

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
November 12, 2014 Board Minutes
Fairlington Community Center

ATTENDEES: Jay Yianilos (President), Susan Hunchar (Vice President), Maynard Dixon (Treasurer), Thora Stanwood (Secretary), Karen Conroy (Cardinal Management). Laura Knapp Chadwick (At-Large Member) arrived at 7:40pm.

CALL TO ORDER: The meeting was called to order by the President at 7:00pm.

RESIDENTS' FORUM: There were no Glen residents in attendance.

APPROVAL OF THE MINUTES:

11.12.14.01 Motion. Moved to approve the minutes of the October 14, 2014 Board meeting. Motion passed unanimously.

11.12.14.02 Motion. Moved to approve the minutes of the October 21, 2014 executive session of the Board. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President's Report –

11.12.14.03 Motion. Moved to approve the variance request to install a radon remediation system at 4112 S. 36th Street (Court 5) pending receipt of a final drawing by the vendor showing the correct location of the exterior piping. Motion passed unanimously.

11.12.14.04 Motion. Moved to approve a kitchen renovation at 4112 S. 36th Street (Court 5). Motion passed unanimously.

11.12.14.05 Motion. Moved to approve a kitchen and upstairs bathroom renovation at 3598 S. Stafford Street (Court 11). Motion passed unanimously.

The paving project awarded to NVM Contractors will commence in the spring of 2015, a postponement from the originally scheduled start in the fall of 2014.

On-site staffer Nelson Ordonez is on vacation now through Thanksgiving. An on-site staffer from Fairlington Arbor will assist Maria Castro as needed during Nelson's absence.

11.12.14.06 Motion. Moved to approve a holiday bonus (two weeks' pay) for the Glen's on-site staffers Nelson Ordonez and Maria Castro. Motion passed unanimously.

Power Systems Electric (PSE) is to start work this week on the lighting enhancements by the basketball court and in the alley between Courts 12/13.

Karen Conroy, Cardinal Management, was asked to prepare a list of the 15 chimneys that require repair or replacement of the cover screens. Bids were received from J.R. Walls and Autumn Contracting Inc. to perform these tasks. It was noted that the

pricing submitted by the two vendors was comparable. Karen was asked to follow up with the vendors to confirm the pricing.

Vice President's Report –

The VP informed the Board that the President asked her to contact the other Fairlington homeowners' associations and the FCA to strengthen communication between and ties with these entities.

Treasurer's Report –

The Glen now has a separate savings account for its contingency fund (United Bank). Karen Conroy, Cardinal Management, was asked to move the rest of the Glen's contingency reserve funds into this new account.

It was noted that the Glen paid several repair bills on behalf of homeowners. As these situations were clearly each homeowner's responsibility, the Glen must now seek reimbursement from the homeowners. It was reiterated that, in the absence of a true emergency requiring the Glen to act first and seek reimbursement later, the Glen should not fund any situation that is clearly a homeowner's responsibility.

It was requested that Cardinal Management not call REI for an opinion if the situation is clearly the homeowner's responsibility.

Secretary's Report –

It was noted that there were issues in Court 2 regarding the recent gutter work on several units and damage to a new vinyl window at 3541 by the contractor's scaffolding. Karen Conroy, Cardinal Management, said she was still working with the contractor to verify satisfactory completion of the work in Court 2. The final bill will not be paid until this comes to fruition.

COMMITTEE REPORTS:

Landscape –

The Fall volunteer day was highly successful. More than 100 feet of vines, weeds, and branches were cleared from the King Street fence line; 19 bags of debris were filled; and all the trash along the Quaker Lane and King Street corridors was picked up. Environmental Enhancements (EE) should complete the fall landscape projects this week.

11.12.14.07 Motion. Moved to approve the purchase and planting by EE of a red maple to replace the dead sycamore removed in Court 1. Replacement cost is \$1,076. Motion passed unanimously.

MANAGEMENT REPORT:

Atlantic Pool had questions regarding the Glen's 2015 pool season and, once answered, will submit a proposal. High Sierra Pools has submitted its proposal. Neptune has not responded to the bid request.

It was questioned whether Neptune, the present pool contractor, completed all the required pool closure tasks. Karen will check with the contractor and will not pay the final bill until all the tasks are completed.

Karen, several members of the Board, and REI met with the roof contractor, Autumn Contracting Inc. regarding the leaks in the Court 3 roof(s) after a recent heavy rain. The rain occurred prior to the shingles being installed over the new membrane. The contractor installed another layer of membrane to ensure that there will be no further leaks. Up to five or six units may have been affected by moisture penetrating the membrane. Karen is waiting for the report from the Glen's insurance adjustor regarding the validity of the complaints. The Glen's adjustor contacted Autumn regarding its insurance coverage.

Karen was requested to order two "No Parking" signs at a cost of \$65 each to be placed by the maintenance office parking spaces.

The renewal information of the health insurance for the Glen's two on-site staffers was discussed. The cost of the coverage for calendar year 2015 is 6.93% higher than the 2014 coverage. However, this increased amount is within the 2015 budget.

11.12.14.08 Motion. Moved to approve the renewal of the health insurance package for the two on-site staffers for calendar year 2015. Motion passed unanimously.

11.12.14.09 Motion. Moved to approve the deferred assessment resolution. Motion passed unanimously.

Some blocks of the basement wall at 4123-A2 S. 36th Street are cracking and bulging into the laundry room. Karen will contact the owner to explain that, under the Bylaws, the repair is the responsibility of the owner.

11.12.14.10 Motion. Moved to go into closed session at 8:27pm to discuss individual homeowner delinquencies, violations and other legal matters. Motion passed unanimously.

11.12.14.13 Motion. Moved to return to open session at 8:45pm. Motion passed unanimously.

11.12.14.11 Motion. Moved to turn over to legal for collection accounts 1008, 2042, 3078, 5011, and 5016. Motion passed unanimously.

11.12.14.12 Motion. Moved to write off bad debt accounts 1003, 2004, 2010, 2020, 2074 in the total amount of \$2.82. Motion passed unanimously.

ADJOURNMENT: The meeting was adjourned at 8:46pm.

The next scheduled meeting of the Board is Tuesday, December 9, 2014, at 7:00pm in the Fairlington Community Center.

Respectfully submitted,

Thora Stanwood
Secretary