

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

January 14, 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), Karen Conroy (Cardinal Management), Libby Garvey (Court 15), Margaret Windus (Court 1), and Blake Giddens (Restoration Engineering, Inc.).

Call to Order

The meeting was called to order at 7:00pm by Jay Yianilos, President.

2013 Replacement Reserve Study

Blake Giddens of Restoration Engineering, Inc. (REI) presented their 2013 Replacement Reserve Study and explained how to read the charts and other information in the report. He also stated that he will be making some minor changes in a revised version that will be posted on the Glen's web site.

Residents' Forum

Libby Garvey asked how the Court Representatives Group is functioning and had questions about Glen street trees.

01.14.14.01 MOTION

Moved to approve the minutes of the Executive Session held on December 10, 2013. Motion passed unanimously.

01.14.14.02 MOTION

Moved to approve the minutes of the December 12, 2013 meeting. Motion passed unanimously.

01.14.14.03 MOTION

Moved to appoint Corey Love of Court 2 to fill the vacant Vice President seat until the annual meeting in November, 2014. Motion passed unanimously.

President's Report

01.14.14.04 MOTION

Moved to ratify prior email-vote to approve dental coverage at a cost of \$31.00 each per month for Maria Castro and Nelson Ordonez. Motion passed unanimously.

Cardinal Management is getting a three-year renewal proposal for pool operations from Neptune Aquatics and a proposal for baby pool repairs.

Cardinal Management will also get proposals for covers for both pools.

A new volunteer to be responsible for issuing and tracking Glen recreation passes is needed.

The 2014 "Welcome" package for new residents is being finalized and will be distributed to court representatives.

Memos about trash have been distributed to Courts 3, 11, 13 and 14 in an effort to curb the problem of trash being put out overnight.

Board members were asked to look at proposed sites in Courts 4 and 15 for the Eagle Scout bench location and to submit suggestions for other possibilities. The President will handle this by email.

The annual conference of the Community Association Institute (CAI) will be held on March 22.

The Glen did not win the CAI "Association of the Year" award.

01.14.1.4.05 MOTION

Moved to approve the purchase of a new tractor, cart, snow plow, snow tire chains, and service contract for the amount not to exceed \$4,000. Motion passed unanimously.

Cardinal Management will make an appointment with the contractor that installed the HVAC equipment at the maintenance building and will seek a proposal for an annual service contract.

Secretary's Report

A committee has been formed for input for new tot lot equipment. Megan Pickersgill (Court 10) is chair and other members are Abby McCarthy (Court 9), Ginger Brown (Court 15), Sarah Bohl (Court 15), Jasmine Vakerics (Court 11), and Erin and Donnie Field (Court 12). The At-Large Member requested involvement of more parents when potential designs are being considered.

Drainage between Courts 2 and 3 continues to be a problem and will be reviewed. Re-grading might be necessary.

At-Large Member – No report

Treasurer's Report

Cardinal Management was asked to provide a PDF copy of the complete health care coverage for Maria Castro and Nelson Ordenez.

The audit will begin soon, and the Treasurer will circulate a list of issues that he will be raising with the auditor.

The Project List was reviewed and Cardinal Management was asked to check on:

- Engelking's replacement of rotted column bases
- Completion inspection by the On-Site Staff and Cardinal Management of the painting done in Courts 1-4
- Exposed utility wires throughout the Glen
- Contacting a masonry teacher at a local vocational school or community education program to train On-Site Staff to do basic stoop repairs. Also to consider finding a class for Staff.

Landscape Committee

Chair will distribute a flyer door-to-door to all units in Courts 1-5 concerning the rejuvenation pruning that will be done in January.

The Treasurer asked whether it would be possible to develop a more specific and scheduled procedure for disposing of garden waste and to work this procedure into our contract with Environmental Enhancements (EE). The Chair responded that he would look into this.

Management Report

A proposal from PSE for installing carriage lights in the area from the tot lot to along the fence by the basketball court and along Courts 12 and 13 was passed around and will be attached to the next management report.

The Treasurer will develop a digital template for the On-Site Staff to use for entering their daily work.

01.14.14.06 MOTION

Moved to go into closed session at 8:40pm to discuss individual homeowner delinquencies, violations and other legal matters. Motion passed unanimously.

01.14.14.07 MOTION

Moved to return to open session at 9:00om. Motion passed unanimously.

01.14.14.08 MOTION

Moved to turn over to legal counsel for collection accounts 3005 and 5016. Motion passed unanimously.

The meeting was adjourned at 9:06pm.

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

Respectfully submitted,

Susan N. Hunchar

Secretary