

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
December 11, 2018 Board Minutes
Fairlington Community Center

ATTENDEES: Charlie Robbins (President), William Layer (Vice President), Jeremy Wiedemann (Secretary), Maynard Dixon (Treasurer), TJ Doyle (At-Large) and Candace Lewis (Cardinal Management).

CALL TO ORDER: The board meeting was called to order by the president at 6:30 p.m.

ENVIRONMENTAL UPDATE:

Thora Stanwood and the management agent gave an update on the chemical contamination issue. The seven environmental monitoring wells were installed on November 26th 2018 (six in the Glen and one in the Meadows). The location of the well in court 14 needed to be relocated from where it was originally planned and it was installed near the entrance to court 15. No movement has been made by TBR to resolve the Fairlington Glen Legal fees outstanding. Court 14 residents asked if initial readings were taken from the core samples and dirt removed and when readings would be captured from the wells. The management agent and Ms. Stanwood will follow up on these questions and report findings back at the January 2019 board meeting. The Treasurer noted that no funds were budgeted in the damage claims account for 2019 for this environmental issue and asked for an estimate of funds to include in the 2020 budget. The management agent suggested budgeting \$20,000 for 2020 and the Treasurer agreed that this would be a prudent planning figure for the purposes of budget forecasting.

RESIDENTS' FORUM:

Residents attending included Zack Parsons (court 15), Ellen and David Robbins (court 14), Joey Seich (court 16) and Thora Stanwood (court 2).

Ellen Robbins asked about the status of the carriage lights and wiring in court 14. None of the carriage lights are illuminating at night and the levels of the dirt covering the green junction boxes attached to the carriage lamps was inconsistent. The management agent noted that the contractor had indicated that the work was complete and she planned the visit the court that evening to see the lamps not illuminated and asked the resident to send pictures of the concern with the junction boxes. The resident indicated that these pictures were previously sent. There was also discussion on the seeding, although it was decided that it would not be possible to see the results until the grass (tall fescue) sprouts in the spring.

BOARD MEETING MINUTES:

12.11.18.01 Motion. Moved to approve the annual organizational meeting minutes of the November 7, 2018 meeting (immediately after the annual meeting). Motion approved.

12.11.18.02 Motion. Moved to approve the minutes of the November 13, 2018 board meeting. Motion approved.

BOARD MEMBERS' REPORTS:

President –

The President communicated that the results of the Arlington elementary school re-districting was communicated via email. The communication included a planning block number and his planning block was assigned to Abingdon. He recommended all interested parties go to the Arlington County school district website to check their assignment.

The President noted that he was happy with the progress made in finalizing the major infrastructure projects including the curb and paving project in court 14 and the roof replacement underway in court 13.

The President also noted that multiple sewage backup issues have come up in the past two months. The one positive thing about these backups was they were caused by clogging of the lines and not collapse of the sewer pipes.

Vice President –

The Vice President asked that a reminder be put in the newsletter reminding residents not to put any objects down their toilet or sinks. One point that especially should be made is “flushable” wipes should never be flushed, only toilet paper.

The Vice President also noted that many residents are placing cardboard into the large plastic recycling containers provided by the trash contractor. He suggested a notice go into the newsletter asking residents to breakdown boxes and leave them next to the containers reserving those for bottles, cans, and other recyclable materials.

Treasurer –

The Treasurer reiterated that the site owner in the environmental issue continues to hold back the legal funds reimbursement that the Glen is paying for representation by the Whiteford & Taylor law firm.

The Treasurer asked the management agent to conduct a selfaudit of the Glen’s ledgers after 1/1/2019 and prior to the outside audit that will begin in March of 2019. The management agent noted that this was something they were already planning on conducting, and the Treasurer noted some on-going concerns with specific account usage which he has been documenting via email.

The Treasurer asked the management agent to send the health insurance documents for the onpremise staff as there had been an issue with an earlier transmission of the file via email due to the size of the attachment.

The President asked the Treasurer for a quick assessment of the 2018 budget versus actual spending. The Treasurer noted that damage claims, professional services, and roof repairs actual costs were slightly above what was forecasted, and water usage expense was less than budget. Overall he said the budget was looking sound within a tolerable and expected variance. The Treasurer also noted that the major sewage pipe repairs would be charged against reserves and would not impact the annual budget.

Concerning the work prescribed for 3525-A S. Stafford Street (in Management Exhibit H), the Treasurer advised the Board to seek bids for the roof and gutter portion of the

work but argued that any door work would be an owner responsibility. Hearing no objections, the management agent agreed to proceed as recommended.

12.11.18.03 Motion. Moved to approve the 2019 portion of the landscape contract with Environment Enhancements (year two of the three-year contract), at a cost of \$69,639.00. Motion passed unanimously.

Secretary –

12.11.18.04 Motion. By email vote on 11/19/2018 the board unanimously voted to approve the contract with Dwyer Plumbing in the amount of \$7,500 to externally excavate, open, and remove the blockage of the sanitary sewer of 3514 S. Utah St. Dwyer also installed an external clean-out. This vote is duly ratified and recorded.

12.11.18.05 Motion. By email vote on 11/27/2018 the board unanimously voted to approve the contract with Dwyer Plumbing in the amount of \$6,950 to internally excavate, open, remove additional blockage, and reline the sanitary sewer of 3514 S. Utah St. This vote is duly ratified and recorded.

At-Large –

The At-Large member will be available to perform the final walkthrough with the Painting contractor and the management agent the week of 12/17/2018 which will finalize the release of the payment for the work performed this summer and fall in courts 5-8.

COMMITTEE REPORTS:

Landscape –

Landscape co-chair Zack Parsons communicated that all work approved in the November board meeting has been completed. Parsons was working with an arborist to investigate trees in distress – a Blue Spruce in court 2 and two White Pines behind court 8. The Spruce seemed to be okay and they are waiting on lab results from the Pines and they anticipate that the results and bill will not be available until early 2019.

The need for formal tracking of landscape variances was again communicated (specifically indicating plantings which are the responsibility of individual co-owners and not the Glen community). At the same time an update to the “red reflector” database is needed (indicating planting plots maintained by individual co-owners).

The Treasurer asked the committee to try to get the county to remove a dead branch in court 14 that could break off and damage cars.

Website –

Glen Webmaster Joey Seich submitted a formal report and then gave a verbal update in the meeting. Seich has migrated the last year of content to a new staging site <http://glen.creativetwigg.com/> where residents will be able to see the new layout of the site before it goes live.

Seich has asked that residents send her high resolution photos from around the Glen to aide in her development of the pages. She plans to meet with the former webmaster Ron Patterson in the next week to ensure she has all the documents she needs to continue migrating materials and building the site. She plans to include several enhancements to the site including optimization for viewing on mobile devices and some password protection and private areas that will allow access to registered co-owners.

Seich outlined a plan to purchase a domain and use a leading commercial hosting service (likely BlueHost) all of which should cost under \$200/year. The Treasurer asked about the long-term potential costs of this approach if Seich was no longer able to perform these tasks as Webmaster and she indicated that the only cost would be to pay someone to annually update the security and plugins of the site and then any content updates if a community volunteer was not willing to do this.

The board directed the management agent to work with Seich to purchase a domain (maybe fairlingtonglencondo.com) and hosting service using the Glen Credit Card with a target of standing up the new site parallel to the existing site by 1/1/2019.

Once the site is established work will continue to migrate all content and eventually retire the former site. Additionally, the new site may support other free services which could consolidate and replace the Yahoo! Group, Glen Alerts, and manual emails to court members and court reps using something like MailChimp.

MANAGEMENT REPORT:

The At-Large member offered to coordinate with Comcast and the management agent to walk the property in mid-January prior to them upgrading the existing cable lines to fiber optic lines and repairing any unsightly existing cable infrastructure.

Prior to the meeting the management agent gave a key to the maintenance office to the President and the Treasurer to serve as onsite emergency contacts. The management company will also hold additional copies of the keys at the Cardinal corporate office.

Management agent will be on vacation 12/19/2018 – 1/3/2019. Shannon Woolard will be the management agent back-up during this period.

Management agent is working on the 2019 Annual Calendar and is asking for dates to include in this. The board will email and coordinate this.

Thora Stanwood is going to pass the key for the bulletin board outside of the pool to the Secretary to post information in there.

12.11.18.06 Motion. Moved to approve the contract with Dwyer Plumbing for 3523-B S. Stafford to jet and re-camera the sewage line in the amount of ~ \$1,900. Motion passed unanimously.

OLD BUSINESS

None reported.

NEW BUSINESS

The Treasurer was inadvertently forwarded a bill – this should be ignored at this point.

The management agent will send a copy of the painting contract to the board to understand what the expectations are of the walkthrough the At-Large member will be conducting.

EXECUTIVE SESSION:

12.11.18.07 Motion. Moved to go into executive session at 7:49 p.m. Motion passed unanimously.

Discussed delinquent accounts status and closure of the pending legal matter.

12.11.18.08 Motion. Moved to come out of executive session at 8:01 p.m. Motion passed unanimously.

12.11.18.09 Motion. Moved to write off all end of year outstanding balances under \$100. Motion passed unanimously.

12.11.18.10 Motion. Moved to approve the legal council's recommendation for remediating account 2113-01. Motion passed unanimously.

ADJOURNMENT: The meeting was adjourned by the President at 8:02 p.m.

The next scheduled meeting of the board is Tuesday, January 8, 2019, at 6:30 p.m. at the Fairlington Community Center.

Respectfully submitted,

Jeremy Wiedemann
Secretary