

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
January 13, 2015 Board Minutes
Arlington Mill Community Center

ATTENDEES: Jay Yianilos (President), Susan Hunchar (Vice President), Maynard Dixon (Treasurer), Thora Stanwood (Secretary), Karen Conroy (Cardinal Management), Corey Love (Landscape Chair). Laura Chadwick (At-Large Member) arrived at 7:45pm.

6:30pm - Margaret Windus and Bob Bemben (Court 1) are members of the Fairlington Citizens Association (FCA) Steering Committee on Intergenerational Strategies. They brought the Board up to date regarding the Steering Committee's progress and recommendations. Barbara Dean (Court 7) is a member of the Arlington Neighborhood Villages which is a county-wide non-profit organization dedicated to enabling older residents of Arlington County, Virginia, to continue living in their own homes and communities as they age. She attended to learn of the progress of the FCA Steering Committee.

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

RESIDENTS' FORUM: Bill Worsley (Court 16) and Holly Schwarz (Court 9) in attendance.

Bill Worsley provided data regarding water consumption in the Glen. He recommends that a rebate be offered to residents with toilets dating back to 1990 and earlier if they purchase and install the new 1.3-gallon toilet. The Board will study the issue.

The owner of 3521 S. Utah requested that the Board reverse Cardinal Management's decision not to reimburse her for a bill she paid to fix a leak in her unit (in water pipe behind the washer/dryer). She contends that the water main is a common element connected to all the units in her row so she should not be responsible for the portion of the bill covering the water main. It was reiterated that Exhibit A to the By-Laws (Chart of Maintenance, Repair and Replacement Responsibilities) specifies that, if a leak is inside of a unit and not caused by a problem in the common area water main, the owner is responsible for the cost of the repair.

1.13.15.01 Motion. Motion was made to sustain the initial decision which denied the claim. Motion passed unanimously.

The aforesaid owner also asked if a vent could be installed from her converted attic space to the outside. It was recommended that she discuss the details with Greg Lukmire, the variance chair.

APPROVAL OF THE MINUTES:

1.13.15.02 Motion. Moved to approve the minutes of the December 9, 2014 Board meeting. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President's Report –

1.13.15.03 Motion. Moved to ratify a prior email vote to approve a variance to install a false downspout on the rear of 4327 S. 36th Street (Court 10) to cover new HVAC lines. Because this is the address of the vice president, she abstained from the vote. Motion pass unanimously.

1.13.15.04 Motion. Moved to ratify a prior email vote to approve the three-year contract renewal with Cardinal Management at a cost of \$74,016 for 2015, and for 2016 and 2017, \$74,016, times the increase in the percentage over the previous 12-month period in the Consumer Price Index (CPI) for urban workers for the metropolitan Washington area. In addition, the new contract will give the treasurer the ability to contact the vice president of accounting at Cardinal directly for assistance as necessary. Motion passed unanimously.

The president asked the management agent to request Power Systems Electric (PSE), the lighting company, to lower the wattage in the new lamps in the alley between courts 12 and 13 and near the basketball court.

Vice President's Report – No report.

Treasurer's Report –

The treasurer requested corrections to the management report which the management agent duly noted.

The treasurer questioned the Dwyer invoice of October 2, 2014 which the Glen paid in the amount of \$928 for service provided at 4133 36th Street on an emergency basis. The treasurer noted that this invoice should have been paid by the unit owner as the problem was clearly caused by the resident(s) of the unit.

The president requested that the management agent have its emergency responders remind unit owners, when they call with an emergency, that the payment for the emergency service is the owner's responsibility. If the problem is caused by a common element, the unit owner will be reimbursed by the Glen.

Secretary's Report –

The secretary noted a recurring issue with gutter work and damage to a resident's new vinyl window sill at 3541 S. Stafford (Court 2). The management agent stated that the contractor, Walls, and the Glen's engineering consultant, Restoration Engineering, Inc. (REI), will inspect the areas in question and resolve the issues; however, a date has not been set for this inspection. The management agent will respond to the email received by the secretary.

COMMITTEE REPORTS:

Landscape –

A request was sent to Alexandria to plant a buffer hedgerow along the Glen's King Street border, and Alexandria was asked if the city will do any landscaping due to the additional traffic caused by the opening of the new Safeway. Response has yet to be received.

The Thrive tree work proposal of December 15, 2014 will be emailed to the Board. The landscape chair requests approval as the proposal is within the budget (total cost of \$5517 after a 10% discount). The projects are to begin in early spring 2015.

The proposed date for the spring walk-thru is Saturday, March 14, 2015. The Glen's landscape contractor, Environmental Enhancements, Inc. (EE), is available to participate on that date. The Board agreed with the date.

The proposed date for the spring volunteer cleanup is Saturday, April 25, 2015. The Board will decide the date at next month's meeting.

It was suggested that the Glen hire goats to eat the extensive amounts of ivy along the King Street and Quaker Lane borders. The landscape chair will research regarding details and bid process for goat services.

MANAGEMENT REPORT:

Roof replacement status - The management agent provided an update on the ongoing roof replacement project in Courts 3 and 14 and also updated the Board on the status of damage and necessary repairs to six units that incurred water leakage. Weather permitting, the management agent, members of the Board, REI, and Autumn Contracting will meet onsite on Friday, January 16 to discuss the status of the project.

Autumn Contracting has agreed to pay for repairs to the six units with water damage pending the estimates made by an insurance adjuster. Two of the six units have not been inspected yet by the adjuster. In order to minimize the inconvenience to the affected co-owners, the treasurer suggested that the Glen pay the co-owners directly and have Autumn reimburse the Glen. The treasurer also suggested that the Glen pay for the adjuster's time and service to return and inspect the final two units.

Chimney screen replacement project – Three proposals were received. Two were similar in cost and one was lower in cost. The management agent will contact the low bidder to ask if they included the cost of a lift in their proposal and if they did an onsite inspection of all of the chimneys in the project.

2015 pool proposals – Two proposals were received. The management agent will contact one of the companies regarding possible revisions needed to its proposal.

The Glen's insurance company (Travelers) performed a survey of the property in December 2014.

The treasurer asked the management agent to investigate the two bids received for replacing a common-area dormer window in Court 3, especially the lower bid, to determine whether the surrounding rotted frame would be replaced along with the window, i.e., no white metal or PVC overlay of rotten wood, and whether the replacement would conform to Glen aesthetic standards.

1.13.15.05 Motion. Moved to go into closed session at 8:45pm to discuss individual homeowner delinquencies, violations and other legal matters. Motion passed unanimously.

1.13.15.06 Motion. Moved to return to open session at 9:17pm. Motion passed unanimously.

1.13.15.07 Motion. Moved to accept the settlement offer by account 2113 in the amount of \$520.25. Motion passed unanimously.

1.13.15.08 Motion. Moved to turn accounts 2021 and 3124 over to legal for collection. Motion passed unanimously.

ADJOURNMENT: The meeting was adjourned at 9:19pm.

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

Respectfully submitted,

Thora Stanwood
Secretary