

**FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
SOUTH FAIRLINGTON COMMUNITY CENTER
FEBRUARY 17, 2004**

IN ATTENDANCE

John Thurber	- President
David Andrews	- 1 st Vice President
Judy Pisciotta	- 2 nd Vice President
Paul Kealey	- Treasurer
Bryan Hochstein	- Secretary
Diane Thurber	- Recording Secretary
Jack Clark	- Maintenance Manager
Olivia Dixon-Powers	- Community Manager, CMC
George Gardner	- CMCA, Division Director, CMC
Becky Brown	- 4255 S. 35 th Street
Steve Reich	- 4100 S. 33 rd Street
Kelly Houlgate	- 4249 S. 35 th Street

CALL TO ORDER AND QUORUM 7:00 p.m. Quorum.

APPROVAL OF MINUTES By MOTION duly MADE and PASSED by UNANIMOUS CONSENT, the minutes of the February 2, 2004, meeting were APPROVED as submitted.

EXECUTIVE SESSION By MOTION duly MADE, SECONDED and CARRIED, the meeting was moved into Executive Session. By MOTION duly MADE, SECONDED and CARRIED, the meeting was moved out of Executive Session and into regular session at 7:17 p.m.

RESIDENTS' FORUM:

4255 S. 35TH Street Residents experienced water seepage into their basement. They were assisted by Mr. Clark, and advised by CMC that this issue is currently under consideration by the Board. The Board advised that the Master Deed defines the boundaries of the family unit and outlines the homeowner's responsibility for maintenance. If there is water infiltration through the walls or floor, it is the responsibility of the homeowner. If there is sewer back-up, that is a different problem, but the instant problem is water infiltration. There are several things that can be done to remedy this type of situation, such as consult a waterproofing company to assess the problem; seal the wall from the outside and/or from the inside; install a sump pump; regrade the soil around the foundation; or extend the downspouts. Residents must seek Board approval for any work to their unit which exceeds \$1,000.00, including, but not limited to, the installation of a sump pump and/or exterior digging. Any downspout extenders would be installed by our maintenance crew.

4100 S. 33RD Street By MOTION duly MADE, SECONDED and CARRIED, the Board voted to accept the proposal from Covey's Carpets, Inc., dated February 4, 2004, for the removal of loose floor tiles and replacement of carpeting damaged by sewer backup.

4249 S. 35TH Street By MOTION duly MADE, SECONDED and CARRIED, the Board voted to accept the proposal from Covey's Carpets, Inc., dated February 4, 2004, for removal of loose floor tiles and replacement of carpeting damaged by sewer backup. Resident will forward information re: installation of a sump pump to the Board for approval.

4253 S. 35th Street By UNANIMOUS CONSENT, the Board agreed to DEFER a vote on this claim until the Board or CMC has had a chance to inspect the damage further.

WATER/SEWER ISSUES

The Board discussed the following items:

- A week ago a thirty-foot section of collapsed sewer line was replaced in Court 8, and obstructions were found in the pipes.
- The necessity and criteria for removing old floor tiles and responsibility for same. Tile problems may be caused by ground water rather than sewer back-ups, because with sewer back-ups the water generally recedes quickly and is not left standing for a long period of time. Another cause is the removal of carpet tack strips, which causes damage around the perimeter of the room.
- The need to clarify the policy for homeowners re: sewer back-ups versus water infiltration, and insurance coverage. Our insurance company has a brochure that can be included in any letter from the Board.
- Residents should be taking steps to address and ameliorate water problems in their homes.

EXTERIOR CLEAN-OUTS

The Board wishes to accelerate the schedule and install the remaining forty-three clean-outs in one cycle, beginning in March or April. Dwyer will not offer a price break for doing them all at once. All Plumbing, Inc.'s proposal was much higher than the others and is not being considered by the Board. JED's proposal reflects a significant savings over Dwyer's. None of the proposals cover sidewalk or parking lot repairs; those will be handled under separate contract. We currently have in place thirteen clean-outs located outside of the units and a fourteenth in the center of Court 11. Also, a few of them exit the buildings in the rear rather than the front. By MOTION duly MADE, SECONDED and CARRIED, the Board voted to contract with JED Mechanical Contractors, Inc. for the installation of forty-three exterior clean-outs, per their proposal dated February 11, 2004, with the understanding that after completion of the fifth one the Association reserves the right to withdraw from the contract based on the quality of the work performed. A non-performance clause will be added to the contract. CMC will check references; a copy of JED's Contractor's License and a Certificate of Liability Insurance have been provided.

4321 S. 35th Street Discussion of JED's proposal to reline the existing sewer with "max liner relining system" (a/k/a "slip line"). This method requires digging at the clean-out site only, with no trenching, no street cut, and no tree or sidewalk removal. According to JED, other villages "have saved tens of thousands of dollars" using this system. CMC will contact JED and tell them that the Board is leaning toward using this less expensive, less invasive approach if it can be done, but would like more information on how this technology will work given the age and condition of the existing pipes. We should also contact the other named associations and inquire about their experiences, including impact on the residents and quality of the work. Mr. Gardner offered to contact Arlington County to get additional information on this process. The cost of pavement work must be considered when computing the difference in the price between replacing the sewer or slip-lining it.

ACTION ITEMS

1. **Emergency Resolution (Flooding):** Legal counsel is currently reviewing the Resolution, and Ms. Dixon-Power has received comments from the insurance company. Everything will be turned over to the Board shortly.
2. **Bylaws Update:** The Board is continuing to work toward an October review and approval.
3. **Meadows Messenger:** Articles are due March 15 for the next issue. The cost for printing was considerably less using the SOC.

4. **Web Site:** The site is up and running. Mr. Hochstein is continually improving it and will be adding pictures. B&G special activities will be posted. The site is easy to update, and pages can be added. Residents can opt in to receive information. Mr. Hochstein offered to cover the costs this year since it is not a budgeted item.

5. **Court 8 Grounds Restoration:** This is on B&G's spring planting schedule. Mr. Gardner recommends sod for the lawn areas rather than seed.

6. **Address Numbers for Fences and B-building Mailboxes:** Neither item is in the budget; by consensus, both deferred. Mr. Thurber asked Board members to look at the mailboxes in the Mews, which are the type being proposed.

7. **Emergency Sewer Lateral Work:** Mr. Gardner is researching the Condominium Act re: "emergency approval" process. He recommends that the Board authorize a higher dollar amount as a threshold that management can authorize for emergency repairs because he believes the current amount is too low. The amount should allow for discretion on the part of management. In such cases, the Board can do an e-mail vote to take action and then reaffirm it at its next regular meeting.

8. **Sewer lateral maps:** Mr. Clark will provide copies to the Board.

9. **Dominion Power Ground Work:** Arborist unable to determine if there has been any damage to the trees. May not be noticeable until later.

10. **Damaged Sidewalks in Courts 8 and 14:** Two lead walks in Court 14 are crumbling. Maintenance crew uses calcium chloride and sand on the walks during the winter, so that is not the cause, and residents deny using salt. It may have been inferior concrete. Mr. Gardner will ask Portugal Construction to look at it and make a determination.

11. **Sewer Work:** Mr. Gardner will check with the insurance company to determine if they will cover the cost above the deductible for the work planned at 4321 S. 35th Street. Ms. Dixon-Powers was told that the insurance company considers events that occur in the period of one day as one event; events occurring the next day fall under a new deductible.

12. **Ice Dam Prevention:** Mr. Clark will purchase at least one snow rake to clear the edges of the roofs.

13. **Residents' Manual:** Mr. Thurber and Ms. Dixon-Powers are looking through the Manual and working on any needed changes. Once those are made the Manual will added to the web site.

14. **Window Survey:** Mr. Clark was asked to prepare a survey of replacement windows as a baseline.

15. **Records of Sewer Line Inspections:** CMC will check its files to see if there is any record that the sewers were inspected prior to the parking lot construction, as instructed by the then-Board of Directors. Since we know where the sewer lines are located, we should make sure in the future that huge piles of dirt are not placed directly on top of the lines, which can damage them. Also, trucks should not be driven over the lines.

16. **Pool Repairs:** Need to be done before the pool opens in May. An inspection will be scheduled for March.

17. **B&G Recommendations:** The Board requested that the maintenance crew follow up on B&G requests, particularly those outlined in their two most recent surveys of the property.

18. **B-Building Carpet Cleaning:** This is not part of the normal B-building cleaning contract and must be scheduled with DEC as a separate item. It was suggested that May would be a good time to have the carpets cleaned.

REPLACEMENT WINDOWS

The Board received a copy of the correspondence between a resident and Premiere Window & Building, Inc. re: replacement windows, including a copy of the contract and a photo of the proposed windows.

By MOTION duly MADE, SECONDED and CARRIED, the Board voted to approve the proposal of Premiere Window & Building, Inc., dated February 4, 2004, to replace the four rear windows at

4229 S. 35th Street, with the understanding that the work will be performed according to Fairlington Meadows' Replacement Window Guidelines. Since Court 8 is not in the current painting cycle, it is incumbent upon the homeowner, at his sole expense, to restore and paint the exposed wood window frame to community standards, as outlined in the Guidelines.

DECK REQUEST Resident will attend the next meeting in order to give the Board a better understanding of her deck proposal..

MEETING DATES On Thursday, March 4, beginning at 6:30 p.m., due process hearings will be held on satellite dish violations. A working session will follow. The regular March meeting will be held on Tuesday, the 30th, beginning at 7:00 p.m. Thereafter, the regular Board meetings will be held on the third Wednesday of the month, beginning with April 21. All meetings will take place at the FCC.

ADJOURNMENT By UNANIMOUS CONSENT, the meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Diane L. Thurber
Recording Secretary