

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
February 12, 2013 Board Minutes
Held at the Fairlington Community Center

ATTENDEES

Keith June (Vice President); Maynard Dixon (Treasurer); Susan Hunchar (At Large member); Laura Knapp Chadwick (Secretary); and Karen Conroy (Cardinal Management)

Glen Co-owners: Corey Love (Court 2 and Landscape Chair)

Agenda Item 1: Call to Order

The meeting was called to order at 6:59 pm by Keith June.

Agenda Item 2: Residents' Forum

With no residents present, the Board discussed various issues of concern. The Secretary noted a few issues with some lights in Court 8; the Vice President discussed some items leftover from the Christmas light display in Court 11; the At-Large Member agreed to ask Court Representative to ask resident to remove items. The Treasurer stated that per an email from the President, the easily-accessible on/off switch near the tennis courts is a Comcast box. The Treasurer asked Karen Conroy to follow-up with Comcast about it. Karen Conroy reported that she had recently forwarded Comcast a five page list outlining all of the issues the Glen has with Comcast boxes throughout the Glen community.

Karen Conroy was asked if the swing was still hanging from the tree in Court 2. Karen did not know, but will instruct Nelson and Maria to remove it.

2.12.13.01 MOTION

The Treasurer moved to formally approve the variance for 3527 S. Utah St. previously approved by the Board over email. Motion passed unanimously.

Agenda Item 3: Approval of the Minutes of Previous Meeting

2.12.13.02 MOTION

Moved to approve the January 17, 2013 meeting minutes. Motion passed unanimously.

Agenda Item 4: Reports of Officers

A. President's Report

The President was absent from this meeting and as a result, a President's Report was not made.

B. Treasurer's Report

The Treasurer discussed the audit letter. He noted that the Glen maintains two accounts at Capital One Bank, one with an interest rate of 0% and the other at .325%. He recently moved all funds but \$500 from the account bearing the 0% rate to the account with the higher interest rate.

The Treasurer discussed the three drain projects slated for completion in 2013 and asked the Board if they should be competitively bid. Karen Conroy will consult with her colleagues at Cardinal for their thoughts on the matter and will report back.

The Treasurer discussed the need for an electrical power consultant who could estimate the Glen's power consumption for 2014. The Secretary inquired about accuracy of past years' estimates and budgeted amounts. The Treasurer stated that in years past too much money had been budgeted, resulting in surpluses on that budget line. The Secretary questioned the need for spending \$200 of the Glen's funds when there had been little change over time in the cost of electricity to the Glen.

2.12.13.03 MOTION

The Treasurer moved to approve Gary Graff, electrical power consultant, to provide an estimate of the Glen's power bill in 2014. Motion passed 3 to 1, with the Secretary voting "nay."

2.12.13.04 MOTION

The Treasurer moved to authorize Cardinal to instruct REI to move forward on the roofing project for Court 2. Motion passed unanimously.

Landscape Committee Chair Corey Love provided a Landscape Committee update. He reported that he has already received a number of requests in advance of the March 23, 2013 Spring Landscape Walk-through. Corey discussed Environmental Enhancements' plan prepared last year for tree removal and planting for 3621 Taylor Street to the buffer along King Street. After discussion, the Board agreed to discuss the matter in detail after the Walk-through on March 23.

Agenda Item 5: Management Report

Karen Conroy reported that Nelson and Maria completed the downspout additions as requested. Karen noted that Nelson and Maria had reminded her that residents oftentimes do not like the extended downspouts and will likely ask that they be removed. The At-Large Member recommended that an article be included in an upcoming *Glen Echo* about the need for these extended downspouts.

Karen Conroy announced that nine units will be receiving a letter informing them to remove items being stored in the hallways. She also noted that all "if towed" signs but one have been replaced. Karen stated that the retrofit of the lights in Court 4 has been completed. Further, based on her research, the Glen does not qualify for an energy efficiency refund from Arlington County.

Karen stated that she continues to look into receipts that Nelson and Maria can leave behind after work is done.

The At-Large Member inquired about an entry on a work log that she had raised at last month's meeting. Karen stated that Nelson had caulked a crack in a wall.

Agenda Item 6: Unfinished Business

A. Formal approval of variance - 3527 S. Utah Street

This motion was proposed and approved by the Board during the Residents' Forum.

Agenda Item 7: Contracts

A. Roofing

This motion was proposed and approved by the Board during the Treasurer's report.

B. Signs

Karen Conroy reported on this item during the Management Report.

Agenda Item 8: New Business

A. Proposal for sewer cap repair

The Treasurer announced that this matter will be discussed at the next Board meeting.

B. Management agreement memorandum

This matter will be discussed during executive session at a future time that has not yet been set.

C. Cable/phone box repair status

Karen Conroy reported on this item during the Residents' Forum.

D. Landscape plan for King & Quaker perimeters

This matter was discussed during Corey Love's report and will be discussed again at the April 2013 Board meeting.

Agenda Item 9: Miscellaneous

A. Staff work logs

This matter was discussed during the Management Report.

The At-Large Member began a discussion concerning Nelson and Maria's job responsibilities. The At-Large Member expressed concern over garbage pick-up beyond the fence line on Quaker Lane not being on their list of responsibilities. She stated that she will work with Karen on

refining and revising their list of responsibilities. The Secretary asked to be part of the process, and that the Board be included in the review.

The Treasurer inquired about the status of the tire swing. Karen Conroy reported that she believes it will be found and will report back with an update before the next meeting.

The Treasurer then led a review of the items on the Project List that was attached to the Management Report.

1. Overgrown patios: This issue will be discussed during executive session.
2. Lower Part of the Parking Signs: Karen Conroy reported on this matter during the Management Report.
3. Exposed utility wires and boxes: Karen Conroy reported on this matter during the Residents' Forum.
4. Stoop repair work: The Treasurer asked Karen Conroy about the status of the revised stoop work list to be completed by Nelson and Maria. Karen Conroy will report back at the next meeting.
5. Downspout extensions: Karen Conroy reported on this matter during the Management Report.
6. Moss on roofs: The minutes of the previous meeting, previously approved as written, were read concerning this project list item. The Treasurer was to contact Blake Giddens of Restoration Engineering, Inc. (REI) about a copper wire test. Karen Conroy will now contact REI about the possibility of a chemical treatment.
7. Reserve Study 2013: The Treasurer stated that there was nothing to report on this matter.

The At-Large Member inquired about the status of a sidewalk repair in Court 10. Karen Conroy will take a look at the sidewalk and will use maintenance funds to fix. The Vice President proposed that any other egregious sidewalks issues be fixed alongside this one.

2.12.13.05 MOTION

The Treasurer moved to repair the sidewalk in Court 10. Motion passed unanimously.

Agenda Item 10: Executive Session

2.12.13.06 MOTION

Moved that the Board go into closed session at 8:16 pm to discuss individual homeowner delinquencies and other legal matters. Motion passed unanimously.

2.12.13.07 MOTION

Moved that the Board return to open session at 8:40 pm. Motion passed unanimously.

2.12.13.08 MOTION

Moved to turn over accounts 2032, 2037, 2039, 2101, 2114 and 3078 for collection activities. Motion passed unanimously.

The Vice President raised the ongoing issue of the left turn from Quaker Lane into the Glen, noting that the matter had been discussed at the recent Court Representatives Group (CRG) meeting. Discussion ensued about how to handle a resident's recommendations on how to make it safer. The Treasurer recalled that CRG had issued a report on the topic about 5 years ago and said that he would find the CRG minutes containing the report and send them to the Vice President.

The Board then discussed the removal of the paddle Board court and replacing it with a community garden. The Treasurer tasked the Secretary with exploring this issue with her neighbors nearby.

The meeting was adjourned at 8:46 pm.

The next scheduled meeting of the Board is Tuesday, March 12, 2013 at 7:00 pm in the Fairlington Community Center.

Respectfully submitted,
Laura Knapp Chadwick, Secretary