

**FAIRLINGTON MEWS COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING**

**Via Conference Call  
Thursday May 28, 2020  
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

**MANAGEMENT PRESENT**

Justin Field, NRP Portfolio Manager  
Kemi Ojumu, Recording Secretary

**OTHERS IN ATTENDANCE**

Beth Andrews  
Emily Andrews  
David Biette  
Emily Andrews  
Lance Rees  
Beth McGinn  
Gisele Goudiaby  
Jim Johnson

**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 via Conference Call.

**RESIDENT FORUM**

- No resident comments.

**APPROVAL OF MINUTES – February 27, 2020**

**MOTION:** Ms. Stuntz **MOVED** to approve the minutes of the February 27, 2020 Board of Directors meeting as presented. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

**COMMITTEE REPORTS**

**No Reports.**

**MANAGEMENT REPORTS**

Management presented a list of items they have been working on since the last Board meeting.

## Financial Report

Management presented the financials as of April 2020. A copy of the report was included in the Board package for review.

## NEW BUSINESS

### Ratification of Expenses Approved between Meetings

**MOTION:** Mr. Butler **MOVED** to ratify the contract with All Plumbing to HydroJet the 33 cleanouts in front of the building in the amount of \$4,950.00. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

**MOTION:** Mr. Butler **MOVED** to ratify the contract with All Plumbing to repair a sewer main pipe in Court #6 in the amount of \$ 5,700.00. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

**MOTION:** Mr. Butler **MOVED** to ratify the contract with Environmental Enhancements for additional mowing services outside the fence along King Street in the amount of \$1,625.00. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

**MOTION:** Mr. Butler **MOVED** to ratify the contract with High Sierra Pools to place a temporary repair to a structural crack to the gunite pool structure in the amount of \$1,465.00. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

**MOTION:** Mr. Butler **MOVED** to ratify the contract with Katchmark to perform roof repairs at several addresses throughout the community in the amount of \$3,400.00. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

**MOTION:** Mr. Butler **MOVED** to ratify the contract with Katchmark to perform a vent replacement in Court #10 in the amount of \$475.00. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

**MOTION:** Mr. Butler **MOVED** to ratify the contract with Kolas Contracting Inc. to perform drainage pipe repair in Court #9 in the amount of \$1,750.00. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

**MOTION:** Mr. Butler **MOVED** to ratify the painting contract with Ploutus Painting & Contracting to perform exterior paint throughout Courts #1-6 in the amount of \$83,775.00. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

**MOTION:** Mr. Butler **MOVED** to ratify the contract with Ploutus Painting & Contracting to perform carpentry repairs by replacing rotten fascia behind the gutters in Court #1 in the amount of \$1,675.00. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

### Status of Painting Project – Courts 1-6

Management presented the status of the painting project that is going on in Courts #1-6 by Ploutis Painting and Construction. Courts #1-4 have been completed expect for the high red metal areas and some carpentry work, and the vendor has just begun to work in Court #5.

### Pool Status Discussion

Management presented the Board with information concerning the Pool opening schedule due to the Stay-at-home order because of the COVID-19. Ms. Powlette has spoken with the manager at High Sierra Pool Company and they will need three (3) weeks of prep time to be able to open the pool. They need three (3) certified lifeguards but only have one (1) on staff so far. Another hurdle will be to figure out who is going to be cleaning and disinfecting the bathrooms on a continuous basis as per the guidelines of the reopen process. There have been different sets of rules posted so management will need to figure out whether common areas need to be cleaned once per day or after each use, so the board will entertain an option to hire a cleaning company to monitor bathrooms and other area for cleaning purposes. During Phase 1 of the reopen process only the lap lanes at the pools can be open and residents will have to make reservations to come to the pool so the occupancy limit can be strictly enforced. The board will send the Governor's addendum to the attorney for review to see what all needs to be done to reopen the pool safely. The board has rescheduled the pool opening for June 20<sup>th</sup>, 2020 and will need to provide signage concerning social distancing and a hand sanitizer station .The Pool Company has stated that they will not monitor social distancing.

### Double Tennis Discussion

The Board stated that the double tennis courts have gotten a lot more use over the past few weeks but it needs repairs. So the Board it trying to figure out if they should fix it to be used as a double tennis court but from past inspections the question arose if there can actually be a tennis court where it was placed. The Board also questioned whether the space should be cleared and used as a green space.

### Playground Discussion

The Board discussed the reopening of the playground which would first require the installation of a hand sanitizer station, it would then be up to parents to wipe down anything their children come in contact with to help prevent the spread of COVID-19.

**MOTION:** Mr. Butler **MOVED** to reopen the pool and playground areas in three weeks on June 20<sup>th</sup>. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

### Cleaning Contract Renewal Proposal

**MOTION:** Mr. Butler **MOVED** to approve the proposal from DMA Cleaning Services for the cleaning contract for the B Buildings with a 3% increase of the monthly price in the amount of \$ 702.31 per month. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

### High Sierra Maintenance Proposal

**MOTION:** Mr. Hamel **MOVED** to approve the proposal from High Sierra Pools for the installation and materials to replace sand, gravel and laterals in two filtration filers in an amount of \$1,870.00. The motion was **SECONDED** by Mr. Butler and **PASSED** by unanimous consent.

### 2021 Draft Budget

Ms. Stuntz discussed the 2021 Draft Budget and that there will be no increase to the monthly assessments. She noted that the landscaping and bad debt line items will need some adjustments but Management has done a great job of

**MOTION:** Ms. Stuntz **MOVED** to approve the 2021 Draft Budget with no increase to the monthly assessments. The motion was **SECONDED** by Mr. Butler and **PASSED** by unanimous consent.

**MOTION:** Ms. Stuntz **MOVED** to move \$5,104.00 from Unappropriated Equity to the Reserves Account. The motion was **SECONDED** by Mr. Butler and **PASSED** by unanimous consent.

### EXECUTIVE SESSION

**MOTION:** Mr. Hamel **MOVED** to convene into an Executive Session at 7:41 p.m. to discuss delinquencies, and the architectural report. The motion was **SECONDED** by Ms. Stuntz and **PASSED** by unanimous consent.

**MOTION:** Mr. Hamel **MOVED** to reconvene from Executive Session at 7:59 p.m. The motion was **SECONDED** by Ms. Stuntz and **PASSED** by unanimous consent.

### ESTABLISHMENT OF NEXT BOARD MEETING

The next monthly Board meeting is scheduled for June 26, 2020.

### ADJOURNMENT

**MOTION:** Mr. Butler **MOVED** to adjourn the Board of Directors meeting at 7:59 p.m. The motion was **SECONDED** by Mr. Hamel and **PASSED** by unanimous consent.

Respectfully Submitted by:  
Kemi Ojumu, Recording Secretary