

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**  
**January 9, 2018 Board Minutes**  
**Fairlington Community Center**

**ATTENDEES:** William Layer (President), Thora Stanwood (Vice President), Bill Worsley (Secretary), Maynard Dixon (Treasurer), Lee Henry (At-Large) and Candace Lewis (Cardinal Management).

**CALL TO ORDER:** The board meeting was called to order by the vice president at 6:30 p.m.

**ENVIRONMENTAL UPDATE:**

There was no environmental report.

**RESIDENTS' FORUM:**

No residents other than committee members attended.

**COMMITTEE REPORTS:**

Pool chair Monica Wiedemann (court 6) and Lori Derkay (court 12) discussed the pool committee's proposal to reallocate the pool operating hours. The pool committee proposed that the pool be open until 8 p.m. instead of 9 p.m. Also, a weekend will be added in September. The total hours will be 1,076, one less than in 2017.

**01.09.18.01 Motion.** Moved to approve pool hours as submitted by the pool committee. Motion passed unanimously.

The pool committee members also discussed a new policy for issuing pool passes. The proposed policy would give one pass per unit, to residents only, and would not include co-owners who are non-residents. There would be a cost for producing the passes, which needs to be assessed. The pool committee will come back with more detail and cost information. The vice president noted that resident Lynda Lyle offered to provide the card stock and other supplies needed for reproducing the pool passes. She will put Ms. Lyle in touch with the pool committee chair.

Glen Archivist Margaret Windus (court 1) and Susan Hunchar (court 10) discussed the Glen's rules for recordkeeping, records retention, and giving access to the council's records. The treasurer will propose some changes before the board votes on an updated policy resolution.

Margaret Windus will be stepping down as the Glen's Archivist. The vice president thanked her for her dedication and knowledge in preserving the Glen's records.

**BOARD MEETING MINUTES**

**01.09.18.02 Motion.** Moved to approve the minutes of the December 12, 2017 board meeting. Motion passed unanimously.

## **BOARD MEMBERS' REPORTS:**

President –

**01.09.18.03 Motion.** Moved to approve a variance request to anchor wires to the downspout at 4216-B2 35th Street South (court 14) per Option 2 of the new Exterior Wires and Conduits handbook revision. Motion passed unanimously.

Vice President –

The vice president asked the management agent how much could be deducted from the final payment to Lancaster Landscapes as a result of uncompleted projects. The management agent said that, per the contract, the pro-rated payments are made at the start of each month. Thus, the final payment to Lancaster had already been made. The vice president said that, in future contracts, it will be stated that the final payment will be withheld until it is verified that all services have been completed.

The vice president discussed the proposed dates of the 2018 calendar of meetings/ activities. November 7 has been confirmed as the date for the Glen's Annual Meeting. The calendar will be finalized and announced to the community.

Fairlington will be celebrating its 75<sup>th</sup> anniversary this year. The board should think about ways in which the Glen could contribute and participate.

It was noted that at least one co-owner was signed up on the Airbnb web site as offering his/her unit for rental. This is in violation of the Glen Bylaws. The management agent was asked to verify the name and address of the unit so a violation notice could be sent to the co-owner.

Treasurer –

The treasurer said that the preliminary budget number for 2017 shows a \$564 surplus for 2017.

The treasurer asked the management agent to secure a proposal from REI to inspect courts 5-8 for needed spot roofing repairs.

Secretary –

Some of the front porch lights in the Glen are falling apart, and co-owners have asked where they can get an exact replacement for the original model. No exact replacement is available. The secretary showed two possible replacements that co-owners could use: Progress Light Model #P5727-31 and Kichler Model #365. They are similar to the original style except that they lack a stem on top. Both models are flush-mounted to the ceiling, measure about 5 inches high by 7.5 inches wide, and have a metal frame. They will fit in the same space as the original, but since they do not have a stem on top there will be two inches more clearance above a storm door.

The treasurer suggested that this information be posted on the Glen's web site.

At-Large –

Verizon will hold two more informational sessions to explain their FIOS offering. The meetings will be Saturday, January 13, at 10 a.m. to 2 p.m. and Friday, January 19, from 5-7 p.m.

**MANAGEMENT REPORT:**

The management company is proposing that the Glen write off homeowner balances of \$25 or less to clean up the Glen's accounts receivable. This will cut down on the association's cost of sending late notices or recurring small balance letters to homeowners.

**01.09.18.04 Motion.** Moved to authorize Cardinal Management to write off balances of \$25 or less to clean up accounts receivable, effective January 9, 2018. Motion passed unanimously.

**EXECUTIVE SESSION:**

**01.09.18.05 Motion.** Moved to go into executive session at 7:55 p.m. Motion passed unanimously.

The board reconvened in regular session at 8:29 p.m.

**01.09.18.06 Motion.** In order to save a considerable amount of money in health care premiums, moved to begin the process of transferring the Glen's two on-site staffers to the employment of Cardinal Management, subject to: (1) their dedication to Glen work alone; and (2) their retention, under CMG Healthcare, of their current 100% coverage for both employee and child, and contingent on their being no objections from the board by January 23, 2018. Motion passed unanimously.

**01.09.18.07 Motion.** Moved to authorize writing off delinquent accounts totaling \$966.35, including account numbers 1029, 1030, 2010, 2019, 2042, 2067, 3026, 3039, 3059, 3063, 3068, 3107, 3127, and 5018. Motion passed unanimously.

**ADJOURNMENT:** The meeting was adjourned by the vice president at 8:30 p.m.

The next scheduled meeting of the board is Tuesday, February 13, 2018, at 6:30 p.m. at the Fairlington Community Center.

Respectfully submitted,

Bill Worsley  
Secretary