

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
October 13, 2015 Board Minutes
Fairlington Community Center

ATTENDEES: Jay Yianilos (President), Susan Hunchar (Vice President), Thora Stanwood (Secretary), Maynard Dixon (Treasurer), Laura Knapp Chadwick (At Large), Karen Conroy (Cardinal Management).

CALL TO ORDER: The meeting was called to order by the president at 7:00pm.

RESIDENTS' FORUM –

Tina Collier (court 3) suggested that the court entrance signs should be replaced because they look worn. The treasurer suggested that she take photos of other Fairlington association signs and look at trade publications.

She also suggested that the carpet in the B-unit buildings should also be replaced because they appear to be quite dirty. The treasurer suggested that a list of the worst carpets be created. The secretary suggested hiring a professional cleaner to see if the carpets are cleanable instead of having to be replaced. The management agent was asked to get cleaning estimates based on a list of the seven to ten worst carpets.

Bill Worsley (court 16), Lee Henry (court 1), Maren Smith (court 3), and William Stoppel (court 11) in attendance.

APPROVAL OF THE MINUTES:

10.13.15.01 Motion. Moved to approve the minutes of the September 8, 2015 board meeting. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President -

The Volunteer Appreciation event held on September 21 was well attended and very successful.

The president and vice president attended the Cardinal Management sponsored seminar called "The Six" on October 1. A panel of industry experts discussed major topics affecting community associations and their boards. Topics included insurance, Virginia legislative updates, delinquencies, and the Federal Fair Housing Act.

The e-mail approval given by the board on September 20, 2015 to approve the Environmental Enhancements (EE) proposal dated September 15, 2015 in the amount of \$5,754 for fall landscape enhancements was duly recorded.

The board approved the proposal from Wagner Roofing for emergency repairs at 4154 S. 36th Street (court 6) in the amount of \$5,525.00 on September 28, 2015. It is now duly recorded.

The e-mail approval given by the board on September 21, 2015 to grant access to Glen property by ECS Mid-Atlantic to drill four two-inch wells between Courts 1 and 2 for

the purpose of testing soil and groundwater as part of their investigation with the shopping center across Quaker Lane was duly recorded.

There are two new court reps – Bob and Melinda Patrician for court 11 and Katherine Frazier in court 13.

The president and secretary, Jonathan Ansley of the Fairlington Citizen's Association, and seven Glen residents met with Bob Garbacz of the Department of Transportation and Environmental Services of Alexandria on September 24, 2015. Issues regarding the blocking of Quaker Lane at S. 36th Street and problems with turning left onto S. 36th Street were discussed. Mr. Garbacz will research ideas to improve movement through that intersection.

The Glen's contact list, with full contact information, is open to all on the Glen's web site. The question concerning privacy was raised. It was decided to discuss this issue when the new board is in place after the annual meeting in November.

The application for Association of the Year award was submitted to Community Associations Institute (CAI).

The Glen's annual meeting is scheduled for Wednesday, November 4, 2015. The annual meeting information package was mailed to the co-owners October 9, 2015.

10.13.15.02 Motion. Moved to approve the variance request for 4223 S. 36th Street (court 11) once the canopy is moved from above the windows to above the French doors and the mortar work needed, where the canopy is removed, is completed to match existing mortar to greatest extent possible. The kitchen renovation was done prior to the submittal of the required variance request; however, Greg Lukmire, the Glen's variance chair, requests approval if the above work is completed satisfactorily. Motion passed unanimously.

Vice President –

This was the last board meeting for the vice president. She thanked the board for three years of interesting and challenging assignments and their cooperation and goodwill over the years. Many activities and meetings were fun and she learned a lot. Karen Conroy was thanked for her support as our property manager.

Dominion Virginia Power has been contacted to provide paint for the rusted and unsightly transformers. The Glen's onsite staff will do the painting.

The latest handbook updates and links are being tested on web site.

Treasurer –

A check in the amount of \$25.00 from Trista Ann Nealon was given to the management agent for a non-private pool party:

The Treasurer reported that, on October 11, 2015, he e-mailed Jessica York, the head of accounting at Cardinal: (1) noting that the September invoices show a monthly deposit of \$600 to the Glen's contingency reserve savings account at United Bank, rather than the \$300/month required by the Glen's 2015 budget; and (2) inquiring whether Cardinal has been regularly depositing the proper budgeted contingency reserve additions to that account.

10.13.15.03 Motion. Moved to approve the NVM snowplowing proposal dated October 6, 2015 in the amount of \$135 per hour with a four hour minimum for use of the bobcat loader, \$125 per hour with a four hour minimum for use of the plow truck, and \$250 per ton of spread sand for the streets with a two ton minimum and a \$100 delivery charge. Motion passed unanimously.

10.13.15.04 Motion. – Moved to approve the PSG porch repair proposal dated October 6, 2015 in the amount of \$8994.00. Motion passed unanimously.

The management agent was asked to contact Atlantic Pool Service for references of previous pool white coatings the company has done.

10.13.15.05 Motion. – Moved to approve the Atlantic Pool Service proposal dated September 29, 2015 in the amount of \$1875.00 to install non-slip matting in the men's and women's bath houses. Motion passed unanimously.

Secretary –

The ECS Mid-Atlantic project, noted under the president's report, was completed in three hours on October 8, 2015 with little disruption to the residents in courts 1 and 2. Ms. Utility was contacted by ECS and marked the area on October 7, 2015. The report of any findings should be received by the management agent and board within two weeks.

The management agent was asked if any proposals, other than the one from Environmental Enhancements, had been received regarding security fences for the Quaker Lane and King Street entrances to the Glen. None have been received to date. The secretary stated that she would contact T.C. Williams high school about the students who have been trespassing on Glen property.

The management agent was asked if any proposals had been received regarding sidewalk repair work and porch mortar work. None have been received to date.

The management agent will pursue proposals for security fences, sidewalk repairs, and porch mortar work.

At Large – No report.

COMMITTEE REPORTS:

The landscape committee was represented by Arlene de Strulle (chair).

The aeration and seeding of the lawns by Environmental Enhancements (EE) was not handled well due to rainy weather. A meeting with EE is scheduled for October 16, 2015 to discuss this issue and to ask for a schedule of services through the end of the year. The landscape committee members will provide oversight when the EE crews are working in the Glen.

Two suggestions have been made on how to best utilize the remaining funds in the 2015 landscape budget ... plant pansies, a cold weather flower, around the Glen ... purchase a tree to be planted in the pool area as a commemoration to Dale May, a long-time Glen co-owner and landscape committee member.

Arlene De Strulle, Barbara Dean, and Thora Stanwood will work with EE and will track the landscape budget. Roxanne Sykes will work with the tree contractor and

Arlington County regarding the county's trees. Tina Collier and Carolyn Lathey will manage the red reflector program.

The president asked when the fall cleanup will be held. The chair stated that a date had not been set.

Tina Collier asked what the deadline is for submitting articles for the Glen Echo. The president stated that it is the 23rd of the month.

MANAGEMENT REPORT:

The work schedule from Wagner Roofing was received for the roofing project presently underway in courts 9 and 10. The estimated completion date is December 16, 2015.

NVM Paving completed the punch list in courts 1, 10, 5, 7, 12, 15, and 9.

The workers compensation package was renewed for the period of November 1, 2015 – November 1, 2016 for the Glen's onsite staff.

EXECUTIVE SESSION:

10.13.15.06 Motion. Moved to go into executive session at 8:20pm to discuss individual homeowner delinquencies, violations, and other legal matters. Motion passed unanimously.

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

10.13.15.08 Motion. Moved to waive one \$60 bad check charge for account #4011. Co-owner is still responsible for the remaining \$85. Motion passed unanimously.

10.13.15.09 Motion. Moved to send a follow up letter with a 60-day deadline for violation #V0017. Motion passed unanimously.

10.13.15.10 Motion. Moved to propose to the owner of account #2118 that the Glen absorb \$170 of the \$340 Thrive bill. Motion passed unanimously.

10.13.15.11 Motion. Moved to split the \$832.41 ServPro bill between the owner of account #3072 and the Glen. Motion passed by four board members. The secretary abstained.

ADJOURNMENT: The meeting was adjourned by the president at 9:04pm.

The next scheduled meeting of the board is Tuesday, November 10, 2015, at 7:00pm in the Fairlington Community Center.

Respectfully submitted,

Thora Stanwood
Secretary