

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
November 14, 2017 Board Minutes
Fairlington Community Center

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

MORGAN STANLEY PRESENTATION:

Before the board meeting, Theodore Hart of Morgan Stanley Wealth Management made a presentation explaining how he invests the Glen's reserves in a CD ladder and his recommendations for future investments.

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

ENVIRONMENTAL UPDATE:

Mid-Atlantic ECS has done some more testing at the north edge of the chemical plume on the border between the Glen and the Meadows. PCE levels appear to drop as the plume moves northward, but there is no definitive edge as yet. ECS will continue sampling, primarily in the Meadows, to determine the edge of the plume.

RESIDENTS' FORUM:

Susan Hunchar (court 10) raised the issue of what to do if an empty unit has a plumbing leak as a result of not being heated. She also said that some court 10 residents are leaving items in common areas.

Will Smith (3525 S. Utah St., court 9) discussed a water intrusion problem in his unit and requested that the board authorize REI to continue its assessment of the cause of the problem.

Jay Yianilos (court 12) and Mary Bley (court 12) also attended the meeting.

COMMITTEE REPORTS:

Landscape chair Barbara Dean (court 7) said that woody plants should be planted only in the fall to allow enough time for roots to develop before hot weather sets in. She discussed the value of hiring an arborist consultant to assess the health of the Glen's trees.

NEW BUSINESS:

Jay Yianilos (court 12) presented three proposals for new court entrance signs.

11.14.17.01 Motion. Moved to approve a contract with Banana Banner in the amount of \$22,884 for new court entrance signs and for the removal of the old signs. This is a reserve expenditure. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President –

The president was absent.

Vice President –

11.14.17.02 Motion. Moved to approve the minutes of the October 12, 2017 board meeting. Motion passed unanimously.

The vice president reported on her conversations with Arlington County's Ombudsman regarding the violation notice received regarding the County's recycling requirement. It is not clear yet that the Glen actually is in violation of county regulations on recycling. The Ombudsman seemed to think that the Glen was not in violation and was going to escalate the issue to the proper authority. She reported that North Fairlington has been told by the state to install improved trash bins and recycling bins that will not attract wildlife.

11.14.17.03 Motion. Moved to rescind motion **10.10.17.06** regarding the removal of the Glen's trash bins pending the County Ombudsman's decision as to whether or not the Glen is in compliance with the County's recycling requirement. Motion passed unanimously.

By email vote on November 1, 2017, the board unanimously voted to rescind motions **10.10.17.10** and **10.10.17.11** and approved a variance request for an attic renovation with three skylights at 3536 B-1 S. Stafford Street in court 13 as approved for the previous co-owner on October 11, 2016. The vote is duly ratified and recorded.

Treasurer –

At the urging of the treasurer, the board agreed to hold back only 10% of the full contract price of \$90,000, rather than the full \$30,000 final payment due, on the Kolas painting contract to ensure that paint spatters reported by a court 1 co-owner are corrected. Management was instructed to disburse \$21,000 to Kolas Contracting at this time.

At the urging of the treasurer, the Board agreed that management should approve REI's recommended water testing at 3525 S. Utah Street in court 9 to determine whether the roof is a cause of the leak at that address.

11.14.17.04 Motion. Moved to deny the retroactive variance request for a false downspout to cover a dangling wire at 4216-B2 S. 35th Street but to invite the owner to submit a revised variance request under option 2 of the new handbook rules so that the existing dangling wire would be moved tight against the left side of the existing downspout, rise to the level of the existing hole, turn left, run over the mortar between the bricks, and enter the existing hole. Motion passed unanimously.

11.14.17.05 Motion. Moved to approve renewal of the on-site crew's health insurance for 2018, without eliminating family coverage, totaling \$2,244.17 per month. Motion passed unanimously.

After this motion was approved, the consensus was that the board should discuss possibly substituting less expensive individual plans for their family plans but giving them a lead warning of one year to adjust to any elimination of the benefits that currently cover each of their 22-year-old children.

Proposals to clean the mold on roofs were tabled because of high cost.

11.14.17.06 Motion. Moved to reduce the maximum allowed annual leave carryover for the on-site crew so that a maximum of 80 hours may be carried over from 2018 to 2019; a maximum of 40 hours may be carried over from 2019 to 2020; and effective December 31, 2020, unused annual leave may no longer be carried over to the next year. For sick leave, a maximum of 26 hours may be carried over from 2018 to 2019; a maximum of 13 hours may be carried over from 2019 to 2020; and effective December 31, 2020, unused sick leave may no longer be carried over

to the next year. Motion passed unanimously. A revision of the employee handbook to incorporate these changes is attached in Appendix I.

Secretary –

The stoop replacement work has been completed for this year. Nine stoops remain to be renovated under the present contract with Lindman.

At-Large –

The at-large member was absent.

MANAGEMENT REPORT:

Management presented a reserve investment plan proposed by Morgan Stanley in a spreadsheet that had been explained by a Morgan Stanley representative before the meeting began.

The treasurer then criticized the Morgan Stanley proposal as not conforming to the policy explained by the treasurer and discussed at the October board meeting, under which Morgan Stanley would (1) keep a total of \$450,000 liquid in the Morgan Stanley Reserve Checking Account, subject to future change by the Board but (2) be allowed to invest in the CD ladder any remaining Reserve Checking Account funds exceeding the current \$450,000 floor in an appropriate manner. The treasurer further noted that the Morgan Stanley spreadsheet showed that the current balance in the Morgan Stanley Reserve Checking Account (\$508,922) exceeds the \$450,000 floor by \$58,922 and that, under the policy explained by the treasurer in October, Morgan Stanley is free to ladder that excess, and any future additions, in the best interest of the Glen.

In light of the treasurer's objection, Candace agreed to instruct Morgan Stanley to proceed according to the policy presented by the treasurer in October.

The Glen's insurance annual audit was completed and we will be getting back \$362 in premiums.

11.14.17.07 Motion. Moved to approve Bill Layer and Maynard Dixon as the Glen's authorized signers for bank documents. Motion passed unanimously.

EXECUTIVE SESSION:

11.14.17.08 Motion. Moved to go into executive session at 8:34 p.m. to discuss individual homeowner delinquencies, violations, and other legal matters. Motion passed unanimously.

The board reconvened in regular session at 8:43 p.m.

11.14.17.09 Motion. Moved to turn account 2012 over to legal. Motion passed unanimously.

ADJOURNMENT: The meeting was adjourned by the vice president at 8:45 p.m.

The next scheduled meeting of the board is Tuesday, December 12, 2017, at 6:45 p.m. at the Fairlington Community Center.

Respectfully submitted,

Bill Worsley
Secretary

APPENDIX I

Revision of Employee Handbook

2. ANNUAL LEAVE (VACATION)

Full time employees are entitled to annual leave with pay as follows:

Year of Employment	Vacation Earned	Accrual/Month
Year 1	5 working days	3 1/3 hours
Year 2-5	10 working days	6 2/3 hours
Year 6+	15 working days	10 hours

Annual leave must be authorized by the Community Manager. A maximum of 80 hours may be carried over from 2018 to 2019; a maximum of 40 hours may be carried over from 2019 to 2020; Effective December 31, 2020, unused leave may no longer be carried over to the next year. Application for annual leave, except in emergencies, must be made at least four weeks in advance. The Community Manager has the right to arrange annual leave schedules in order to provide for the execution of essential functions. Employees may not receive payment for unused vacation time except upon termination after the first full year of employment.

During the first 90 days of employment, no accrued vacation may be used and any leave will be without pay. When a Glen holiday falls during a scheduled vacation, it is not counted as a vacation day. Any employee who becomes ill during a scheduled vacation cannot change a vacation day to a sick day; scheduled vacation days count as vacation even if an employee would ordinarily take a sick day.

4. ABSENCE DUE TO ILLNESS

Full time employees receive ten days of sick leave with pay per year to be earned at the rate of 6 2/3 hours per month. A maximum of 26 hours may be carried over from 2018 to 2019; a maximum of 13 hours may be carried over from 2019 to 2020; Effective December 31, 2020, unused leave may no longer be carried over to the next year. Sick leave may be taken in one hour increments for illness or injury, or doctor's appointments when appointments are cleared in advance with the Community Manager. Absence in excess of accrued sick leave will be charged as annual leave until exhausted and then as leave without pay. Sick leave shall not be used for cases covered by Workers' Compensation; however, if an employee is injured on the job, payment shall be made for the balance of the day of injury. During the first 90 days of employment, sick leave may not be used and any sick leave taken will be without pay. No compensation shall be given for unused sick leave upon an employee's termination.

Employees must contact the Community Manager at the beginning of the day for which sick leave is used. Failure to do so will result in leave without pay. For sick leave covering three or more consecutive days, the employee must give the Community Manager a doctor's certificate stating the nature of the disability, the dates under the doctor's care, and a statement that the employee is physically capable of returning to full time employment without undue hazard to health. On the job injuries must be reported to the Community Manager immediately and such injuries will be reported by them on the Workers' Compensation forms. The employee's physician, or a physician appointed by the Glen, must certify in writing that the employee is physically capable of returning to full time employment before the employee is allowed to return to work.

Advance sick leave after exhaustion of accumulated sick and annual leave, not to exceed two weeks, may be approved by the Community Manager in consultation with the Board. Because the nature of the illness will be one of the reasons for justification of approval, the employee must give the Community Manager written consent to inform the Board of his/her medical condition. Consideration shall be given to the employee's ability to return to work at the conclusion of such period and the Glen's requirements to maintain its responsibility to its residents.