

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

December 12, 2013 Board Minutes

Held at the Fairlington Community Center

ATTENDEES: Jay Yianilos (President), Keith June (Vice President), Maynard Dixon (Treasurer), Susan Hunchar (Secretary), Karen Conroy (Cardinal Management). Board member absent: Laura Knapp Chadwick (At-Large Member). Residents: Lee Henry and Brian Henry (Court 1).

Call to Order

The meeting was called to order at 7:00pm by Jay Yianilos without Keith June present. He arrived at 8:15pm.

Residents' Forum

Brian Henry updated the Board on his Eagle Scout bench project.

12.12.13.01 MOTION

Moved to approve having the President sign the Eagle Scout Service Project proposal for a bench and to find a new location for the bench. Motion passed unanimously.

The Secretary suggested that another Boy Scout project to help the Glen would be to have clean-up days that would include removing ivy from perimeter trees, general clean-up along the King St. and Quaker Lane fences and possibly painting the King St. fence.

Lee Henry briefed the Board on discovering that loose roof flashing was causing a recurring basement water problem in his unit and might be doing the same in other units.

12.12.13.02 MOTION

Moved to approve the Nov. 6, 2013 Board meeting minutes. Motion passed unanimously.

12.12.13.03 MOTION

Moved to approve the minutes of the Nov. 6, 2013 organizational meeting of the Board. Motion passed unanimously.

President's Report

The Vice-President is being deployed to Afghanistan and will resign from the Board. The Board will appoint a co-owner to fill the vacant seat until the annual meeting in Nov. 2014.

12.12.13.04 MOTION

Moved to ratify the prior email-approved motion for a 2% salary increase for 2014 for Nelson Ordonez and Maria Castro. Motion passed unanimously.

12.12.13.05 MOTION

Moved to ratify the prior email-approved for the payment of 80 hours pay for the purpose of the annual staff holiday bonus for Nelson Ordonez and Maria Castro. Motion passed unanimously.

12.12.13.06 MOTION

Moved to ratify the prior email-approved motion for a variance for kitchen renovations at 4172 S. 36th St. contingent upon County permits being acquired. Motion passed unanimously.

12.12.13.07 MOTION

Moved to approve the variance request for a handrail at 3549 S. Utah St. Motion passed unanimously.

12.12.13.08 MOTION

Moved to approve the variance request for kitchen modification at 4232 S. 35th St. contingent upon any necessary County permits being acquired. Motion passed unanimously.

12.12.13.09 MOTION

Motion to approve a variance request for the installation of a bathroom exhaust fan at 3555 S. Stafford St. subject to the co-owner taking responsibility for any damage to or leakage at the installation point on the roof and obtaining any necessary County permits. Motion passed unanimously.

The Pool Co-Chairs have been asked to present bids for our 3-year pool contract at the Jan. 14, 2014 meeting.

The 2014 Welcome Package for new residents will include the new parking and towing policy, a list of items that should not be put in toilets, a letter encouraging participation in Glen life, and a card signed by Board members welcoming them.

Cardinal Management was asked to request an estimate from PSE for installing carriage lights in the area from the Tot Lot to along the fence by the basketball court and along the alley between Courts 12 and 13.

Court 3 still needs a Court Representative. Contact is Carol Goodloe.

Cardinal Management will check with roofing contractor Walls about providing portable toilets for their workers.

Cardinal Management and the Secretary will work on thank you notes to co-owners who have performed major or costly remedies of violations.

Treasurer's Report

12.12.13.10 MOTION

Moved to approve health care coverage for Nelson Ordonez and Maria Castro as follows:

-- the Glen will purchase the following replacement health care insurance for its two employees to take effect after December 31, 2013: the CareFirst HMO Platinum family plans presented in the December Management Report at a total cost to the Glen (not including Cardinal's 5% administrative charge) of \$17,876.64 = \$9,082.32 (Nelson) + \$8,794.32 (Maria);

-- the Board (1) finds that this replacement insurance is a reasonable expense whose timing and amount could not have been foreseen when the 2014 budget was being planned and (2) recognizes that the procurement, if it is in effect for all of 2014, will cause the 2014 budget for

Account 71070 = \$15,915 to be exceeded by about \$2,855 = \$18,770 (includes Cardinal's 5% administrative fee) – \$15,915; and

-- Cardinal Management is asked to investigate other health insurance options, including (1) the extent to which subsidized rates may be available through the national health insurance exchanges when they become fully operational and the plans offered thereunder become fully understood and (2) the extent to which our employees may want to procure richer plans by adding their own funds to the funds budgeted by the Glen.

Motion passed unanimously.

\$354,172 was transferred from Vanguard account to Virginia Commerce Bank for all of Walls' roofing work in Court 2.

Cardinal Management was reminded to have invoices posted to accounts used by the Glen and to make sure that REI's invoices were posted to Account 51006 Professional Fess, *except* for bills for the reserve study, which should be posted to Account 24500 Reserve Uses.

Reserve expenditure plans will be updated.

REI will submit their reserves study by the end of this year.

Secretary's Report

No report.

The Vice President arrived at 8:15pm.

Landscape Committee

12.12.13.11 MOTION

Moved to approve January winter pruning proposal for Courts 1-5 from Environmental Enhancements (EE) for \$4938.00. Motion passed unanimously.

Old Business

The drainage proposal for area between Courts 2 and 3 is on hold awaiting response by co-owner to Treasurer's letter offering suggestions. The co-owner will be contacted again.

New Business

12.12.13.12 MOTION

Motion to approve having REI inspect the roof at 3607 S. Taylor for possible leak and for Glen to pay for repairs if a leak is found. Motion passed unanimously.

Management Report

A representative from the playground equipment vendor, All Recreation (All Rec), met with the President, Secretary and Cardinal Management concerning Tot Lot repairs. Liability and the Americans with Disabilities Act (ADA) issues preclude All Rec from giving estimates for repairs noted in the recent inspection report. The Board will request input on new equipment from a committee of parents.

12.12.13.13 MOTION

Moved to go into closed session at 8:40pm to discuss individual homeowner delinquencies, items on the violations tracking report and other legal matters. Motion passed unanimously.

12.12.13.14 MOTION

Moved to return to open session at 8:59. Motion passed unanimously.

12.12.13.15 MOTION

Moved to turn over to legal for collection account 3005. Motion passed unanimously.

12.12.13.16 MOTION

Moved to have Cardinal Management send violation letters to violations V0026 and V0088 concerning windows. Motion passed unanimously.

There has been no progress on the common areas resolution and it will be further discussed at the January meeting.

The meeting was adjourned at 9:00pm.

The next scheduled meeting of the Board is Tuesday, January 14, 2014, at 7:00pm in the Fairlington Community Center.

Respectfully submitted,

Susan N. Hunchar

Secretary