

FAIRLINGTON MEWS COUNCIL OF CO-OWNERS
BOARD OF DIRECTORS MEETING
Fairlington Community Center
Thursday May 28, 2015
7:00 p.m.

BOARD MEMBERS PRESENT

Renee Powlette, President
Seth Low, 1st Vice President
Jayne Mayne, 2nd Vice President
Lori Stuntz, Treasurer
Tiffany Kudravetz, Secretary



APPROVED

MANAGEMENT PRESENT

Dwayne Frazier, CMC Portfolio Manager
Kemi Ojumu, Recording Secretary

RESIDENTS IN ATTENDANCE

Judith Gurney, Landscaping Committee
Katherine E. Salkeld
Sarah Skarda

7/23/15

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CALL TO ORDER

Ms. Powlette called the meeting to order at 7:02 p.m.

RESIDENT FORUM

The floor was opened for Residents to express comments or questions to the Board:

- Ms. Salkeld, a homeowner from Court 9, questioned the concerns about her dogs barking and disturbing her neighbors.

APPROVAL OF MINUTES – February 26, 2015

MOTION: Ms. Kudravetz MOVED to approve the minutes of the April 23, 2015 Board of Directors meeting as presented. The motion was **SECONDED** by Ms. Stuntz and **PASSED** by unanimous consent.

MATTERS FOR BOARD DECISION

Middledorf Painting

MOTION: The Motion that the Board of Directors authorized the President to enter into an agreement with Middledorf Property Services, Inc. to perform yearly court paintings in courts 1-6 for the amount of \$48,300.00 was tabled until additional bids can be reviewed. The necessity of caulking on the upper and lower windows was also discussed.

Katchmark Full Gutter Repair

MOTION: Ms. Mayne MOVED that the Board of Directors authorize the President to enter into an agreement with Katchmark for full gutter replacement at 3540-3543 South Wakefield Street for an amount not to exceed \$5,000.00. The motion was **SECONDED** by Ms. Kudravetz and **PASSED** by unanimous consent.

Transfer of Unappropriated Equity

MOTION: Ms. Mayne MOVED that the Board of Directors move the 2014 unappropriated equity amount of \$8,024 into Repair & Replacement Reserves. The motion was **SECONDED** by Mr. Low and **PASSED** by unanimous consent.

E.E. Drainage Proposal

MOTION: Mr. Low MOVED that the Board of Directors authorize the President to enter into an agreement with Environmental Enhancements to perform drainage work in court 12 for \$1,732.00 and in court 14 for the amount of \$1,342.00. The motion was **SECONDED** by Ms. Stuntz, Opposed by Ms. Mayne, and **PASSED** by majority vote.

MATTERS FOR BOARD DISCUSSION/INFORMATION

Co-owner plantings in community areas

The Board of Directors discussed gardens and vegetation in the community area adjacent to privacy fences. The Board tabled the discussion until the fall as Ms. Mayne volunteered to do some research and present options for the Board to consider.

Ravensworth Welding

Mr. Frazier presented information about the work Ravensworth Welding, Inc., would be completing of the minor railing repairs at 4 locations throughout the community.

OFFICER REPORTS

President: Ms. Powlette reported on the photinia hedge along King Street that Fairlington Mews is responsible for and that requires maintenance. She asked the Landscape Committee whether there should be any further maintenance put into the hedge due to the fence project and if the hedge is going to be removed. Ms. Powlette discussed the drainage of water down the steep hill between Court 7 and Court 15 and the option to build a wall to help the issues that have arisen. The Motion will be tabled until a recent and accurate proposal can be formally presented to the Board. Ms. Powlette discussed the bush that was planted to hide the radon unit that was installed and that an invoice has been sent to the homeowner for repayment and the attorney's fee invoice will be sent soon.

Treasurer: Ms. Stutz reported that as of April 30, 2015, the Association's Total Cash and Investments are \$2,332,282.00, Year to Date Income is \$759,408.00, Year to Date Expenses are \$710,645.00 and the Year to Date Net Income Surplus is \$48,763.00. She also mentioned that \$100,000.00 has been added to the CD ladder and the approved FY 2016 Budget has been mailed out to the homeowners.

Secretary: Ms. Kudravetz noted that the summer newsletter is printed and distribution will begin tomorrow.

Management/Variance: A copy of the Management & Variance Report was provided in the Board Package.

COMMITTEE REPORTS

Newsletter: See "Secretary Report."

Landscape: Ms. Gurney proposed to remove dead Eyonymus. Need to review bill from Thrive for \$2,000.00 for administering pesticides into trees and make sure there is an actual contract for scope of work performed. Discussed the treatment need for the elm trees. Ms. Kudravetz mentioned community interest regarding the use of pesticides; suggestion was made to have interested individuals work with the Landscape committee to discuss options.

Recreation: Ms. Kudravetz stated that the pool party will be held on June 7, 2015 and the Mews will provide pizza from Fairlington Pizza. More options were looked in to for additional shade at the baby pool, but again, no cost-effective options were found that would be durable and effective. We will obtain additional umbrellas to provide more shade in the baby pool area and in a few more areas around the pool deck.

Mr. Frazier will contact Community Pools concerning the reimbursements owed to the Association concerning the renovations performed.

Finance: See "Treasurer's Report."

Sarah Skarda – Reporting on carpet findings: Ms. Skarda presented information about the 16 B-building units that need to be renovated. She presented carpet samples for the Board to review and stated that they have a 10 year life span, are made from recyclable material, and are of a medium grade. Ms. Skarda is in the process of looking to contractors to perform both carpet and paint work. She presented information concerning carpet or tile near the door openings and the information will be considered by the Board. She was also asked to get information on the difference between square carpets versus rolls. The matter of the different layers of paint currently on the walls needing to be removed completely before any new paint can be applied was discussed. The Board had several suggestions for Ms. Skarda to consider including; getting new base boards, installing new light fixtures, and getting a committee assembled to assist in the renovation project information gather process of the B-Buildings.

TASK LIST/ADMINISTRATIVE CALENDAR

A copy of the Task List and Administrative Calendar were provided in the Board Package.

New/Pending Tasks:

- Management continues finding contractors that do brick point.
- Management will inspect the B-Building carpets again in September 2015.

EXECUTIVE SESSION

MOTION: Ms. Kudravetz **MOVED** to convene into Executive Session at 8:37 p.m. The motion was **SECONDED** by Mr. Stuntz and **PASSED** by unanimous consent.

CMC Delinquency Report – A copy of the report was included in the Board package.

Rees Broome Delinquency Report – A copy of the report was included in the Board package.

MOTION: Mr. Low **MOVED** to re-convene into Open Session at 8:51 p.m. The motion was **SECONDED** by Ms. Stuntz and **PASSED** by unanimous consent.

ESTABLISHMENT OF NEXT BOARD MEETING

The next Board meeting is scheduled for June 25, 2015.

ADJOURNMENT

MOTION: Mr. Low **MOVED** to adjourn the Board of Directors meeting at 8:52 p.m. The motion was **SECONDED** by Ms. Kudravetz and **PASSED** by unanimous consent.

Respectfully Submitted by:
Kemi Ojumu, Recording Secretary