

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**

**May 10, 2016 Board Minutes  
Fairlington Community Center**

**ATTENDEES:** Thora Stanwood (Vice President), Bill Worsley (Secretary), Maynard Dixon (Treasurer), Lee Henry (At Large), and Terry McGuire (Cardinal Management). Absent: Jay Yianilos (President).

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

**RESIDENTS' FORUM –**

Tevis Smith at 4303 South 36<sup>th</sup> Street in court 10 requested that a downspout that Wagner Roofing installed during the recent roof replacement be reconfigured to direct rainwater away from his brick wall. The management agent will have REI inspect the downspout.

**APPROVAL OF THE MINUTES:**

**5.10.16.01 Motion.** Moved to approve the minutes of the April 12, 2016 board meeting. Motion passed unanimously.

**COMMITTEE REPORTS:**

No reports.

**BOARD MEMBERS' REPORTS:**

President –

The president was unable to attend the meeting, so the vice president gave the president's report.

By e-mail vote on April 20, the board approved a policy regarding the hiring of private swim instructors by Glen residents. It reads as follows ... *Fairlington Glen members' private arrangements with non-member swim instructors are allowed, provided that: (1) the instructor is an eligible guest of the member employing him/her, which requires, among other things, that the employing member be present in person while his/her guest is at the pool, i.e., no babysitting, delegation of role to juvenile family member, etc.; (2) the instructors observe the same rules governing pool usage that apply to members, in particular the usage of lap lanes; (3) the instruction does not take place on weekends; and (4) the following provisions on liability are observed—(a) all private instructors must provide proof of general liability insurance coverage with limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate for the full benefit of Fairlington Glen ("the Glen"), with the Glen named as an additional insured under the terms of such coverage, and (b) private instructors must execute a hold-harmless agreement in favor of the Glen, including indemnification and defense provisions.* The vote was 4 to 0 (with one abstention). The approval is duly recorded.

By e-mail vote on April 23, 2016, the board unanimously approved a variance request for the installation of a handrail at 3592 S. Stafford (court 11). The approval is duly recorded.

The president signed a contract in the amount of \$1650 with Kolas Contracting to reconstruct the rear porch overhang at 4130 S. 36<sup>th</sup> Street.

The management agent was asked to have the on-site crew check B-building basements monthly to remove disallowed items.

The cleaning of B-building carpets is scheduled for May 23-25. Notices will be posted in building lobbies.

Bob Garbacz of the Alexandria City government responded in an email to the president's safety concerns about the intersection of Quaker Lane and 36<sup>th</sup> Street. He wrote ... *"When we went out to look at the intersection we found that it was only blocked about one out of ten light cycles. We went out several times and found this to be pretty consistent. There are already DO NOT BLOCK INTERSECTION signs as shown on the Google Street View below. At this point I don't know if there is much else we can do. We do not paint intersection 'boxes,' as suggested, in Alexandria."*

We wish to extend our appreciation to those who participated in the Glen's clean up and planting day on Saturday, April 30. Even though there were relatively few participants, a lot was accomplished ... annuals were planted around the neighborhood; ivy was cut back and removed; and a lot of debris was cleaned out from along the Quaker Lane and King Street perimeters.

#### Vice President –

The vice president gave the management agent suggested changes to the indemnification form that would allow ECS Mid-Atlantic access to Glen property to do further environmental analysis.

The management company is working on a proposal to have a contractor prime, paint, and install the new grate for the court 1 parking lot.

A new carriage lamp has finally been installed in front of unit 3539 (court 2).

The vice president asked the management agent to have PSE repair the carriage light in court 5 that has been tapped into with an electrical plug.

The management agent was asked to have the on-site crew remove the old neighborhood watch signs, which are in poor condition.

The president of Capitol Services, the Glen's trash contractor, will be speaking at the court representatives meeting on May 23 at 7 p.m.

The management agent confirmed that PSG did not respond with proof that four of the brick porches the company was to have repaired were actually repaired. Therefore, no additional payment is due to PSG and the contract is closed.

#### Treasurer –

The treasurer submitted a draft budget with a 2.1% increase. The secretary proposed an alternative budget with a lower water estimate and higher reserve contribution, resulting in a 2.6% increase.

#### Secretary –

The maintenance committee met with paint contractors to review the paint specifications and work to be done in courts 13-16 in 2016. The secretary will write two sets of paint

specifications, one for oil-based and the other for latex paint, so that the contractors can give bids for both and the board can assess the cost difference.

The maintenance committee conducted a brick stoop survey of all 181 brick stoops, rating the condition of each stoop on a scale of 0-5, with 5 being worst. Most stoops have defects, ranging from small spots with missing mortar to structural failure. Eleven stoops were ranked 5 and 15 stoops were graded as 4.

**5.10.16.02 Motion.** Moved to authorize the management agent to have REI inspect the 26 worst stoops identified in the brick stoop survey, produce specifications for brick stoop renovation work, and get bids from masonry contractors. Motion approved unanimously.

The maintenance committee conducted a tuckpointing survey of all 54 buildings, noting and rating the severity of holes and cracks in the walls on a scale of 1-3, with 3 being worst. One hundred and forty-four defective areas were found, but most of them were minor. Twenty-six areas were rated in the worst category.

**5.10.16.03 Motion.** Moved to authorize the management agent to ask REI to inspect the 26 worst brick wall defects identified in the tuckpointing survey and to give the board recommendations for remediation. Motion approved unanimously.

The secretary has obtained a mortar matching stain called Instant Mortar Match to test whether it can help to camouflage newly patched sections of mortar.

The secretary estimated the cost of having the 850 feet of chain link fence along King Street painted by day laborers under the supervision of the onsite crew at roughly \$3,300, assuming that day laborers could be obtained for \$10 per hour.

At Large –

The Premises Access License (PAL) agreement with Verizon concerning its plan to install FIOS has been amended by Rees Broome and will be ready for a board vote by e-mail soon.

#### **MANAGEMENT REPORT:**

The management agent has received REI's specifications for the next group of roofs to be replaced in 2017. The board will need to approve the specifications before REI puts them out for bid.

REI noticed that a \$35,000 balance is outstanding for the 2013 Walls roofing contract and has brought it to the management agent's attention. The management agent will look into the matter.

REI is analyzing the basketball court depression problem, which has recurred despite a repair a few years ago.

Wagner Roofing has been fully paid for its roof replacement work on courts 9 and 10.

#### **EXECUTIVE SESSION:**

**5.10.16.04 Motion.** Moved to go into executive session at 8:31 p.m. to discuss individual homeowner delinquencies, violations, and other legal matters. Motion passed unanimously.

**5.10.16.05 Motion.** Moved to return to open session at 8:39 p.m. Motion passed unanimously.

**ADJOURNMENT:** The meeting was adjourned by the vice president at 8:40 p.m.

The next scheduled meeting of the board is Tuesday, June 14, 2016, at 6:45 p.m. in the Fairlington Community Center.

Respectfully submitted,

Bill Worsley  
Secretary