

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
March 12, 2013 Board Minutes
Held at the Fairlington Community Center

ATTENDEES

Jay Yianilos (President); Keith June (Vice President); Maynard Dixon (Treasurer); Susan Hunchar (At Large member); Laura Knapp Chadwick (Secretary); and Karen Conroy (Cardinal Management)

Glen Co-owners: Madelyn Johnson (Court 1); Corey Love (Court 2 and Landscape Chair); Kearsley Walsh (Court 5 and Pool Committee Co-Chair); Kristin Sneed (Court 12 and Pool Committee Co-Chair); Maren Smith (Court 3)

Other attendees: Jim Hurysz (Fairlington Villages)

Agenda Item 1: Call to Order

The meeting was called to order at 7:00 pm by Jay Yianilos.

Agenda Item 2: Residents' Forum

Madelyn Johnson made a request for a gutter to be installed outside her unit since water continues to seep in and cause damage. She noted that there are gutters on other similarly situated units and her neighbor, Marie Therese Dominguez, has the same issue. The Board agreed that the matter should be addressed. Karen Conroy will contact the Glen's roofing contractor, L. Engelking, to arrange for repair. The Treasurer indicated that the repair cost should be paid with maintenance account funds.

Jim Hurysz, a resident of Fairlington Villages, addressed group about his concerns over the proposed redevelopment of the Park Shirlington apartments by Home Properties. He discussed his many concerns, such as parking, increased traffic, loss of open space and overcrowding. Mr. Hurysz noted that he had retained a land use attorney to help him oppose the project.

Agenda Item 3: Approval of the Minutes of Previous Meeting

3.12.13.01 MOTION

Moved to approve the February 12, 2013 meeting minutes. Motion passed unanimously.

Agenda Item 4: Reports of Officers

A. President's Report

The President asked Karen Conroy about the missing tire swing. Karen stated that she will follow up with L. Engelking contractors. The Secretary asked that if this matter isn't resolved

soon, should the Board authorize the purchase of a new swing. The President asked Karen to make this matter a priority since it has been ongoing for over six months.

The President detailed his discussions with Cardinal management about the Glen's contract with Cardinal. He announced that Cardinal has offered to roll back their fee to \$72,000 per year for 2013 and 2014. This new agreement eliminates the COLA and additional 1.5% increase and save the association \$6,000 in 2013.

3.12.13.02 MOTION

Moved to approve the new contract with Cardinal Management. Motion passed unanimously.

The President addressed the ongoing Board discussions about meeting with the onsite crew to review their job responsibilities. The President suggested that the At Large member lead this project. The Secretary stated that the Board as a group should have a conversation, if only over email, about what the At Large should address in her meeting. The At Large member will start an email discussion over this matter.

The President inquired about the status of the Comcast and Verizon boxes. Karen Conroy reported that Comcast and Verizon are claiming that the boxes are the others. Karen will continue to work with both companies to resolve issue.

The President announced that the spring landscape walkthrough is scheduled for Saturday, March 23. The At Large member and Secretary will attend.

The President called on the Pool Committee for their report. Co-chair Kearsley Walsh inquired whether funds were available for the purchase of additional round pool tables. The Treasurer indicated that \$2,500 is available in budget for such a purchase. The President asked Co-Chair Walsh for a list of requested furniture and that the Board will address it at an upcoming meeting. The Treasurer noted that (1) the Management Report contained a clean copy of the existing pool contract and (2) the existing one would expire this year. The President asked the co-chairs to keep the board up-to-date on the scheduling of the pool opening party and that he would include it in an upcoming Glen Echo newsletter.

The President called on the Vice President for a report. The Vice President discussed the ongoing left turn from Quaker Lane into the Glen issue and will take information furnished by the Treasurer and others in a formal letter from the Glen to the City of Alexandria. The Vice President voiced his concerns about items being left outside co-owners' units and recommended that the board inform residents to keep outdoor areas neat. The Vice President suggested that the Glen Board meet with other Fairlington boards in addition to the efforts of Fairlington Citizens Association President Guy Land to bring together board presidents. The Treasurer stated that the members of the Glen Board should instead forward their concerns to the President and let him relay them to the other presidents. The Vice President inquired about the status of discussions

concerning the paddle board court. The Secretary responded that it was an action item assigned to her during the last meeting and that she would report back after she speaks with her neighbors.

The President called on the At Large member for a report. The At Large member discussed a recent party held in the Glen in which a temporary inflated castle was placed near the tot lot. She inquired how the Glen normally handles such situations. The board then discussed liability issues. Karen Conroy stated that since it was placed on common area, the Glen could be sued. The Secretary agreed and asserted that the Glen's legal exposure on these matters is large. The President agreed. The Secretary asked if we have an attorney at our disposal, we should inquire for a legal opinion. The President asked Karen Conroy to ask the association's attorney to look into this matter.

B. Treasurer's Report (financial/bank statements and reserve study/project list)

The Treasurer led a discussion about the drain repair estimate he received from EE in the amount of \$6,100. He stated that he was however waiting on Dwyer's bid before moving to approve. The budgeted amount for this work in 2013 is about \$15,000. The Treasurer stated that he will circulate a contract for this work via email for board approval.

The Treasurer led a review of the following Project List, which is included in the Management Report.

1. Court 2 Roof Work: This work is currently underway.
2. Tire swing: This matter was discussed during the President's Report.
3. Launch confidential Violations List as tool for tracking and managing action on violations: The At Large member agreed to be responsible for the Violations List.
4. Exposed Utility Wires and Boxes: This matter was discussed during the President's Report.
5. On-site crew to repair stoops that they are able to repair: The onsite crew will begin work on repairing stoops.
6. Mossy Stains on Roofs: Karen Conroy contacted REI on this matter and is waiting for her call to be returned.
7. Reserve Study 2013: The Treasurer stated the work is underway on it.

C. Committee Reports

Landscape Chair Corey Love announced that he is working on the landscape budget and how to allocate funds for spring and fall walk-throughs and scheduled maintenance. He stated that the budget will not allow for rejuvenation pruning this year. Corey recommended that the board approve the Thrive contract.

3.12.13.03 MOTION

Moved to approve a contract with Thrive, Inc. in the amount of \$2224.80 for 2013 plant health care services to include suppression treatment of wooley aldehyd and scaling of hemlock trees in front yards and common areas using horticultural oil.

Corey Love discussed the King and Quaker Lane landscaping perimeter plan and possibility of spreading it out over 5 years. The Secretary said that this topic should be discussed again after the Spring Landscape Walk-through.

Agenda Item 5: Management Report

Karen Conroy presented an example of a receipt that the onsite crew can leave behind after maintenance work has been completed at co-owners' units. The Secretary volunteered to do further research and design one that the board could adopt.

Karen Conroy reviewed REI's report about the Glen's parking lots and noted that Court 6 need attention. She further reported that the Glen again needs to increase insurance coverage per a FHA application.

3.12.13.04 MOTION

Moved to authorize Karen to contact Theresa Melson, our insurance agent, and arrange for increasing the Glen's insurance coverage. Motion passed unanimously.

The Board discussed a request from Arlington County for a list of all residents and their automobile information. The Board declined to collect and forward this information to the county.

The Board considered the pile of bricks behind 3513 S. Utah Street. Karen Conroy will send the co-owners a letter directing them to remove the bricks.

Karen Conroy announced that the sidewalk outside of 4301 S 36th Street has been repaired by the onsite crew.

3.12.13.05 MOTION

Moved that the Board go into closed session at 8:27 pm to discuss individual homeowner delinquencies and other legal matters. Motion passed unanimously.

3.12.13.06 MOTION

Moved that the Board return to open session at 8:45 pm. Motion passed unanimously.

A hearing has been scheduled for Tuesday, April 9 at 6:30pm with the co-owner of 3529 S. Utah Street, #A2 to discuss necessary repairs.

3.12.13.07 MOTION

The Secretary moved to resign her position as Secretary. The motion was seconded.

3.12.13.08 MOTION

The At Large member moved to resign her position as At Large member. The motion was seconded.

3.12.13.09 MOTION

The President moved to appoint Susan Hunchar as Secretary and Laura Knapp Chadwick as At Large member. Motion passed unanimously.

The meeting was adjourned at 8:46 pm.

The next scheduled meeting of the Board is Tuesday, April 9, 2013 at 7:00 pm in the Fairlington Community Center.

Respectfully submitted,
Laura Knapp Chadwick, Secretary