

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 28, 2012

IN ATTENDANCE

John Thurber	- President
Mary Ellen Finigan	- 1 st Vice President
Jacqueline Maguire	- Secretary
Diane Thurber	- Recording Secretary
Christa M. Brady	- CMCA, AMS, PCAM, Condominium Division Director, CMC
Dwayne Frazier	- CMC, Assistant Portfolio Manager
Theresa Melson	- USI Insurance Agent
Paul and Marta Kealey	- 3447 S. Utah Street
Chuck Edwards	- Co-Chair, B&G Committee
Judi Garth	- Co-Chair, B&G Committee
Dave Carro	- B&G Committee Member

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 delinquencies, issues related to fire restoration contracts, the Association's master insurance policy renewal options, and legal and personnel issues. 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 2-0-1 (Finigan) the minutes of the September 19, 2012, meeting were approved as presented.

APPROVALS SUBSEQUENT TO MEETING By UNANIMOUS CONSENT the Board voted to re-affirm and enter into the record the following items, approved via e-mail between the time of the Board meeting on September 19, 2012, and this meeting.

1. Two requests for bathroom renovations.
2. Request for renovation of entire basement level.
3. Contract for exterior painting in Courts 1, 2, 11, 12 and 13.
4. Request to undertake emergency corrective measures to halt water infiltration into unit.
5. Proposal for asphalt repairs to the fifteen parking courts, to include crackseal, re-striping, and re-stenciling.
6. Request for replacement battery for back-up sump pump located in exterior basement stairwell.
7. Proposal for landscaping items to be completed throughout the village, as delineated therein.
8. Request for kitchen cabinet and countertop replacement.
9. Proposal for gutter work on 35th Street.
10. Two requests for replacement windows.
11. Proposal for snow removal services during the period November 2012 to April 21, 2013.
12. Request to install new base for future air conditioning unit.
13. Proposal to remove leaning pine tree in Court 15.
14. Proposal for pool winterization.

RESIDENTS' FORUM

FIRE-DAMAGED UNIT Residents attended meeting to discuss fire restoration procedures with the Board.

B&G COMMITTEE The Committee conducted a survey to assess the condition of the B-buildings. Among the items evaluated were the following:

1. *Carpets*: The Committee will begin working on a proposal to replace those that are worn out.
2. *Mailboxes*: The seven worst will be replaced in the coming year. The remainder will be scheduled according to priority over the following three years.
3. *Painting*: Most need touch-up painting, which will be done by the maintenance crew.
4. *Kick Plates*: May be able to be polished.
5. *Banisters*: The maintenance crew will tighten any that are loose.
6. *Lighting*: Both interior and exterior lights need to be cleaned.
7. *Pneumatic Door Closures*: Some close too quickly. The maintenance crew can adjust them, but if they are leaking fluid, they need to be replaced.
8. *Walls*: Some appear to be cracked. It may just be the paint.
9. *Water Valves* (in basement): Valves will be turned once a year as part of general maintenance; otherwise, they freeze and are impossible to loosen.

In addition to the above, the Committee provided the Board with a list of other items requiring attention, to-wit:

1. Patio tree on S. Stafford Street hitting the building and requires trimming or removal.
2. Chimney cover on building on S. Stafford Street is loose.
3. Parking lot signs in need of re-finishing.
4. Sidewalk lights in Court 6 remain on too long.
5. Issues with roof slate on S. Stafford Street. Roof is under warranty.
6. Additional recycling bins needed in Court 15. Locate bins at either entrance; if placed on the uneven median, barrels tip over.
7. Two sidewalk tripping hazards to be addressed.
8. Back door does not conform to Exterior Architectural Criteria.
9. Many carriage lights are leaning.

ROOFS

- A large section of gutter was replaced on a building on 35th Street.
- The use of composite materials on the dormers and porches is being discussed with the roofing contractor.
- The proposal for roof replacement on 35th Street includes provisions for asbestos tile removal as well as preparations required to perform that work. This roof will be scheduled for late February or early March. Work on the building struck by lightning and the list from the hurricane take priority.

PARKING LOTS The contractor did superior work on crack repairs. They used a heavy sealing material, in the proper amount, and did a neat job. The "Reserved" and number stencils are larger and easier to read than previously.

- PAINTING** The contractor has been waiting for the crew to complete fence repairs, which were finished as of today, so the contract can now be finalized.
- TELEPHONES** The Board is researching new plans for telephone service.
- RESALE INSPECTIONS** The Board will be updating the inspection checklist.
- WATER USAGE** - The County inspected the meter in Court 5 that recently registered four times the normal usage, and determined that it is functioning properly. Usage did go down last month, but it still seems high, so they advised that we continue to monitor it. A notice will be sent to the residents of that court requesting that they check water-using appliances, and see if that results in any further decrease.
- We need to identify the locations of water lines and shut-off valves.
- PORCH AND BRICK SURVEY** A second walk-around will be conducted to identify additional areas where porch repairs and brick pointing are needed.
- COURT SIGNS** Some courts still need the second sign that displays the police non-emergency number. Those signs are provided by the towing contractor.
- NEXT MEETING** The next regular monthly Board meeting is scheduled for Wednesday, December 19, 2012, 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 8:32 p.m.

Respectfully submitted,

Diane Thurber
Recording Secretary