

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**  
**February 10, 2015 Board Minutes**  
**Fairlington Community Center**

**ATTENDEES:** Jay Yianilos (President), Susan Hunchar (Vice President), Maynard Dixon (Treasurer), Thora Stanwood (Secretary), Karen Conroy (Cardinal Management). Laura Knapp Chadwick was absent.

**CALL TO ORDER:** The meeting was called to order by the President at 7:00pm.

**RESIDENTS' FORUM** – The owner of 3522 S. Stafford (court 13) requested that the denied claim for damages caused by a water leak inside the wall, which created mold in the washer/dryer room, be appealed. The insurance company determined that it was a maintenance issue and denied the claim. The claim for subsequent damage caused by the leak is under appeal by Travelers.

The owner of 4112 S. 36<sup>th</sup> (court 5), which was damaged during a sewage backup, asked when the claim would be paid. The management agent responded that she is working with Travelers, the insurance company, on claims issues. It was requested that the owner send her plumbing bills to the management agent for payment.

**APPROVAL OF THE MINUTES:**

**2.10.15.01 Motion.** Moved to approve the minutes of the January 13, 2015 Board meeting. Motion passed unanimously.

**BOARD MEMBERS' REPORTS:**

President's Report –

Street light outages at S. 35<sup>th</sup> Street near court 16, S. Stafford Street near Courts 2 and 3, and S. 36<sup>th</sup> Street near court 10 were reported to Dominion Power.

A common use agreement form was received from 4329 S. 36<sup>th</sup> Street (court 10) to store a portable storage unit in the resident's parking space for two weeks. The president signed his approval on the form.

The president and vice president signed up for a webinar regarding actions taken outside of board meetings.

The president, vice president, and secretary are registered for the CAI conference on March 7.

**2.10.15.02 Motion.** Moved to approve FINS use of pool from July 20 – 24 from 3:30 to 5:30pm, with the swim meet on July 24 from 6:00 to 7:30pm. Motion passed unanimously.

**2.10.15.03 Motion.** Moved to approve the budgeted 1.5% salary increase for Nelson Ordonez and Maria Castro retroactive to January 1, 2015. Motion passed unanimously.

**2.10.15.04 Motion.** Moved to approve the revised proposal of February 1, 2015 from Thrive for arbor care in the amount of \$4,723.20, which reflects a 10% discount. Motion passed unanimously.

**2.10.15.05 Motion.** Moved to approve a three-year contract, with opt-out option, with Atlantic Pool Service in the amount of \$38,000 for 2015; \$36,850 for 2016; and \$37,587 for 2017. Motion passed unanimously.

Residents reported that the basements and hallways of several B-Unit buildings still contain unauthorized items: Items were never removed from the basement at 4123 S. 36<sup>th</sup> Street (court 4) or from the basement at 4118 S. 36<sup>th</sup> (court 5); there are still items in the upstairs hallway at 4216 S. 35<sup>th</sup> (court 14). The on-site staff will check these areas and provide the management agent with the status.

Vice President's Report – The Glen handbook is being updated to reflect recent changes.

Treasurer's Report –

**2.10.15.06 Motion** – Moved to approve having REI commence the bidding process for replacing roofs at 3525 thru 3533 (court 9 in the front); 3535 thru 3549 (court 9 in the front); 4323 thru 4343 (court 10 in the back); and 4301 thru 4309 (court 10 in the front). Motion passed unanimously.

**2.10.15.07 Motion** – Moved to approve posting any interest earned on the new contingency fund savings account at United Bank to the Glen's ledger account 10122 savings, which records our contingency balance.

**2.10.15.08 Motion** – Moved to approve Sunshine Contracting's proposal in the amount of \$695 to replace the dormer window at 3571 S. Stafford (court 3). Motion passed unanimously.

The treasurer reported that he visited Capital One Bank and: (1) transferred funds from the large account to the small account to keep the latter from being depleted by quarterly service fees; (2) closed the large account, which paid .35% interest, and transferred the remaining funds to a new account at Capital One paying 1% interest for one year; and (3) added the president as a signatory to both accounts.

After informing the Board that REI was going to recommend more sewer work at 3563 A-1 S. Stafford (court 3), the treasurer asked the management agent to get the specs from REI and use them to solicit bids for the work from McDaniel and Dwyer.

It was requested that the management agent ask the on-site staff to enter their work logs in the office computer. She responded that she recently visited the office and walked them through the process.

Secretary's Report –

The court representatives group (CRG) met on February 9. Eighteen residents were present, representing 11 courts. The topics included court rep responsibilities, new resident information, communication channels, landscape news, neighborhood incidents and events. The next meeting is scheduled for May 18.

## **COMMITTEE REPORTS:**

Landscape –

The spring walkthrough is scheduled for Saturday, March 14 at 9am.

The chairman had contacted the city of Alexandria about plantings along King Street to deaden the noise created by traffic going to the new Safeway. The city responded that it did not plan to add any plantings.

**MANAGEMENT REPORT:**

REI, with the contractor Autumn Roofing, surveyed the new roofs in courts 3 and 14 and submitted a punch list of corrections needed.

Power Systems Electric will replace the lights in the three poles in the alley between courts 12 and 13 with ones that will allow lower wattage.

Parking lot paving will be scheduled when the weather warms up. The vice president suggested the paving project start after the chimney screen project is completed so the equipment used to access the chimneys not mar the new parking lines.

An accounting of the \$5,400 proposal from Walls for chimney screen replacement will be requested. The vice president requested that Walls be told that a lift cannot be used in court 10 for units 4307/09, 4317, and 4323/25 because of the presence of sewer and storm drains in the common areas near these units and the weight of the lift. The president requested that the number of chimneys and their location be rechecked in the proposals.

**2.10.15.09 Motion.** Moved to approve the Nova Painting Company proposal in the amount of \$14,795 to paint the designated areas in the B-Unit buildings. Motion passed unanimously.

**2.10.15.10 Motion.** Moved to go into closed session at 8:28pm to discuss individual homeowner delinquencies, violations and other legal matters. Motion passed unanimously.

**2.10.15.11 Motion.** Moved to return to open session at 8:57pm. Motion passed unanimously.

The president said that violation V0014 will be corrected this spring by the co-owner.

**2.10.15.12 Motion.** Moved to turn account 2013 over to legal for collection. Motion passed unanimously.

**ADJOURNMENT:** The meeting was adjourned by the president at 8:59pm.

The next scheduled meeting of the Board is Tuesday, March 10, 2015, at 7:00pm in the Fairlington Community Center.

Respectfully submitted,

Thora Stanwood  
Secretary