

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

February 11, 2014 Board Minutes

Held at the Fairlington Community Center

ATTENDEES: Jay Yianilos (President), Corey Love (Vice President and Landscape Chair), Maynard Dixon (Treasurer), Laura Knapp Chadwick (At-Large Member), Susan Hunchar (Secretary), Kristin Sneed (Pool Co-Chair), Kearsley Walsh (Pool Co-Chair), Karen Conroy (Cardinal Management), Brian Henry (Court 1), Matt Chadwick (Court 8), and Leslie Brown, Esq., Rees Broome, PC.

Meeting was called to order by President, Jay Yianilos at 6:30pm.

02.11.14.01 MOTION

Moved to move into closed session at 6:31pm. Motion passed unanimously.

02.11.14.02 MOTION

Moved to return to open session at 6:58pm. Motion passed unanimously.

02.11.14.03 MOTION

Moved to step-up collection effort for account 2013, first by securing an updated lien for the latest sums owed, and then taking the initial steps toward foreclosure. Motion passed unanimously.

Residents' Forum

Brian Henry presented status report on his Eagle Scout bench project. The Board has agreed to have the bench installed under the sycamore tree in Court 4 and will notify the Court 4 residents. Brian has contacted Miss Utility for guidance and must contact them again closer to the date of installation. Site preparation is scheduled for March 22 and installation for March 23. March 30 is backup installation date. Brian will submit information for order to Cardinal Management.

The Pool Committee members discussed the three bids received for summer pool operations, the baby pool renovation bid received from Neptune Aquatics, one of the bidders, and the pool covers bid received from Neptune.

President's Report

02.11.14.04 MOTION

Moved to approve the minutes of the January 14, 2014 meeting. Motion passed unanimously.

02.11.14.05 MOTION

Moved to ratify the prior email-approved vote to accept the annual audits and tax preparation proposal from Goldklang Group, CPA's for the years ending December 31, 2013 and December 31, 2014. The cost for the 2013 audit is \$5850.00 and for 2014 is \$5950.00. Preparations of the returns is \$500.00 per year. Motion passed unanimously.

The Court Representatives Group (CRG) met on Tuesday, Feb. 4. The Board's President and Secretary were on hand to distribute the 2014 Welcome Packages. In other CRG news, Lauren Unger is the new Court Rep for Court 3 and Bonnie Dehart will serve as the alternate. We also thank Charlie Robbins for his service as a rep in Court 13. The new Court Rep for Court 13 is Chris Robinson.

Andrea Atilli (Court 2) is the new recreation pass coordinator.

A new tractor, plow and cart have been ordered with delivery expected at the end of February. The Board's President will check into whether the purchase included a warranty and service contract.

The Secretary left the meeting at 7:40pm.

At-Large Member's Report - no report

Treasurer's Report

02.11.14.06 MOTION

Moved to authorize Restoration Engineering, Inc. (REI) to pursue bidding for 2014 cycle of roof replacement to include Court 14 [4202-4210 Front (50%); 3500 S. Stafford (38%)]; and Court 3 [3561-3563 Front/Back (100%); 3575-3579 Front (50%)]. Bids should be for Vermont and Buckingham slates. Motion passed unanimously (4-0).

02.11.14.07 MOTION

Moved to allow all unpaid dues and charges, past and future, owed by the co-owner involved in overdue account No. 2013 to be charged to bad debt expense for the appropriate year. Motion passed unanimously (4-0).

The Treasurer informed Cardinal that: (1) the ledgers show that the Care First replacement health insurance premiums (\$1,354.36 in the January ledgers) are being improperly posted to Account 71050 Insurance Coverage; (2) they should be posted to Account 71070 Group Insurance, where employee health insurance premiums have always been posted; and (3) the error is making it appear that we are over budget on Account 71050.

The Treasurer also asked Cardinal: (1) to remove, from the summary "Statement of Income and Operations" in its monthly Management Reports, the "Payroll Administration" line item with no account number and a non-existent budget of \$12,008; (2) to substitute the correct Account 61300 Payroll Administration, with an approved budget of \$5,032; and thereafter (3) to construct its future summary statements only around accounts used by the Glen. The Treasurer also noted that he has been trying to get Cardinal to correct this error for 2 years.

Management Report

Final inspection walk-through of work done under the 2013 contract for painting and related carpentry was delayed due to weather and rescheduled for next week, weather permitting.

Proposed lighting improvements in areas near the tot lot, basketball court, and in the alley between Courts 12 & 13 include 32W intensity bulbs, same as present carriage lights. Discussion was tabled for now. Input will be sought from neighbors in favor or against lighting upgrades. Also, impact of lighting on new tot lot work will need to be considered.

Treasurer will develop electronic form for Onsite Staff work logs.

Cardinal Management is looking for a masonry contractor to fix the worst stoops in the Glen and to have Onsite Staff observe the work to learn how to do such work themselves.

02.11.14.08 MOTION

Moved to move into closed session at 8:46pm to discuss individual homeowner delinquencies, violations and other legal matters. Motion passed unanimously (4-0).

02.11.14.09 MOTION

Moved to return to open session at 8:46pm. Motion passed unanimously (4-0).

02.11.14.10 MOTION

Moved to turn over to legal for collection accounts 2010, 5016, 3005, and 3078. Motion passed unanimously (4-0).

The meeting was adjourned at 8:48pm.

The next scheduled meeting of the Board is Tuesday, March 11, 2014, at 7:00pm in the Fairlington Community Center.

Respectfully submitted,

Corey Love
Vice President

Susan N. Hunchar
Secretary