

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**  
**December 8, 2015 Board Minutes**  
**Fairlington Community Center**

**ATTENDEES:** Jay Yianilos (President), Thora Stanwood (Vice President), Bill Worsley (Secretary), Maynard Dixon (Treasurer), Lee Henry (At Large), Corey Love (Landscape Chair), and Karen Conroy (Cardinal Management).

**CALL TO ORDER:** The meeting was called to order by the president at 7:00 p.m.

**RESIDENTS' FORUM –**

Bruce McLelland (court 9) thanked the president for his help with a problem with a hot water heater in his B unit. Also, he expressed thanks for the slate roof work being done in his court and the planning that went into building up the reserves needed to pay for the roof. He asked when the B-building carpets were going to be cleaned. The president said that professional carpet cleaning will be done in spring.

**APPROVAL OF THE MINUTES:**

**12.8.15.01 Motion.** Moved to approve the minutes of the November 10, 2015 board meeting. Motion passed unanimously.

**COMMITTEE REPORTS:**

The president welcomed Corey Love (court 2) back as Landscape Committee chairman.

**12.8.15.02 Motion.** Moved to appoint Corey Love as chair of the landscape committee. Motion passed unanimously.

The landscape chair asked the board to give his committee direction about what projects it would like the committee to take on in 2016.

**12.8.15.03 Motion.** Moved to spend up to \$1000 to have Environment Enhancements plant a commemorative tree in the basketball and tennis court area in honor of Dale May, who served on the landscape committee for about 30 years. The landscape chair is researching tree species (e.g., blue spruce, Alberta spruce, arborvitae, and Norway spruce) and will send the board the committee's recommendation. Motion passed unanimously.

The landscape chair reported that the new arborvitae along the perimeter fence are thriving, but the new skip laurels are not. The landscape committee will have the soil tested to find an alternative to skip laurels.

**BOARD MEMBERS' REPORTS:**

President -

**12.8.15.04 Motion.** Moved to approve a variance request by Dave Sherman for a black metal handrail to be installed at the entrance to 3511 S. Stafford Street in court 1. Motion passed unanimously.

The fall cleanup day on November 14 was successful.

Nelson has asked to go on vacation from December 16 to the end of the year.

**12.8.15.05 Motion.** Moved to approve changing the date of the November 2016 board meeting from November 8, which is the date of the 2016 presidential election, to November 15. Motion passed unanimously.

**12.8.15.06 Motion.** Moved to start monthly board meetings 15 minutes earlier, at 6:45 p.m. instead of 7:00 p.m., beginning in January 2016, to allow more time for discussion. The first 30 minutes will continue to be devoted to the residents' forum. Motion passed unanimously.

Recent repairs to Glen sidewalks were discussed. Ruben Arroyo did a good job on the recent sidewalk repair. Lee Henry will write some specifications for future sidewalk repairs to ensure that the work is done properly. During the repairs, a carriage lamp in court 2 at 3539 A/B S. Stafford St. was knocked down by the concrete crew. The management agent was asked to contact Mr. Arroyo regarding reimbursement for the damage.

Not all the bids requested for the repair of the sewer at 3570 S. Stafford St. in court 12 have been received yet, so that work has not yet been contracted.

**12.8.15.07 Motion.** Moved to approve a \$21,060 contract with Atlantic Pool Service for white coating the pool in the spring. Motion passed unanimously.

The management agent was asked to get a bid for refurbishing 35 lounge chairs, 35 regular pool chairs, and 12 tables. Of the total expense, \$1500 is to be allocated to the 2015 budget, and the balance to the 2016 budget. The Treasurer cautioned that the 2015 work should be contracted before the end of the year.

Vice President –

The new sewer grate recently installed in the court 1 parking lot needs to be inspected for safety, as the bars may be spaced too far apart. The management agent will ask REI to inspect the grate and give an assessment of its sturdiness and safety.

Kolas Contracting has not yet performed the repair of the porch overhang in court 6 at 4176 S. 36<sup>th</sup> Street. Meanwhile, there is another porch overhang with a significant section of rotten wood in court 10 at 4319 S. 36<sup>th</sup> Street that will need repair. The management agent was asked to find out from Kolas when they will perform the repair work in court 6 and how much it would cost to add the repair work in court 10.

ECS Mid-Atlantic will perform additional site work between courts 1 and 2 on Wednesday, December 16. The notification to the residents of those two courts will be distributed about five days before the work begins. Miss Utility has already been on-site to mark the location of the utilities between the two courts.

Treasurer –

The treasurer will talk to REI about giving the Glen a new proposal for roof inspection, as the laddered inspection of every roof proposed in the first one would have been expensive and more detailed than necessary.

A proposal to purchase a pool cover was tabled, as it does not appear to be cost-effective in extending the life expectancy of the pool white coating and there is no place to store it.

The management agent will have the on-site crew inspect the clogged French drain in Court 10 to see what can be done to clear it.

The treasurer will meet with Kolas Contracting Inc. in 2016 to get specifications for replacing rotten wood trim and column posts with more durable PVC.

Secretary –

The secretary raised the question of whether in the future the Glen should make an effort to match the color of old half-roofs, noting that the front half-roof being installed in court 9 is green and does not match the black rear side of the roof.

At Large –

No report.

#### **MANAGEMENT REPORT:**

The management agent will be showing the on-site crew how to use the new computerized time sheet system.

The health insurance package for the Glen's on-site staff, covering the period of January 1, 2016 to December 31, 2016, has been submitted to the insurance company.

Two bids for cleaning of the B-building carpets have been received.

#### **EXECUTIVE SESSION:**

**12.8.15.08 Motion.** Moved to go into executive session at 8:41 p.m. to discuss individual homeowner delinquencies, violations, and other legal matters. Motion passed unanimously.

**12.8.15.09 Motion.** Moved to return to open session at 8:55 p.m. Motion passed unanimously.

**12.8.15.10 Motion.** Moved to turn over delinquent accounts 2037, 3078, and 5015 to legal for collection. Motion passed unanimously.

**12.8.15.11 Motion.** Moved to deny account 2072 a request to waive a late fee. Motion passed unanimously.

**12.8.15.12 Motion.** Moved to require the co-owner with violation V0017 to remove his large patio tree, which is damaging the patio fence, by September 30, 2016. Motion passed unanimously.

**ADJOURNMENT:** The meeting was adjourned by the president at 9:00 p.m.

The next scheduled meeting of the board is Tuesday, January 12, 2016, at 6:45 p.m. in the Fairlington Community Center.

Respectfully submitted,

Bill Worsley  
Secretary