

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

April 9, 2013 Board Minutes

Held at the Fairlington Community Center

ATTENDEES: Jay Yianilos (President), Keith June (Vice President), Maynard Dixon (Treasurer), Susan Hunchar (Secretary), Corey Love (Landscape Chair), Greg Lukmire (Variance Chair), and Karen Conroy (Cardinal Management). Board member absent: Laura Knapp Chadwick (At-Large Member).

The meeting was called to order at 6:30 by President Jay Yianilos.

4.9.13.01 MOTION

Moved that Board go into closed session at 6:31 for Due Process Hearing. Motion passed unanimously. Resident did not appear.

4.9.13.02 MOTION

Moved that Board return to open session at 6:59. Motion passed unanimously.

4.9.13.03 MOTION

Moved to ask counsel for advice about pursuing collection of \$512.50 from Account 5009 regarding cost-effectiveness of and liability for collection costs. Motion passed unanimously.

RESIDENTS' FORUM - No residents present; so, moved forward to Board business.

4.9.13.04 MOTION

Moved to approve March 12, 2013 meeting minutes. Motion passed unanimously.

PRESIDENT'S REPORT

Requested status of:

Request approved at March meeting for gutter to be added at front of 3515 A S. Stafford St. Court 1 - Management Agent will verify work completed.

Tire swing – Management Agent has requested an estimate from All Rec, a playground equipment contractor, for replacement of the missing tire swing.

Dominion Power reseeding and replacement plants for large box along sidewalk between Courts 9 & 16 - Kyle of Environmental Enhancements (EE) will give Management Agent estimate to forward to Dominion Power.

VICE-PRESIDENT'S REPORT

Reported that a resident had inquired about Park Shirlington redevelopment and use of Fairlington facilities by redeveloped Park Shirlington. Also questioned non-Glen resident use of basketball court. President will respond to inquiry that there have not been any requests for us to grant use of Glen facilities and that we will monitor situation. Non-resident use of the basketball court was not seen as a problem at this time.

4.9.13.05 MOTION

Moved to approve forwarding letter drafted by Vice-President to the City of Alexandria concerning left turns onto and from Quaker Lane from 36th St. with copies to be sent to Arlington County Board member and Glen resident Libby Garvey and FCA President Guy Land. Motion passed unanimously.

Reported CAI conference was very informative. Vice-President attended sessions on "Running a Board Meeting" and "Rules of Enforcement". Recommended attendance by others.

SECRETARY'S REPORT

Meeting with Maintenance Staff and Management Agent was held on March 27 and was very useful. Important item was that with vacation times coming, additional help might be needed. Copy of a flyer from previous years to be used for door-to-door distribution to residents about items not to be put down toilets was submitted. Discussion about Maintenance Staff monitoring Tot Lot condition led to request to have Management Agent get estimate for annual Tot Lot inspection. Management Agent will direct Staff to scrape peeling paint and paint hallways of 4218 S. 35th St (Court 14) if they are able to do it without scaffolding. Several other items on the Maintenance Responsibility and Maintenance Schedule were mentioned. Treasurer asked that removal of leaves from catch basins be added to Staff responsibilities. Reminder that Maria & Nelson do a great PR service since residents see them working. Secretary will brief others on other points, if interested.

TREASURER'S REPORT

The Treasurer asked the Management Agent whether she had given our auditor the financial statement requested by Goldklang, our auditor, and she responded that she had.

The Treasurer stated that, at the end of the meeting, he would, along with Cardinal Management, sign the "Representation Letter" attached to the draft audit report.

4.9.13.06 MOTION

Moved to approve retainer fee for Goldklang Group for audits and tax preparation for 2013 and 2014. Motion passed unanimously.

The Treasurer withdrew his suggested flyer distribution to Courts 1 through 4 urging residents to

consider window replacement before the painting cycle begins, explaining that such a flyer is best distributed in the preceding fall.

The 2014 budget proposal is almost ready.

4.9.13.07 MOTION

Moved to accept proposal by Environmental Enhancements for sewer inlet cap repair at Ct. 14 and drainage improvements for area behind Courts 9 and 15 and tot lot subject to the addition of wire mesh filters in scope of work, for \$6110.00. Motion passed unanimously.

REI submitted a revised pavement condition report showing that the Glen is in good condition. Based on this, the consensus of the Board was to move the Court 6 milling and paving work recommended for this year to 2014 in order to realize economies of scale with the work planned for that year.

At the recommendation of the Treasurer, the Board agreed to table action on Nova Painting Company's draft contract until he circulates a more detailed list of specifications for incorporation into the contract.

VARIANCE CHAIR REPORT

Greg Lukmire gave a brief overview of his review process noting that most variance requests are for kitchen or bathroom renovations. For questions about structural elements, he requests an engineer's report. More requests are being received to replace the basement copper pipes that are presenting pinhole leaks but in most cases, a variance is not required for this.

Photos of the full window installed for basement emergency egress that was approved recently were provided and Greg noted that excavation was done by hand. He was not able to see the waterproofing process that was used.

Landscape variances are not being submitted and Greg asked if Glen is still requiring. Secretary noted that these are covered in the Glen Handbook. Greg noted that he has seen beds edged with stones and these cause mowing problems.

LANDSCAPE CHAIR REPORT

Corey Love reviewed the Landscape Walkthrough held on March 23. He received 32 requests and expects EE estimates soon. Corey will prioritize and give Board proposed spring work proposal.

Tall tree in Court 6 at 4144 S. 36th is leaning and causing damage to roof and gutter. Corey recommended removal of the tree as soon as possible.

The Secretary volunteered to monitor the red reflector system and will check that reflectors are in corresponding beds.

Suggestions for additional committee members were noted.

MANAGEMENT REPORT

Court 14 water leak that was caused by plumber hired by resident was provided assistance since it was an emergency and appropriate steps were followed.

Project List items were reviewed:

Court 13 water usage has been higher than usual; management sent reminder flyer to residents about water conservation and Nelson and Maria checked for leaking outside faucets in the court.

Exposed cable/phone lines, damaged boxes, and a “mystery box beside the triple tennis courts” with exposed on/off lever continue to be a problem, with neither Comcast nor Dominion Power assuming responsibility over the mystery box. The Secretary noted that, because some entries on the Management Agent’s “problem” list are not problems, the list needs to be rechecked. The consensus was that we should not contact legal counsel on how to proceed until the recheck is completed.

Bids for the roof replacement work in Court 2 have been solicited, but REI was not yet ready to present them to the Board

Chemical to clean roofs was not effective on test roofs in Court 6; but, copper strips seem to be working. Strips will be monitored.

NEW BUSINESS

President has asked the Pool Committee chairs to find someone to be responsible for Glen recreation passes.

Secretary noted that a large swale exists behind Court 7 between building and paddle tennis court probably as a result of heavy roofing materials being stored there during very rainy season. Suggested that contracts for outside projects should contain clause requiring grounds restoration where applicable. Board directed Management to do this.

MISCELLANEOUS

FHA re-certification has been granted through 2015.

Maintenance Staff service door hangers – tabled until May meeting

Stoop repairs – Maintenance Staff has begun to repair stoops since weather has changed and will update the list of stoop work to be done as projects are completed.

Sanitary Sewer renovation – part of Reserves Study that REI is preparing. Treasurer has requested worst-case scenario estimate.

Secretary questioned meaning of list of items stored in Maintenance Office and Management Agent responded that they are residents' prohibited items found especially in B-units by Maintenance Staff.

4.9.13.08 MOTION

Moved that Board go into closed session at 8:41 to discuss individual homeowner delinquencies and other legal matters. Motion passed unanimously.

4.9.13.09 MOTION

Moved that the Board return to open session at 8:56. Motion passed unanimously.

4.9.13.10 MOTION

Moved to turn over to legal for collection Accounts 1029.01, 5011.01 and 2039.01. Motion passed unanimously.

4.9.13.11 MOTION

Moved to send violation letter to owner of 4513 S. Utah and corrected violation letter to 4515 S. Utah.

The meeting was adjourned at 8:57 pm.

The next scheduled meeting of the Board is Tuesday, May 14, 2013 at 7:00 pm in the Fairlington Community Center.

Respectfully submitted,

Susan N. Hunchar, Secretary

