

DRAFT

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
March 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), Trent Zivkovich (Whiteford Taylor Preston).

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

ENVIRONMENTAL UPDATE:

Trent Zivkovich from the law firm Whiteford Taylor Preston gave an update on the chemical contamination issue resulting from the former location of the Fern Street dry cleaner.

RESIDENTS' FORUM:

Residents attending included Ellen Robbins (court 14), Thora Stanwood (court 2), Allan Glascock (court 4), Edward Krachmer (court 5), Susan Hunchar (court 10), Lori Derkay (court 12), Monica Wiedemann (court 6), and Elise Anderson (court 4).

Thora Stanwood noted that a raccoon had been sighted behind courts 2 and 3 and the management agent stated that a pest control company has been contacted to address this matter.

Questions were raised about two projects underway with wires behind court 14 and court 12. The President noted the work in court 14 was Comcast replacing the existing lines with fiber optic lines and court 12 was Fios lines that will be buried once work is completed. There were additional questions about Fios from the resident's forum and it was recommended to contact the management agent for the proper contacts for new service installed or if residents have concerns with existing service.

BOARD MEETING MINUTES:

3.12.19.01 Motion. Moved to approve the minutes of the February 12, 2019 board meeting (with an update to remove the appendix from the version in the board packet). Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President –

The President noted that onsite maintenance staff has continued to do a great job keeping paths clear and free of ice with the latest snow. The President also noted that the final major roof project has completed in court 13 and that the contractor had again done a great job and really had the area looking repaired. There was a follow up question on the re-seeding of the grass but the management agent noted that the seed would be spread as the weather warmed up.

Vice President –

The Vice President noted that there was a large amount of mud and debris built up on 36th street near Quaker Lane. The management agent suggested submitting an online work order to the county as the street is their maintenance responsibility.

Treasurer –

The Treasurer had several motions to bring forward for voting.

3.12.19.02 Motion. Resolved that – (1) henceforth, sums owed in connection with efforts to collect unpaid dues will be written-off as Account 50400 Bad Debts Expense when the accounts are sent to legal counsel for collection; and (2) any sums recovered will be posted to Account 30920 Bad Debt Recovery, Account 51092 Legal Fee Reimbursement, and other appropriate accounts. Motion passed unanimously.

3.12.19.03 Motion. Resolved that, for 2019 and until further notice, interest earned on the Glen’s investments will be charged 79% to Account 90005 Replacement Reserve Interest and 21% to Account 20410 Members Equity. Motion passed unanimously.

3.12.19.04 Motion. Resolved that the Glen President may sign-off on Alan Glascock’s application to install an egress window at the front of his unit at 4103 S. 36 Street, provided that the following two additional conditions be added in the application form’s box for Comments – (1) completion of the permitting process described in *Step #4 – Building Permit*, above; and (2) upon completion, replacement of existing shrubbery as directed by the Landscape Committee. Motion passed unanimously.

3.12.19.05 Motion. Moved to approve variance for a door lock change at 3563A-2 S. Stafford Street, effective when an application form describing the change is submitted to the variance coordinator.

Motion passed unanimously.

Note: The owner had not submitted a formal request to the Board due to uncertainty by the variance coordinator over whether a variance was needed. The Treasurer explained that, to save time for the owner, he was proactively offering this motion for advance approval prior to the owner’s submission of an application form.

3.12.19.06 Motion. Moved to approve the contract in the amount of \$7,840 with James R. Walls Contracting Co., Inc. for chimney repairs at 4119 S. 36th Street. Motion passed unanimously.

3.12.19.07 Motion. Moved to approve the contract with NVM Paving and Concrete Paving in the amount of \$4,500 for sidewalk repair. Motion passed unanimously.

Secretary –

The Secretary noted that the bulletin board by the community pool has been updated with current information.

The Secretary noted that the pool committee was prepared to present an update to the board and that they were looking for an updated budget worksheet. The management agent offered to send the 2019 budget worksheet to the pool chair.

There were no items approved via email this month requiring ratification in the meeting.

At-Large -

The At-Large Member communicated to the group that the Glen's webmaster Joey had a healthy baby boy!

COMMITTEE REPORTS:

Pool

Pool committee chair Monica Wiedemann accompanied by members Lori Derkay and Elise Anderson gave an update on the preparation for the upcoming pool season:

1. The schedule will be the same as last year.
2. New pool passes will again be circulated this year which will expire the 2018 season "purple" passes. The group will work with the management agent to get a list of addresses and will be circulating the passes door to door in May 2019. The Secretary will work with the pool chair to remove any delinquent co-owners passes that should not be delivered.
3. The chair asked for the budget worksheet and the management agent will send that to her electronically and all collections of money will run through the Treasurer.
4. The management agent has purchased a duck ramp and it will be passed to the onsite maintenance staff to be installed in the pool for the off season as the cover has been removed.
5. A new foosball table was purchased and is with the onsite staff for assembly. The management agent asked if it had a cover and the chair or Secretary will follow up with the onsite staff to see if there is a cover.
6. The Fairlington FINS sent an official request asking to use the pool the week of July 22nd. They will use the lap lane and one additional lane from Monday – Thursday 3:30pm – 5:30pm and then the entire pool from 6pm – 7pm on Friday.

3.12.19.08 Motion. Moved to allow the Fairlington FINS to use the pool the week of July 22nd as outlined above. Motion passed unanimously.

Landscape

Committee member Thora Stanwood communicated that potential turf damage from the plowing and from work that was done in the winter may require additional funds to remediate the damage but this will need to be assessed in the next month.

Thora also noted that the trimming and spraying of the Photinia along Quaker Lane had not yet happened and that she and the President received an inquiry about the trimming from a neighbor from another association, which seems to be an annual inquiry.

On April 9th at 7pm in the auditorium of the Fairlington Community Center there will be a presentation by one of the master gardeners from the VA COOP extension on mosquito and tick remediation.

Thora asked that a communication please go out to any courts where we know in advance that work is happening (if possible).

There will be a monthly committee meeting on Thursday, 3/14 at 7pm at the FCA.

MANAGEMENT REPORT:

The management agent communicated that the final contract wording with the expansion of the threshold for agent spending to \$5,000 was ready for the President's signature.

The management agent has updated the dates in the monthly calendar and will post these to the web when the webmaster is available to do so.

The management agent pointed out exhibit K which is the approved maintenance items approved that month and would be used to track these going forward.

OLD BUSINESS

None reported.

NEW BUSINESS

A resident asked about reporting flooding and the management agent asked for an email with the closest address. The President noted that Court 13 has a similar situation with flooded sidewalks which he will be reporting to the management agent.

EXECUTIVE SESSION

3.12.19.09 Motion. Moved to go into executive session at 7:57 p.m. Motion passed unanimously.

The board reconvened in regular session at 8:06 p.m.

3.12.19.10 Motion. Moved to approve a \$1,000 bonus for onsite staff to commemorate her 20th anniversary working at Fairlington Glen. Motion passed unanimously.

3.12.19.11 Motion. Moved to turn account 1032-01 over to legal for collection. Motion passed unanimously.

3.12.19.12 Motion. Moved to reject settlement offer and request payment in full for account 3041-01. Motion passed unanimously.

ADJOURNMENT: The meeting was adjourned by the President at 8:08 p.m.

The next scheduled meeting of the board is Tuesday, April 9, 2019, at 6:30 p.m. at the Fairlington Community Center.

Respectfully submitted,

Jeremy Wiedemann
Secretary