

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**  
**May 8, 2018 Board Minutes**  
**Fairlington Community Center**

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

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

**ENVIRONMENTAL UPDATE:**

The management agent gave an update of the situation regarding the chemical contamination issue. The Virginia Department of Environmental Quality (DEQ) and TBR, the owner of the shopping center where the dry cleaning spills occurred many years ago, met in April. This meeting was closed to the Glen's legal counsel, Mr. Zivkovich, who received an update afterwards, which he will put into writing and provide to the board. In brief, the meeting resulted in DEQ and TBR's legal counsel coming to an agreement on what would be attached to the deed of the shopping center as it pertains to environmental requirements and responsibilities to the shopping center and Fairlington Glen. The requirements will transfer with ownership of the shopping center if TBR were to sell. More information will be provided in Mr. Zivkovich's update. Additionally, legal counsel anticipates reimbursement of the outstanding expenses within the next 30 to 60 days.

**BOARD MEETING MINUTES:**

**05.08.18.01 Motion.** Moved to approve the minutes of the April 10, 2018 board meeting. Motion passed unanimously.

**RESIDENTS' FORUM:**

The following residents attended: Brian Brennan (court 2), Judy Miller (court 3), Jerry Long (court 13), Lori Derkay (court 12), Monica Wiedemann (court 6), Sandy Thurston (court 7), and Ellen McDermott (court 14).

**05.08.18.02 Motion.** Moved to approve the variance request for adding a staircase to the attic and renovating the attic space to add a bedroom, bathroom, and laundry room at 3545-B2 S. Stafford Street (court 2) contingent upon the following: 1) securing County permit(s) as required; 2) completing steps #4 and #5 of the variance form; 3) paying particular attention to items 6, 7, and 9 of the variance form. Motion passed unanimously.

Members of the pool committee attended to discuss proposed changes to the pool rules regarding breaks, lap swimming, and how to make the pool rules conform to Fair Housing Administration regulations, which forbid discrimination against children.

Ellen McDermott asked questions about the renovation of the court 14 parking lot and the method that will be used to assign parking spaces.

## COMMITTEE REPORTS:

No reports.

## BOARD MEMBERS' REPORTS:

President –

**05.08.18.03 Motion.** Moved to approve a proposal from Environmental Enhancements in the amount of \$8,597 to provide landscape enhancements around the Glen. Motion passed unanimously.

By e-mail vote on April 17, 2018, the board unanimously approved a proposal from Atlantic Pool Service in the amount of \$1,255 to install cartridge filters for the pool. The vote is hereby duly ratified and recorded.

By e-mail vote on April 28, 2018, the board unanimously voted to rescind two motions, **01.09.18.01 Motion** and **03.13.18.08 Motion**, which approved the swimming pool rules as presented by the pool committee and the Glen's legal counsel. The vote is hereby duly ratified and recorded.

The bullet under General in the pool rules should read: "There will be a 15-minute break each hour, starting 15 minutes to the hour, during which time the pool must be cleared except for those who swim laps." (See Appendix 1 to these minutes.)

**05.08.18.04 Motion.** Moved to approve a proposal from G&V Tree and Landscaping in the amount of \$1,840 to trim back the vegetation along the King Street fence so the fence can be painted. Motion passed unanimously.

**05.08.18.05 Motion.** Moved to approve a proposal from G&V Landscaping in the amount of \$480 to trim back the vegetation from the woodwork in courts 6 and 8 prior to the painting in courts 5-8. Motion passed unanimously.

**05.08.18.06 Motion.** Moved to approve a proposal from Environmental Enhancements to trim back vegetation from stoops in courts 11 and 12 in the amount of \$459. Motion passed unanimously.

On Friday, April 27, 2018, the president signed a rush order with Environmental Enhancements in the amount of \$394 to trim back vegetation, the following Monday, from stoops being renovated in courts 7 and 8.

The president mentioned that she had arranged a meeting of all the Fairlington association presidents. It is scheduled for Monday, May 14.

Vice President –

No report.

Treasurer –

**05.08.18.07 Motion.** Moved to approve a proposal in the amount of \$225 to print 250 door hangers for notifying residents of violations. Motion passed unanimously.

**05.08.18.08 Motion.** Moved to approve Goldklang's draft audit of 2017. Motion passed unanimously.

**05.08.18.09 Motion.** Moved to approve REI's proposal in the amount of \$3,965 to supervise the court 14 parking lot renovation work. Motion passed unanimously.

REI has submitted a bid to do a reserve study for the Glen. The management agent was asked to ask REI whether its bid includes an updated plat of the Glen.

The treasurer also asked the management agent to enquire about our 2017 tax return and the tax basis history that is prepared and updated annually for residents.

The president said that residents have complained about the length of time it is taking to do carpentry repairs, and having to look for several months at unsightly paint marks used to indicate areas where carpentry repairs are needed. Residents would like the Glen's carpentry repairs to be done in the same calendar year that the defects are identified instead of having them postponed to the following year.

The treasurer responded that this work was delayed into the new year to avoid going over budget. He recommended that: 1) if we seek to get caught up on essential repairs, we do so this year by exceeding the 2018 carpentry budget; and 2) if this depletes available cash, we replenish it from our contingency account.

Secretary –

The stoops contractor, C.A. Lindman, is working quickly to renovate five stoops in courts 6, 7, and 8. The contractor will then renovate four stoops in courts 11 and 12. At this rate, the stoops project may finish before July.

Walls Contracting, Inc. has begun work on replacing half roofs in court 15. After court 15, it will move to court 13.

The secretary has given information on how to remove mold from the front porches in courts 9-12 to the on-site crew.

REI submitted a bid for consulting on the court lighting replacement project, along with an electrical consultant's bid. The secretary proposed that it may not be necessary to hire a consultant for the court lighting replacement project, as most of the consultant's work would be directed at simply getting through the County's permitting process, which the contractor may be able to handle alone. He proposed holding off on hiring any consultants for this project until the need is clear.

The secretary proposed getting bids to find out what it will cost to do repairs at the paddle ball court.

The president would like to know which parking lots need their numbers re-stenciled. The secretary will inspect the parking lots while doing the next stoops survey.

At-Large -

No report.

#### **MANAGEMENT REPORT:**

The management agent hired a contractor, All Recreation, to do a safety inspection of the playground, at a cost of \$350. The inspection has been completed and we are awaiting the safety report.

**EXECUTIVE SESSION:**

**05.08.18.10 Motion.** Moved to go into executive session at 8:27 p.m. Motion passed unanimously.

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

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

The next scheduled meeting of the board is Tuesday, June 12, 2018, at 6:30 p.m. at the Fairlington Community Center.

Respectfully submitted,

Bill Worsley  
Secretary

## APPENDIX 1

### SWIMMING POOL RULES

Revised May 2018

**Management.** A swimming pool management company has been retained to oversee the management, safety, maintenance, order, and cleanliness around the pool area. The company will manage the pool and related facilities at all times when the pool is open. It is responsible for supervision of its operating staff and for enforcement of the rules and regulations for the safety and enjoyment of the pool and facilities for all users. Two lifeguards shall be on duty whenever the pool is open. The lifeguards' major responsibilities shall be guarding, monitoring pool admittance, and enforcing the rules and regulations. The lifeguards shall not provide any private services (such as swimming lessons) to individual users while on duty. The lifeguards are not responsible for supervising the children's pool, but will perform clean-up and maintenance of this area.

**Enforcement.** All users are expected to cooperate with the directions given by the pool staff at all times. Parents and guardians are requested to instruct those under their care to observe all rules, obey the instructions of the pool manager and other pool staff, and not to enter the pool enclosure by climbing the pool fence or using the maintenance gate at any time. The pool staff has the authority to take action as deemed necessary for the safe and orderly operation of the pool facilities. Therefore, the pool manager (or his designees, the lifeguards) have the authority to refuse entry or to eject users from the pool and its facilities if, in the pool staff's reasonable opinion, the user's actions may affect the safety or health of users or any pool property. The pool manager will report any such incidents to the pool committee.

**Identification.** A resident's recreation pass must be brought to the pool each time the resident uses the pool.

- All residents shall sign in a daily log with their name, address, time of entry, # residents, and # of guests.
- Each unit will be provided with a recreation pass at the beginning of each pool season.
- The first replacement pass is \$10. Each additional replacement pass is \$20.

**Hours.** The regular pool season will be from the first day of Memorial Day weekend to the last day of the Labor Day weekend. Pool hours are determined each year by the pool committee and may vary in response to changing demand as evidenced by usage. Hours for each pool season, as well as any special programs, will be posted on the pool bulletin board and on the community web site. The pool may be closed at any time due to inclement weather, failure of equipment or other reason as determined by the Board.

**Guests.** Control of guest usage of a private pool prevents overcrowding. The following rules are designed for this purpose.

- Each household will be permitted to bring up to four guests, who must be accompanied by a Glen resident 16 years of age or older with a current recreation pass.
- House guests, i.e., those guests staying with a Glen resident for longer than a day or two, over the age of 16 may be admitted to the pool on presentation of the host's recreation pass if not accompanied by the host. The house guest(s) should be introduced to the pool staff by the resident.
- The pool manager or lifeguards may, at their discretion, restrict or suspend guest privileges to prevent overcrowding.
- Guests are subject to the same rules and regulations as residents.

**Health.** The Arlington County Water Recreation Facilities Ordinance (the "Ordinance") states:

- If you have or have had diarrhea in the past two weeks, please do not use the pool.
- Shower your child and yourself before entering the pool or after using the toilet.
- Bathers who are not toilet trained or incontinent persons must wear a swim diaper.
- Do not drink pool water.
- The introduction of body waste including sputum or vomitus, into a pool is prohibited.
- Patrons wearing cloth or disposable diapers are prohibited from entering the pool water.

Please be advised that per the Ordinance, any person having an obvious skin disease, nasal or ear discharge, inflamed eye, or any communicable disease shall be excluded from the facility. All injuries occurring on the premises must be immediately reported to the pool management. Enforcement of health rules shall be the responsibility of the pool management. When necessary to call for medical help, any charges incurred shall be the responsibility of the owner.

### **Safety**

- Running, "speed walking," pushing, acrobatics, wrestling, or causing undue disturbances or other rough or boisterous play in or about the pool and its facilities are not allowed. Lifeguard discretion and direction regarding "games" in the pool prevails.
- Glass or ceramic containers of any type are not allowed in the pool enclosure.
- Smoking will not be permitted at the pool, in the restrooms, or anywhere inside the gates of the pool facility.
- Children who are not yet 8 years old shall not be permitted within the pool enclosure unless accompanied by a person 16 years or older, who shall be responsible for and supervise the children.
- Patrons who cannot swim are not permitted to be in the main pool or main pool deck unless they are accompanied and closely supervised by parent, guardian or other person responsible for the pool user other than the lifeguard.
- Persons unable to demonstrate an ability to swim, which shall be evaluated within the sole discretion of the lifeguard on duty, are not permitted in the water without a responsible person age 16 years or older, who has demonstrated an ability to swim.
- No tricycles, bicycles, big wheels, wagons, scooters, skateboards, or other riding toys or devices are allowed in the pool enclosure (even to park).
- Use of the children's pool shall be limited to children through age 6, even during hourly breaks. Supervision of children in the children's pool shall be the responsibility of a responsible person 16 years of age or older accompanying them. Children shall not be left unattended.
- A person 16 years or older must supervise persons unable to demonstrate the ability to swim even if they are wearing floats or other safety floatation devices.

### **General**

- No pets will be allowed in/on the pool premises other than at the end of the closing pool party.
- Lap swimmers have priority use of the lap lanes at all times.
- The presence of intoxicated persons anywhere within the pool premises is prohibited.
- Game playing and use of flotation devices in the pool shall be at the discretion of the lifeguards.
- Audio equipment and musical instruments should be moderated in consideration of other pool users.
- Group or private swim lessons may be arranged through the pool manager prior to the pool open hours.
- Residents and guests will respect the pool equipment and furniture which have been provided for their enjoyment and comfort. Chairs should be covered with towels when using suntan lotion and oils to prevent deterioration of the plastic webbing.
- Food may only be consumed in the designated area within the pool enclosure and must be at least 10 feet from the swimming pool edge.
- Non-alcoholic Beverages in non-breakable containers are permitted in the pool area but not in the pool. Trash must be deposited in receptacles provided.
- Obvious consumption of alcoholic beverages is prohibited except at special events approved by the Board (e.g. wine tastings, closing pool party).
- Situations arising which are not covered specifically by any rule or regulation herein will be handled at discretion of the Pool Manager or the lifeguard in charge and will be reported to the Pool Committee.
- There will be a 15-minute break each hour, starting 15 minutes to the hour, during which time the pool must be cleared except for those who swim laps.

## Parties

**During Pool Hours.** Recreation pass holders may request a party during pool hours. Parties may be limited to two per week. Requests for parties should be directed to the pool committee and will be scheduled at the discretion of the committee and the pool manager. The pool calendar will be posted at the pool. A non-refundable charge of \$25 will be assessed for parties during pool hours. The requester/recreation pass holder is responsible for abiding by the pool rules and also the following party rules:

- The party is limited to 2 hours in duration.
- Music must be kept at a reasonable level subject to the discretion of the pool manager or lifeguards.
- Food is allowed in the designated eating areas only (Code 24.1-59 from Arlington County Code/Chapter 24.1/ Water Recreation Ordinance) and party holders will receive priority use of this space.
- Set-up is allowed 30 minutes prior to the party.
- The party is limited to a maximum of 25 people.
- The requester/recreation pass holder is responsible for cleaning the party area and trash collection after the party.

**After Pool Hours.** Recreation pass holders may reserve the pool for parties after pool closing hours until 10PM. Parties may be limited to two per week. Requests for parties should be directed to the pool committee and will be scheduled at the discretion of the committee and the pool manager. The pool calendar will be posted at the pool. The requester/recreation pass holder will be charged a \$150 refundable damage deposit for use of the pool. A nonrefundable charge of \$50 will be assessed for parties after pool hours. The requester/recreation pass holder is responsible for hiring and paying for qualified lifeguards through the Glen's pool contractor and abiding by the pool rules and the following party rules:

- The party is limited to two (2) hours in duration and needs to be over by 10PM.
- Music must be kept at a reasonable level subject to the discretion of the pool manager or lifeguards.
- Food is allowed in designated eating areas only. (Code 24.1-59 from Arlington County Code/Chapter 24.1/ Water Recreation Ordinance)
- Set-up is allowed 30 minutes prior to the party.
- A minimum of one (1) guard is required. (Code 24.1-61 from Arlington County Code/Chapter 24.1/Water Recreation Ordinance).
- The party is limited to a maximum of 50 people.
- The requester/recreation pass holder is responsible for cleaning the party area and trash collection after the party.

## Miscellaneous

- Any damage to the buildings, recreational facilities or other common elements or equipment caused by any owner, his or her tenants, guests, children, agents or pets shall be repaired at the expense of the owner.
- Owners are responsible for the actions of their household members, tenants, guests, invitees, employees and agents and compliance with the Governing Documents.
- The Board reserves the right to suspend the right to the use by an owner and his family of the recreational facilities (including the right to use the swimming pool) for any period during which assessments remain unpaid and for a period not to exceed 30 days for any infraction of the rules of conduct.