

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**

**December 13, 2016 Board Minutes**

**Fairlington Community Center**

**ATTENDEES:** Jay Yianilos (President), Thora Stanwood (Vice President), Bill Worsley (Secretary), Maynard Dixon (Treasurer), Lee Henry (At-Large Member), Roxanne Sykes (Landscape Committee), and Candace Lewis and Terry McGuire (Cardinal Management).

**CALL TO ORDER:** The meeting was called to order by the president at 6:45 p.m.

**RESIDENTS' FORUM:**

No residents other than board and committee members attended the meeting.

**APPROVAL OF THE MINUTES:**

**12.13.16.01 Motion.** Moved to approve the minutes of the November 12, 2016 board meeting. Motion passed unanimously.

**COMMITTEE REPORTS:**

Roxanne Sykes (court 9) and Caroline Lathey (court 5), representing the Landscape Committee, discussed various landscape projects.

**12.13.16.02 Motion.** Moved to approve a contract with Somerset Landscaping Company in the amount of \$1,200 to trim photinias on Quaker Lane in 2017 pending modification of the proposal to include further details, with the president to sign the proposal once modified. Motion passed unanimously.

Other landscaping proposals will be sent to the board for its consideration.

**BOARD MEMBERS' REPORTS:**

President –

By e-mail vote on December 5, 2016, the board unanimously approved a variance for installation of a handrail at 3560 South Stafford Street in court 12. The vote is hereby duly ratified and recorded.

The president asked the management agent to order a cover for the foosball table at the pool.

The address for sending condo fees to Cardinal has changed. Notice of the new address will be communicated through the Glen website, newsletter, list serve, and court representatives.

A thank you lunch for the Glen's onsite crew will be scheduled.

Vice President –

The vice president negotiated a landscape maintenance contract with Lancaster Landscapes to commence on January 1, 2017.

**12.13.16.03 Motion.** Moved to accept the Lancaster Landscapes general grounds maintenance contract for the base period of January–December 2017, with option years of 2018 and 2019. The 2017 contract price is \$73,812. Motion passed unanimously.

The vice president commended the management agent for developing a committee reimbursement procedure. She asked that a deadline of 30 days for submitting the receipts be added, and that the expenditures be approved by the committee chair.

ECS Mid-Atlantic was in the Glen today to conduct sub-slab tests inside some units in court 2 because one unit in the same area showed a reading above the norm for tetrachloroethene. ECS will meet with the unit owner to discuss the remediation process. Results from additional outside ground water tests should be available this week.

Treasurer –

**12.13.16.04 Motion.** Moved to approve a deed amendment to Article VI, Section 6 of the Council's Bylaws allowing the board to levy fines on co-owners for violations, subject to changing the dates on the draft from 2014 to 2016. Motion passed unanimously.

**12.13.16.05 Motion.** Moved to approve a contract with James R. Walls Contracting in the amount of \$16,665 to do spot roofing and gutter repairs in courts 9, 13, 14, 15, and 16, and installation of copper strips at two units in courts 3 and 16. Motion passed unanimously.

**12.13.16.06 Motion.** Moved to approve an agreement to retain Whiteford, Taylor and Preston LLP as the Glen's environmental counsel, as outlined in their letter of December 7, 2016. Motion passed unanimously.

Secretary –

The secretary presented the new specifications for painting of courts 1-4, which involved very minor changes. He said that Williams Professional Painting had done such a good job on the B building doorways in courts 13-16 that they did not seem to need more renovation work.

**12.13.16.07 Motion.** Moved to approve specifications for the painting of courts 1-4 and to ask Cardinal to put them out to bid so that work can begin no later than August 1, 2017. Motion passed unanimously.

Two of the three front stoops in court 9 have been replaced and the third will be finished soon. Most of the long delay in the project was caused by delays in getting building permits and inspections. The remaining 23 stoops under this contract will be renovated in 2017, with work to resume in March.

At Large –

Verizon's installation of FIOS conduit inside patio fences has been completed. Installation of FIOS lines outside the fences has not begun.

**MANAGEMENT REPORT:**

**12.13.16.08 Motion.** Motion to approve the committee reimbursement procedure, as amended. Motion passed unanimously.

**EXECUTIVE SESSION:**

**12.13.16.09 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.

The board reconvened in regular session at 8:51 p.m.

**12.13.16.10 Motion.** Motion to renew medical insurance for onsite employees Nelson Ordonez and Maria Castro for an annual cost of \$26,515. Motion passed unanimously.

**12.13.16.11 Motion.** Moved to turn over account 3074 to the attorney for collection. Motion passed unanimously.

**ADJOURNMENT:** The meeting was adjourned by the president at 8:52 p.m.

The next scheduled meeting of the board is Tuesday, January 10, 2017, at 6:45 p.m. in the Fairlington Community Center.

Respectfully submitted,

Bill Worsley  
Secretary