

**FAIRLINGTON MEWS COUNCIL OF CO-OWNERS**  
**BOARD OF DIRECTORS MEETING**  
**Fairlington Community Center**  
**Thursday December 6, 2018**  
**7:00 p.m.**

**BOARD MEMBERS PRESENT**

Renee Powlette, President  
Gabe Butler, 1<sup>st</sup> Vice President  
Ryan Hamel, 2<sup>nd</sup> Vice President  
Lori Stuntz, Treasurer

**BOARD MEMBERS ABSENT**

Jennifir Birtwhistle, Secretary

**MANAGEMENT PRESENT**

Sabiha Noorzai-Barbour, CMC Portfolio Manger  
Kemi Ojumu, Recording Secretary

**OTHERS IN ATTENDANCE**

Judith Guerny  
Penny Glass  
Fred Allen

**CALL TO ORDER**

Ms. Powlette called the meeting to order at 7:00 p.m. noting that a quorum was met with four (4) Board members present.

**GUEST SPEAKER**

Fred Allen is the Director of Environmental Enhancements

- Board presented Fred with the complaints from the community.
  - o Need more communication about when the vendor is coming, what are they going to be doing, what spray is going to be used and a schedule of services.
  - o B Building leaves are not being cleared out.
  - o The Board wanted to add more people to the email so that several people are aware of what is going on with the vendor
  
- The vendor stated that the primary and secondary contact get an email when the vendor will be on property and what they will be doing on property.
- The vendor stated that he communicates with Judith and Steve on a regular basis.
- The vendor stated that they have a member on staff that does a community walk though on a regular basis.
- The vendor has a complete list of all the work that has been done within the community.
- The vendor stated that he, the owner, was available within 30 mins to speak to a board member so he is very accessible.

- The vendor stated that there has been record rainfall this year, and they were unable to maintain the mowing and weeding.
- The vendor inquired about the approval process for enhancement projects.

### **RESIDENT FORUM**

- A resident complained that contracted workers were using the restroom on the fence outside of her home whenever there is a new project going on.

### **APPROVAL OF MINUTES – October 27, 2018**

**MOTION:** Mr. Hamel **MOVED** to approve the minutes of the October 27, 2018 Board of Directors meeting as presented. The motion was **SECONDED** by Ms. Stuntz and **PASSED** by unanimous consent.

### **MATTERS FOR BOARD DECISION**

#### Goldklang & Group Engagement Proposal

**MOTION:** Mr. Hamel **MOVED** to approve the engagement letter from Goldklang Group CPA for the years ending July 31, 2019 and 2020. The motion was **SECONDED** by Ms. Stuntz and **PASSED** by unanimous consent.

#### Audit Approval for 2017-2018

**MOTION:** Ms. Stuntz **MOVED** to approve the draft audit from Goldklang Group CPA for Fairlington Mews for the years ended July 2018 and 2017. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

#### Steve Burcham Holiday Bonus

**MOTION:** Mr. Hamel **MOVED** to approve the Holiday Bonus for Steve Burcham in the amount of \$1,700.00. The motion was **SECONDED** by Mr. Butler and **PASSED** by unanimous consent.

### **MATTERS FOR BOARD DISCUSSION/INFORMATION**

#### Fence Project

The fence project is now complete for the entire community. There are several fence numbers that still need to be fixed, along with some fence post caps. The fence company is still awaiting the permit for the retaining wall behind Court #6 to complete the fence project.

#### Reserves Study Update

**MOTION:** Ms. Stuntz **MOVED** to approve the proposal from Reserves Advisors for a reserve study update in the amount of \$4,660.00. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

### **OFFICER REPORTS**

**President:** No Report.

**Treasurer:** The financials were presented and reflect that as of October 2018, the Association's Total Cash and Investments are \$1,848,147.00, Year to Date Income is \$261,992.00, Year to Date Expenses are \$271,794.00, and the Year to Date Net Loss is \$9,801.00.

**Secretary:** No Report.

### **COMMITTEE REPORTS**

**Landscape:** Ms. Guerny presented an Environmental Enhancement proposal

#### **Landscaping**

**MOTION:** Mr. Butler **MOVED** to approve the proposal from Environmental Enhancements in the amount of \$62,628.00. The motion was **SECONDED** by Ms. Stuntz and **PASSED** by unanimous consent.

**Recreation:** Ms. Powlette stated that there will be Christmas Caroling on December 16<sup>th</sup>.

**Pool:** No Report.

**Newsletter:** No Report.

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

**Fence:** See "Matters for board Discussion/Information

### **EXECUTIVE SESSION**

**MOTION:** Mr. Hamel **MOVED** to convene into Executive Session at 7:48 p.m. to discuss the delinquency report, and violation report. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

**MOTION:** Ms. Stuntz **MOVED** to reconvene into open session at 7:54 p.m. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

### **ESTABLISHMENT OF NEXT BOARD MEETING**

The next monthly Board meeting is scheduled for January 24, 2019.

### **ADJOURNMENT**

**MOTION:** Mr. Hamel **MOVED** to adjourn the Board of Directors meeting at 7:55 p.m. The motion was **SECONDED** by Ms. Stuntz and **PASSED** by unanimous consent.

Respectfully Submitted by:  
Kemi Ojumu, Recording Secretary