

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**  
**March 14, 2017 Board Minutes**  
**North Fairlington Community Center**

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

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

**RESIDENTS' FORUM:**

Regarding the contaminated soil problem in courts 1, 2, 13, and 14, the management agent gave an update to residents attending the meeting, who included Lynda Lyle (court 14), Connie Francis (court 14), Margaret Windus (court 1), Kate Borowec (court 1), Madelyn Johnson (court 1), Eric Douglass (court 14), Ellen McDermott Robbins (court 14), and Michelle Woolley (court 2).

The Glen's environmental attorney, Trent Zivkovich of Whiteford, Taylor and Preston, called a meeting with ECS Mid-Atlantic, VDEQ, Arlington Health Department, the State Health Department and Cardinal Management on March 13, 2017 at the VDEQ offices in Woodbridge. The purpose of the meeting was to get all parties on the same page as far as status, future testing, action plans, and communication efforts. Mr. Zivkovich requested that ECS conduct further in-unit testing to capture missing data and to test homes within the plume that have radon devices. Management will be reaching out to co-owners/residents to coordinate access for ECS to conduct the testing. The goal is to have the additional units tested within the next 30 days. Management will coordinate installation of sub-slab depressurization (SSD) systems by ECS in units with high readings in court 14. The Arlington Health Department in conjunction with the state health department will be finalizing a FAQ sheet for management to distribute to co-owners/residents. VDEQ is also developing a newsletter that references information in the health department's letter that will be available seasonally/quarterly for management to distribute to co-owners/residents. Both health departments have said that their research on the matter is inconclusive based on the data they have received and have been tasked with obtaining and reviewing missing data. Both health departments agreed that the SSD systems should be installed where vapors are found. VDEQ is developing an online database for reports that were generated from testing. ECS's legal counsel is currently reviewing the revised access agreement for its finalization, and borings should begin within 30 days after it is fully executed. Management will be distributing updates to Courts 1, 2, 13 and 14.

**APPROVAL OF THE MINUTES:**

**03.14.17.01 Motion.** Moved to approve the minutes of the February 14, 2017 board meeting. Motion passed unanimously.

**COMMITTEE REPORTS:**

There were no committee reports.

**BOARD MEMBERS' REPORTS:**

President –

The president thanked Fairlington Villages for allowing the Glen to use their facility for this meeting because of the closure of the Fairlington Community Center due to snow.

By e-mail vote on March 7, the board unanimously approved a contract with Kolas Contracting in the amount of \$1,750 to replace two rotted front stoop beams in court 14 at 4204/06 and 4208/10 S. 35<sup>th</sup> Street. The vote is hereby duly ratified and recorded.

By e-mail vote on March 8, the board unanimously approved a contract with G&V Tree and Landscaping Services in the amount of \$2,520 to trim the photinias along Quaker Lane. The vote is hereby duly ratified and recorded.

The president will be meeting with the pool committee about scheduling the pool hours.

FINS has made its annual request to use the Glen pool for a swim meet.

**03.14.17.02 Motion.** Moved to approve the FINS request for using the Glen pool for a swim meet in July 2017. Motion passed unanimously.

The president met with the landscape committee last week. The committee will be revising some of its proposals.

The president will investigate options for court signs with other associations to find out which contractors they used to replace their signs.

Vice President –

The vice president requested that a separate budget account be established for repairing incidental landscape damage that occurs as a result of maintenance projects. The account will serve to protect the budget set up for landscape enhancements. The treasurer agreed to do this when he drafts his 2018 budget.

The vice president will set up a walk-thru with Lancaster Landscapes to determine the bushes that need to be removed or trimmed next to the stoops that are to be repaired this year. The maintenance chair will accompany the vice president on the walk-thru.

Libby Garvey, member of the Arlington County Board and Glen resident, was invited, and accepted, to be the guest speaker at the April 24 court rep meeting.

Treasurer –

We will be transferring funds from reserves to the operating account.

The audit shows a preliminary 2016 loss of about \$17,000. The treasurer stated that the contingency fund could absorb the 2016 loss, as it did the 2015 loss, but that, due to these losses and an expected loss in 2017, the Glen needs to reduce discretionary expenditures and start replenishing its contingency fund.

**03.14.17.03 Motion.** Moved to approve a contract with Kolas Contracting in the amount of \$91,000 for painting courts 1-4, with no signature to be given until the Glen's specifications are certified to be part of the contract. Motion passed unanimously.

**03.14.17.04 Motion.** Moved to approve a contract with Structural Repair & Renovations, Inc. in the amount of \$3,989 to have the drainage problems in court 10 fixed. Motion passed unanimously.

Secretary –

The secretary reported that C.A. Lindman will resume its stoop restoration work in court 10 in the first week of April.

According to REI, Arlington County has required Lindman to get a separate building permit for each stoop rather than for the whole stoop project, which will result in a request for a change order that may amount to as much as \$20,000. The county has also required REI to provide separate drawings for each court.

The partial replacement of the roof in court 12 by Walls Contracting is scheduled to start in April.

The secretary said that he favors not painting the PVC sections used to repair rotten wood. The difference in appearance between the PVC and surrounding painted wood is slight.

The secretary reported that he interviewed Morgan Stanley's Hart Group by telephone regarding creating and managing a CD ladder for the Glen's replacement reserves. He supports this action as being the most administratively efficient and secure means for the Glen to manage a CD ladder but recommended that the treasurer and any other interested board members meet with Morgan Stanley before voting to hire the firm.

At Large –

The Verizon FIOS installation project is still in progress, but there have been no updates.

#### **MANAGEMENT REPORT:**

The management agent asked about the Glen's policy about giving co-owner names and vehicle information to Arlington County. The president said that the Glen's longstanding policy is to deny giving this information to the county. In addition, the Glen does not collect vehicle information from residents.

The management agent is asking a firm to look at trip hazards on the Glen's sidewalks and propose a bid for eliminating the hazards.

The management agent described a software tool that facilitates sending e-mails to co-owners and residents. It's a subscription-based service with a monthly \$704 fee.

The sidewalks with the trip hazard in court 10 have been marked with fluorescent paint by the onsite crew.

The old sewer camera head will cost too much to repair and should be junked. The treasurer asked the management agent to tell the repair shop to discard the old camera.

#### **EXECUTIVE SESSION:**

**03.14.17.05 Motion.** Moved to go into executive session at 9:06 p.m. to discuss individual homeowner delinquencies, violations, and other legal matters. Motion passed unanimously.

The board reconvened in regular session at 9:10 p.m.

**ADJOURNMENT:** The meeting was adjourned by the president at 9:11 p.m.

The next scheduled meeting of the board is Tuesday, April 11, 2017, at 6:45 p.m. at the Fairlington Community Center.

Respectfully submitted,

Bill Worsley  
Secretary