

FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
SOUTH FAIRLINGTON COMMUNITY CENTER
NOVEMBER 16, 2004

IN ATTENDANCE John Thurber - President
 David Andrews - 1st Vice President
 Bryan Hochstein - Secretary
 Paul Kealey - Treasurer
 Diane Thurber - Recording Secretary
 Paul Leddy - Community Manager, CMC

Following Executive Session:
Ron Quinn - Architect, Q-Design, PLC
Maryellen Jadick - 3373 S. Stafford Street, B-1

**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 to discuss personnel matters and a delinquent account. By MOTION duly MADE, SECONDED and CARRIED, the meeting was moved out of Executive Session and into regular session at 7:14 p.m.

**APPROVAL OF
MINUTES** By MOTION duly MADE, SECONDED and CARRIED, the minutes of the September 8, 2004, meeting were approved as submitted.

INSURANCE At its September 8 meeting, the Board approved the proposal from Associa to provide the Association's master insurance policy. Subsequently, the Board reviewed alternative proposals from both USI and Associa, and voted UNANIMOUSLY to reverse its earlier decision and to continue with USI.

**COMMITTEE CHAIR
CONFIRMATIONS** By MOTION duly MADE, SECONDED and CARRIED, the Board voted to confirm the chairmanships of the Meadows' standing committees for a period of one year as follows:

- Buildings and Grounds: Chuck Edwards and Lisa Farbstein
- Pool: Cliff Beasley
- Recreation: Ed Girovasi and John Stack
- Messenger: Kathryn Utan
- Architectural Review: David Manning
- Court Chairpersons: Diane Thurber

AUDIT By MOTION duly MADE, SECONDED and CARRIED, the Board voted to accept the proposal from Ahlberg & Company, P.C. to perform an audit of the balance sheet of the Council of Co-Owners, as well as all other financial work outlined in their proposal dated November 12, 2004.

**RESIDENT
REQUESTS** By MOTIONS duly MADE, SECONDED and CARRIED, the Board approved the following:

1. request for window replacement at 3462 S. Stafford Street, B-1.
2. request for renovations to the basement bathroom at 3427-A S. Stafford Street.
3. request to make renovations to kitchen at 4319 S. 35th Street.
4. request for replacement of basement windows at 4319 S. 35th Street.

5. proposal for interior renovations at 3373 S. Stafford Street, B-1.

B&G

- Mr. Leddy will follow up with a telephone call to the owners of a unit on S. Stafford Street, who were previously sent a letter regarding their windows, which are incorrect, in that the sills are wrapped. No acknowledgment of the letter was forthcoming, and the violation remains.

- The Board directed Mr. Leddy to send a letter to the owner of another unit on S. Stafford Street, whose windows are also incorrect due to exterior sill wrapping.

- The Board directed Mr. Leddy to send a letter to the owner of a unit on S. Stafford Street, whose windows are incorrect, in that different styles of windows were used on the first and second floors on the same side of the building.

- At the request of the Committee, one of the common areas in Court 3 will be inspected by the Board. There are window boxes hanging on the side windows of the unit, and the common planting area adjacent to the unit was greatly expanded without permission of either B&G or the Board.

- By MOTION duly MADE, SECONDED and CARRIED, the Board voted to send a letter to a resident on S. 35th Street, via Certified Mail, as follows: she installed a sump pump in the unit without Board approval; the location of the exit pipe, extending well out into the common area as it does, may damage the lawn with the discharge, is visually unattractive, and is a tripping hazard and an impediment to mowing. The pipe must be shortened to bring the discharge end to within the area of the flower bed in front of the unit. If she does not respond within thirty days of the issuance of the letter, then the Association will cut the pipe to an appropriate length.

- The Board received a letter from a resident on S. 35th Street requesting the removal of the locust tree located in the common area in front of his unit. The B&G Committee supports the request. Following discussion, a MOTION was MADE, SECONDED and CARRIED to approve removal of the locust tree in Court 8, as requested, at the appropriate time, to be replaced with another tree to be determined by the B&G Committee.

BYLAW VIOLATIONS

- By MOTION duly MADE, SECONDED and CARRIED, the Board voted to send a letter to a resident on S. Stafford Street, via Certified Mail, notifying her that the Mazda van being stored in her assigned space is parked in violation of the Bylaws, in that State and County tags, as well as the State inspection sticker, are all expired. If the van is not brought into compliance or moved within one week from the receipt of the letter, it will be towed at her sole risk and expense.

- Resident contacted the Board to complain about residents displaying political signs in the common areas and in their windows, in violation of the Bylaws. Prior to the next election cycle, the Board will issue a statement reminding residents of the rule re: signs.

PAINTING

The Board received a letter from a resident re: the quality and problems of the painting performed on his unit, including inadequate sanding and scraping, failure to replace rotten wood, and the use of only a thin coat of paint. Mr. Leddy was authorized to employ an outside contractor to assist the crew with repairs to the woodwork. Once that work is complete, the painters will be called back to complete their contract. At that point, a walk-around should be conducted with Palmer Bros., Mr. Leddy and Mr. Clark.

SEWERS

It was necessary for the Association to contract for filling in the ditch in Court 9, created when the sewer line was replaced, and it is settling again, though not as badly. The County has hired the contractor who performed the work, to make repairs to the street. The ditches in both Courts 9 and 10 need to be looked at again.

ROOF

The Board has two proposals for the replacement of the roof covering 3433-3445 S. Utah Street; other contractors declined to bid. The Board requested a meeting as soon as possible with representatives of both contractors to determine the reason for the discrepancy in the bids. The meeting should include CMC's on-staff engineer.

BRICK REPAIRS

Brikwurks currently points up the bricks throughout the village. The

Board would like to see a formal contract setting forth the frequency with which work is done, the cost for same, and how decisions are made as to need.

PLUMBING The Board would also like to see a contract with Eddie's Plumbing, our on-call plumber.

CONDO FEES - By MOTION duly MADE, SECONDED and CARRIED, the Board voted to zero-out all accounts with outstanding late fee balances of \$10.00 or less when the books are closed at year end, December 31.
- The coupon payment books are on order, with the goal of distributing them by early December. The idea of issuing a surcharge for those still using coupons was discussed, as a means to both lessen late receipts and encourage direct deposit. What is the price per booklet? Mr. Leddy will inquire.

MAINTENANCE - Frosty's Plumbing & Heating was contacted to repair the furnace in the maintenance shop, but they have been unresponsive. The crew is currently using electric heaters. The Board recommended calling Dwyer to get it fixed.
- The maintenance crew has been purchasing supplies at ABC Distributors. Mr. Clark recommends establishing a commercial credit account at Home Depot, which has lower prices. Board President endorsed the application, with the understanding that the account would be monitored by CMC.

CABLE The "Service Agreement" proposed by Comcast will be tendered to legal counsel for review and comment. The Board feels that the terms of the original contract reached with Cable TV Arlington are much more fair to the Association and are still applicable.

BUDGET An electronic copy of the Budget will be posted on the Association's web site.

NEXT MEETING Monday, December 6, 2004, at the FCC. Executive Session starts at 7:00 p.m., followed by the regular meeting, beginning with Residents' Forum.

ADJOURNMENT By MOTION duly MADE, SECONDED and CARRIED, the meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Diane Thurber
Recording Secretary