

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
October 11, 2016 Board Minutes
Fairlington Community Center

ATTENDEES: Jay Yianilos (President), Thora Stanwood (Vice President), Maynard Dixon (Treasurer), Lee Henry (At-Large Member), and Terry McGuire and Candace Lewis (Cardinal Management). Bill Worsley, Secretary, arrived at 7:07pm.

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

RESIDENTS' FORUM:

Sallie Schools, 3536-B1 S. Stafford Street (court 13), noted in her variance request that no load bearing wall was involved and that she would work with one of the Glen's roof contractors to verify that there would be no leakage from the new skylights.

10.11.16.01 Motion. Moved to approve the variance request for 3536-B1 S. Stafford Street (court 13) for an attic renovation which will include skylights. Motion passed unanimously.

APPROVAL OF THE MINUTES:

10.11.16.02 Motion. Moved to approve the minutes of the September 13, 2016 board meeting. Motion passed unanimously.

COMMITTEE REPORTS:

No reports.

BOARD MEMBERS' REPORTS:

President --

Cardinal Management has submitted the Glen's entry in the CAI Community Association of the Year award contest.

By e-mail vote on September 27, 2016, the board unanimously approved a contract with G&V Tree & Landscaping Services in the amount of \$2,522.50 for tree work around the Glen. The vote is hereby duly recorded.

The management agent will ask concrete and brick/mortar contractors what snow melt products are best to use on the stoops and sidewalks when it snows or sleets.

Motion 9.13.16.10 from September's board meeting allowed the president to approve a contract for repairs at 3509B S. Stafford and 4137 S. 36th as long as it did not exceed \$5,400. The president signed a contract with Walls in the amount of \$5,400.

The president gave the management agent a list of the remaining chimney screens that need to be replaced and asked her to seek proposals.

The sidewalk repair/replacement project will be started at the end of October by the contractor, TD&D.

It was noted that the Glen's annual meeting is scheduled for Wednesday, November 2 at 7:00pm in the Fairlington Community Center.

Vice President –

The management agent was asked to contact the pool contractor to verify that the winterization of the pool has been completed.

ECS Mid-Atlantic just submitted its report of the findings from its recent drilling for dry cleaner solvent in the ground water under courts 1 and 2. A meeting will be set up with ECS for clarification of the findings.

Environmental Enhancements' proposal in the amount of \$448 for the removal and/or trimming of bushes in courts 9 and 10, to clear the way for the stoop repairs, was signed by the president.

The secretary and vice president are working on communications with courts 9 and 10 regarding the upcoming stoop repairs/replacements.

The vice president will create a list of exposed Comcast wires before the meeting scheduled with Comcast on Wednesday, October 19.

Treasurer –

The treasurer raised the topic of fining for violations under certain circumstances. An amendment to Article 6, section 6 of the Glen bylaw is required. This topic and the proposed amendment will be discussed at the December board meeting.

10.11.16.03 Motion. Moved to approve the NVM snow removal contract, contingent upon the addition to the contract that snow not be plowed into empty parking spaces in the courts. Cardinal will work with NVM to procure a revised agreement reflecting this contingency. There is no increase in the hourly pricing from last year. Motion passed unanimously.

At the Treasurer's request, Cardinal agreed to check on its implementation of the accounting resolution that was approved at the August Board meeting.

At the Treasurer's request, Cardinal agreed to check whether they had re-issued a check for \$431.07 to the Pool Committee Chair, as requested at the September Board meeting.

At the Treasurer's request, Cardinal agreed to pursue getting counsel to submit his accounting of the proceeds from the Glen's recent foreclosure action in Account 2013.

Secretary –

The secretary/maintenance chair met with Williams' painting foreman and reviewed the prep work and painting that has been completed in court 13. The quality of the work has been very good. It was noted that there are not many sections of rotted wood that require the carpentry company, Kolas, to be called in as yet.

The painting foreman pointed out some broken or missing house numbers. The Glen's on-site staff will be asked if they have numbers in stock. The secretary located an online company that sells the same style numbers that are used in the Glen. He will send the management agent the link to the company to buy a quantity of each number.

The management agent was requested to ask REI, the Glen's engineering firm, to submit the list of spot roof problems that must be repaired.

The management agent will follow up with REI to see if bids were received regarding the copper strips that are to be installed on two roofs to remove stains. The roofs are at 3583 S. Stafford (court 3) and 4300 S. 35th (court 16).

At Large –

The board met with Lloyd Saunders of Verizon on October 6 regarding FiOS coming to the Glen. Mr. Saunders and the board visited Fairlington Arbor where Mr. Saunders provided explanations of and answers to questions re the infrastructure setup that would take place at each unit, the plan for the three phases of the project, and an estimated timeline for the project. Mr. Saunders will be provided with a location list of French drains, sump pump lines, etc. and a plat that covers the underground structures around the Glen. The at large member will draft a letter to the co-owners asking if they have a French drain, etc. and to provide the location of same, so Verizon will not interfere with the underground structures when burying the FiOS lines.

Phase I is the installation of PVC gray pipe from the back of a unit's fence up to the unit's back wall. Phase II is placement of ground-level junction boxes which may connect up to eight units. Phase III is the connection of all the junction boxes to Verizon's main junction box, which will physically connect all units to the Verizon optical system. Once the lines outside the units are fully connected, the lines will be tested, a database will be built, and network connection will be created. A unit owner can then go to Verizon's website to see if his/her unit is FiOS ready, and can then set up an appointment with a Verizon contractor to connect the outside line to the inside of the unit.

10.11.16.04 Motion. Move to approve the Verizon FiOS Final Design Checklist to start on or after October 15, 2016. Motion passed unanimously.

The management agent will provide a pdf of the signed Final Design Checklist to Mr. Saunders. Once received, Mr. Saunders will notify Verizon's contractors to purchase the materials for Phase I.

A pre-construction meeting may be held for the board to meet with the contractors to discuss the work schedule and answer questions.

MANAGEMENT REPORT:

The management agent stated that TD&D, when doing the sidewalk repairs/replacements the end of October, will grind down two sections of sidewalk at 4303 and 4305 S. 36th (court 10) so that they are level and do not present a tripping hazard.

EXECUTIVE SESSION:

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

The board reconvened in regular session at 8:26 p.m.

10.11.16.06 Motion. Moved to turn account #1047 over to legal counsel for collection. Motion approved unanimously.

ADJOURNMENT: The meeting was adjourned by the president at 8:28 p.m.

The next scheduled meeting of the board is Tuesday, November 15, 2016, at 6:45 p.m. in the Fairlington Community Center.

Respectfully submitted,

Thora Stanwood
Vice President