

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**  
**October 8, 2013 Board Minutes**  
**Held at the Fairlington Community Center**

**ATTENDEES:** Jay Yianilos (President), Keith June (Vice President), Maynard Dixon (Treasurer), Laura Knapp Chadwick (At-Large Member), Susan Hunchar (Secretary), Corey Love (Landscape Chair), Karen Conroy (Cardinal Management).

**CALL TO ORDER:**

The meeting was called to order by President Jay Yianilos at 7:00pm.

**Residents' Forum**

There were no residents in attendance.

**10.08.13.01 MOTION**

Moved to approve the minutes of the September 10, 2013 meeting with one change presented. Motion passed unanimously.

**President's Report**

**10.08.13.02 MOTION**

Moved to ratify the prior email-approved vote to approve a contract with Environmental Enhancements (EE) for the first phase of perimeter repair beginning at the end of the fence at King and S. Taylor Streets (behind Court 8) and continuing for 56 feet at a total cost of \$10,091.00. Motion passed unanimously.

**10.08.13.03 MOTION**

Moved to ratify the prior email-approved vote to approve a contract with EE for items contained in our fall landscape walk-through in an amount not to exceed \$1,938.00. Motion passed unanimously.

The Pool Committee and the President met to review this year's season. The committee reported that it went smoothly with only a few minor problems. The committee will get three bids for a new three-year pool contract.

The President asked the Landscape Chairperson, Corey Love, to get a finalized bid from Environmental Enhancements (EE) for a new three-year landscape contract.

Dominion Power was contacted by the President about dim and non-functioning street lights and corrective action has begun.

The Glen's entry decision for the "Community Association of the Year" award sponsored by The Community Associations Institute (CAI) is still pending and the Management Agent will forward particulars.

The Annual Meeting will be held on Wed., Nov. 6, at 7:00 pm. Packets have been mailed, information is on the website and electronic voting has begun.

A revised list of assigned parking spaces and respective units is nearing completion.

Walls Roofing will begin the Court 2 roofing project mobilization this week and the project should be completed in Feb. No roof work will be done over Thanksgiving (Nov. 28 - Nov. 30) and Christmas (Dec. 21 - Jan. 1).

**10.08.13.04 MOTION**

Moved to approve that roofing work may done on Saturdays. Motion passed unanimously.

In an effort to streamline the current procedure for routine or common violations, (1) the Secretary will periodically send Board members a list of pending minor or recognizable violations that can be appropriately handled by Cardinal, in coordination with the Secretary, without need for a vote by the Board; (2) any Board member may object to inclusion of a particular violation on this list and request Board consideration of the particular violation; and (3) management should not presume that every violation on this list requires a formal violations letter but should explore other options where appropriate.

#### **10.08.13.05 MOTION**

Moved to approve the purchase of a digital camera for the Glen by the Secretary in the amount not to exceed \$200.00. The camera will be included in the Glen equipment inventory. Motion passed unanimously.

Landscape Chair, Corey Love, was commended for notifying residents of courts 2, 3 and 12 about the scheduled removal of two diseased trees near them.

Proposed Handbook changes for unassigned parking spaces were tabled until the Dec. meeting.

The proposed resolution concerning the use of common elements was discussed and tabled until suggested changes are compiled and a legal opinion is rendered.

#### **Vice President's Report**

The Fairlington Citizens Association (FCA) published an article about the Glen's concerns about Quaker Lane and 36<sup>th</sup> St. intersection safety issues in the October All Fairlington Bulletin and FCA has agreed to facilitate communications between the City of Alexandria and Fairlington. The article included Glen recommendations for improvements compiled by the Treasurer and several Glen residents.

Information on the FCA-sponsored 5K run in October has not yet been made available.

#### **Secretary's Report**

No report

#### **At-Large Member's Report**

No report

#### **Treasurer's Report**

The Management Agent was asked to remind our carpentry contractor to submit all invoices for work in Cts.1-4 for payment this year.

Walls Roofing will be paid in full with reserve funds.

The treasurer announced that he will transfer funds from reserves to pay for all of the roof work before the end of the year.

REI has submitted a draft of the reserves study along with a very detailed plat of Glen infrastructure. The plat has a zoom-in and -out capability.

The Treasurer asked that checks for private pool parties be posted to account 30190 Pool Income.

#### **10.08.13.06 MOTION**

Moved to approve in future violations letters: (1) the violation number in the Violations Tracking Report will be identified in the upper right as "Re: [number]" but Cardinal may continue to list its own file number in a footer at the bottom; (2) pending further advice from counsel, the mention of a penalty shall not be made; and (3) in any event, the mention of a penalty should be used only when the owner fails to cooperate. Motion passed unanimously.

**10.08.13.07 MOTION**

Moved to approve having the Treasurer contact legal counsel and ask follow-up questions about counsel's advice on how the Board may continue to levy fines for conduct violations. Motion passed unanimously.

**Landscape Committee Report**

Corey Love, Landscape Chair, reported that the beginning of King St. buffer enhancement project has been planted and residents are watering. The fall walk-through work is in progress.

**Management Report**

No additional report.

**Unfinished Business**

The Management Agent was asked to obtain estimates for the suggested repairs reported in the tot lot inspection report.

**10.08.13.08 MOTION**

Moved to go into closed session at 8:42pm to discuss individual homeowner delinquencies, items in the violations tracking report and other legal matters. Motion approved unanimously.

**10.08.13.09 MOTION**

Moved to return to open session at 9:00pm. Motion passed unanimously.

**10.08.13.10 MOTION**

Moved to turn over to legal for collection account #2037. Motion passed unanimously.

The Board asked the Management Agent to ask legal counsel for a more complete estimate of collection expense for account #2013, including attorney fees.

The Board agreed to table action on the draft violation letters prepared for violations V0026 and V0088.

The meeting was adjourned at 9:01pm.

The next scheduled meeting of the Board is Wednesday, November 6, 2013, at 6:30pm in the Fairlington Community Center.

Respectfully submitted,

Susan N. Hunchar  
Secretary