

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  
NOVEMBER 17, 2010

**IN ATTENDANCE**      John Thurber                    - President  
                             David Andrews                - 1<sup>st</sup> Vice President  
                             Paul Cinquegrane            - Treasurer  
                             Diane Thurber                - Recording Secretary  
                             Jason Eglin                    - CMCA, AMS, Community Manager, CMC

**CALL TO ORDER AND QUORUM**      Call to order at 6:45 p.m.    Quorum established.

**EXECUTIVE SESSION**                By UNANIMOUS CONSENT the meeting was moved into Executive Session to discuss a Bylaw violation and delinquent accounts. Following discussion, by UNANIMOUS CONSENT the meeting was moved out of Executive Session and into regular session at 6:51 p.m.

**APPROVAL OF MINUTES**              The minutes of the September 29, 2010, meeting are amended as follows. Line 4, fourth sentence, paragraph entitled "Approvals Subsequent to Meeting" shall read as follows: "Items 1 through 11 and Item 13 APPROVED 5-0; Item 12 DENIED 5-0; and Item 14 APPROVED 4-0-1 (Maguire)." By UNANIMOUS CONSENT the minutes of the September 29, 2010, meeting were approved as amended.

**APPROVALS SUBSEQUENT TO MEETING**      By UNANIMOUS CONSENT the Board re-affirmed and entered into the record the following items, approved via e-mail between the time of the last regular Board meeting on September 29, 2010, and this meeting. All items APPROVED 5-0.

1. Eight requests for window replacements.
2. Request for renovation work in upstairs bathroom.
3. Two requests for kitchen renovations.
4. Swimming Pool Management Agreement from Community Pool Service, Inc. ("CPS") to operate and maintain the swimming pool from May 28, 2011, through Monday, September 5, 2011. This is a three-year contract; however, the Board reserves the right to terminate after the 2011 season for non-performance.
5. Proposal from CPS dated November 3, 2010, for work in the wading pool that is needed to meet County requirements. Work to include resurfacing wading pool, replacing waterline tile, and replacing return fitting. A 5% "early price" discount was negotiated. "Blue Rope" tile has been selected for the wading pool, as it was the best match to the current tile. An additional dozen tiles were requested, to be reserved for future repairs.
6. Agreement from CPS to replace the waterline tiles in the baby pool for a reduced price following negotiations on the Swimming Pool Management Agreement referred to above.
7. Proposal from Hook's Services for tree work at three locations in the village as well as the cedars on Quaker Lane.

**CONDO FEE ERROR**      The letter dated November 2, 2010, that all Fairlington Meadows co-owners received from CMC regarding the 2011 monthly condominium fees contained an error affecting only co-owners of Barcroft End units. Due to a typographical error, the amount that was shown on the spreadsheet and the amount shown on the condo fee coupons the affected co-owners received in the mail were incorrect. With a 3.4 percent increase approved for 2011, the monthly fee for Barcroft End units rose from \$232.54 to \$240.45. The correct coupon booklets for 2011 have been sent

to those co-owners. For those co-owners using direct debit, the debit of \$240.45 will automatically begin in January 2011 and they will not receive coupon booklets. CMC has mailed a separate letter to Barcroft End unit co-owners explaining this error and also provided them with a revised version of the November 2, 2010, letter that was mailed out. In addition, CMC will post the revised letter on the Fairlington Meadows website and sincerely regrets any confusion that this may have caused. Any questions about this matter should be directed to Jason Eglin, who can be reached by phone at 703-230-8579, or via email at [jeglin@cmc-management.com](mailto:jeglin@cmc-management.com).

By MOTION duly MADE, SECONDED and CARRIED by a vote of 4-1 (Cinquegrane), the Board authorized a direct mailing to the owners of the Barcroft end units to ensure that they are aware of the error made in the November 2, 2010, mail-out from CMC which provided the condo fee schedule for 2011 and that they are made aware of the correct condo fee for 2011 applicable to their units. In addition, new condo fee payment coupons shall be reprinted and distributed to the twenty-two Barcroft end unit co-owners affected by this error. CMC shall bear the full cost of these actions. No other direct mail-outs shall be made. However, the Board will post the revised letter *with the correction* on the Fairlington Meadows website along with a notice of explanation from CMC as part of the notification banner. In addition, the Board shall make note of the error and correction to the November 2, 2010, letter in the minutes of the November monthly meeting.

**COURT 8 DRAINAGE** In order to remedy the drainage situation at the north end of Court 8, Engineer Ron Kirby recommends installing a larger "vault," which holds and stores the water while it drains. The pipe from the court to the street is not blocked, but does not appear to be large enough to move the water fast enough to allow for efficient drainage. The grate over the manhole is in good condition; however, a new grate with diagonal crossbars may be a better option. The holes in the grate can be larger, but not too much so, as that would allow additional debris to flow into the line. Dwyer Plumbing Corp. provided a proposal for installing a larger vault; however, the current vault size is 4' x 3' and the proposed new vault is only 4' x 4', so flow volume would not be significantly increased. The drain pipe is approximately eight to twelve feet below ground. The parking lot will be affected only at the site of the work. The project would include digging a hole to accommodate the installation of a pre-made vault, the actual installation, testing, and patching. The Board would like to obtain measurements of the existing system and perform the calculations to determine if this project is viable.

**TOWING CONTRACT** The "Annex to A-1 Towing Parking Enforcement Agreement" has been signed and returned to A-1, along with Attachments 1 (a map of the community) and 2 (a directory of those persons who can authorize towing). Both Attachments are referred to in the Annex, and all three documents are now part of the towing contract. Those persons who can authorize towing are Board members, our Property Manager, and the maintenance personnel. The Annex also calls for A-1 to provide signs for the entrances to each court which conform to the latest Arlington County regulations.

**GROUNDS AND SNOW REMOVAL CONTRACTS** The new grounds maintenance contract with Somerset begins January 1, 2011. Mr. Eglin will confirm that everything is in place for this contract and for the snow removal contract (also with Somerset).

**INSURANCE** The Association's master insurance policy is up for renewal at the end of December. Mr. Eglin already has received a proposal from USI and other bids have been sought. Once all the bids are received, Mr. Eglin will present them to the Board.

**PARKING LOT REPAIRS** After the parking lots are swept in the spring, surface cracks will be repaired. Mr. Eglin advised that CMC has purchased a machine that does a nice, clean job of applying the patching material.

- PAINTING** This year's painting cycle in Courts 4, 5 and 6 is complete. The maintenance crew will be receiving lead paint training. Certification is good for five years.
- ROOFS** The roof replacement at 3419 S. Stafford Street is complete. A roof analysis will be conducted in the spring.
- SEWERS** The remaining sewer line clean-out pipes have been cut to the ground by Dwyer.
- TENNIS COURTS** The tennis courts will be evaluated by an expert in late winter or early spring to determine if a new color-coat is needed.
- PLAYGROUND** Upgrades are needed to the mulched area of the playground. Previously suggested was removal of the old wood chips, leveling the area, adding another timber "bumper" to increase the interior depth, and adding new mulch.
- NEXT MEETING** The next regular Board meeting will be held on Wednesday, December 15, 2010, 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 7:20 p.m.

Respectfully submitted,

Diane Thurber  
Recording Secretary