

FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS
HIGHLIGHTS OF THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
SOUTH FAIRLINGTON COMMUNITY CENTER
3308 S. Stafford Street, Arlington, VA 22206
APRIL 23, 2014

IN ATTENDANCE

John Thurber	- President
Mary Ellen Finigan	- 1 st Vice President
Debra Diener	- Treasurer
Diane Thurber	- Recording Secretary
Chuck Edwards	- Co-Chair, B&G Committee
Judi Garth	- Co-Chair, B&G Committee
Anne Gillis	- Member, B&G Committee
Erica Brown	- Co-Chair, Pool Committee
Dwayne Frazier	- Portfolio Community Manager, CMC

**CALL TO ORDER
AND QUORUM**

Call to order at 6:50 p.m. Quorum established.

**EXECUTIVE
SESSION**

By UNANIMOUS CONSENT the meeting was moved into Executive Session to discuss delinquencies, personnel matters, and a resident issue related to noise. Following discussion, by UNANIMOUS CONSENT the meeting was moved out of Executive Session and into regular session at 7:25 p.m.

**APPROVAL OF
MINUTES**

By MOTION duly MADE, SECONDED and APPROVED by a vote of 3-0, the minutes of the February 19, 2014, meeting were APPROVED as amended.

**APPROVALS
SUBSEQUENT
TO MEETING**

By UNANIMOUS CONSENT the Board reaffirmed and entered into the record items approved via e-mail between the time of the Board meeting on February 19, 2014, and this meeting, as follows

1. Request for basement renovation
2. Two requests for patio renovations
3. Proposal for clay tile repairs
4. Proposal for front porch roof replacement
5. Proposal for concrete sidewalk replacement at 23 locations throughout the village
6. Two contracts for tile replacements on a total of nine roofs
7. Proposal to plant spring flowers in the circle
8. Swimming Pool Management Agreement
9. Request for upper level bath remodeling
10. Request for replacement of back storm door
11. Three requests for kitchen renovations
12. Two requests for kitchen and bath remodeling
13. Proposal to install chimney covers at four addresses
14. Proposal for roof replacement and repairs to porch
15. Emergency Work Order to troubleshoot electrical service and to complete the repair by re-feeding lines from rear of address to meter pedestal
16. Request for basement and bathroom renovations
17. Request for back security door, storm door, and window replacements
18. Proposal for parking lot cleaning

19. Proposal for spring clean-up of grounds
20. Proposal for repairing bare grassy area at the pool
21. Proposal to repair area where sewer line was dug up
22. Proposal for chimney flashing re-seal; replacement of chimney cap
23. Request to install brick pavers in patio
24. Request for waterproofing of foundation wall

POOL COMMITTEE The Committee is looking for additional volunteers. Three social events are under consideration – an ice cream social on Wednesday, June 25, a pizza party in July and children’s games in August. The Rules and other materials are being updated, and should be ready for the printer next week; once they are returned, they will be distributed to the Court Chairs. Other items: The hot water heater has been replaced; a leaky pipe was repaired and the wall patched; the outside telephone will be connected; two warranty items need to be completed (channel drain and ladder mounts); lock on baby pool gate replaced; exterior of pool house, shop and entryway to be power-washed; flooring in the restrooms was lifted, and the floors and shower stalls power-washed; guard room was cleaned at the end of last season. In 2007, we replaced the single drains in both pools with “dual drains,” as required by the VGB Act (the Virginia Graeme Baker Pool & Spa Safety Act). According to the terms of the Act, all main drain covers must be replaced after five years of service, so replacement of the main drain frame and grate will be undertaken in both pools as part of the opening procedures. It is a relatively easy project, and a diver can perform the work, so it will not be necessary to drain the large pool. New filters were purchased last year, and should be in good condition. The grill is rusted out; it will be disposed of and not replaced – the gas tanks required refilling, people often forgot to turn off the gas, it frequently was not cleaned after use, the grill utensils purchased by the Association were stolen, and it was generally abused. A pre-opening work party will be scheduled, during which the pool covers will be removed, pumps turned on, and furniture uncovered and set into place. The Board authorized the Committee to purchase a new ping pong table.

B&G COMMITTEE - Grounds maintenance has gotten off to a late start due to the weather. The first mowing and edging have been completed, and the area along Quaker Lane will be mulched. The spring planting will be minimal; many of the nandinas have winter damage but may rebound. A lot of digging was done behind Court 15, where the electrical lines were unearthed and re-fed from the unit to the meter; the new line is now buried, and the temporary wires leading to the window well will be removed.

- New carpets in nine B-Buildings will be cleaned. The Board requested that the Committee take a close look at the new carpets to be sure they are happy with the product and to ensure they were installed properly and that there is no unraveling or problems with the seams. Neither the Board nor the Committee has received any complaints. The Committee is pleased with the contractor. The remaining 18 carpets will be replaced soon.

- Under consideration for purchase are: outside doormats for all the B-Buildings; interior mats in B-Buildings where door tolerances allow; five benches, one at the corner of 34th and Utah Streets, and two each at the playground and tennis courts; and three sandwich boards for general announcements.

- The color of the B-Building mailboxes will be silver, with a flat finish. The boxes will be labeled with unit designations and have a slot for a nameplate. The mailboxes will be installed before the remaining carpets. Both projects will be completed in their entirety this year. Affected residents will receive an FAQ sheet regarding the mailbox replacements.

FARMERS’ MARKET Three Board members attended the April 21 FCA-sponsored meeting regarding the proposed farmers’ market at the South Fairlington Community Center. Also in attendance were representatives from the County’s Traffic, Parks and Rec, and Environmental Divisions, who were interested in hearing from the entire County (there also is a survey form on “Open Arlington”). Items of concern were traffic, safety, parking, trash

and quality of the products offered. Attendees expressed both support and objections to the market; those who live close by expressed the most concern. By ordinance, certain activities must be kept 100 feet away from the building, but it appears that some areas of the parking lot do not meet that requirement, which may limit the area where the market could be set up. A meeting is scheduled for May 13 to present results of the online survey.

DUE PROCESS There is a policy paper regarding due process on the Association's website, and it is the intention of the Board to initiate due process when required. A team composed of management, Board and B&G members will begin working on this issue.

RESERVE STUDY A Level II Reserve Study Update with on-site visit will be conducted. Board President will meet with engineer in advance, in order to share historical material that should be factored into the Reserve Study.

ROOFS Last year we replaced two roofs that were deemed the most urgent. The next three on the list still have some life left, so the main area of concentration for this year will be to replace all the rotten woodwork.

SIDEWALK REPAIRS The contractor had a cancellation, so they can begin concrete repairs early next week, weather permitting.

SMOKING POLICY In addition to due process, the Board also will be working on a smoking policy. Suggestions to include were: no smoking in hallways or basements of B-Buildings, the pool enclosure, the maintenance shop, the truck, and by guests and contracted workers, and cigarette butts must be picked up and not left on the ground.

F-SNCC The Board has been provided with a bound copy of the latest Fairlington-Shirlington Neighborhood Conservation Committee's Area Plan for review.

EXECUTIVE SESSION Mr. Thurber made a MOTION that by UNANIMOUS CONSENT the meeting be moved into Executive Session at 8:35 to discuss a matter related to a former employee. No objection. Motion CARRIED. Following discussion, Mr. Thurber made a MOTION that by UNANIMOUS CONSENT the meeting be moved out of Executive Session and into regular session at 8:42 p.m. No objection. Motion CARRIED.

TASK MANAGEMENT Task lists will be organized into categories in order to better set priorities.

NEXT MEETING The next regular monthly Board meeting is scheduled for Wednesday, May 21, 2014, at the Fairlington Community Center, 3308 S. Stafford Street, Arlington, Virginia 22206. Executive Session starts at 6:45 p.m., followed by the regular meeting, beginning with Residents' Forum.

ADJOURNMENT By UNANIMOUS CONSENT the meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Diane Thurber
Recording Secretary