

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
June 12, 2018 Board Minutes
Fairlington Community Center

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

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

RESIDENTS' FORUM:

The following residents attended: Alan Bow (court 1), Zack Parsons (court 15), Chris Keightley (court 2), Michaelleen Terrana (court 16), David and Ellen Robbins (court 14), Kristin Sneed (court 12), Tim Williams (court 4), John Tallow, Frank and Tracy Van Atta (court 8), Amanda Deringer (court 9), Alison Trimble (court 15), Joanna Seich (court 16), Kevin Ostke (court 16), Barbara Dean (court 7), and Jocelyn Corderot (court 1).

Several residents protested the handling of the duck rescue incident in May, in which a group of residents entered the locked maintenance building at night without authorization to rescue some ducks that they believed were trapped in the pool. The Glen's attorney, Peter Philbin of Rees Broome, explained that: (1) in recognition of their good intentions and the fact that Glen property was not physically damaged, no charges would be filed or fines levied against those involved; but that (2) the entry was an illegal trespass into an area marked with no-trespassing signs, and (3) the lawful and proper way to proceed in this type of situation is to call the emergency hotline or a board member with a key.

FIOS UPDATE

Verizon representative Lloyd Saunders discussed a problem for future FIOS installations in the Glen. Verizon now requires that a junction box measuring about six inches square by two and a half inches deep be mounted on the outside of each unit in the Glen that has not already had FIOS installed. Verizon has suspended all new FIOS installations in the Glen until the board allows the junction box to be installed. Ways of allowing residents to opt out of having the junction box installed were discussed.

ENVIRONMENTAL UPDATE:

The Virginia Department of Environmental Quality (VDEQ) has completed its review of the final Site Characterization Report (SCR) for the chemical spill problem. The report has defined the extent of the dissolved and vapor phase plumes that lie beneath the areas of courts 1, 2, and 14 of Fairlington Glen and court 7 of Fairlington Meadows. VDEQ has also held several meetings and phone calls with the responsible mall owner and his representatives to discuss and clarify long-term plans and proposed resolutions.

Because of the large number of people within the areas of the Glen and Meadows, VDEQ would like to have a community-wide informational meeting in July to discuss its findings and answer questions. State and local health officials and local elected officials are expected to attend.

COURT 14 PARKING SPACES

Several residents of court 14 expressed their views on the possible re-assignment of parking spaces in the court 14 parking lot, which is to be renovated this year. The management agent was asked to poll the co-owners of the court to determine whether the majority wishes (1) to have the two unassigned spaces removed so that the assigned spaces will become wider in conformance with most parking spaces in the Glen and (2) whether the spaces should be re-assigned in chronological order by unit addresses.

BOARD MEETING MINUTES:

06.12.18.01 Motion. Moved to approve the minutes of the May 8, 2018 board meeting. Motion passed unanimously.

COMMITTEE REPORTS:

No reports.

BOARD MEMBERS' REPORTS:

President –

The playground inspection report found that the safety condition of the tot lot was good overall. The one deficiency was the inadequate depth of the pea gravel, which will be remedied.

By e-mail vote on May 24, 2018, the board unanimously approved a proposal from Witt Construction in the amount of \$2,400 to install rafter vents in the attics of 3500 South Stafford Street and 4202 35th Street South to block tar that has been dripping from the roof into the attics. The vote is hereby duly ratified and recorded.

Treasurer –

The treasurer announced that he signed the Glen's tax return.

The treasurer also announced that he would be adding two new projects to the project list as his own responsibility: (1) to draft an updated version of the Glen's handbook; and (2) to plan for a transfer of the Glen's archive records from DVD disks to searchable outside "cloud" storage servers.

He reminded the board that he had circulated a draft budget for 2019 that is to be voted on at the July meeting.

06.12.18.02 Motion. Moved to approve a bid by REI in the amount of \$9,900 to produce the Glen's 2018 reserve study, after noting that (1) REI represented that it will include an update to the Glen's plat and (2) it will be funded from reserves. Motion passed unanimously.

06.12.18.03 Motion. Moved to approve a new reserve liquidity policy to allow the treasurer, after consulting with management about reserve expenditure needs, to lower the minimum required liquidity amount of Glen reserve assets from \$450,000 to \$250,000. The new policy is attached to these minutes as an appendix. Motion passed unanimously.

Secretary –

In May the secretary and member at-large conducted a stoops survey to assess the current condition of the Glen's 181 stoops and assign a rating of 0-5 to each one, with 5 indicating the worst. They found that the stoops have not deteriorated much in two years. Only four stoops were rated either 4 or 5, down from 26 in 2016, thanks to the stoop replacements. There are now 43 stoops rated 2, and 30 rated 3. The secretary recommends that the on-site crew work on the stoops rated 2, and that masonry contractors handle those rated 3, 4, or 5.

The secretary asked C.A. Lindman for the formula it has used to make its mortar for tuckpointing and stoop renovations. Since this yellowish mortar blends better with the Glen's old mortar than any other yet found, the secretary recommend that the same formula be used by the on-site crew and any future masonry contractors hired by the Glen. The secretary has given the mortar formula and instructions to the on-site crew, and asked them to use it for all future mortar repairs. The mortar formula is one part Flamingo-BRIXMENT C73 mortar cement (Type N) mixed with three parts masonry sand. For consistency of color, the masonry sand should be purchased at L.C. Smith Brick at 5920 Farrington Avenue in Alexandria, where the mortar cement is also available.

The secretary recommended that the Glen obtain bids from several electrical contractors for replacing the Glen's court and pool lighting. For the lighting fixture, he recommended using the Wave Lighting 610C model, which is black acrylic with a clear beveled diamond lens and 75-watt medium base, the same style already being used in the Glen for replacements.

The secretary recommended that certain repairs be considered for the paddle ball court, which has become an eyesore. Bids for repairs were tabled until the management agent can get more information on the Sports Systems bid for various repairs, as well as bids for replacement of the fence.

The secretary and at-large member determined that the following courts need their numbers to be re-stenciled this year: 5, 6, 9, 12, and 15.

REI has recommended that its soil consultant, Soil Consultants Engineering, be hired at an estimated cost of \$6,889, to do soil and asphalt testing on court 14 for the parking lot replacement. This work, which is necessary for quality control, was not part of the main Pro-Pave bid on the project. The Pro-Pave bid is \$13,920. The bids were tabled until the July board meeting.

At-Large -

No report.

MANAGEMENT REPORT:

06.12.18.04 Motion. Moved to accept a proposal from PSG in the amount of \$4,908 to add two inches of pea gravel to the tot lots. Motion passed unanimously.

EXECUTIVE SESSION:

06.12.18.05 Motion. Moved to go into executive session at 8:34 p.m. Motion passed unanimously.

The board reconvened in regular session at 8:40 p.m.

06.12.18.06 Motion. Moved to require that account 2013-01 bring his balance to zero by the end of July.

06.12.18.07 Motion. Moved to turn account 2037-01 over to legal.

ADJOURNMENT: The meeting was adjourned by the president at 8:41 p.m.

The next scheduled meeting of the board is Tuesday, July 10, 2018, at 6:30 p.m. at the Fairlington Community Center.

Respectfully submitted,

Bill Worsley
Secretary

APPENDIX 1

Resolution Regarding Minimum Liquid Balance for Morgan Stanley

Resolved that the investment instructions for Morgan Stanley that were approved at the December 2017 Board meeting are replaced with the following:

1. Morgan Stanley Wealth Management is directed to maintain a minimum liquid balance consisting of the sum following two components "a" and "b":

a. A semi-permanent, absolute minimum balance of \$250,000.

(Note: This absolute minimum balance is intended to allow for reserve expenditures that cannot be planned or anticipated, such as replacement of sewer lines under basement slabs, replacement of broken water lines running in the common areas, or storm-damage roof replacement costs exceeding insurance limits. The \$250,000 is only a rough estimate, but a rough estimate is better than no estimate. The estimate may change after further study of replacement costs and the likelihood of their unplanned occurrence. We may consult with REI about this.)

b. An additional amount, to be set by the Treasurer in consultation with management, to cover planned reserve expenditures, the funds for which have not already been transferred to the Glen's operating checking account with Mutual of Omaha Bank. This additional amount will change as planned reserve expenditures and their timing change.

(Note: Because even the best reserve studies in communities like ours provide only rough approximations of when the replacement of individual assets will actually have to take place, the timing of reserve expenditures in the Glen may differ significantly from the estimated end-of-life dates of assets in our reserve study.)

2. The liquid balance level defined in 1., above, may include bank accounts, money market funds, and CDs of varied terms that will mature no later than 31 days in the future, so that at least that amount in reserves will be available in cash within 31 days at all times.

(Note: A CD with a term of , say, 4 years paying 3% with one month left before payoff is virtually as liquid as checking account. Thus, Morgan Stanley will not have to keep all of our required level of liquid funds in a low-interest checking account -- it will, over time, be able to ladder our investments so that we will always have enough investments that are about to expire to meet our reserve funding needs.)