

FAIRLINGTON MEWS COUNCIL OF CO-OWNERS
SPECIAL MEETING
Via Conference Call
Thursday March 11, 2021
6:30 p.m.

BOARD MEMBERS PRESENT

Renee Powlette
Lori Stuntz
Robert Efimba
Gabe Butler
Ryan Hamel

MANAGEMENT PRESENT

Justin Field, NRP Portfolio Manager
Kemi Ojumu, Recording Secretary

OTHERS IN ATTENDANCE

Sue Davis
Judith Guerny
Carrol Mitchell
Maira McCarthy
Jim Sharpe
Fern Birtwistle
David Krane
Paul Bergen
Jackie Livingston

CALL TO ORDER

Ms. Powlette called the meeting to order at 6:30 p.m. noting that a quorum was met with four (4) Board members present via Conference Call.

Ms. Powlette stated that this Special Meeting's purpose is to discuss the current roof repair contracts and the future process of roof repair proposal approvals.

Change in Attendance

Mr. Gabe Butler arrived at 6:34 pm

RESIDENT FORUM

- A resident stated that her back roof only has asphalt shingles on it and was wondering when slate shingles can be installed.
- A resident stated that her front dormer is leaking.
- A resident stated that he owns a unit in The Commons. That community used to work with NV Roofing but has now switched over to Katchmark and are happy with their work so far.
- A resident stated that she has been in the community since 1977 and Katchmark's roof repairs have been really good so far.

Roof Proposal

MOTION: Mr. Efimba **MOVED** to approve the proposal from Katchmark for various roof repairs in an amount of \$3,950.00. The motion was **SECONDED** by Mr. Hamel and **PASSED** by majority consent. (4.1)

ROOF'S REPORT

Future of Roof Proposals

Mr. Butler presented.

He stated that the Association should set up a roof committee that will mirror the landscape committee. This new committee will review the roofs and proposals before they are approved by the Board. The committee members will look at all roof repairs and come up with a report to give to any potential vendors. All vendors will be required to do a thorough walk through. There have been two volunteers for the committee so far Julie Butler and Brad. Mr. Butler stated that the Association will have a slate roof company review the roofs and provide a report on which roofs will fail in the near future to compare it with the reserve study. The committee will then cross reference any issues with what they have come up with in their report. The committee will serve as the project manager on all roof repair work and will possibly provide Mr. Steve Burcham with additional training to be able to correctly fix emergency slate repairs. Lastly Mr. Butler stated that the slate roofs of Fairlington Mews are the most valuable asset within the community and need to have more oversight on who is chosen to make repairs on them going forward, and set up boundaries on who is responsible for each step in the process when a roof repair is needed.

The steps

- Set up the roof committee
- Set up a spec book
- The committee will do a conditions inspection

Questions

What is the protocol for emergency roof repairs versus scheduled roof repairs.

Will the committee be the direct liaison between the roof company and the Board.

Who has the final say on the roof repairs.

President's Report

Ms. Powlette has reached out to other Fairlington presidents to see what specifications they have for their roof proposals as several of the communities also have slate roofs. She will send an email to owners about the creation of new committee to allow for other homeowners to be able to volunteer if they are interested.

Management is tasked to establish a charter which will establish the scope of the roofing committee that will lists their responsibilities.

ADJOURNMENT

MOTION: Mr. Hamel **MOVED** to adjourn the Board of Directors meeting at 7:08 p.m. The motion was **SECONDED** by Ms. Stuntz and **PASSED** by unanimous consent.

Respectfully Submitted by:
Kemi Ojumu, Recording Secretary