

**DRAFT**

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**  
**November 13, 2018 Board Minutes**  
**Fairlington Community Center**

**ATTENDEES:** Charlie Robbins (President), William Layer (Vice President), Jeremy Wiedemann (Secretary), Maynard Dixon (Treasurer), TJ Doyle (At-Large) and Candace Lewis (Cardinal Management).

**CALL TO ORDER:** The board meeting was called to order by the president at 6:32 p.m.

**ENVIRONMENTAL UPDATE:**

Thora Stanwood and the management agent gave an update on the chemical contamination issue. Work will begin shortly to break ground for the seven monitoring wells (six in the Glen and one in the Meadows). No movement has been made by TBR to resolve the Fairlington Glen Legal fees outstanding. ECS has drafted new covenant documents which were submitted to the Virginia Department of Environmental Quality (DEQ) for review and the board hopes to have finalized settlement documents available for review in the January 2019 board meeting. The board asked the management agent to coordinate DEQ briefing the board and residents at a future meeting once a settlement is reached. Residents in court 14 provided an update on measures taken to remediate chemical odors in their unit, specifically sealing the gaps around an overflow pipe from the hot water heater. The management agent communicated that ECS will provide the Glen with draft language communicating the current status of the environmental issue to impacted residents. The Glen's attorney will review/revise the language and place it on Glen letterhead which the on-site staff will deliver to residents of the impacted courts.

**RESIDENTS' FORUM:**

Residents attending included Barbara Dean (court 7), Zack Parsons (court 15), Ellen and David Robbins (court 14), and Thora Stanwood (court 2).

Ellen Robbins communicated how pleased their court was with the workmanship of the reconstruction of the parking lot, sidewalks, and curbs in court 14. Questions were raised about the status of the carriage lights and wiring in court 14 – the management agent noted this was a separate approved contract and work is being scheduled. It was also noted that there were some gaps in need of backfill in court 14 which the management agent will follow up on to ensure the grounds are restored to pre-construction conditions.

Thora Stanwood asked the management agent to follow up with the roofing contractor to ensure they replace all grass with the appropriate seed (tall fescue).

Thora Stanwood provided the management agent with a list of 8 courts that need lines and numbers repainted.

**BOARD MEETING MINUTES:**

**11.13.18.01 Motion.** Moved to approve the minutes of the October 17, 2018 board meeting. Motion approved, subject to the addition of a pool revenue spreadsheet-appendix that appeared only as a blank page of the draft minutes in the management report.

The treasurer will contact Thora Stanwood to ensure that the updated document is posted to the Glen's web site.

## **BOARD MEMBERS' REPORTS:**

President –

The president communicated that the 2018 annual meeting was a success the prior week as a quorum was achieved (via on-line, telephone, and in-person voting of 38%), the 2018 budget was approved, and the three vacant board seats were filled.

The president communicated that the Amazon HQ2 plans in the nearby Crystal City neighborhood of Arlington were officially announced today.

The president reminded residents to ensure they take proper precautions to prepare homes for the upcoming winter season (specifically shutting off external hose lines).

Vice President –

The Vice President advised residents with concerns within the neighborhood or questions on how the Glen is run to attend the monthly meetings and get involved.

Treasurer –

The treasurer asked the management agent if they had an opportunity to audit the water bills as was requested in the October meeting, and the management agent noted that this would be done in the future.

The treasurer asked the management agent about the ability to solicit bids for the sewage pipe and slab repair requested for 3523B S. Stafford. One bid was received and two more are in progress and should be complete by Friday, 11/16. The treasurer reminded the management agent that the bid specifications should include a bi-directional external clean-out. After that the board will look to approve the repair via an email vote.

**11.13.18.02 Motion.** Moved to approve gutter repair work at 4320 S 35<sup>th</sup> St. in the amount of \$3950 by Walls Contracting. Motion passed unanimously.

**11.13.18.03 Motion.** Moved to appoint resident Joey Seich as Fairlington Glen Webmaster. Joey will work with the management agent and former webmaster (Ron Patterson) to establish an updated site. Motion passed unanimously.

Secretary –

No report submitted. A resident asked about the status of the 2018 Annual Meeting minutes - these were submitted to the president by the outgoing secretary and will be posted to the Glen website as a draft to be approved in the 2019 Annual Meeting.

At-Large -

At-Large member was able to connect new webmaster and management agent via email.

## **COMMITTEE REPORTS:**

Landscape co-chairs Barbara Dean and Zack Parsons presented multiple landscape proposals for board review and approval.

**11.13.18.04 Motion.** Moved to table the \$1,499 EE bid for turf lime treatment until the spring (March 2019) when a new quote will be requested. Motion passed unanimously.

**11.13.18.05 Motion.** Moved to approve the G&V Tree and Landscaping proposal for tree trimming, pruning, and planting in the amount of \$10,385. Motion passed unanimously.

**11.13.18.06 Motion.** Moved to approve the Greenstreet Gardens proposal for tree removal and planting in the amount of \$804.36. Motion passed unanimously.

The president asked that the landscape chair please communicate with the county about the large tree in the circle of 36<sup>th</sup> St.

Zack asked for clarification on the process for moving forward with the approved proposals and it was outlined as:

1. President will sign tonight at the meeting
2. Management Agent will scan the file
3. Management Agent will email the approved contract to the landscape co-chairs to execute.

The management agent also suggested reaching out the VCAP program, which may be able to assist with some of the plantings along King St.

The Treasurer noted that there is a dangerous branch hanging from a tree on 35<sup>th</sup> Street near the entrance to Court 14 and asked the landscape committee co-chairs to communicate this to the county arborist.

## **MANAGEMENT REPORT:**

The management agent asked the board to please provide a date and time for the staff holiday luncheon via email targeting early December.

**11.13.18.07 Motion.** Moved to approve the new calendar year onsite staff health insurance policy with the same employee coverage at a 2.9% decrease in annual premium. Motion passed unanimously. The treasurer requested the management company send a copy of the policy for his records.

## **OLD BUSINESS**

None reported.

## **NEW BUSINESS**

The management agent asked about Lindman's \$6,508 bid for work proposed to eliminate water leakage around a window frame at 3549-A S. Stafford Street (Court 2). The treasurer urged the Board not to approve the bid, arguing that the problem was an owner responsibility under the bylaws. Hearing no objection to the treasurer's argument, the management agent asked the treasurer to participate with her in drafting a reply to the owner, and the treasurer responded that he would.

**EXECUTIVE SESSION:**

**11.13.18.08 Motion.** Moved to go into executive session at 7:24 p.m. Motion passed unanimously.

The board reconvened in regular session at 7:46 p.m.

**11.13.18.09 Motion.** Moved to approve an annual bonus of two weeks additional pay (with taxes to be paid by the employee) for each of the on-sight staff. Motion passed unanimously.

Discussed delinquent accounts status and closure of the pending legal matter.

The President asked the management agent to revisit the formal variance form for changes to landscaping. The management agent will send a roster of units to the president to share with landscape committee to begin the effort of tracking all Glen owned landscaping plantings versus resident planted (via variance).

The board agrees there is a need to re-establish the maintenance committee.

**ADJOURNMENT:** The meeting was adjourned by the president at 7:48 p.m.

The next scheduled meeting of the board is Tuesday, December 11, 2018, at 6:30 p.m. at the Fairlington Community Center.

Respectfully submitted,

Jeremy Wiedemann  
Secretary