

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

October 14, 2014 Board Minutes

Held at the Fairlington Community Center

ATTENDEES: Jay Yianilos (President), Corey Love (Vice President and Landscape Chair), Maynard Dixon (Treasurer), Laura Knapp Chadwick (At-Large Member), Susan Hunchar (Secretary), Karen Conroy (Cardinal Management), Arlene de Strulle (Court 11), Mark Thomas (Court 3), Thora Stanwood (Court 2 Representative). Scott Tanner (Court 4) entered but did not stay for meeting.

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

Residents' Forum

Arlene de Strulle of Court 11, a new co-owner, had questions about the clean out for her unit. She also gave observations concerning the safety issues of crossing King Street at S. Taylor Street and turning into and out of S. 36th from Quaker Lane.

Marc Thomas of Court 3 had a recent sewer backup in his basement at 3563A1 S. Stafford Street and asked if anyone present has a basement bi-directional clean out and how it works. Restoration Engineering Inc. (REI) our engineering consultants, have proposed installing a bi-directional clean out in his basement and then using a camera to check for any problems where the Glen line meets the County line. The Treasurer will arrange for Mr. Thomas to meet two residents who have had this type of clean out installed.

10.14.14.01 MOTION

Moved to approve the minutes of the September 9, 2014 Board meeting. Motion passed unanimously.

President's Report

10.14.14.02 MOTION

Moved to ratify the prior email vote to approve the variance request for installation of an exhaust fan in the second floor bathroom at 4100 S. 36th Street (Court 5). Motion passed unanimously.

The Court Representatives Group (CRG) met on September 30.

The Board thanks Bill McShea of Court 11 for his many years as the Court Representative. Efforts are underway to recruit a new representative.

A notice about times for putting out trash was sent to all residents of Court 1 on September 10 in an effort to curb the practice of putting out trash overnight or on weekends.

The Glen will again submit an application to be selected as the "Community Association of the Year" sponsored by the Community Associations Institute.

The Glen Annual Meeting will be held on November 5. Information packets were distributed to co-owners on September 29 and 30.

The next regular Board meeting will be held on Wednesday, November 12, due to the community center closure for Veterans Day on Tuesday, November 11. Location of the meeting will be announced.

Inspections of the interiors of the twenty-three B Buildings were done by the President, the Treasurer and Thora Stanwood (Court 2 Representative) to determine if remodeling is necessary before 2016 or 2018 as proposed in the 2013 Reserves Study. Consensus was that most of the buildings require a "standard" hallway remodeling to include painting of the unit door/frame, the interior side of the front door, the bannister, the junk mail slot and surrounding area, and the chair moulding and area below to include the baseboard and shoe moulding. One building requires no remodeling since it was recently painted. Others require some work and carpet deep cleaning. These results were reported in a document circulated at the meeting and Cardinal Management was asked to use this document to obtain bids for the work.

Nelson Ordonez of our Onsite Staff has had annual leave approved for the period of November 6 through 26. Part time help for assisting Maria Castro will be sought, but the Treasurer expressed concern about the amount expended last year for similar replacement help.

A Fall Cleanup will be held on Saturday, November 8 or 15. The Spring Cleanup was successful and several residents have inquired about a fall follow up.

Cardinal Management was asked to get bids for replacing chimney screens on ten chimneys that are identified as needing them immediately.

Volunteer Appreciation Night was held on September 15 and was successful and fun.

The Onsite Staff has begun to paint the white posts that are around the 36th Street circle and at entrances to some courts.

Landscape Chair's Report

Reseeding of the lawn at the corner of S. Taylor and S. 36th Streets and the area between Courts 2 and 3 has been postponed due to the work being done by Dominion Virginia Power and Autumn Contracting, Inc.

10.14.14.03 MOTION

Move to approve the proposal from Environmental Enhancements (EE) for fall enhancements for the amount of \$5,071. Motion passed unanimously.

Thrive, Inc. will remove the diseased Sycamore in Court 1 this month and EE will plant a replacement Red Maple when the soil is ready.

Treasurer's Report

Cardinal Management was asked to obtain bids for replacement of the middle attic dormer window in the Court 3 B Building at 3571 S. Stafford Street. The window sill is damaged; but replacing the whole window will be more cost-effective.

10.14.14.04 MOTION

Moved to approve the proposal from James R. Walls Contracting, Inc. for extending the copper strip leftward over the rest of the roof of the building in Court 6 to rid the roof of moss discoloration, for the amount of \$650.00. Motion passed unanimously.

Cardinal Management was asked to transfer all contingency funds from the Glen's operating account in United Bank to its newly created contingency savings account in the same bank, as the Board directed it to do earlier in the year.

Secretary's Report

Cardinal Management, the Onsite Staff and the Secretary will review items completed and outstanding from the maintenance report done by Dave Sherman and Bob Wilson in 2013.

At-Large Member's Report

The Handbook update pertaining to the common areas Resolution 14-01 was presented and reviewed.

The At-Large Member is designing a survey to capture opinions about the use of the paddleball court.

Management Report

Roof replacement in Courts 3 and 14 by Autumn Contracting, Inc. (Autumn) has begun. REI met with Autumn about various concerns that have been reported. The Treasurer will be the contact with REI for the roofing project.

REI will schedule the final inspection of 2013/2014 roofing done by Walls in Court 2. Cardinal Management has repeatedly informed Walls that the inspection and correction of some work must be done before final payment is made.

Engelking continues to make necessary repairs to cornices and lentils in Court 2. Mr. Engelking has been instructed to submit detailed invoices for the work and to submit all invoices before year's end. The Treasurer commented that (1) all invoices should be submitted sufficiently early to allow them to be paid under this year's budget and (2) the invoices for the painting related work in Courts 5-8 should be specifically identified as pertaining to that work.

Final inspection of painting in Courts 5-8 by Nova Painting (Nova) was done and Nova has been paid.

Power Systems Electric (PSE) will inform the Board of the installation date of the lighting enhancements in the area by the basketball court and Courts 12 and 13 during the week of October 20.

NVM Contractors has not presented a schedule for the parking lot pavement project in Courts 1,5,6,7,9,10,12,14,15,16. The Treasurer has prepared a plat of parking spaces for re-striping and stenciling the parking spaces correctly. Maria Castro will supervise re-striping and Cardinal Management will inspect final work.

Bids for the 2015 pool contract will be requested from Atlantic Pool Service, High Sierra Pools and Neptune Aquatics. Cardinal Management was asked to include season-end wrapping of furniture in the contract.

In response to the sewer-line backups that have occurred this year, the "unflushables" flyer will be distributed to all residents at least twice yearly. The At-Large Member suggested using Facebook to post messages in another attempt to reach more residents.

The Treasurer asked Cardinal Management to seek a contractor for onsite annual maintenance of the snow blower and the new tractor.

Proposed changes to the use of unassigned parking spaces continue to be considered.

The Basketball Committee Chair suggested waiting until after winter to check if repair of the damaged edge of the court is needed.

The irrigation system in the 36th Street circle is being repaired by the County's contractor.

10.14.14.05 MOTION

Moved to go into closed session at 8:25pm to discuss individual homeowner delinquencies, violations and other legal matters. Motion passed unanimously.

10.14.14.06 MOTION

Moved to return to open session at 8:55pm. Motion passed unanimously.

10.14.14.07 MOTION

Moved to continue legal proceedings for account 2013. Motion passed unanimously.

10.14.14.08 MOTION

Moved to turn over to legal for collection accounts 1008, 3025 and 5016 and a 10-day demand letter for account 2059.
Motion passed unanimously.

The meeting was adjourned at 8:57pm.

The Board will meet in an Executive Session on October 21, 2014 at 7:00pm to discuss individual homeowner delinquencies, violations and other legal matters.

The next scheduled meeting of the Board is Wednesday, November 12, 2014, at 7:00pm at a location to be determined.

Respectfully submitted,

Susan N. Hunchar
Secretary