

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
November 15, 2016 Board Minutes
Fairlington Community Center

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

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

RESIDENTS' FORUM:

Margaret Windus and Alan Bow (court 1) attended the meeting.

Bruce McLelland (court 9) praised the contractor renovating some front stoops in his court and asked whether the stoops for the B buildings will be redesigned to make them ADA-compliant. The treasurer said that the stoops are being rebuilt in the same dimensions and design as before. The vice president said that, if a handicap ramp is requested, it should probably be approved, installed, and paid for in the same manner as a handrail.

APPROVAL OF THE MINUTES:

11.15.16.01 Motion. Moved to approve the minutes of the October 11, 2016 board meeting. Motion passed unanimously.

11.15.16.02 Motion. Moved to approve the minutes of the organizational meeting that followed the annual meeting on November 2, 2016. Motion passed unanimously.

COMMITTEE REPORTS:

Roxanne Sykes (court 9), representing the Landscape Committee, proposed various landscape projects.

11.15.16.03 Motion. Moved to approve a contract with Environmental Enhancements in the amount of \$1,645 to apply lime. Motion passed unanimously.

11.15.16.04 Motion. Moved to approve a contract with Greenstreet Gardens in the amount of \$5,099.89 for the planting of 10 trees. Motion passed unanimously.

11.15.16.05 Motion. Moved to approve a contract with Greenstreet Gardens in the amount of \$1,113.95 to improve bare areas with multiple plantings. Motion passed unanimously.

11.15.16.06 Motion. Moved to approve a contract with Greenstreet Gardens in the amount of \$5,253.50 for plantings to fill in the front beds in multiple courtyards. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President --

11.15.16.07 Motion. Motion to approve an end-of-year bonus for the onsite staff equivalent to two weeks' salary. Motion passed unanimously.

A carriage light post broke off at the bottom and fell down in court 10 and was reported on a Sunday. The incident cost \$440 because some co-owners called the Cardinal after-hours emergency number multiple times and a contractor was sent out on a Sunday night. The president suggested that the on-site crew be called first to determine the extent of the emergency and if it could wait until the next business day to be handled.

The president signed the approved contract with NVM for snow removal.

On November 7 the president signed a contract with Kolas Contracting for \$464 for rotten wood repair at 3572-3574 South Stafford Street in court 12.

By e-mail vote on October 31, 2016, the board unanimously approved a contract with James R. Walls Contracting Company in the amount of \$1,290 to repair a small hole in the roof at 3537 South Stafford Street in court 2. The vote is hereby duly ratified and recorded.

By e-mail vote on October 18, 2016, the board unanimously approved a contract with James R. Walls Contracting Company in the amount of \$2,100 to repair a roof leak at 3605 South Taylor in court 8. The vote is hereby duly ratified and recorded.

By e-mail vote on November 7, the board unanimously approved a variance for installation of a radon remediation system at 3520 A-1 South Stafford Street. The vote is hereby duly ratified and recorded.

The board is recommending to Variance Chair Greg Lukmire that a blanket variance be developed for the installation of radon remediation units.

11.15.16.08 Motion. Moved to grant permission to ECS Mid-Atlantic to access Glen property to drill 14 two-inch wells around courts 1, 13, and 14 and to test common area basements in B buildings at 3501 South Stafford Street in court 1 and 3537 South Stafford Street in court 2. Motion passed unanimously.

Vice President –

ECS Mid-Atlantic received permission from four co-owners in court 1 and one co-owner in court 2 to test for gas emissions from the sub-slab in each unit.

Comcast's subcontractor notified the vice president and the property manager that it will begin to bury or attempt to hide cables that have been improperly laid throughout the Glen. They will begin the project in early December.

The vice president received revised proposals for the landscape maintenance contract. Prices came down because one mulching, one fertilization, and the soil conditioner application were eliminated as requirements and will be considered as optional services. The property manager also negotiated the pricing with the five vendors who submitted proposals.

Treasurer –

11.15.16.09 Motion. Moved to approve a contract with NV Roofing in the amount of \$8,560 for chimney screen repairs at courts 1, 2, 3, 4, 5, 6, 7, 8, 9, and 12. Motion passed unanimously.

11.15.16.10 Motion. Moved to approve a contract with Kolas Contracting in the amount of \$1,011.44 for gutter work at 4325 and 4327 South 36th Street in court 10. Motion passed unanimously.

The treasurer asked the management agent to have Kolas Contracting list specific addresses in their bid to repair rotten wood discovered in this maintenance cycle (courts 13-16) and to have them add whatever projects have been found to be necessary in courts that were not involved in this cycle.

Secretary –

The secretary said that the painting of courts 13-16 has been completed and approved for payment.

Stoop renovation work has begun at three locations in court 9 and the form work has been completed. The project is running somewhat behind schedule.

TD&D started work on replacing sidewalk sections today.

At Large –

The at-large member reported that Verizon FIOS will start work on November 28 on the inside of patios and on December 5 on the outside of patios. We have granted Verizon use of the paddle ball court to store materials during the project.

MANAGEMENT REPORT:

Cardinal stopped payment on an outstanding reimbursement check that was lost by the pool committee chair and cut him a new check minus the fee for stopping payment.

REI has provided specifications and separate project lists for doing spot roof and gutter repairs in courts 13-16.

EXECUTIVE SESSION:

11.15.16.11 Motion. Moved to go into executive session at 8:27 p.m. to discuss individual homeowner delinquencies, violations, and other legal matters. Motion passed unanimously.

The board reconvened in regular session at 8:52 p.m.

11.15.16.12 Motion. Moved to turn over accounts 2021, 2037, and 2116 to the attorney for collection. Motion passed unanimously.

11.15.16.13 Motion. Moved to approve that for account 2013 the board accept the owner's offer to pay \$11,351.55 if he pays that amount by November 21, 2016 and that management make the additional offer to cancel the owner's balance if he signs an agreement to sell his unit. Motion passed unanimously.

ADJOURNMENT: The meeting was adjourned by the president at 8:57 p.m.

The next scheduled meeting of the board is the annual meeting on Tuesday, December 13, 2016, at 6:45 p.m. in the Fairlington Community Center.

Respectfully submitted,

Bill Worsley
Secretary