

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**  
**June 11, 2019 Board Minutes**  
**Fairlington Community Center**

**ATTENDEES:** Charlie Robbins (President), William Layer (Vice President), Jeremy Wiedemann (Secretary), Maynard Dixon (Treasurer) and Candace Lewis (Cardinal Management). At-Large Member TJ Doyle was not present.

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

**ENVIRONMENTAL UPDATE**

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

**RESIDENTS' FORUM:**

Residents attending included: Zack Parsons (court 15), Elizabeth Dreazen (Court 4), and Joey Seich (court 16).

Resident Elizabeth Dreazen in court 4 inquired about the condition and potential repairs to her window well. The President and Treasurer will follow up with her in the coming week to inspect the exterior window well and possibly suggest a remediation of any damage that is a Glen responsibility.

**BOARD MEETING MINUTES:**

**6.11.19.01 Motion.** Moved to approve the minutes of the May 14, 2019 board meeting. Motion passed unanimously.

**BOARD MEMBERS' REPORTS:**

President –

The President communicated that we are off to a good summer at the pool and all is well. He communicated that the Treasurer has shared what looks like a good balanced budget for the upcoming year and that the Glen has avoided damages from the heavy rains this season.

Vice President –

The Vice President had no pending matters to report.

Treasurer –

The Treasurer had several items to communicate and multiple motions for voting. The Treasurer noted that the audit of 2018, and his report on it, were submitted for posting to our new web site.

**6.11.19.02 Motion** Resolved: Management is instructed (a) to re-allocate \$29,456 from Account 25620 Reserve Contingency to Account 20410 Members Equity and (b)

to move the same amount from our contingency bank account to our operating fund account. Motion passed unanimously.

The Treasurer handed pool checks to the management agent to deposit and the details are listed in Attachment A.

The Treasurer communicated that he has drafted the 2020 budget and was able to hold the proposed dues increase to the same percentage as 2019, 2.8% by forgoing a 2% annual increase to reserve contributions and reducing discretionary landscaping spending. Without these two limitations, the dues increase would be 3.8%.

**6.11.19.03 Motion** Moved to retroactively approve contract adjustments for roofing repairs done by James R. Walls Contracting Co., Inc. in the amount of \$19,210 for courts 1-4 and \$33,945 for courts 5-8. Motion passed unanimously.

**6.11.19.04 Motion** Moved to approve the Edwards kitchen variance at 3520 B2 S. Stafford Street. Motion passed unanimously.

**6.11.19.05 Motion** Moved to approve the Layer awning variance at 4110 S. 36<sup>th</sup> Street. Motion passed unanimously – Vice President abstained.

**6.11.19.06 Motion** Moved to waive the penalty clause in the James R. Walls Contracting Co., Inc. contract for missing the deadline for the 2017 and 2018 roof maintenance work in courts 5-8. Motion passed unanimously. The board also asked the management agent to contact Walls and communicate that this penalty was waived in good faith.

Secretary –

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

At-Large -

The At-Large Member was not in attendance. The President wanted to communicate that Margaret Windus and Alan Bow sent an email thanking the Glen for the beautiful flower arrangement they received upon moving into their new home.

## **COMMITTEE REPORTS:**

Pool

The Secretary communicated the success of the opening pool party and also shared an update on the guards. Several residents have commented on how engaged the guards have been this year and in general there has been all positive feedback.

The on-site crew assembled the new foosball table.

Landscape

Chair Zack Parsons communicated that Environmental Enhancements paid out \$2,200 to the three residents who had their plant beds damaged in response to formal requests. In addition to this EE replaced daisies which we pulled near the pool complex and also

donated several trays of begonias which they had left over from a commercial project to the Glen. The President noted that he was happy with the response of EE and their effort to remedy the errors of their staff.

Zack is waiting on a formal bid from the tree service for the trimming work prior to painting in courts 9-12. He is also looking into getting additional bids for the pre-painting tree trimming work.

Zack has evaluated the 2013-2015 phases 1-3 plan for the King Street replanting of the tree line/privacy hedge project. Next week Zack plans to meet with Kyle from EE to formalize the phase 4 plan that will utilize the remaining budget funds sometime next week. The management agent also asked that we evaluate the soil to see if anything will grow and Zack noted that they were going to look at this and the drainage/run-off in the area.

**6.11.19.07 Motion** Moved to approve four spot planting projects with EE in the amounts of \$841, \$1,436, \$1,396, and \$87 for a total of \$3,760. Motion passed unanimously.

### **COMMITTEE REPORTS (continued):**

#### Website

Webmaster Joey Seich noted that she has posted parking information, the door-paint color list, and the latest Glen Echo Newsletter to the site. Joey plans to have a training session in the upcoming weeks to allow the At-Large Member and management agent the ability to upload documents. Joey also plans to look into adding a confidential/password protected area to the site.

#### B Building Renovation Committee

No report.

### **MANAGEMENT REPORT:**

Maria from onsite maintenance is on vacation from 7/22 - 8/9 and we may ask for a helper from the vendor used in the past. The management agent is on vacation from 7/1 - 7/6 and Loraine will be covering Glen needs during this period.

### **OLD BUSINESS**

The management agent is making progress with a trapping company and has their insurance. Trap Pro will be here in the next month to do a site visit and will set traps.

Jeff from REI will be out to train Nelson and Maria on doing minor roof repairs in the next month. These repairs will be reachable by ladder so the on-site crew does not need to be in the roof.

Blake from REI will come out and work with Nelson and Maria to use the cameras to inspect the pipes under the sink holes previously reported to ensure there are no damaged pipes.

The Reserve Study has been almost completed by REI, the Treasurer has submitted several minor comments, and a revised study will be forwarded to the entire board for consideration at the July Board meeting. The Treasurer noted that the new plat needs more work.

## **NEW BUSINESS**

None Reported

## **EXECUTIVE SESSION**

**6.11.19.08 Motion.** Moved to go into executive session at 7:21 p.m. Motion passed unanimously.

The board opted to issue a violation notice for unit #2090-01.

The board opted to send account 3012-02 to counsel for further action to remediate violation V0245.

The board opted to approve counsels request to commence foreclosure on unit #3041-01 (need number),

The board reconvened in regular session at 7:37 p.m.

**6.11.19.09 Motion.** Moved to ratify all actions from executive session. Motion passed unanimously.

**ADJOURNMENT:** The meeting was adjourned by the President at 7:38 p.m.

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

Respectfully submitted,

Jeremy Wiedemann  
Secretary

Attachment A – List of Pool Checks

	A	B	C	D	E	F	G	H	I
1	<b>Pool Party and Misc. Income 2019</b>								
2									
3	<b>Board Meeting Delivered to Manager</b>	<b>Payor</b>	<b>Purpose</b>	<b>Account 30190 Pool Income</b>	<b>Account 30260 Misc. Income</b>	<b>Paid By</b>	<b>Notes</b>		
4									
5	<b>June</b>	Caroline E. Johnson	Pool Party	25.00		Check 138			
6		Katrine Lesandric	Pool Party	25.00		Check 747			
7		Jennifer Johnson	Pool Party Reimburse Glen for Atlantic's Fee + Security Deposit.	304.00		Check 3491	Check given to management but not included in total for deposit by Glen because it also covered a refundable deposit to Atlantic.		
8									
9									
10	<b>July</b>								
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15	<b>August</b>								
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18									
19									
20									
21	<b>September</b>								
22									
23									
24									
25	<b>October</b>								
26									
27									
28									
29									
30	<b>TOTALS</b>			<b>50.00</b>	<b>0.00</b>				