

FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
SOUTH FAIRLINGTON COMMUNITY CENTER
JUNE 14, 2004

IN ATTENDANCE	John Thurber	- President
	David Andrews	- 1 st Vice President
	Judy Pisciotta	- 2 nd Vice President
	Diane Thurber	- Recording Secretary
	Bob Kirk	- Interim Community Manager, CMC
	Jack Clark	- Maintenance Manager
	Chuck Edwards and Lisa Farbstein	- Co-Chairs, B&G Committee
	David Manning	- Chairman, Architectural Review Committee
	Kym Hill	- Member, ARC
	Ed Girovasi	- 3453A S. Stafford Street/Recreation Committee Chairman
	Clay Lovett	- 4241 S. 35 th Street, B-1
	John Stack	- 4314 S. 34 th Street
	Rich Markus	- Rich Markus Architects

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

**EXECUTIVE
SESSION** By MOTION duly MADE, SECONDED and CARRIED, the meeting was moved into Executive Session for the purpose of discussing personnel matters and the management contract. By MOTION duly MADE, SECONDED and CARRIED, the meeting was moved out of Executive Session and into regular session at 7:26 p.m.

**NEW PROPERTY
MANAGER** Bob Kirk was introduced as the Interim Property Manager with CMC, replacing Olivia Dixon-Powers.

RESIDENTS' FORUM

Communication Mr. Kirk stated that all communication from residents re: personal and committee issues should be sent directly to him.

Insurance Homeowner believes that a portion of the recent Policy Resolution re: sewer and water issues is unclear. Following discussion, he was invited to provide for Board consideration revised language which he feels will help clarify these issues for residents.

Renovation Request Architectural plans were presented for the proposed combination of two vertically-adjacent units on S. Stafford Street. Following discussion and Q&A by the Board, a MOTION was MADE, SECONDED and CARRIED to approve the proposal, as presented at the meeting and in the residents' letter of submission to the Board, for interior renovations to 3460 S. Stafford Street, A-1 and B-1, with modifications, as agreed by the parties and the Board.

Skylights Following his presentation, Mr. Markus was given time to offer his opinion of skylights. The Board agreed to discuss this issue during their review of the Bylaws and to consider his input.

**RECREATION
COMMITTEE** Recreation Committee Chairman authorized to purchase new roll dryer and other items for the tennis courts; estimated cost: under \$50.00.

There are cracks on the tennis courts that need to be repaired; Mr. Clark will take care of those. The courts may also need to be power washed, but Committee Chairman will contact a professional before proceeding with that task.

**ARCHITECTURAL
REVIEW
COMMITTEE**

The Committee is moving forward to explore the issues of skylights, dormers, and French doors, and has divided up its members to research specific products. They will also be looking at the Bylaws and insurance implications of skylights and dormers. Suggest an article be placed in the

Messenger re: the Board's decision to allow full-glass French doors, with panes, as an alternative to the existing kitchen door style.

B&G COMMITTEE

Re: list of discussion items submitted by Committee Co-Chairs:

- The Board has decided to keep the metal towing signs.
- Mr. Clark reported that the roof covering 3433-3445 S. Utah Street "is shot." He will request a proposal from Katchmark; Mr. Kirk will solicit competitive bids.
- There is an a/c unit in a window on 35th Street. Mr. Kirk was directed to send a letter informing the owner that it must be removed.
- B-building carpet cleaning needs to be scheduled. Also, some residents feel that DEC is not doing a thorough enough job cleaning the buildings, citing minimal vacuuming of the lower level and nothing on the upper level or stairs. Mr. Clark will speak to DEC's cleaning crew about this.
- Resident on 35th Street has written a letter concerning a large cherry tree in her neighbor's yard which is shading her patio. It should be trimmed, at the homeowner's expense. Mr. Kirk was directed to send a letter.
- The Committee conducted a tree survey with arborist Jerry Dieruf, looking for common area trees that need attention for dead wood or pruning. The work should be done later in the summer, and the Committee recommends using Don Hook. A copy of the list will be tendered to Mr. Kirk to solicit a competitive bid.
- The spring planting began today. Pruning will begin soon and is expected to take several weeks.
- There are three B-building mailboxes that are in need of immediate attention: 4316 S. 34th, 4231 S. 35th, and 3373 S. Stafford. Others may be done on an "as needed" basis or a complete replacement can be scheduled over a number of years. The Committee's original report was given to Mr. Gardner. The Board will revisit this issue in July.
- Window replacement on S. Stafford Street is incorrect; sills were capped in vinyl. Mr. Kirk was directed to send a letter informing homeowner that the windows must be brought into compliance.
- Kitchen window on S. Stafford Street is incorrect (four over four). Mr. Kirk was directed to send a letter.
- Patio on S. Stafford Street remains an eyesore and severely overgrown, in violation of the Bylaws, Article VII, Section 7. Mr. Kirk was instructed to send a letter to the homeowner, giving them one more chance to clean it up, after which the Association will enter and do the work, at the homeowner's expense.
- Two newly-planted trees along Quaker Lane have died. They are under warranty, and it is the County's responsibility to replace them.
- The Committee will be adding more information to its page on the Meadows web site, including pictures of the community and a list of events.
- The sprinkler system in the circle has been repaired.

PAINTING

The courts included in the next painting cycle are 1, 2, 11, 12 and 13.

The proposal received from Hann & Hann was not in keeping with bids received in previous years, and the Board is considering skipping a year in the painting cycle. None of the contracts received to date discuss clean-up and all seem to be "one-way proposals." It was pointed out that there is rotten wood on the sills that will only get worse if not repaired now. The suggestion to "jump around (the village) and do only the worst areas," was deemed to be logistically unfeasible. Mr. Clark was asked to survey these courts and report on the extent of

wood damage. Mr. Kirk will request a bid from Palmer Brothers, whom he recommends for his other properties. The Board hopes to make a decision on painting next month, one way or another. Many of the wooden windows are being replaced with vinyl; is that being considered in any of the proposals?

SEWERS Installation of the clean-outs is complete. Mr. Clark has dirt to finish covering them. The liner was installed at 4321 S. 35th Street, but all of the work at that location is not yet complete. They need to dig up the road at the County main because the line has dropped at the manhole. It will require a twelve foot hole in the center of the street at the entrance to Court 9. Mr. Kirk will organize and examine the proposals to determine the status of this project, seek clarification where necessary, and report to the Board at the next meeting.

REPLACEMENT WINDOWS By MOTION duly MADE, SECONDED and CARRIED, the Board approved a request for replacement windows, with the understanding that the work will be performed in accordance with the Association's Window Replacement Guidelines.

FINANCIAL Funds will be moved from the Money Market account to purchase a T-Note to mature in 2008. Additional funds will also be moved into the Operating account.

APPROVAL OF MINUTES The minutes of the April 28, 2004, meeting are not yet approved.

NEXT MEETING Wednesday, July 21, 2004, at the FCC. Executive Session begins at 7:00 p.m., followed by the regular meeting, beginning with Residents' Forum.

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

Respectfully submitted,

Diane Thurber
Recording Secretary