

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

### **July 9, 2019 Board Minutes Fairlington Community Center**

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

CALL TO ORDER: The board meeting was called to order by the President at 6:33 p.m.

#### **ENVIRONMENTAL UPDATE**

The management agent had no official update. The President communicated that preliminary documents from the DEQ have been circulated with all parties involved for comment. The management agent plans to follow up with ECS to see if samples were completed of the next set of ground water sampling from the monitoring planned for June.

#### **RESIDENTS' FORUM:**

Residents attending included: David Rhedmon (court 5), Marc Thomas (court 3), Zack Parsons (court 15), Jay Yianilos (court 12), Susan Hunchar (court 10), Tina Collier (court 3), and Joey Seich (court 16).

Resident Susan Hunchar asked that the channel drain be cleared in court 10 which runs from 4335 – 4341 S. 36<sup>th</sup> St. The management agent will reach out to the on-site staff to schedule this work.

Resident Marc Thomas reported that he had received a letter from Verizon regarding upgrading his phone service from copper to a fiber optic line. He reached out to the utility regarding setting up an appointment, but was awaiting a call back when his service was cut off. The President asked the management agent to communicate with the association's contacts within Verizon to see if anything can be done. The Secretary also communicated to the resident that Arlington County might be able to assist him through the Resident Ombudsman or the Cable Admin Office in the Department of Technology Services.

Resident David Rhedmon reported that his basement had flooded due to inadequate gutter cleaning. Rhedmon provided the management agent several pieces of evidence that showed that water had entered through the exterior brick including several photos that showed the saturation of the brick around a downspout several hours after rain had stopped. In addition to this, Rhedmon has previously excavated, patched, and waterproofed the basement wall in his unit.

**7.9.19.01 Motion.** Moved to approve reimbursement to resident David Rhedmon in the amount of \$1,353 for water damage caused by a blocked downspout at 4108 36<sup>th</sup> St S. Motion passed unanimously.

#### **BOARD MEETING MINUTES:**

**7.9.19.02 Motion.** Moved to approve the minutes of the June 11, 2019 board meeting. Motion passed unanimously.

## **BOARD MEMBERS' REPORTS:**

President –

The President communicated that all was well in the Glen this month and mentioned that no flooding was reported from the three plus inches of rain received the prior day. The President also noted that there was a shortage of properties for sale and rent in the area and that selling prices and rents continue to go up which is, for now, a good thing for the residents of the Glen.

Vice President –

The Vice President had no pending matters to report.

Treasurer –

The Treasurer had several items to communicate and multiple motions for voting.

**7.9.19.03 Motion** Moved to approve the proposed 2020 budget and dues level (+2.8%) which will be posted in the August Glen Echo newsletter for residents to review prior to being voted on by co-owners at the annual meeting planned for Thursday, November 7, 2019 at 7pm. Motion passed unanimously.

**7.9.19.04 Motion** Moved to approve the two-year (2019-2020) AIA-format contract with James R. Walls Contracting Co., Inc for spot roof and gutter repairs in the amount of \$89,691 (of which \$19,725 will be charged to reserves). The Treasurer noted that the contract includes work that was postponed from 2018. Motion passed unanimously.

**7.9.19.05 Motion** Moved to approve retroactively a landscape variance for a flower bed installed by co-owner Barbaara McCaffrey at the front of the unit at 4311 36<sup>th</sup> St S (court 10). Motion passed unanimously. The Treasurer noted, without objection, that, in the absence of a variance application form signed as approved, the minutes of this meeting would be adequate documentation of approval.

The Treasurer reminded the management agent that the room needed to be reserved for the annual meeting Thursday, November 7, 2019 at 7 pm. The management agent reminded the Treasurer that the room could not be reserved until three months out (August 7, 2019).

**7.9.19.06 Motion** Moved to approve a door variance from co-owner Erica Nyland at 3573A S. Stafford St (court 3). Motion passed unanimously.

**7.9.19.07 Motion** Moved to approve a handrail variance from co-owner Barbara McCaffrey at 4311 36<sup>th</sup> St S (court 10), conditioned on her installation of a straight (rather than twisted) vertical rail pattern matching others in the Glen, if it would not cause any additional hardship (cost or time). Motion passed unanimously but the Vice President asked the record show he would approve the variance as requested.

The Treasurer handed pool checks to the management agent to deposit for \$50 with details listed in Attachment A.

Secretary –

The Secretary had no pending matters to report.

**BOARD MEMBERS' REPORTS (continued):**

At-Large -

The At-Large Member had no pending matters to report.

**COMMITTEE REPORTS:**

Pool

The Secretary communicated the lifeguards from Atlantic Pools have been great this year. No major issues have been communicated, and two minor issues with guards having keys to open the pool on time were being worked out. The Secretary noted that a key lockbox was being considered and the management agent noted that Atlantic Pools had multiple additional sets of keys to the Glen pool.

Landscape

Chair Zack Parsons communicated that he met with Kyle from EE to formalize the phase 4 plan to address the bare spots behind Court 8 on the hedge line obstructing the view of King Street. Zack reported that phase four will include soil analysis and the plugging of some holes in the hedge line. Zack and Kyle also drafted a phase 5 plan to continue addressing the issues next year which includes several proposals that will be shared in the coming months.

Zack also updated the board on the details of the pruning contract that was exercised as part of the painting efforts in courts 9-12. The Vice President asked if the trees marked with green ribbons were associated with this effort and Zack was planning to investigate and report back next month.

**COMMITTEE REPORTS (continued):**

Website

Webmaster Joey Seich has trained the management agent and another co-owner on updating content to the website <fairlingtonglen.com>. Joey has additional trainings planned in the upcoming month for the At-Large Member and the Editor of the Glen Echo newsletter.

Joey also plans to update the contact list on the website and communicated that she was working with the management agent to mail postcards to all co-owners and residents communicating the new website and suggesting all sign up for Glen Alerts.

B Building Renovation Committee

The B Building Committee representatives Jay Yianilos, Tina Collier, and Joey Seich presented samples of the materials they were suggesting be used and forwarded several estimates for work and materials along with those they endorsed to the board for review. The B Building Committee plans to use the Glen Alerts to communicate they will be holding a sample viewing at the pool in the next week. The board offered

to review the contracts offline and potentially propose an email vote to get the work started as soon as possible following the public viewing night at the pool.

### **MANAGEMENT REPORT:**

The management agent communicated again that postcards promoting the new website and advising co-owners and residents to sign up for Glen Alerts. The management agent again communicated that 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 also communicated that annual painting is set to begin in courts 9-12 next week with walkthroughs planned for this week with contractor Williams.

### **OLD BUSINESS**

None Reported

### **NEW BUSINESS**

None Reported

### **EXECUTIVE SESSION**

**7.9.19.08 Motion.** Moved to go into executive session at 7:37 p.m. Motion passed unanimously.

The board reconvened in regular session at 7:43 p.m.

No formal actions from executive session required ratification.

**ADJOURNMENT:** The meeting was adjourned by the President at 7:43 p.m.

The next scheduled meeting of the board is Tuesday, August 13, 2019, at 6:30 p.m. at the Fairlington Community Center.

Respectfully submitted,

Jeremy Wiedemann  
Secretary

Attachment A – List of Pool Checks

**Pool Party and Misc. Income 2019**

<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>
<b>June</b>	Caroline E. Johnson	Pool Party	25.00		Check 138	
	Katrine Lesandric	Pool Party	25.00		Check 747	
	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 Pool Service.
<b>July</b>	Deborah Maria Sanchez	Pool Party	25.00		Check 1313	
	Maureen McMorrow	Pool Party	25.00		Check 466	
<b>August</b>						
<b>September</b>						
<b>October</b>						
<b>TOTALS</b>			<b>100.00</b>	<b>0.00</b>		