

## **FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**

**February 12, 2019 Board Minutes**

**Fairlington Community Center**

**ATTENDEES:** Charlie Robbins (President), William Layer (Vice President), Jeremy Wiedemann (Secretary), Maynard Dixon (Treasurer), TJ Doyle (At-Large) and Candace Lewis (Cardinal Management).

**CALL TO ORDER:** The board meeting was called to order by the president at 6:30 p.m.

### **ENVIRONMENTAL UPDATE:**

Thora Stanwood and the management agent gave an update on the chemical contamination issue resulting from the former location of the Fern Street dry cleaner. The management agent communicated that our environmental attorney would come to the March meeting to give an update on the on-going proceedings. The management agent also communicated that there will be questions from the Fair Housing Authority (FHA) while conducting the upcoming FHA re-certification this summer due to the outstanding legal expenses owed to the association by the site owner (this was an issue during the last certification). Also, a report was communicated today (2/12) that addressed specific concerns of odor in a court 14 co-owner's unit and the preliminary results were positive.

Thora communicated the results of the email exchanges she had with Trent Zivkovich from the law firm Whiteford Taylor Preston. Thora plans to follow up with Trent to see how co-owners will be reimbursed for the electricity needed to run the in-unit SSDS systems.

### **COMMITTEE REPORTS:**

<Thora Stanwood presented in this order as she had another appointment.>

Landscape committee member Thora Stanwood communicated that she and landscape co-chair Barbara Dean attended a cross-neighborhood meeting in the Arbor addressing a King Street Beautification Plan. Two co-owners in the Arbor have been in contact with officials from Alexandria and are making progress with getting some potential plantings along the King Street boundary outside of the multiple Fairlington associations' fence lines. More information will be coming as the group continues to meet. Three motions related to landscaping were then approved by the board.

**2.12.19.01 Motion.** Moved to approve three landscape bids presented for approval: Environmental Enhancements Liquid Fungicide Application for the Quaker Lane Photinias in the amount of \$813. Environmental Enhancements Solu-Cal Lime Application for the turf in the amount of \$1,499. Environmental Enhancements Pruning/Disease Removal of the Quaker Lane Photinias in the amount of \$5,336. Motion passed unanimously.

### **RESIDENTS' FORUM:**

Residents attending included Ellen McDermott (court 14), Thora Stanwood (court 2), Michael Wells (court 7), and Joey Seich (court 16).

Ellen McDermott thanked the management agent for the quick response to a rodent issue in Court 14.

Thora Stanwood noted that a sinkhole was beginning to form in the court 2 parking lot and the management agent will be sending REI to investigate (see new business).

### **BOARD MEETING MINUTES:**

**2.12.19.02 Motion.** Moved to approve the minutes of the January 8, 2019 board meeting (with three updates from the version in the board packet). Motion passed unanimously.

**2.12.19.03 Motion.** Moved to create an annotation to the December 2018 minutes to change the address of the approved sewer repair from 3514 S. Utah St to 3543 S. Utah St. Motion passed unanimously.

### **BOARD MEMBERS' REPORTS:**

President –

The President noted that we have had some harsh weather but only one snow event that required using the snowplow contractor to clear lots. The President also noted that the onsite maintenance staff has done a great job keeping paths clear and free of ice.

Vice President –

The Vice President noted that a property in his court has transferred ownership with no concerns.

Treasurer –

The Treasurer had several motions to bring forward for voting.

**2.12.19.04 Motion.** Moved to authorize a 2.2% raise for the onsite staff retroactive to January 1, 2019. Motion passed unanimously.

**2.12.19.05 Motion.** Moved to approve the carpentry repair work in courts 5-8 by Kolas Contracting in the amount of \$28,500. Motion passed unanimously.

**2.12.19.06 Motion.** Moved to approve spot roof and gutter inspections by Restoration Engineering Incorporated (REI) in the amount of \$5,680 on courts 9-12. Motion passed unanimously.

**2.12.19.07 Motion.** Moved to approve issuance of a credit card for use by the onsite staff with a limit of \$2,500. This card will take the place of petty cash with the exception of petty cash needs during the snow removal season. Motion passed unanimously.

**2.12.19.08 Motion.** Moved to appoint the At-Large Member as the liaison for the new Glen website. Motion passed unanimously.

A Pipe Repair at 3543 S. Utah St will proceed (as the co-owner reported another problem with a toilet backup). Hearing no objection from the board, this previously

approved work will be scheduled as soon as possible by the contractor Dwyer Plumbing Corp.

**2.12.19.09 Motion.** Moved to table action on the bids from Walls and Kolas for gutter repair work at 4215 S. 36 Street (Court 11) until REI is able to review them to ensure that they meet the Glen's installment specifications. Motion passed unanimously.

A variance request was discussed regarding an egress window installation at 4103 S 36<sup>th</sup> St. There was some concern because this window variance was in the front of the unit and the approval received from the variance coordinator had some uncertainty included regarding the structure stability of a change to the front of a building. The Treasurer will enquire whether the resident submitting the request is willing to install the egress in the side window well, and will report back at the March meeting.

Secretary –

**2.12.19.10 Motion.** By email, the board unanimously voted to approve the contract with James R. Walls Contracting Co., Inc. in the amount of \$1,955 for roof and gutter repairs at 3525-A S. Stafford St. This vote is duly ratified and recorded.

**2.12.19.11 Motion.** By email, the board unanimously voted to approve the contract with Dwyer Plumbing Corp. in the amount of \$13,700 to remediate a sewer backup at 3523-B S. Stafford St. This vote is duly ratified and recorded.

**2.12.19.12 Motion.** By email, the board unanimously voted to void the contract with James R. Walls Contracting Co., Inc. in the amount of \$2,800 for chimney repairs at 3520-B1 S. Stafford St. as the scope did not meet REI's specifications. This vote is duly ratified and recorded.

**2.12.19.13 Motion.** By email, the board unanimously voted to approve the contract with James R. Walls Contracting Co., Inc. in the amount of \$12,400 to repair and repoint a leaking chimney to REI's specification at 3520-B1 S Stafford St. This vote is duly ratified and recorded.

**2.12.19.014 Motion.** Moved to approve the Court 6 sidewalk drainage repair at 4144-4148 S 36<sup>th</sup> St by Environmental Enhancements in the amount of \$2,019. Motion passed unanimously.

**2.12.19.015 Motion.** Moved to approve the Court 4 sidewalk drainage repair at 4125-4129 S 36<sup>th</sup> St by Environmental Enhancements in the amount of \$2,201. Motion passed unanimously.

At-Large -

The At-Large Member introduced the Glen Webmaster Joey Seich who gave an update.

- The new site has been uploaded to <https://fairlingtonglen.com>
- The site is live and actively being updated with new content
- The webmaster has incorporated the feedback she received from the board
- The contact info on the site has been updated
- The webmaster recommends forwarding all links from the previous site to the main page of the new site

- The webmaster will reach out to the former site webmaster about deactivating the prior site.
- The management agent will contact Jay Yianilos about sending a note using the Glen Alerts informing residents of the new site and this will also be communicated to the court reps.
- The webmaster is working to utilize Mail Chimp to bring together a master mailing list of all Glen residents for better communication.

### **MANAGEMENT REPORT:**

The management agent communicated that the KGS Phase II Stoop Work AIA Contract was ready for signature by the President.

The management agent is awaiting a proposal from James R. Walls to repair the leak at 4119 S 36<sup>th</sup> St which is being coordinated by REI. The board and management agent noted the increase in frequency of both leaks and pipe repair and again indicated the need for strong reserves to afford this required maintenance.

The management agent communicated that painting specs are ready to be circulated for bidding for the annual cycle work in courts 9-12 and the board agreed to send them.

The management agent communicated that a single vendor decided to re-define the scope of a sidewalk repair contract and entered a bid that was ten times larger than others. Voting on these repairs will be tabled for a future meeting.

The management agent communicated that most other communities have a management authorized spending threshold greater than the \$1,000 the Glen has written into the contract with Cardinal Management. The management agent normally sees thresholds from \$2,500 - \$5,000.

**2.12.19.016 Motion.** Moved to increase the management spending threshold to \$5,000 with all spending officially communicated to the Treasurer and President as it happens and then to the entire board in the monthly meetings. Motion passed unanimously.

The management agent asked the board to please provide a 2019 calendar of events to help in communicating the schedule for the upcoming year. The Secretary will send those dates to the management agent via email.

### **COMMITTEE REPORTS:**

The Secretary communicated that the Pool Committee met on February 11 and has finalized the 2019 scheduling including dates for the parties. The Pool Committee chair will give an update at the March Glen Board Meeting.

### **OLD BUSINESS**

None reported.

### **NEW BUSINESS**

The President noted that in addition to the sinkhole reported in the parking lot of Court 2 there is also one developing in lawn of Court 13 near 3528 and 3530. The management agent mentioned that she will have REI investigate both of these sink holes and the large one at the south end of the basketball court.

The management agent communicated that she has identified multiple contractors who have a new procedure for sidewalk leveling. This procedure involves injecting matter under the sidewalk instead of cutting existing "good" sidewalk panels.

## **EXECUTIVE SESSION**

**2.12.19.017 Motion.** Moved to go into executive session at 7:53 p.m. Motion passed unanimously.

The board reconvened in regular session at 8:02 p.m.

**2.12.19.018 Motion.** Moved to send a 10-day follow up notice to account 3078-01 and if no response is received forward to legal for additional collection activity. Motion passed unanimously.

**2.12.19.019 Motion.** Moved to follow up with legal on the next actions needed to address delinquent account 2113-01. Motion passed unanimously.

**ADJOURNMENT:** The meeting was adjourned by the President at 8:03 p.m.

The next scheduled meeting of the board is Tuesday, March 12, 2019, at 6:30 p.m. at the Fairlington Community Center.

Respectfully submitted,

Jeremy Wiedemann  
Secretary