

(draft)

## **FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**

**March 8, 2011 Minutes**

**Held at the Fairlington Community Center**

### **ATTENDEES**

Kathy Clatanoff, President; Margaret Windus, Treasurer; Amanda Deringer, At-Large; and Terry McGuire (Cardinal Management). Absent: Ray Alexander, Vice President and Jonathan Rolbin, Secretary.

Glen Co-owners: Elizabeth Leovey (Ct. 3), Susan Hunchar (Ct. 10), Mike Whitfield (Ct. 10), and Maynard Dixon (Court 16).

### **CALL TO ORDER**

The meeting was called to order at 7:05 pm by Kathy Clatanoff.

### **Agenda Item 1: Residents' Forum**

Court 10 residents asked when the concrete work to complete the storm sewer replacement project would be completed [when the ground is unfrozen, Dwyer schedules the work, and good weather is predicted]. There were questions about insurance [see below], and a variance issue in Ct. 10 [see below]. A recent robbery and assault on Stafford St. between Courts 3 and 12 was discussed. The Board is following up on this incident with the Arlington County Police Department. Captain Nuneville of District 3 is scheduled to talk at the Fairlington Citizens' Association on March 9 and will include this incident in her presentation.

### **Agenda Item 2: President's Items**

#### **03.08.11.01 MOTION**

Moved to approve the minutes of February 8, 2011  
Motion passed unanimously.

#### **03.08.11.02 MOTION**

Moved to approve a contract with Curl Swimming Services, Inc. to manage the swimming pool for the three-year period 2011 – 2013, at a cost of \$38,400 for 2011, with a 3.5% increase for 2012 and no increase for 2013.  
Motion passed unanimously.

**03.08.11.03 MOTION**

Moved to confirm approval of a variance at 3532 S. Stafford St. to renovate the kitchen including moving a wall, as recommended by the variance coordinator.

Motion passed unanimously.

**03.08.11.04 MOTION**

Moved to confirm approval of a variance at 3535 S. Utah St. to renovate the kitchen including moving a wall, as recommended by the variance coordinator.

Motion passed unanimously.

**Agenda Item 3: Pending Issues**

Landscaping. Thrive will be providing an estimate for Quaker Lane work in 2011, following King Street work in 2010. Arlington County has requested that we trim the Virginia Cedars along the inside perimeter of the fence so that they do not touch the photinia and holly bushes, which they planted on the outside perimeter. That work will be done this spring, in addition to replacing trees along the perimeter that came down or were substantially damaged during the 2010 winter storms.

**Agenda Item 4: Management Report**

Insurance. Terry McGuire reported that questions related to the insurance claims from 2010 are still being resolved, some relating to roof work and other to landscaping work. Payment has been received for substantial parts of the claims. Terry will schedule a meeting to resolve the outstanding issues.

Roofing.

**03.08.11.05 MOTION.**

Moved to approve the change order being prepared by Restoration Engineering relating to Katchmark roofing contracts so that final costs for the two contracts total \$331,287.

Motion approved unanimously.

The Board agreed to move ahead with 2011 roofing work based on the Restoration Engineering schedule, which includes partial roofs in Courts 4 and 7. Terry McGuire will ask Restoration Engineering to request no more than three bids based on the new specs prepared in 2010.

B-Building Mailboxes. Bids are being received based on revised specs. Once all are received, they will be sent to the B-Building Task Force for a recommendation to the Board.

Painting. Painting of Courts 5-8, which was halted because of cold weather last fall, is now complete. Based on the high quality of work done by NOVA over the last two years, it was agreed that we would sole source the painting contract for Courts 9-12 this year if the per unit price were the same as 2010.

Sealing and Striping of Parking Lots. All 16 parking lots will be sealed and striped this year, along with selected other repairs. Management will get bids for all courts, emphasizing the requirement to stage over an appropriate timeframe. As agreed to earlier, all spaces will be numbered (as now), say “Reserved”, and those that are unassigned will add a hyphen and “U” after either the number or the word “Reserved”. The current policy for unassigned spaces will continue—they are available on a first-come, first-served basis.

**3.08.11.6. MOTION**

Moved that the Board go into Executive Session to discuss delinquencies, legal advice, matters involving violations of the condominium instruments or rules and regulations promulgated thereto, and the personal liability of unit owners to the unit owners’ association.

Motion passed unanimously.

**3.08.11.7. MOTION**

Moved that the Board return to open session.

Motion passed unanimously.

**3.08.11.8. MOTION**

Moved to send 10-day demand letters to units 1030, 2101, and 3015.

Motion passed unanimously.

**3.08.11.9. MOTION**

Moved to invite unit owner 2101 to a hearing at 6:30 pm on Tuesday, April 12 at the Fairlington Community Center to discuss existing modifications requiring a variance.

Motion passed unanimously.

**3.08.11.10. MOTION**

Moved to adjourn.

Motion passed unanimously.

The meeting was adjourned at 9:00 pm.

The next scheduled meeting of the Board is on Tuesday, April 12, 2011, at 6:30 pm at the Fairlington Community Center, beginning with an executive session.

Respectfully submitted,  
Margaret Windus, Acting Secretary