

FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
MINUTES OF MEETING OF THE BOARD OF DIRECTORS
SOUTH FAIRLINGTON COMMUNITY CENTER
SEPTEMBER 8, 2004

IN ATTENDANCE	John Thurber	- President
	David Andrews	- 1 st Vice President
	Bryan Hochstein	- Secretary
	Paul Kealey	- Treasurer
	Diane Thurber	- Recording Secretary
	Paul Leddy	- Community Manager, CMC
	George Gardner	- Community Manager, CMC
	Chuck Edwards	- Co-Chair, B&G Committee
	Kym Hill	- Architectural Review Committee

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 delinquent accounts. Following discussion, by MOTION duly MADE, SECONDED and CARRIED, the meeting was moved out of Executive Session and into regular session.

APPROVAL OF MINUTES By MOTION duly MADE, SECONDED and CARRIED, the minutes of the July 21, 2004, meeting were APPROVED as submitted.

UPDATES

- Long white PVC pipe extending out the front of a B-building on S. 35th Street, believed to be connected to an interior sump pump, for which permission was not sought. Until recently, pipe was hidden by bushes and ground cover, but those have been removed. CMC will send letter instructing homeowner to relocate pipe.
- Crabapple on S. Stafford Street trimmed back severely in an effort to keep ground and gutters free of crabapples.
- Letter sent to resident on S. 35th Street re: trimming patio tree.
- Overgrown patio on S. Stafford Street has been cleaned.
- Letter sent to resident on S. Stafford Street re: improperly-installed storm door.
- Painting to begin mid-September. Board re-emphasized need to use drop cloths.
- Letter sent to resident on S. Utah Street re: damage caused to lawn in that area. Association to be reimbursed for repairing that damage.
- Two bids received for roof replacement at 3433-3445 S. Utah Street; a third is expected (one vendor declined to bid). Mr. Clark reported there is very little left to the structure of the slate on this building.
- Kitchen replacement window on S. Stafford incorrect -- four-over-four, not six-over-six. Mr. Leddy will follow up with a call to determine timeframe for replacement.
- Letter sent to resident on S. Stafford re: dogs off leash.
- Owners of unit on S. Stafford Street notified by letter that replacement windows are incorrectly installed, in that sills are wrapped. Nothing has been done to correct. Mr. Leddy will follow up.

FOUNDATION REPAIR Board previously approved proposal submitted by contractor on behalf of homeowner to repair foundation leak at unit on S. Stafford Street. Homeowner appears ready to proceed. Board requires Certificate of Insurance from contractor. All work to be done at homeowner's sole expense.

- RESIDENTS' ROSTER** Pool pass applications collected over summer given to Mr. Leddy to update Residents' Roster.
- BUDGET/ ANNUAL MEETING** Mail-out target date of September 22 for packet to co-owners, to include letters from the Board President and Treasurer, along with copy of proposed Budget and proxy form. Procedural discussions followed, as well as discussion of individual line items in Budget.
- AUDIT** The Council will continue to file federal income tax returns as a homeowners association.
- SEWERS** JED has completed all contracts, and should now remove remaining gravel from Court 3. Repairs performed first, then relining. Work proceeded quickly; all that is left is landscaping. Ground above new line on S. 35th Street settled and sank; JED filled the area with stones, making it impossible to re-seed or re-landscape. Ditch is wide and fairly deep; sank about two feet in a week. B&G will let it settle further, then remove gravel, put in top soil and re-seed. Board continues to discuss systematic camera survey of sewers to assess current condition and provide a "snapshot in time" of the lines -- which have sags, which have root penetration? Cost to camera lines to be determined.
- B&G COMMITTEE** - Tree in Court 10 leaning; arborist and landscaper believe it will fall. Although roots are shallow and will not hurt foundation of building, tree should come down. If maintenance crew cannot remove it, it will be added to list of tree work.
- Valley Crest will provide price for grounds restoration where sewer lines dug up.
- ARCHITECTURAL COMMITTEE** Committee requested copies of any available roof reports to secure information on materials used in current roofs and their age. Have been working on most recent charge of preparing feasibility report on skylights and dormers, and have received information from manufacturers of skylights. They have been working with a real estate/insurance lawyer to craft a document setting forth insurance requirements for such work, as well as protections for Association and prospective buyers. Depending on type of roof and age, those requirements may vary. Aesthetic considerations also discussed, as well as design elements. Mr. Gardner believes we need an updated roof evaluation and report for future replacements, and recommends preparing a material spec. This should be done building-by-building, with similar slate colors and types of materials maintained. CMC will draft a bid proposal for an engineering evaluation. From that, a priority list for renovations and scope of work can be determined. Committee working with Southern Engineering Corporation, who is providing services pro bono.
- RENOVATION REQUEST** Board received letter from a resident on S. 34th Street intended to serve as notification of intent to make internal repairs and upgrades, necessitated by water damage from unit above. No structural changes in kitchen upgrade. By MOTION duly MADE, SECONDED and CARRIED, the Board voted to approve the repair work, as requested.
- REPLACEMENT WINDOWS** - By MOTION duly MADE, SECONDED and CARRIED, the Board approved homeowner's request for replacement windows at her unit on S. Utah Street, based on the specifications outlined in her letter.
- By MOTION duly MADE, SECONDED and CARRIED, the Board approved homeowner's request for replacement windows at her unit on S. Stafford Street, based on the specifications outlined in her e-mail.
- TREE REMOVAL** Residents on S. 35th Street requested removal of locust tree in front of their unit. Following discussion of the tree's history and a prior request for removal, Board requested CMC send a letter to all affected residents, informing them of the

request to remove the tree and asking if they support or object. Letter will let residents know Board will decide at next meeting; if they wish to express views, do so before that time.

CONCRETE Dominion Paving & Sealing agreed to several warranty items requested relative to concrete installation in spring 2003. Before that work is done, Board wants to be certain this is everything, or is there anything else we feel they should do that they won't cover? Decided to get bid for replacement of spalled sidewalk panels in Court 14 which Dominion alleges were damaged by application of ice melt. By MOTION duly MADE, SECONDED and CARRIED, Board will solicit proposal for damaged sidewalk panels in Court 14, subject to Board concurrence, and request replacement at same time as warranty work.

CAPITAL SERVICES Capitol Services received a tipping fee increase. Under our contract with them, increases may be passed on to customer. Accordingly, rate increased from \$56.84 to \$61.45 per ton.

INSURANCE Association's master insurance policy up for renewal. CMC continued insurance until Board able to vote on it. Discussion of USI Renewal Proposal, new quote from Associa, and today's insurance market. By MOTION duly MADE, SECONDED and CARRIED, Board voted to pursue Associa quote for insurance for coming year.

NEXT MEETING Annual Meeting scheduled for Thursday, October 28, at FCC. Registration begins at 6:30; meeting will commence at 7:00 p.m.

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

Respectfully submitted,

Diane Thurber
Recording Secretary