

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**  
**August 5, 2014 Board Minutes**  
**Held at the Fairlington Community Center**

**ATTENDEES:** Jay Yianilos (President), Corey Love (Vice President and Landscape Chair), Maynard Dixon (Treasurer), Susan Hunchar (Secretary), Karen Conroy (Cardinal Management), Theresa Melson (USI Insurance Services LLC), Thora Stanwood Court 2 Representative). Laura Knapp Chadwick (At-Large Member) was absent.

The meeting was called to order by President Jay Yianilos at 6:29pm.

Ms. Melson gave a review of the Glen's coverage and condominium insurance over the past year and the effects of them on the Glen.

**Residents' Forum**

Thora Stanwood declared her candidacy for election to the Board of Directors in November.

Thora reported about gaps in the new gutters, problem trees and crumbling concrete sidewalks in Court 2.

**08.05.14.01 MOTION**

Moved to approve the minutes of the July 8, 2014 Board meeting. Motion passed unanimously.

**President's Report**

**08.05.14.02 MOTION**

Moved to ratify the prior email vote to approve the variance request to install a faux downspout on the rear of the building at 3535B S. Stafford Street that will conceal the new lines for their brand new HVAC system. The lines will be installed inside of the downspout. Motion passed unanimously.

The sidewalk repair at 4301 S. 36<sup>th</sup> Street in Court 10 was done by Ruben Arroyo and the residents are pleased with the work.

Replacement of the Orangeburg storm drains under the swings area of the Tot Lot and behind Court 10 along the tennis court by Environmental Enhancements (EE) began on Aug. 4. Will Smith, the Tennis Committee Chair, reminded the Board that trees should not be planted near the tennis court as part of the landscape work for the drain replacement.

Signs for the pool requested by the Pool Committee were approved and Cardinal Management will have them made.

The Community Forum will be held on Wed., September 3, at 7:30pm at the pool. The 2015 Glen budget will be discussed and candidates for the Board of Directors will be introduced.

Volunteer Appreciation Night will be held on Mon., September 15, at 7:30pm at the pool.

The Fall Landscape Walk-through will be Saturday, September 20, at 9:00am pending confirmation by EE.

Dale May had asked if the Board could repair the hole by the pole with the pedestrian signal at the Taylor and King Streets intersection. The Vice-President will look into the problem.

Dale May also inquired about the condition of the Black-Eyed Susans near the wading pool. The Landscape Chair noted that they are dead and EE will be contacted about them since they are under warranty.

The Landscape Chair will follow up with EE for their proposal regarding the birch tree in Court 12.

The President reported a complaint about mosquitos in Court 2 that requested spraying to control them. The Board suggests daily emptying of standing water in patios and items in patios, emptying downspout extenders if they can be easily removed and careful use of a household mosquito spray into the downspout extenders. Planting lavender or marigolds was also suggested.

### **Landscape Chair's Report**

The pruning in Court 6 by Thrive, Inc. went well.

Roxanne Sykes has submitted a list of street trees that need pruning and other work to the County.

Fall tree pruning and removal is being planned.

EE has submitted a revised proposal for the continuation of the King Street buffer and the Chair will discuss it with EE.

Watering for the King and Taylor Streets buffer has been increased.

The President suggested planning another community cleanup day in October and the Board agreed.

The three-year turf treatment will be done at the end of September. Residents will be notified via our Yahoo group and Glen Alert.

Suggestions for improvements will be solicited for the Fall Walk-through; but, in order to stay within the budget, mostly necessary improvements will be done.

### **Treasurer's Report**

Four checks for \$25 each for non-private pool parties were handed to the Manager.

Cardinal Management was asked to follow up on the Board's May 2014 approved motions pertaining to (1) the allocation of the 2013 budget surplus between our replacement reserve and our contingency reserve, (2) the creation of a new bank account solely for our contingency reserve, and (3) the transfer of the portion allocated to our replacement reserve to the Glen's Vanguard account.

The President and Treasurer will meet with the Manager to discuss revising Cardinal Management Company's contract with the Glen.

The Treasurer noted a correction to the Management Report: item B.4 Sidewalk Repair should be \$1100 instead of \$1200.

Restoration Engineering Inc. (REI)'s recommendation concerning the four bids received for the parking lot paving should be forthcoming.

The Treasurer asked cardinal to contact REI about getting a copy of the extended warranty from Walls Roofing for the roof of the first building in Court 2 that was accepted in return for our allowing a departure from the contract specifications concerning the number of snow-guard paddles on the rear part of the building in 2013.

Autumn Contractors has still not submitted a work schedule for the 2014 roofing project in Courts 3 and 14.

Discussion about the lack of response by Comcast for the repair, replacement or removal of exposed cable wires and boxes centered on requesting assistance from the County and contacting legal counsel.

Cardinal Management was asked to again request a proposal from Autumn Contracting and Walls Roofing for extending the copper strip used treat the moss stains leftward over the rest of the roof where needed in Court 6.

Nelson and Maria will be tasked with identifying the chimneys that need to have screening installed or replaced over the holes on the sides.

### **Management Report**

Leslie Engelking reported that the cornice/lentil/dentil problem in Court 2 is more widespread and discussions continue.

Mr. Engelking also reported that the portico at 3615 S. Taylor in Court 8 exhibits an accumulation of paint rather than any structural problem.

The carpet and padding in Court 3 at 3571 S. Stafford Street are still drying after the recent backup and cleanup. The Glen will pay for removal and replacement of the padding.

One toilet in the pool ladies room is not functioning and Dwyer Plumbing will submit a proposal for repair/replacement.

The President declared his candidacy for election to the Board of Directors in November.

The Treasurer declared his candidacy for election to the Board of Directors in November.

The Vice President will not be a candidate for election in November but thanked the Board for appointing him to fill the vacant position last January. He will continue as Landscape Chair.

The President will explore with residents of affected courts the proposal for additional lighting in the area of the basketball court and alley between Courts 12 and 13. Discussion was tabled until next month.

**08.05.14.03 MOTION**

Moved to approve the Glen insurance package, dated July 31, 2014 and effective September 24, 2014 for the amount of \$67,936 as presented by USI Insurance Services. Motion passed unanimously.

Maria Castro has changed her vacation time. It is now scheduled for the weeks of August 25 and September 1, 2014. Casual labor will be used, if needed.

The Onsite Staff completed their masonry training provided by Astracor and were complimented for their attention and interest by Dave Daly, their instructor.

The old tractor was sold for \$50 to Dustin Richards of Springfield, VA for his landscaping business.

**08.05.14.04 MOTION**

Moved to go into closed session at 8:27pm to discuss individual homeowner delinquencies, violations and other legal matters. Motion passed unanimously.

**08.05.14.05 MOTION**

Moved to return to open session at 8:46pm. Motion passed unanimously.

**08.05.14.06 MOTION**

Moved to turn over to legal for collection accounts 2021, 2053 and 2113. Motion passed unanimously.

The meeting was adjourned at 8:55pm.

The next scheduled meeting of the Board is Tuesday, September 9, 2014, at 7:00pm in the Fairlington Community Center.

Respectfully submitted,

Susan N. Hunchar  
Secretary