

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
September 10, 2013 Board Minutes
Held at the Fairlington Community Center

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

Theresa Melson represented USI Insurance Services LLC.

CALL TO ORDER:

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

Residents' Forum

There were no residents in attendance.

Ms. Melson gave a review of the Glen's coverage and condominium insurance over the past two years and the effects of them on the Glen.

09.10.13.01 MOTION

Moved to approve continuing the Glen's property and casualty insurance program for twelve months effective September 24, 2013 per renewal proposal Option 1 dated September 6, 2013 as presented by USI Insurance Services for the amount of \$65,165. Motion passed unanimously.

09.10.13.02 MOTION

Moved to approve the August 13, 2013 meeting minutes. Motion passed unanimously.

President's Report

09.10.13.03 MOTION

Moved to approve the variance request for a hand rail at 3576 S. Stafford St. Motion passed unanimously.

09.10.13.04 MOTION

Moved to ratify prior verbal and email votes to approve the request for installation of a satellite dish at 3611 A2 S. Taylor St. Motion passed unanimously.

The Community Forum, End of Summer Pool Party and Dog Swim were reviewed as successes. One suggestion for next year's Dog Swim is to start it earlier in the evening. The President thanked the Pool Committee for a great season.

Letters were sent to all owners and residents of Court 11 concerning parking in assigned spaces and availability of the onsite staff spaces. Space 360 is now an unassigned space and will be marked accordingly by the onsite staff.

Cardinal Management will have a sign erected at the alley between Courts 6 and 7 stating that only emergency and authorized vehicles may park in the alley.

Cardinal was asked to identify a brick mason to train the onsite staff to do minor stoop repairs.

No amendments to the 2014 draft budget were submitted.

Board members were asked to draft a one-page description of their duties as a Board member. It is hoped that a simple outline like this will be helpful to future Board members.

Vice President's Report

No report

Treasurer's Report

The Treasurer stated he intends to draft the 2015 budget to comply with the recommendation in the 2013 audit report that the Glen avoid budgeting only the subtotals of certain line items rather than having a separate budget for each of those line items.

Secretary's Report

No report

At-Large Member's Report

No report

Landscape Committee

Corey Love, Chair, reported that he expects to receive the estimate for the Fall walkthrough work from Environmental Enhancements (EE) by next week.

The At-Large Member expressed her interest in having the perimeter tree replacement work done on an accelerated pace and asked that another contractor be contacted for a proposal.

Corey responded that at the end of the year, he expects to have \$3,000 remaining to be spent, which he proposed to transfer to the perimeter tree project, thus allowing a total of \$8,000 to be spent on perimeter work for this year.

09.10.13.05 MOTION

Moved to approve the proposal from Thrive, Inc. to remove the diseased pin oak tree between Courts 2 and 3 near 3567 S. Stafford St. for the amount of \$3150.00. Motion passed unanimously.

09.10.13.06 MOTION

Moved to approve the proposal from Thrive, Inc. to remove the diseased hemlock at 3574 S. Stafford in Court 12, trim the large leader branch of the sweet gum tree growing toward the unit at 3537 S. Stafford St., prune the red maple tree at 4121 S. 36th St., prune the hemlock tree at 4304 S. 35th St., and prune the golden rain tree at 4304-4310 S. 35th St. for the amount of \$2120.00. Motion passed unanimously.

MANAGEMENT REPORT

Walls expects to begin the Court 2 roof project in the first week of October.

Leslie Engelking met onsite with and several Board members and residents about carpentry work and new parameters for work and oversight were discussed. Wood substitutes for columns and supports will be used where possible and the spindle columns will be phased out and replaced with round/Doric columns.

Our three-year pool contract is coming to an end. The president will soon meet with the pool committee and ask them to begin the process of seeking bids for a new contract.

Unfinished Business

The Eagle Scout bench proposal was tabled until requested information is provided by resident.

The proposed new maintenance service door hanger is being revised to include Board suggestions.

The Tot Lot inspection report by Maryland Materials Playgrounds was received and is very thorough. The Board will review and consider actions needed.

The tire swing replacement is dependent upon the Tot Lot inspection report and Board action.

New Business

Discussion of installation of a French drain between Courts 2 and 3 was tabled until the October meeting.

09.10.13.07 MOTION

Moved to approve motion to authorize the Glen Archivist, Margaret Windus, to proceed to update the Glen's data disks as recommended in her memo dated 8-20-13, Exhibit K of the September Management Report, subject to (1) the addition of tax returns to the database and (2) a preliminary budget limit of \$1,500. Motion passed unanimously.

09.10.13.08 MOTION

Moved to approve motion to authorize the Glen President or Secretary to continually update the Handbook with new dates, names, contact information, and other non-substantive changes and to post the updated versions on our web site. Motion passed unanimously.

09.10.13.09 MOTION

Moved to approve the revision of the vehicle towing information in the Handbook to eliminate the requirement of a towing code and to add that the requesting resident or owner be present with appropriate identification during the towing. Motion passed unanimously.

A motion to revise another part of the towing section of the Handbook was tabled until the October meeting.

The Treasurer asked, without objection, that Terry inform Karen that certain violation letters need more explanation of the reasons for the rules.

09.10.13.10 MOTION

Moved to go into closed session at 8:52pm to discuss individual homeowner delinquencies, items on the violations tracking report and other legal matters. Motion passed unanimously.

09.10.13.11 MOTION

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

The Treasurer stated that he would be drafting a violations letter to deal with Violation No. V0026 for consideration at the next Board meeting.

The meeting was adjourned at 9:01pm.

The next scheduled meeting of the Board is Tuesday, October 8, 2013, at 7:00pm in the Fairlington Community Center.

Respectfully submitted,

Susan N. Hunchar
Secretary

