

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

January 12, 2016 Board Minutes

Fairlington Community Center

ATTENDEES: Jay Yianilos (President), Thora Stanwood (Vice President), Bill Worsley (Secretary), Maynard Dixon (Treasurer), Lee Henry (At Large), Corey Love (Landscape Chair), Will Smith (Tennis Chair), and Karen Conroy and Shannon Woolard (Cardinal Management).

CALL TO ORDER: The meeting was called to order by the president at 6:45 p.m.

RESIDENTS' FORUM –

Will Smith (court 9) discussed the need to resurface the triple tennis courts. The work will cost about \$17,000. It has been five years since the court surface was installed. The courts need resurfacing every five years during their 20-year life expectancy to maintain our warranty. Will Smith will schedule an inspection by the installer and send the contract proposal to the treasurer.

Barbara Sadighian (court 13) had submitted a variance request for 3512 S. Stafford, but the Board had not yet received it from Greg Lukmire (variance chair) by the time of this meeting, so a vote on the variance had to be postponed.

Bruce McLelland (court 9) noted a possible defect in the new roof just installed in his court. He will send a picture of the problem to the treasurer, who will forward it to REI. Also, the roofing contractor's truck has leaked some fluid that has left stains on the parking lot. The management agent will notify the contractor.

APPROVAL OF THE MINUTES:

1.12.16.01 Motion. Moved to approve the minutes of the December 8, 2015 board meeting. Motion passed unanimously, with the addition of the words "to the insurance company" after the word "submitted" in the management report section.

COMMITTEE REPORTS:

The landscape committee was represented by Corey Love (chair), who reported on the committee's work on contracts and related activities. March 19 will be the date of the spring walk-through, starting at 9 a.m., with April 2 as the snow date.

BOARD MEMBERS' REPORTS:

President -

The president approved a common area use agreement for a POD in court 12 in the parking space for 3582 S. Stafford St.

The pool furniture is now being re-strapped, with \$1,500 of the expense allocated to 2015, and the remainder to be billed to the 2016 budget.

The president has signed a contract with Dwyer Plumbing for a sewer repair at 3570 S. Stafford St. in court 12. The cost is \$8,100.

Vice President –

ECS Mid-Atlantic conducted a second test between courts 1 and 2 to measure the concentration in the ground water of cleaning chemicals used by a dry cleaning business on Fern Street, on the other side of Quaker Lane. A meeting with ECS on January 18 will be arranged to discuss the results.

Restoration Engineering Inc. (REI) inspected the temporary grate recently installed by Dwyer Plumbing in court 1, and determined that it does not present a safety hazard. REI will source a permanent grate.

The vice president created a legible list of approved front door colors, which will be published in the newsletter.

A flyer has been created for distribution to the court representatives to encourage residents not to flush anything but toilet paper down their toilets. Recently there was a bad sewer backup caused by a resident flushing so-called “flushable” wipes, which clog Fairlington’s sewer lines.

Treasurer –

1.12.16.02 Motion. Moved to approve Bill Worsley as the maintenance committee chair, to act as the Board’s contact person for dealing with contractors and maintenance issues. Motion passed unanimously.

Cardinal Management’s budget statement in its management report incorrectly shows the Glen as having budgeted for a surplus of \$9.00, rather than \$0.00. The error was caused by their inverting two digits in our budget for Account 51020 Postage, showing the budget as \$467 rather than \$476. The management agent was asked to amend its management report to correct this error.

The unaudited budget shows a \$3,109 deficit for 2015. Major contributors to the deficit include professional fees, landscaping, and various property repairs, especially sewer repairs. The vice president asked for clarification of the landscape overage as it appeared that no expenses were incurred during the year that would exceed the budget.

The treasurer cautioned against overuse of REI.

A new modem has been installed in the maintenance office. The treasurer recommended that Microsoft Office 365 be purchased because it is always up to date, and he asked the management agent to ask Cardinal about the advisability of installing it.

The treasurer reported that he has asked Jessica York at Cardinal to determine why its reported 2015 calendar year-end total of \$66,071 for Account 71050 Insurance was so much under the \$72,411 that was contracted for the September 2014 - September 2015 cycle when our bill did not decrease in September 2015. The treasurer suggested that the difference might be due to failure to post our adjusted bill for workman’s compensation.

After reporting that Capital One had tried to re-impose a \$15 monthly service charge on one of our accounts, the treasurer asked Cardinal Management to keep an eye on service charges imposed on our smaller reserve accounts at Capital One and Wells Fargo, in order to keep these accounts from being drawn down unawares.

Secretary –

The secretary proposed to lead an effort to do a detailed survey to determine and categorize the condition of all 181 brick stoops in the Glen. The information will be reported to the Board, with the goal of using it to organize a multi-year project to have professional masons rebuild all deteriorated stoops in order of need.

At Large –

The at-large member had Potomac Paint custom-blend a gallon of stain to help match the color of new fence sections to old weathered sections. The stain will be tested on some recently installed fence boards. If the stained sections match well, the on-site crew will be asked to use the stain to improve the appearance of future fence repairs.

The at-large member proposed that the Glen should standardize violation letters and the process for recording and deciding on violation actions. The management agent and he will work together on this.

MANAGEMENT REPORT:

The management agent was contacted by Arlington County to submit the Glen's recycling and trash collection plan, as required by the county every two years.

1.12.16.03 Motion. Moved to approve a contract with Environmental Enhancements (EE) for a repair of a broken section of white fence in front of court 4, in the amount of \$271. Motion passed unanimously.

1.12.16.04 Motion. Moved to approve a \$500 contract with Kolas Contracting to repair a portico at 4319 S. 36th Street in court 10. Motion passed unanimously.

EXECUTIVE SESSION:

1.12.16.05 Motion. Moved to go into executive session at 8:47 p.m. to discuss individual homeowner delinquencies, violations, and other legal matters. Motion passed unanimously.

1.12.16.06 Motion. Moved to return to open session at 8:56 p.m. Motion passed unanimously.

ADJOURNMENT: The meeting was adjourned by the president at 9:00 p.m.

The next scheduled meeting of the board is Tuesday, February 9, 2016, at 6:45 p.m. in the Fairlington Community Center.

Respectfully submitted,

Bill Worsley
Secretary