

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
JULY 16, 2014

IN ATTENDANCE

John Thurber	- President
Mary Ellen Finigan	- 1 st Vice President
Lisa Farbstein	- 2 nd Vice President / B&G Liaison
Diane Thurber	- Recording Secretary
Dwayne Frazier	- Portfolio Community Manager, CMC
Judi Garth	- Co-Chair, B&G Committee
Joanne Scully	- 3429 S. Stafford Street, A-2

CALL TO ORDER AND QUORUM Call to order at 6:51 p.m. Quorum established.

EXECUTIVE SESSION By UNANIMOUS CONSENT the meeting was moved into Executive to discuss personnel matters and the possibility of legal action against recent pool trespassers. Following discussion, by UNANIMOUS CONSENT the meeting was moved out of Executive Session and into regular session at 7:00 p.m.

APPROVAL OF MINUTES By MOTION duly MADE, SECONDED, and CARRIED by a vote of 2-0, the minutes of the April 23, 2014, meeting were APPROVED as presented.

APPROVALS SUBSEQUENT TO MEETING By UNANIMOUS CONSENT the Board voted to re-affirm and enter into the record items approved via e-mail between the time of the Board meeting on April 23, 2014, and this meeting, as follows:

1. Quotation from TrashMasters, Inc. to furnish and install new mailboxes in the 27 B-buildings.
2. Consensus to hire Richard Henderson for the position of Maintenance Assistant.
3. Proposal from Katchmark for chimney covers and warranty work at 4307, 4311 and 4315 35th Street, S.
4. ID/IQ contract proposal from Katchmark for "full day of service" on May 15, 2014. Work to be performed at 3462, 3472, and 3465A and B S. Stafford Street, 4205 35th Street, S., and 4306-4308 34th Street, S.
5. Proposal from Katchmark for porch eave rebuild and gutter replacement at 3473A and B S. Stafford Street.
6. Change Order from Katchmark for full rebuild of the rear gutter at 3405 S. Utah Street due to discovery of extensive rotten wood.
7. Proposal from All Plumbing, Inc. for major repairs to the sewer line at 4305 35th Street, S., damaged by roots entering the pipe at the interface with the County line.
8. Proposal from DMA Cleaning Services, Inc. to renew contract for cleaning services in the 27 B-buildings. Contract term is August 1, 2014, through July 31, 2015.
9. Proposal from Associa/CMC to perform a Reserve Study.
10. Proposal from Middledorf Property Services, Inc. for exterior painting in Courts 4, 5 and 6.
11. Request for basement renovations.
12. Estimate from Moore & Wright Tree Service for removal of large oak tree in Court 3.
13. Request for lower level bathroom renovations and patio upgrades.

14. ID/IQ contract proposal from Katchmark for “full day of service” on July 11, 2014. Work to be performed at 3479 S. Utah Street and 3427A S. Stafford Street.
15. ID/IQ contract proposal from Katchmark for “full day of service” on July 21, 2014. Work to be performed at 4308 34th Street, S., 4301, 4217 and 4249 35th Street, S., and 3415 S. Stafford Street.
16. Three Proposals from Katchmark, for porch eave rebuilds and gutter replacements at 4205-4207 35th Street, S., 3467A and B S. Stafford Street, and 3469A and B S. Stafford Street.
17. Proposal from Brikwurks for brick repairs to dozens of porches (approximately 64) throughout the village.
18. Proposal from Middledorf for installation of the remaining 18 carpets in the B-buildings. Nine carpets have been completed.
19. D/IQ contract proposal from Katchmark for “full day of service” on June 30, 2014. Work to be performed at 3429, 3479 and 3435A and B S. Stafford Street, and 3469-3471 S. Utah Street.
20. Proposal from Middledorf for extensive woodwork repairs in Courts 3, 14, 15 (from the 2013 painting cycle).
21. Three proposals from Katchmark: (1) porch eave rebuild and gutter replacement at 3363-3361 S. Stafford Street; (2) upper left eave rebuild and gutter replacement at 3497 S. Utah Street; and (3) tuck pointing at 3401-3403 S. Utah Street.
22. Request for basement renovations and lighting upgrades.
23. Proposal from Katchmark for “half day of service” on June 6, 2014. Vent and slate work to be performed at 3405 and 3407 S. Utah Street.
24. Proposal from Katchmark for front entrance eave rebuild and gutter replacement at 3461 S. Utah Street.
25. Request for radon remediation fan and discharge pipe.
26. Proposal from Somerset Landscaping Company to regrade and repair area at 3456 S. Stafford Street, damaged due to sewer repair.
27. Request for foundation wall repair.
28. Request for sump pump installation.
29. Two requests for bathroom renovations.
30. Proposal from Somerset for spring planting and tree work.
31. Proposal from Somerset for plantings at 3465A S. Stafford Street, as well as at two locations in Court 11 (3341 and 3457 S. Utah Street).
32. Proposal from Katchmark for chimney cap replacement and closing of side chimney openings with vent cover at 3437 S. Stafford Street.
33. ID/IQ contract proposal from Katchmark for “full day of service” on May 23, 2014. Work to be performed at 3449 S. Stafford Street, 3407 S. Utah Street, and 4305-4311 and 4315 35th Street, S.
34. Proposal from S&B Contractors to remove three fig trees from the rear common area between Courts 8 and 15 and another tree in Court 8.
35. Proposal from DMA to clean the nine new B-building carpets.
36. Request for window replacement.
37. Proposal from Community Pool Service, Inc. for main drain grate replacement and “install upcharge” for scuba diver to perform the work. Second proposal to supply and install SAS 5135 Portable Eyewash Station.
38. Proposal from Somerset for tree and stump removal and addition of topsoil at 3464 S. Stafford Street.
39. Request for replacement of back security door.

RESIDENTS' FORUM:

Water Issues/Gutters Resident addressed the Board regarding water and gutter issues at her unit.

- B&G COMMITTEE**
- The idea of sandwich boards to display announcements was previously discussed. These would be helpful to announce the Annual Meeting. The Committee is authorized to purchase one at this time, with the understanding that more may be purchased later if the need for them is shown.
 - The nine new carpets were scheduled to be cleaned on July 16. Board member will confirm that the work was done.
 - The contract for the remaining eighteen carpets has been signed, and Mr. Frazier is attempting to coordinate a start time.
 - Mr. Robbins has evaluated the benches at the tennis court, and does not believe they can be salvaged. The Committee's recommendation is to purchase and place a bench at the bus stop at 34th and Utah, and others adjacent to the tennis courts and at the playground.
 - Someone continually places trash out in Court 1 after the pickup. The Committee would like to reinstitute the practice of having the Maintenance Manager post violation notices.
 - Letters will be sent to owners (and tenants) who need to take some action in their patios prior to the painting cycle, which will begin the second week of August. We are starting earlier this year because the contractor moved too slowly last year and the work was not completed until this past spring.
 - The spring planting is complete. A few items were inadvertently left off the list, but it is too hot to plant now, so those items will be added to the fall planting.
 - The Committee Co-Chairs have reviewed Benjamin Moore's new line of Colonial Williamsburg colors. They are historically accurate, and a fresh palate with available colors would be nice.
 - The Committee has suggested purchasing matching exterior mats for the B-building porches.
 - The large oak tree in Court 3 will be removed on Saturday, July 26. Mr. Robbins will be here to supervise. The contractor will have a truck positioned outside the fence on Quaker Lane, and they will take care of contacting Miss Utility. They will have to use a crane for the removal, and will lay boards on the lawn on which to drive the crane. The appropriate number of parking spaces in the court will be blocked off, and letters will be delivered to residents in the court, notifying them of this project.
- FINANCIAL** Two maturing CDs will be reinvested and added to the Association's investment "ladder."
- PORCH COLUMNS** A number of columns throughout the community (19 reported) need to be replaced; one is split entirely in half. The worst ones will be done first and the remaining ones as time permits. The columns will be constructed of composite material.
- PATIO GATES** The maintenance crew will begin gate repairs in Courts 4, 5 and 6 (this year's painting cycle).
- TENNIS COURTS** Some new surface cracks were discovered, and will be repaired. The best time to perform this work is in September
- PAINTING** Board President will be meeting with painters to review procedures and expectations.
- RESERVE STUDY** There will be a meeting with Associa's engineer in early August to discuss the Reserve Study.

NEXT MEETING The next regular monthly Board meeting is scheduled for Wednesday, August 20, 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 8:20 p.m.

Respectfully submitted,

Diane Thurber
Recording Secretary