

FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
SOUTH FAIRLINGTON COMMUNITY CENTER  
FEBRUARY 13, 2006

- IN ATTENDANCE**
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|---------------------------------|---|
| John Thurber                    | - President   |
| David Andrews                   | - 1 <sup>st</sup> Vice President                            |
| Lisa Farbstein                  | - 2 <sup>nd</sup> Vice President/B&G Committee Liaison      |
| Bryan Hochstein                 | - Secretary   |
| Debra Diener                    | - Treasurer   |
| Diane Thurber                   | - Recording Secretary                                       |
| John Kilkenny                   | - Community Manager, Condo Division, CMC                    |
| George Gardner                  | - Vice President and Division Director, Condo Division, CMC |
| Chuck Edwards and<br>Judi Garth | - Co-Chairs, B&G Committee                                  |
| Jack Clark                      | - Maintenance Manager                                       |
| Allen Brzezinski                | - 4316 S. 34 <sup>th</sup> Street, B-1                      |
- CALL TO ORDER AND QUORUM** Call to order at 7:00 p.m. Quorum established.
- EXECUTIVE SESSION** By UNANIMOUS CONSENT, the meeting was moved into Executive Session to discuss a personnel financial issue, the Delinquency Report, and an issue related to legal counsel. Following discussion, by UNANIMOUS CONSENT, the meeting was moved out of Executive Session and into regular session at 7:10 p.m.
- NEW PROPERTY MANAGER** Our new Property Manager at CMC is John Kilkenny, who replaces Paul Leddy.
- BOARD MEMBER RESIGNATION** Mr. Hochstein announced his resignation from the Board, effective immediately following this meeting. He agreed to pursue the purchase of a computer for the maintenance shop, and was thanked for his service.
- APPROVAL OF MINUTES** By MOTION duly MADE, SECONDED and CARRIED (4-0-1, Hochstein), the minutes of the January 10, 2006, meeting were approved as amended.
- FINANCIAL**
- The Board requested guidance from CMC on the reinvestment of funds from a Treasury Note maturing in May 2006.
  - A bill for electrical work performed on S. Stafford Street will be re-appportioned between the Association and the homeowner, as interior repairs are the responsibility of the homeowner.
  - The Board requested that CMC minimize the use of couriers.
- FAIRLINGTON FINS** The Fairlington Fins swim team has requested permission to use the Meadows' pool for practice and a swim meet during the week of July 17. Practices take place Monday through Thursday from 3:30 p.m. to 5:30 p.m., and the meet is on Friday from 6:00 p.m. to 7:30 p.m. There being no objection, Mr. Thurber will inform the team's organizer that the Board has agreed to this request. Liability waivers are provided by participants.
- COURT 9 REPAIRS** The work to repair the parking lot in Court 9, damaged by a break in the County's water main, will be performed on their schedule, most likely in the spring.

**ROOFS**

- By MOTION duly MADE, SECONDED and CARRIED, the Board voted to amend the contract with Ruff Roofing by accepting the Change Order dated January 30, 2006, to fabricate and install aluminum cladding behind the gutters and on the main building of the roof in Court 11. This work will prevent moisture from infiltrating at those points and deteriorating the fascia and the soffit.

- It has come to the Board's attention that an attic fan was installed through the roof during a renovation on S. Stafford Street. The fan blew off during a recent storm, leaving a hole in the roof. A repair was attempted by an independent contractor hired by the managing agent for the unit; however, Mr. Clark inspected the work and found it unsatisfactory. Mr. Kilkeny will contact the managing agent and allow them an opportunity to have the contractor re-do the repair to the Board's satisfaction; otherwise, the Association will arrange for a proper repair and assess the cost to the homeowner. It is the agent's responsibility to ascertain that their contractor has adequate workmen's comp and liability insurance.

**B&G COMMITTEE**

- Valley Crest has submitted a proposal for winter pruning, including hollies and crape myrtles, scheduled to take place in February. Mr. Clark completed some of the work, and additional deletions were made by the Committee. By MOTION duly MADE, SECONDED and CARRIED, the Board voted to accept the proposal from Valley Crest, as amended. Mr. Edwards will provide an updated version of the proposal.

- Valley Crest will be submitting a proposal for applying weed control to the lawns in March or early April. This service is charged as a separate item; it is not included in the contract because it is not done every year. By law, residents must be notified when the application will take place, and the Committee has asked CMC to provide such notices.

- By UNANIMOUS CONSENT, the Board approved the proposal from Jerry Dieruf, President of Terra Green Environmental Services, dated January 10, 2006, to provide arboreal services as outlined therein.

- Tree work along Quaker Lane was completed by Don Hook, and Valley Crest corrected the drainage problem behind Court 15.

- The Committee requested that action be taken on several continuing violations. Addresses and details of the violations were provided to the Board, including some pictures. Two addresses were added to the list, one on S. Stafford Street for excessive patio debris, and one on S. Utah Street for having replaced windows but not repaired the sills.

- Twenty-two tree limbs were broken during the recent snowstorm, both inside the grounds and along Quaker Lane; Don Hook will begin removing them tomorrow. Messrs. Clark and Ramirez have also done extensive post-storm clean-up. Courts 6 and 10 received the most damage.

- Mr. Clark will be conducting a fence survey, inspecting cap boards, broken gates, slats, etc. This will give the Board an idea of what repairs are needed; there don't seem to be a lot of fences in dire need of painting.

- The maintenance crew is in the process of matching the shutters on the buildings in the last painting cycle. These projects will continue to be done in tandem.

- The issue of walkway lighting behind Court 6 continues to be under consideration. One proposal included a light affixed to a pole and covered with a "cage." Mr. Clark will determine if the light attached to the building at 3479 S. Stafford Street is still in working order. He believes the bulb was removed several years ago.

- Mr. Edwards requested clarification from CMC of the B&G budget -- i.e., how unspent funds are carried over to the next year.

- Ms. Farbstein collected comments on the "Frequently Asked Questions and Answers" document being prepared for the web site, and will prepare a final version. Once it receives final approval by the Board President, it will be forwarded to the web master for posting.

**DEC PROPOSAL**

By MOTION duly MADE, SECONDED and CARRIED, the Board approved the contract renewal proposal from DEC Commercial Cleaning for the B-buildings for the year January 1 - December 31, 2006.

- RENOVATION REQUEST** Homeowner presented proposal for attic renovation. He was instructed to secure proper County permits, to use qualified contractors, and to have the work inspected. Any new vent must tie into the existing stack, and may not be installed through the roof. Plumber will be preparing detailed plans for the bathroom, and secure those permits. As work progresses, the Board will be provided with copies of any additional plans. Homeowner is solely responsible for repairing any damage to the common or limited common elements related to this work.
- ASSOCIATION TRUCK** The Board is considering purchasing a 1998 model truck to replace the Association's current vehicle.
- TOWING** Ms. Farbstein requested a copy of the contract with A-1 Towing, and asked about the procedure for changing a court from "reserved, unnumbered" to "reserved, numbered" spaces.
- PLUMBING** Board requested copies of contracts between the Association and our plumber, to determine what is routine work and what are emergencies.
- MASONRY** Board requested copies of contracts between the Association and our masonry contractor.
- ELECTRICAL** Kolb Electric should not be doing any more work on the ground lighting behind Court 6. Mr. Clark advised that the latest billing was received prior to the Board's decision to suspend lighting repairs in that area.
- COMCAST** The unsatisfactory work behind Court 9 was inspected and documented. The matter will be turned over to a supervisor and, hopefully, someone will be dispatched to take care of it.
- PARKING LOT STENCLING** The Board received a proposal from Middledorf for this work, which would include blacking out existing reserved markings and repainting markings and lines. Concern about emptying the lots (four per day for one week), plus Middledorf offers only one return day; each additional return billed separately at a high daily rate. The Board requested that Mr. Kilkenny solicit additional bids.
- EXTERIOR ARCHITECTURAL CRITERIA** Mr. Kilkenny will prepare a memo to counsel requesting timely review and comment on this Policy Resolution.
- VIOLATION LETTERS** CMC prepared a chart showing what actions have been taken in cases where residents are in violation of the Bylaws. The Board found the chart helpful and requested that CMC continue using it to keep them informed.
- NEXT MEETING** Wednesday, April 5, 2006, at the FCC. Executive Session starts at 7:00 p.m., followed by the regular meeting, beginning with Residents' Forum.
- ADJOURNMENT** By UNANIMOUS CONSENT, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Diane L. Thurber  
Recording Secretary