

**FAIRLINGTON MEWS COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING  
Fairlington Community Center  
Tuesday September 22, 2015  
7:00 p.m.**

**BOARD MEMBERS PRESENT**

Renee Powlette, President  
Seth Low, 1<sup>st</sup> Vice President  
Jayne Mayne, 2<sup>nd</sup> Vice President  
Lori Stuntz, Treasurer

**BOARD MEMBERS ABSENT**

Jackie Livingston, Secretary

**MANAGEMENT PRESENT**

Dwayne Frazier, CMC Portfolio Manager  
Kemi Ojumu, Recording Secretary

**RESIDENTS IN ATTENDANCE**

Ms. Judith Guerny  
Ms. Elizabeth Shea  
Ms. Nancy Brobst

**CALL TO ORDER**

Ms. Powlette called the meeting to order at 7:00 p.m.

**RESIDENT FORUM**

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

- Ms. Brobst voiced concerns on whether the sewer repairs are on a regular maintenance schedule because she believes they are not being maintained properly.
- She also stated that the welcomes packages are not going out to new homeowners soon enough so they are aware of what not to put into the drains.

**APPROVAL OF MINUTES – August 27, 2015**

**MOTION:** Ms. Mayne **MOVED** to approve the minutes of the August 27, 2015 Board of Directors meeting with amendments. The motion was **SECONDED** by Ms. Stuntz and **PASSED** by unanimous consent.

**MATTERS FOR BOARD DECISION**

Middledorf Concrete Repairs

**MOTION:** Ms. Stuntz **MOVED** to approve Middledorf Construction to perform concrete work on concrete steps near court #6 tennis courts in the amount of \$2,900. The motion was **SECONDED** by Mr. Low and **PASSED** by unanimous consent.

Pro-Pave Crack Sealing

**MOTION:** The motion to approve Pro-Pave to seal coat all 15 parking lot courts in the amount of \$9,750.00 with paint/line striping in the amount of \$4,068.00 was Tabled until next month's meeting.

Pro-Pave Crack Sealing

**MOTION:** The motion to approve Pro-Pave to perform parking lot crack sealing in all 15 courts in the amount of \$2,100.00 was Tabled until next month's meeting

Findley Crack sealing of parking lots

At the time the Board package was prepared Finley Asphalt has not submitted a bid for crack sealing or total parking lot court resurfacing.

Brothers Paving Crack sealing of parking lots

**MOTION:** The motion to approve Brothers Paving to perform lot crack sealing in all 15 courts in the amount of \$2,352.00 was Tabled until next month's meeting.

All-Pro tennis courts repairs

**MOTION:** The motion to approve All-Pro Recreational Surfaces refurbishing of 1 Tennis Court in the amount of \$67,795.00 was Tabled until next month's meeting

Bishops Tennis courts repairs

**MOTION:** The motion to approve Bishops Tennis for the (3) Tennis court resurfacing/cracking was Tabled until next month's meeting.

Finley tennis courts repairs

At the time the Board package was prepared Finley Asphalt has not submitted a bid for the (3) Tennis court resurfacing/cracking.

**Task:** The Board instructed Steve to fill the cracks on the activity and tennis courts with concrete as a temporary fix and reopen the courts.

Environmental Enhancement LIME Application

**MOTION:** Ms. Mayne **MOVED** to approve Environmental Enhancements application of Solu-Cal treatment to the community landscape in the amount of \$1,212.00. The motion was **SECONDED** by Mr. Low and **PASSED** by unanimous consent.

Variance Request Application

The homeowner presented the variance application to add a basement window at 4612A 36<sup>th</sup> Street.

The Board instructed Ms. Shea to consult a structural engineer to assure her proposal would have no structure problems for her unit and the neighbor's structure.

**Action:** The Board will defer action until next month's meeting.

Brik Wurks porch repairs

**MOTION:** Ms. Mayne **MOVED** to approve Brik Wurks brick stoop repair to various stoops provided on the attached list located throughout the community in the amount not to exceed \$9,850.00. The motion was **SECONDED** by Ms. Stuntz and **PASSED** by unanimous consent.

**Task:** The Board tasked Mr. Frazier to have Steve identify which porches are in the worst shape as a starting point for this project.

All Plumbing Line Jetting

**MOTION:** Ms. Mayne **MOVED** to approve All-Plumbing Inc. for line jetting in the amount of \$2,250.00. The motion was **SECONDED** by Mr. Low and **PASSED** by unanimous consent.

Katchmark gutter and downspout replacements

**MOTION:** Ms. Stuntz **MOVED** to approve Katchmark Roofing to remove all 5 inch gutters and 2x3 downspouts to the larger 6 inch and 3x4 downspouts for the amount of \$115,838.00. The motion was **SECONDED** by Mr. Low and **PASSED** by unanimous consent.

**MATTERS FOR BOARD DISCUSSION/INFORMATION**

B-Building Carpet

A Homeowner in B-Building 12 has requested the replacement of the carpet in the locked basement.

Ms. Powlette suggested having the carpet removed but not replaced.

**Action:** The decision was reached to remove the carpet if requested, but not replace, as that area is not seen by the public and only used for limited storage.

**Task:** The Board of Directors tasked Mr. Frazier to communicate with Steve to look through the B-Buildings to check whether there is anything excessive being stored in the locked basements.

CMC Quarterly Newsletter

Mr. Frazier provided a copy of the CMC Quarterly Newsletter for Board review.

**OFFICER REPORTS**

**President:** Ms. Powlette asked Ms Mayne about the survey results. Ms. Mayne indicated more residents were in favor of keeping activity court as is with both a tennis net and a basketball court.

**Treasurer:** Ms. Stuntz reported that as of August 31, 2015, the Association's Total Cash and Investments are \$2,414,942.00, Year to Date Income is \$84,416.00, Year to Date Expenses are \$91,435.00, and the Year to Date Net Income Loss is \$7,019.00.

**Task:** Mr. Frazier to contact Reserve Advisors to get in contact with the Treasurer for the upcoming reserve study that will be discussed at the Finance Committee budget meeting on October 8, 2015.

**Secretary:** No Report.

**COMMITTEE REPORTS**

**Newsletter:** No Report.

**Landscape:** Ms. Guerny commented on the proposal from Moore & Wright Tree Services for removing the dead trees in the community. There were some discrepancies in the list of trees scheduled to be removed, but that matter will be discussed with the vendor before any work is performed.

**MOTION:** Ms. Mayne **MOVED** to allow Moore & Wright Tree Services to remove all dead trees listed on their proposal for the amount of \$14,823.00. The motion was **SECONDED** by Mr. Low and **PASSED** by unanimous consent.

**Recreation:** No Report.

**Pool:** No Report.

**Finance:** See "Treasurer's Report".

**TASK LIST/ADMINISTRATIVE CALENDAR**

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

New/Pending Tasks and Status:

- Management will provide 3 bids for the total repair of the tennis court by the swimming pool. Tabled till next meeting.
- Management will provide the total price point from Katchmark for all gutter work in changing to the wider gutters for each of the 15 courts in the community. The bid was presented and Approved.
- Management will have Steve lock the tennis courts and place sandwich boards to let the community know it is closed for repairs. Completed.
- Management will have Steve temporarily fill in activity and tennis court cracks and reopen them.
- Management will contact 3 asphalt companies for doing crack filing and then recoating the surface of all parking lots. Tabled till next meeting.
- Management will seek bids for the Brick Pointing needed in the community. Pending.

**EXECUTIVE SESSION**

**MOTION:** Ms. Mayne **MOVED** to convene into Executive Session at 8:25 p.m. The motion was **SECONDED** by Mr. Low 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 8:37 p.m. The motion was **SECONDED** by Ms. Stuntz and **PASSED** by unanimous consent.

**EXECUTIVE SESSION DECISIONS**

**MOTION:** Ms. Mayne **MOVED** to file suit against Acct # 323-3531 for past dues and fees. The motion was **SECONDED** by Ms. Stuntz and **PASSED** by unanimous consent.

**ESTABLISHMENT OF NEXT BOARD MEETING**

The next Board meeting is scheduled for October 27, 2015.

**ADJOURNMENT**

**MOTION:** Ms. Mayne **MOVED** to adjourn the Board of Directors meeting at 8:38 p.m. The motion was **SECONDED** by Mr. Low and **PASSED** by unanimous consent.

Respectfully Submitted by:

Kemi Ojumu, Recording Secretary