

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
SEPTEMBER 18, 2013

IN ATTENDANCE

John Thurber	- President
Mary Ellen Finigan	- 1 st Vice President
Lisa Farbstein	- 2 nd Vice President / B&G Committee Liaison
Debra Diener	- Treasurer
Diane Thurber	- Recording Secretary
Chuck Edwards	- Co-Chair, Buildings & Grounds Committee
Judi Garth	- Co-Chair, Buildings & Grounds Committee
Tony Rouhani	- Vice President and Condominium Division Director, CMC
Dwayne Frazier	- Portfolio Community Manager, CMC
Taryn and Robin Habberley	- 3430 S. Stafford Street

CALL TO ORDER AND QUORUM Call to order at 6:47 p.m. Quorum established.

EXECUTIVE SESSION By UNANIMOUS CONSENT the meeting was moved into Executive Session to discuss delinquencies and legal and personnel/compensation issues. Following discussion, by UNANIMOUS CONSENT the meeting was moved out of Executive Session and into regular session at 6:57 p.m,

APPROVAL OF MINUTES By MOTION duly MADE, SECONDED and APPROVED by a vote of 3-0 (Diener), the minutes of the August 21, 2013, 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 August 21, 2013, and this meeting, as follows:

1. Proposal for masonry repairs.
2. Proposal for winterization/preventive maintenance of the pool.
3. Proposals for roof, gutter and downspout repairs.
4. Proposal for carpet installation in the first nine (of twenty-seven) B-buildings.
5. Proposal for tree work in the playground area.

RESIDENTS' FORUM:

VANDALISM Residents reported that one of their windows was smashed early last Friday morning, and they are aware that this also has happened elsewhere in the Meadows. They called the police, and understand that the paper delivery person saw someone leaving the area. They requested that the Board make residents aware of these incidents. The Board advised that it will make such an announcement via one or more of the following: Homeowner Link Emergency Notification Service, the Meadows Messenger newsletter, the Meadows website, the monthly All-Fairlington Bulletin. The Board also is working on an e-mail alert system using data collected from the applications for recreation cards.

B&G COMMITTEE Grounds Contract: The current three-year contract is expiring. The Committee has been very pleased with the contractor and recommend renewal. Once they obtain the contract proposal, the Committee will review it and update some of the sections. We received fifteen lawn mowings this year; September 3 was the last, and the crew will be returning this week for a “touch-up.” Committee Chairs will be meeting with the supervisor tomorrow, to discuss a fall planting, to be done in late October or early November.

B-Building Carpeting: Installation began last week in Court 8, and the contractor is currently working in two buildings in Court 10. The work is checked frequently throughout the day

B-Building Mailboxes: Several proposals are being reviewed; some are for mailboxes only, others include a receptacle for outgoing mail.

Patios: The Committee has been checking patios all summer, and compiled a list of those in this year’s painting cycle (Courts 3, 14 and 15) that need immediate attention, for such things as trimming trees and removing ivy from buildings and fences. CMC will send letters to the residents, emphasizing that they may not throw cuttings over the fence into the common area, which many do. The current list is only for patios in the painting cycle; a complete list will follow.

Exterior Painting: Bids are being considered.

Fences: The maintenance crew is working to repair the fences of units in the painting cycle. Many are in bad shape, particularly the capboards and gates, which are damaged by squirrels, in addition to normal wear and tear. The Board is experimenting with Azek for capboards; while it is more expensive than wood, it will not rot, does not need painting, and lasts much longer than wood.

Shutters: Old shutters on the buildings in the painting cycle need to be replaced. Front and side shutters are replaced first; the back ones, as needed.

Lawn Decorations: The proliferation of lawn decorations was discussed at the last BG meeting. A letter has been drafted that the Committee proposes sending to residents who have personal property in the common areas, requesting, in part, that the item(s) be removed or moved to one’s patio.

Dog Poop Signs: They are especially needed in Court 5.

Parking lot signs: Some have been stained and re-lettered; the remainder will be done when a permanent maintenance manager is hired.

Individual Bylaw Violations (some continuing):

- Maintenance crew is unable to access building to perform needed repairs due to excess of personal items stored in the patio.
- Resident still has not cleaned the common area beds outside the patio, where excess plant materials and dirt were deposited by resident and/or independent contractor.
- Mound of spent charcoal is still in the common area bed behind the patio and is “ever-growing.” Landlord (Meadows resident) ultimately responsible for cleanup.
- Condition of patio violates Bylaws.
- Porch light broken and in need of repair.
- Exterior front and back lighting not in compliance with Exterior Architectural Criteria.

- Several other exterior lights also in violation, including double spotlights. Letters of violation are mailed by CMC, allowing a two-week period for compliance; thereafter, due process can be initiated and fines imposed.

POOL Winterization was completed last Friday. Chemicals were added to the water, and the pool covers put in place. The clocks, signs, basketballs and other small items were stored in the lockers, and telephone service turned off. All furniture was wiped down, wrapped in clear plastic to keep it clean, then stacked and stored. The hot water heater and pipes were drained, and antifreeze poured into the toilets and “U” pipes under the sinks to

prevent freezing. We had a good season, thanks in large part to Board members monitoring the guards and the day-to-day operations on a rotating weekly basis. We received nothing but excellent reports all summer from both our pool management company and the County. The pool looked great, the furniture continues to hold up well, and there were no major issues with residents. We did lose a few umbrellas; the frames cannot be repaired, but we can buy new ones and re-use the canvasses.

POLICY PAPERS The Board will be preparing several policy papers, including a comprehensive Employee Manual and smoking policies for the maintenance crew and B-building common areas.

MANAGEMENT CONTRACT The management contract is up for renewal.

AUDITOR The Board is considering proposals from several auditing firms.

NEXT MEETINGS The next meeting will be the Annual Meeting of the Council of Co-Owners, to be held on Wednesday, October 23, 2013, at the Fairlington Community Center, 3308 S. Stafford Street, Arlington, Virginia 22206. Registration opens at 6:30 p.m., and the meeting will begin promptly at 7:00 p.m.

The next regular monthly Board meeting is tentatively scheduled for Wednesday, November 20, 2013, 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 8:04 p.m.

Respectfully submitted,

Diane Thurber
Recording Secretary