

DRAFT

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
May 14, 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.

The President announced that VA Commonwealth Senator Adam Ebbin will attend a future Meeting as he had a conflict this evening.

ENVIRONMENTAL UPDATE:

The management agent gave an update on the chemical contamination issue resulting from the former location of the Fern Street dry cleaner. On May 6th the President, Thora Stanwood, the Glen's environmental council Trent Zivkovich, representatives from the Virginia Department of Environmental Quality (DEQ), Arlington County Health Department, Arlington County Board Member Libby Garvey, and State Delegate Mark Levine met to discuss the current status of TBR's technical response to the release of the Operations & Maintenance Plan and TBR's proposal for long-term regulatory oversight (Environmental Covenant). Council has passed a draft memo to the President for his acceptance, once accepted residents may obtain a copy by reaching out to the management agent by phone or email.

ECS is scheduled to complete their next set of ground water sampling from the wells by the end of June.

RESIDENTS' FORUM:

Residents attending included: Zack Parsons (court 15), Thora Stanwood (court 2), Jay Yianilos (court 12), Melinda Patrician (court 10), Joey Seich (court 16), and Laura Chadwick (court 8).

Resident Melinda Patrician wanted to compliment the pool committee for getting notice out of the pool parties much earlier and posting notice in multiple locations (newsletter, in a letter with passes, in the bulletin board) as this should drive up attendance.

Ms. Patrician asked what could be done about a front door of a unit that is in visible disrepair. The President noted that a storm door is not required, but advised her to communicate the address via email and the board/management agent would follow up. Ms. Patrician also noted that the landscapers had pulled up daisies she had planted around the rose bushes by the pool. Thora Stanwood said she would add the daisies to the list of issues she planned to bring up at the next meeting with landscaping company Environmental Enhancements (EE).

Resident Thora Stanwood mentioned multiple concerns with EE including them not getting back to her request to meet with them, questions on the amounts charged for trimming the photinias, and several inquiries that were coming in from residents on flower destruction during the meeting. The President said he would reach out to EE after the meeting.

Ms. Stanwood asked about the inspection of the playground. The Treasurer and the management agent communicated that the plan was to have this conducted every even numbered year at a cost of roughly \$500/inspection. The playground was last inspected in 2018 and it is planned again for 2020.

Ms. Stanwood noted that materials were required for new welcome packets and stated she creates an owner and a renter version to be delivered by the appropriate court representatives. The board approved expenditures up to \$100 for the welcome packet materials.

Resident Laura Chadwick asked if the landscaping barrier along King Street (courts 5, 6, 7, 8) could be attended to. This was the second inquiry on this area in the last two months. Ms. Chadwick provided pictures from over the last five years and communicated that there had been a plan in place in the past and wanted to know what could be done in this area. The Landscape chair, the President, and the Treasurer all communicated their commitment to come up with a plan and implement it to beautify this area of the Glen.

BOARD MEETING MINUTES:

5.14.19.01 Motion. Moved to approve the minutes of the April 9, 2019 board meeting. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President –

The President announced that he had attended the Fairlington Associations President's meeting the prior week. The President noted that each of the villages is run separately and thanked Glen resident Thora Stanwood for coordinating the meeting. Ms. Stanwood also noted that she will be authoring an article on the meeting in the next All Fairlington Newsletter.

Vice President –

The Vice President communicated that he was waiting on an email from a neighbor who had landscaping concerns. The Vice President also noted that the landscaping behind court 5 is in disrepair and is wondering if putting mulch or pea gravel down could be a viable solution. The Landscape Committee chair will survey the area to see what can be done.

Treasurer –

The Treasurer met with Tim Cork from REI to review the plan for the pavement survey which will prioritize the paving repair work to increase the benefit of each dollar spent to the residents of the Glen.

The Treasurer also asked management to check on when Goldklang's final audit report and its updated tax basis letter will be presented to the Board.

The Treasurer had one motion for voting.

5.14.19.02 Motion. Moved to approve the pavement study with Restoration Engineering, Inc., in the amount of \$10,870. Motion passed unanimously.

The Treasurer noted that Walls Roofing had submitted a request to be paid \$19,201 after completion of additional repair work (beyond the originally contracted and approved work) in courts 1-5 that had been recommended to the Board in late 2017 but had never been approved by the Board. The Board asked the management agent to withhold payment of the amount requested pending a meeting with Walls to discuss this request and other issues involving Walls' work.

BOARD MEMBERS' REPORTS (continued):

Secretary –

The Secretary had one item from email vote brought forward to ratify.

5.14.19.03 Motion By email, the board unanimously voted to approve increasing the Crime Limit of the Fidelity Coverage to the dollar threshold to cover the amount of reserves. This vote is duly ratified and recorded.

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

At-Large -

The At-Large Member communicated that the Glen Maintenance Committee was in the process of being stood up and more would be available on this in a future meeting. If any residents are interested in joining the Maintenance Committee, they can reach out to the At-Large Member directly.

COMMITTEE REPORTS:

Pool

The Secretary updated the board with the status of the pool passes. For the 2019 pool year new orange passes will be used and the 2018 purple passes will be no longer accepted. The Pool Committee has printed out passes and delivered 2 to each residence in the Glen along with a letter outlining the parties planned and giving information on the contact for booking parties at the pool.

The Pool Committee is currently inventorying equipment and comparing to the budget to see what else can be purchased this year. A new foosball table was purchased and is with the on-site maintenance staff to be assembled.

The pool will open for the season on Saturday, May 25th at 10 AM.

Landscape

Chair Zack Parsons noted that he conducted a walkthrough with EE to look into some small plantings. Zack also noted that he had an opportunity to speak to the landscape chair of the Arbor, which uses EE for landscaping but a different arborist, and he plans to reach out to them about some of our border issues.

There was also additional conversation on the King Street boarder which is captured in the resident's forum section of the notes above.

COMMITTEE REPORTS (continued):

Website

Webmaster Joey Seich noted that she is fixing the issues with the PDF search of old meeting minutes. Joey also noted that she is ready to start training the At-Large Member on uploading files and making changes to the site. Joey is also looking into problems with opening some older newsletter pdf files, particularly those before 2009. The email blast functionality is also now available and Joey will share that with the management agent and also update the email list.

B Building Renovation Committee

Jay Yianilos gave an update and stated the committee is ready to start looking at samples. There are questions coming up about cleaning the new carpets and Jay asked that a maintenance plan be put in place to clean carpets in the 23 building twice a year by the on-site staff once the new floors are in place. Jay also communicated that their initial plan is to put in a few feet of tile in each building and the management agent noted that rubber mats will be needed.

Jay also communicated that they plan to put in a separate bid for the doors as they want any replacement of doors to be handled separate from the initial renovation. In the meantime, Jay asked if it would be possible to weather strip the existing doors and all agreed that was a reasonable request.

Jay had a final question on how to reach out to contractors. The management agent offered to send the RFP template to the group for them to complete and she offered to send them to contractors to bid.

There were also questions about the fixtures, wiring, and electrical receptacles. The main concern with this is an electrician would need to coordinate an appointment get into the locked basement to get to the electrical box.

MANAGEMENT REPORT:

The management agent communicated that the FIOS boxes have been secured as of today. This is complete as of now, but it should be re-evaluated on a regular basis.

Kolas contracting has repaired the hole in the wall that was the result of the install of the new bathhouse heater.

The onsite maintenance staff repaired peeling paint in the bathroom ceilings by the pool.

NVM was on-site today doing concrete repair work previously approved by the board.

REI gave an update on the sinkholes. REI asked the onsite staff use the camera to inspect the sewer pipes in court 2 and court 13 to check the drainage lines (clean outs) for broken pipes to see if this was causing the sinkholes. REI said Pro Pave replaced the basketball court in 2002 including the sub structure, so they believe old defective pipelines may cause the problem. The President asked to hear the basketball chair's opinion of the condition of the court.

Maria from onsite maintenance is on vacation from the end of July to the beginning of August and we may ask for a helper from the vendor used in the past.

OLD BUSINESS

None reported.

NEW BUSINESS

The President communicated that Margaret Windus and Alan Bow will be leaving the Glen.

5.14.19.04 Motion. Moved to officially thank Margaret Windus and Alan Bow for their many years of service and contributions to the Glen. Motion passed unanimously.

EXECUTIVE SESSION

5.14.19.05 Motion. Moved to go into executive session at 8:05 p.m. Motion passed unanimously.

The board reconvened in regular session at 8:17 p.m.

There were no motions resulting from the executive session; but, in response to a request from the Treasurer, the management agent agreed to ask legal counsel whether the Treasurer would have his permission to try to contact the absentee owner of the rotted windows involved in violation V0245 to advise that Glen management should be contacted because legal enforcement was pending.

ADJOURNMENT: The meeting was adjourned by the President at 8:18 p.m.

The next scheduled meeting of the board is Tuesday, June 11, 2019, at 6:30 p.m. at the Fairlington Community Center.

Respectfully submitted,

Jeremy Wiedemann
Secretary