

FAIRLINGTON MEADOWS COUNCIL OF CO-OWNERS  
HIGHLIGHTS OF MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
ABINGDON ELEMENTARY SCHOOL LIBRARY  
3035 S. Abingdon Street, Arlington, VA 22206  
FEBRUARY 20, 2008

- IN ATTENDANCE**
- |                    |  |
|--------------------|--|
| John Thurber       | - President                              |
| David Andrews      | - 1 <sup>st</sup> Vice President         |
| Debbie Diener      | - Treasurer                              |
| Diane Thurber      | - Recording Secretary                    |
| Jason Eglin        | - Community Manager, Condo Division, CMC |
| Chuck Edwards      | - Co-Chair, B&G Committee                |
| Ed Hilz            | - 3405B S. Stafford Street               |
| Paul Cinquegrane   | - 3445 S. Utah Street                    |
| Frank Painter, Jr. | - Gardner James Engineering, Inc.        |
- CALL TO ORDER AND QUORUM** Call to order at 6:48 p.m. Quorum established.
- APPROVAL OF MINUTES** By UNANIMOUS CONSENT the minutes of the January 16, 2008, meeting were approved as submitted.
- ROOF WORK** Gardner James will be providing consulting services related to the roof replacement at 3443A - 3447B S. Stafford Street, including design, contract administration and construction observation. It is important to monitor the workers and to encourage them to continue their top notch clean-up and safety practices. The Board would like to get the design work begun so the Request for Proposals can be sent out. Work will be scheduled for fall, as the roofs are too hot during the summer months.
- COMCAST** The Board hopes to sign the agreement soon, but still has concerns about the orange tubing. The parties continue to work toward a resolution of this issue.
- RESERVE STUDY** CMC's engineer is drafting a proposal for preparing our next Reserve Study which, by law, must be completed every five years; in our case, 2009. The proposal should be ready for consideration by the Board at its March meeting.
- FINANCIAL** The 2006 Audit is complete. Our CPA will be invited to the meeting when the report is delivered, to walk the Board through it.
- B-BUILDING CLEANING CONTRACT** The Board received two proposals for providing cleaning services for our B-Buildings; the proposals are identical as far as the specs are concerned, and the prices are the same. The differences are that one has a three-percent-per-year escalation clause and the other has "floater employees" in the event of absences. Also, one delivers their employees to the work site; they arrive together and leave together. By MOTION duly MADE, SECONDED and CARRIED, the Board voted to accept the proposal from DMA Janitorial Cleaning Services, with the stipulation that work will be performed according to the Building Cleaning Specifications prepared by the Board, which will be attached to the contract, along with a list of the B-Building addresses.
- B&G COMMITTEE** - Based on the Committee's recommendation, the Board voted, by UNANIMOUS CONSENT, to approve the proposal from Terra Green, through its President, arborist Jerry Dieruf, to provide up to four IPM reports during the contract period, the first of which will be prepared in March or early April.

- Last summer the Committee conducted an inspection of the patios, fifteen of which were found to be in violation of the Bylaws governing limited common elements. CMC sent letters to the homeowners; four complied. A second letter will be sent prior to instituting due process.

**DUE PROCESS** Board members are currently reviewing the revised due process resolution and providing comments.

**POOL COMMITTEE** Pool Committee Co-Chairs inventoried the supplies on hand from previous years and prepared a proposal for items still needed. Six social events are planned for the season. Our maintenance crew built a large box in which to store the pool covers when they are not in use.

**RESIDENT'S MANUAL** The Resident's Manual and supporting documents have been updated and are currently being reviewed by the Board. Once all feedback is received, final changes will be made, and the new documents will be posted on the Association's web site.

**PAINTING NOTIFICATION** A new two-page notification will be distributed to residents in the painting cycle; it outlines both the painters' and the homeowners' responsibilities. Once the Board's comments are received, the document can be finalized and approved so that it is ready in time for the next painting cycle.

**CROSSED WIRES / PLUMBING AND ELECTRICAL** It has come to the Board's attention that the water shut-off valves and electrical breaker boxes in some B-building units are actually located in units other than the ones they serve. It is therefore imperative that the Board have access to keys to the units containing the misdirected utilities. Mr. Clark has purchased a safe in which to store the keys, which will be accessible only by himself, the Board President, and our Property Manager. In locations where the electrical is involved, the breakers must be properly marked. The Board will prepare a policy to address this issue, including key control. It is imperative that all affected residents cooperate with this effort.

**HOMEOWNER'S LINK** A test of this new emergency service will be conducted.

**EXTERIOR LIGHTING** Mr. Hilz has found a company online that sells both back and front lights that are comparable to the original fixtures and that comply with the Association's Exterior Architectural Criteria. He believes this information would be helpful to other residents, because if they can't find something to meet the specs, they get just anything. He was invited to send the information to the Board.

**NEXT MEETING** The next regular meeting of the Board will be held on Wednesday, March 19, 2008, at Abingdon Elementary School, 3035 S. Abingdon Street, Arlington, Virginia 22206. Executive Session starts at 6:45 p.m., followed by the regular session, beginning with Residents' Forum.

**ADJOURNMENT** By UNANIMOUS CONSENT the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Diane L. Thurber  
Recording Secretary