for a single year. Water is billed twice -- when it comes out of the faucet, and again when it goes down the drain, and water treatment is 2.5 times more expensive than clean water. For this price, we cannot afford to waste water.

Gutter Cleaning: Every gutter is cleaned at least twice a year by our on-site maintenance staff, using a blower. Some buildings have trees very close to the gutters, and those are done up to six times a year. The B&G Committee conducts tree surveys and recommends when a tree needs to be cut back to avoid the problem of leaves and pine needles logging the gutters. Residents may report gutter problems to the maintenance staff or to CMC.

Snow Removal: Our snow removal contract is with our grounds contractor, Somerset (landscaping and snow removal are generally a package). The winter of 2011 was not too severe, and we were back to where the Board would like to be – at about \$4,000.00 last year versus \$60,000.00 the previous year. The 2012 Budget includes \$12,000.00 for snow removal, which is not “worst case,” but hopefully sufficient to deal with a major storm. Snow on bushes can be gently brushed away by hand, not hit with a shovel. If ice covers the branches, it should be left alone to melt.

Q. The County’s new snow removal ordinance requires that sidewalks be cleared between twenty-four and forty-eight hours following a storm, depending on the depth of the snow. Also, the snow can’t be pushed into the street; it needs to remain on the property. A lot of times the contractor will push the snow out of the lots and block the sidewalks. They can’t do that.

A. We will do the best we can to remove snow within the time frame allowed. In addition to the snow removal contract for the lots, we have two snow blowers, and the on-site maintenance crew takes care of the sidewalks. If it is too much for them to handle, we call in reinforcements.

Exterior Architectural Criteria: Residents are encouraged to refer to the website for guidelines regarding doors, lights, porches and patios, media installation, and more. Fairlington has historic designation, so we don’t want things to be a hodgepodge, which distracts from the overall coherent look and curb appeal.

Reserve Study: State law requires a Reserve Study every five years, and our 2010 study was recently completed. An engineer conducted a walk-through and prepared an assessment of every aspect of our infrastructure, including roofs, buildings, fences, pool, tennis courts, and parking lots, to determine the condition of each element, how much life each has left, and what amount needs to be put into reserves for total replacement. As stated above, we currently have \$987,000.00 in reserves, which is allocated across the different elements. For budgeting purposes, we either add to the balance or just “zero it” if we have enough to cover full replacement. Painting and roofs are an ongoing annual expense, so we are constantly replenishing those balances. The Reserve Study is an important tool to help the Board with long-range planning of projects.

Playground: The tot lot was upgraded in the spring. Old mulch was removed, and replaced with new, to reach the required depth of nine inches, and the pads were placed back under the swings. It was necessary to build up the perimeter with 6x6 timbers in order to accommodate the additional mulch. It is expected that the new mulch will last at least three years.

Parking Lots: All of the lots were rebuilt from the base up between 2001 and 2003. We still have a good, substantial sub-base and topcoat, but some of the lots are experiencing surface cracking, which will only get worse during freeze-and-thaw cycles. The Board is researching available remedies; different methods have different costs, advantages and disadvantages. Whatever method is chosen, it will require that vehicles be removed from the lot for a day or two. Any contract will include restriping where needed.

Q: In Court 4, he has noticed some settling where the tires are. Will that be addressed?

A. Yes, some areas may have to be milled, others just patched. An inspection will be done in each lot to determine what is needed.

Sidewalk Lights: In 2006, about twenty ground-level lights adjacent to the Glen's tennis courts on S. Stafford Street were replaced with three tall pole lights, for the cost of \$2,800.00. Prior to this, the lights were being vandalized constantly. This move eliminated that problem, and has saved the Association considerable money on repairs and electricity. The only maintenance has been replacing burned out bulbs.

B-Buildings: We have a new contract with J&B for the cleaning of our twenty-seven B-buildings. Mr. Thurber will be meeting with a representative in November for a walk-around to familiarize them with the property and with our expectations. Carpet cleaning in the buildings is generally scheduled for April, after the possibility of winter storms. Fire extinguishers are checked and serviced by a separate company, and recharged as necessary. Smoke detectors in the common areas are also regularly checked and maintained.

Pool: Due to the lack of a Pool Committee this past season, the responsibility for the operation of the pool fell to the Board of Directors. Residents were encouraged to contribute to the community by volunteering for this committee, which is a very important part of the pool operation. The Board has been very pleased with Community Pool Service, who has been our contractor for the past four seasons. They have been responsive to our requests for maintenance and supplies, and have provided good lifeguards, all at a competitive price. The underwater lights continued to malfunction throughout the season, so all were replaced, along with the chlorinator in the main pool. The wading pool had been leaking, and the problem was finally identified and repaired. The leak was under the deck, but CPS did a good job with the repair and patching. The wading pool also received a new whitecoat and the perimeter tiles were replaced. We will be purchasing new umbrellas and tables prior to the 2012 season, and possibly whitecoating the main pool; CPS will be providing a bid for that work, which must be done in early spring in order to allow for sufficient curing time.

Comcast and Satellite Installations: All such installations and repairs must be accomplished according to the Association's Exterior Architectural Criteria, which can be found on the website. Communications companies often use subcontractors, who are not familiar with our requirements and limitations. Please try to monitor work while it is in progress, and make the service provider aware of our guidelines *in advance*. If the work is done incorrectly, it can mean a return call, and possibly a due process action if the violation is not remedied in a timely manner.

How We Can Help Ourselves: One of the best things residents can do is to be familiar with the governing documents, especially the Bylaws and architectural guidelines. Some other recommendations:

- Do work right the first time; consult the website, the Board, or CMC for guidance.
- Do not put improper materials into the drains, which can cause you or your neighbor to experience a sewer back-up.

- If you have a “low basement,” be prepared for flooding. Reconsider wall-to-wall carpeting in the basement, and don't store expensive or irreplaceable items on the floor.

- Lower storm windows during heavy rains.
- Maintain patios in good condition.
- Place plastic coverings over window wells to keep out rainwater.

Even if your gutters are not blocked, they are sometimes not able to handle excessive amounts of rain received in a short period of time.

Q: Resident does not have window well covers, and one of his window wells filled with water during a recent heavy rain. It also may have been ground water, or the fact that there was mulch, which had been laid a week or two previously, covering the apron of the nearest downspout, causing a dam. To avoid this problem, the grounds people should pick up and re-lay the concrete downspout aprons when mulch is applied.

A: Thank you. Suggestion noted.

### **COMMITTEE REPORTS:**

**B&G Committee** By Mr. Edwards: The Committee began working with a new grounds contractor this year. Somerset's contract began in March with a clean-up of the entire community, and they kept things looking good for the rest of the season. They are quick to correct problems, and the Committee is pleased with them so far. Mowing and weeding are now done only when requested, which has saved us several thousand dollars on the contract. Mr. Edwards noted that his previous Co-Chair for four years, Drew Thompson, moved to Ohio earlier in the year, and that Judi Garth is the new Co-Chair, and Lisa Farbstein is the Committee's Board liaison. The Committee works daily to stay on top of things. The spring planting was mostly to catch up from previous storm damage; the Committee ran out of funds after all the storm clean-up, and is just now catching up. There will be a fall planting, consisting mostly of residents' requests; revisions are still being made to the proposal. Residents may contact Mr. Edwards to inquire if their requests are included. The Committee received a grant from the County to re-landscape the circle at the FCC. Committee member and landscape architect Dave Carro drew up the design, and it has been implemented. Mr. Carro was thanked for his efforts at completing and revising the plan, and making sure everything was correct. Thanks also to Ed Hiltz for securing the grant. There was not a lot of tree work done this year since there was so much the year before due to storm damage, but some will be done in the fall, basically thinning, removing dead branches, and a couple removals. Shrubbery pruning is scheduled in the next couple of weeks, and ornamental trees will be elevated in order to clear walkways. Three leaf removals were scheduled this year; one has been done, another will be completed prior to the holidays, and the third has yet to be scheduled. The Committee manages its budget very carefully, and Mr. Edwards thanked Mr. Eglin for his contract negotiating skills. He also extended thanks to those residents who water the new shrubbery. With their help, everything in the spring planting survived.

**Committee of Court Chairs** By Ms. Thurber. Described duties of the Court Chairs, which are to greet new residents, deliver the Welcome Packet, answer questions, issue Recreation ID cards, and collect proxies in advance of the Annual Meeting. Introduced all Court Chairs and thanked them for their service. A volunteer is needed to fill a vacancy in Court 10. In closing, offered a statement of appreciation to the Board of Directors.

**Recreation** By Mr. Thurber: A tennis court expert recently evaluated the condition of the courts. While there are wear spots, structurally they are in good shape. Resurfacing was last done seven years ago, and will be

scheduled again for the spring. In the meantime, cracks will be filled in. Thanks to Recreation Committee Co-Chairs Ed Girovasi and John Stack.

**BUDGET**

Mr. Thurber formally introduced the proposed Budget. Income is based on monthly condo fees and projected interest on investments. The cost of certain services is determined by fixed contracts; other costs, including reserves, are based on educated projections. The seven largest items in the Operating Budget are: Water and Sewer, Painting, Insurance, Landscaping, Management, Trash Removal, and Pool. Homeowner Equity will be rebuilt over the next few years to get it back up to \$1million. There being no further discussion on the Budget, Mr. Thurber made a MOTION that by GENERAL CONSENT the proposed 2012 Budget for Fairlington Meadows be approved as presented. No objection. Motion CARRIED.

**ELECTION OF TWO DIRECTORS**

The terms of two Board members expire at the conclusion of this meeting. Current Board members John Thurber and Lisa Farbstein each have announced their candidacies for an additional term. Mr. Thurber wholeheartedly endorsed Ms. Farbstein's candidacy and asked for the community's support, as well. Inspectors of the Election confirmed that there were no other nominations via proxy, and no further nominations were received from the floor. Accordingly, Mr. Cinquegrane made a MOTION that Mr. Thurber and Ms. Farbstein be re-elected to the Board of Directors by ACCLAMATION, each for an additional three-year term. No objection. Motion CARRIED. Following the Annual Meeting, the Board met briefly to discuss the assignment of Board positions, and it was agreed that each Board member would retain his or her current position.

**BOARD COMMENTS**

Ms. Farbstein extended a thank-you to Mr. Thurber for another year of service. He pays great attention to detail and follow-up, and every member of the community benefits. She wished to reiterate the importance of volunteers in the community, and the fact that a Pool Committee is needed. The pool is a very popular place for residents to enjoy free time, and she encouraged pool users to become more involved by serving in this capacity. The first order of business would be helping to select new tables and umbrellas. Get involved and make a difference in the community – the community is what the residents make of it. New residents, plan to attend a Board meeting to learn what's going on, and check the minutes on the website. Participate in recycling, which is collected every Wednesday; the Board encourages residents to recycle as much as possible. Finally, thanks to Jack and Jose. In any kind of weather conditions, they look out for our well-being even before their own homes.

Mr. Andrews thanked Barbara Sitton for organizing social events at the pool over the summer, despite the lack of a Pool Committee. He asked that residents not complain about things, but come forward and help. He also wished to reiterate the importance of having a functioning Pool Committee and asked residents to consider serving.

**RESIDENTS' FORUM:**

Q: Considering water costs, would it be in the Association's interests to provide financial incentives for residents to replace their old toilets?

A: The Board will take that under consideration.

Q. What items are acceptable for recycling?

A. The recycling guidelines were recently updated and are on the website. Basically, Capitol takes whatever the County accepts. Residents should notify the Board if extra recycling containers are needed in their courts.

Q. Are we any closer to getting FIOS?

A. No. The Board is working with other villages on this issue in order to get some control over it. It is not expected that they [Verizon] will be any better [to work with] than Comcast.

Q. In News from the Board articles, it is requested that if a resident has been notified that someone in the building is experiencing a sewer back-up, that others should discontinue using the clothes washer, dishwasher, and flushing toilets, etc., until the problem is resolved. Who informs residents that there is a back-up? When he asked a contractor last March, he was told it was not their responsibility and to check with management, but a call to CMC did not result in any action.

A. The articles are basically talking about having empathy for those who have low basements. Mr. Thurber assured the questioner that if it was he who was experiencing a back-up, he would go around and notify his neighbors or ask someone to do so. The event in March was an emergency, and required immediate attention. If it had been a planned event, affected residents would have received advance notice.

**ADJOURNMENT**

There being no further business to come before the meeting, Mr. Thurber made a MOTION that by GENERAL CONSENT the meeting be adjourned at 8:35 p.m. No objection. Motion CARRIED.

Respectfully submitted,

Diane Thurber  
Recording Secretary