

DRAFT

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
August 13, 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) arrived at 6:37, 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

The management agent gave an update on the Fern Street site of the former dry cleaner. She communicated that the June ground water sampling done by ECS showed that concentrations had declined, some greatly. Any resident who wishes to see the report can reach out to the management agent for access (anyone with an existing link will see the new report). The management agent also communicated that draft comments were underway to the Environmental Covenant and Operations & Maintenance Plan and an updated draft is expected later this fall (targeting September/October).

RESIDENTS' FORUM:

Residents attending included: Zack Parsons (court 15), Jay Yianilos (court 12), Tina Collier (court 3), and Bob Buckwalter (court 11).

No issues were raised during the resident's forum.

BOARD MEETING MINUTES

8.13.19.01 Motion. Moved to approve the minutes of the July 9, 2019 board meeting, the Secretary having noted that changes had been made in the version presented in the Management Report. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President –

The President communicated that he had attended the quarterly Fairlington Condo Associations Presidents Meeting earlier in the month and brought back two issues to discuss in this forum.

Issue number one was a status update from the county on the Fairlington Fire Station that was temporarily closed within the past year to address a structural issue. The presidents were told that the county was looking to repurpose the fire station for another use as it did not make sense to spend the money to repair the single bay station and there is no room on the current property to expand. The county officials noted that Fairlington will continue to see fast response times from the larger neighboring stations that will continue to support the neighborhoods.

The second issue that surfaced in the meeting was continued concern about the intersection at 36th S and Quaker Lane. Due to our proximity to the intersection, the

BOARD MEMBERS' REPORTS (continued):

Glen President was tasked with setting up a working group to attempt to resolve the concerns. The At-Large Member has offered to create and facilitate a 36th and Quaker Intersection working group and will report progress in a future Glen Board meeting.

Vice President –

The Vice President asked the Newsletter Editor to include a recycling reminder in the upcoming Glen Echo emphasizing not putting cardboard boxes in the comingled recycling cans. The Newsletter Editor asked the Vice President to email him the information he would like included.

Treasurer –

The Treasurer had one motion to bring forward for approval.

8.13.19.02 Motion Moved to approve the proposed Fairlington Glen Handbook language update detailing specifications for replacement of windows and their component parts. Motion passed unanimously.

The Treasurer communicated that REI had done leak investigations at two units within the Glen and found one (4235 S. 36 in Court 11) was mainly an owner responsibility and the other (3538 S. Stafford in Court 13) was a Glen responsibility. The management agent will communicate the results with each of the co-owners via email and plan any next steps where there the Glen is responsible for repairs. The Treasurer further noted that REI's report on 4235 S. 36 contained an address typo on the last page of its report.

The Treasurer handed four pool checks to the management agent to deposit for a total of \$100 with details listed in Attachment A.

Secretary –

The secretary brought forward several motions for ratification that had been voted on earlier in the month via email.

8.13.19.03 Motion By email, the board unanimously voted to retroactively approve a kitchen wall removal variance at 4118 36th St S A2. This vote is duly ratified and recorded.

8.13.19.04 Motion By email, the board unanimously voted to approve three contracts in support of the B-Building Renovation project: \$4,200 for electrical work with Sansbury Electric, \$43,000 for floor replacement with CCA Floors, and \$53,300 for painting with Manders Decorating. This vote is duly ratified and recorded.

8.13.19.05 Motion By email, the board unanimously voted to approve the final colors for the brick and mortar to be used in stoop replacements and wall re-pointing repair work. The board agreed with REI's recommendation to use Brick A (Beechwood) for all brickwork, mortar 224 with orange sand on all walls, and mortar OC with orange sand on all stoops. This vote is duly ratified and recorded.

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

BOARD MEMBERS' REPORTS (continued):

At-Large -

The At-Large Member communicated that he will be working with Alexandria and Arlington County to set up a working group to address safety concerns with the intersection of S. 36th St (Arlington) and Quaker Lane (Alexandria). The At-Large Member also communicated that the website will be updated more frequently with meeting minutes (as approved for posting) and meeting agendas (~5 days prior to the meeting date).

COMMITTEE REPORTS:

Pool

The Secretary communicated that there had been no issues or concerns with the pool this month. The Vice President noted that he had to ask a guard to use the chair, but that no other issues resulted. Resident Jay Yianilos reminded the secretary that the Pool Committee would need to reach out to the Arlington County Health Department to obtain a variance for the doggy swim and he offered to forward the form letter and contact he has used in the past.

Landscape

Chair Zack Parsons communicated that he had two landscaping contracts for board approval.

8.13.19.06 Motion. Moved to approve a contract for tree pruning, trimming and removal with G&V Landscape in the amount of \$7,530. Motion passed unanimously.

8.13.19.07 Motion. Moved to approve a contract for removal of bushes at various sites for stoop construction with Environment Enhancements in the amount of \$314.69. Motion passed unanimously.

Website

The At-Large Member communicated all website matters earlier in his report.

B Building Renovation Committee

Representatives from the B Building Renovation Committee, Jay Yianilos and Tina Collier, had two additional contracts which they presented to the board for approval. These contracts addressed the additional electrical work to install smoke detectors and other necessary components which were presented as "to be determined" at the July meeting. The board had three choices for the components and chose the lowest priced option, which was the recommendation of the committee. The management agent will follow up with contractors this week to finalize schedules and confirm down payments.

8.13.19.08 Motion. Moved to approve an electrical contract with Sansbury Electric in the amount of \$1,639 to install new smoke detectors in all B Buildings. Motion passed unanimously.

8.13.19.09 Motion. Moved to approve the purchase of smoke detectors, ceiling lights, outdoor lights, light bulbs, number plaques for unit doors, industrial doormats, and door kick plates for the B-Building Renovation Project. Motion passed unanimously.

MANAGEMENT REPORT

The management agent communicated that the master insurance policy was coming up for renewal next month. Representatives from USI, the Glen's insurance agency, will work to set up a separate meeting with the board to go over the renewal options (post meeting follow-up – the policy does not expire until after the September meeting so members from USI will present the renewal package at the September board meeting).

The management agent recommended the need for a part-time on site manager to manage the Glen's day to day business and projects. The board had concerns with the price of this and the impact on the approved 2020 budget and agreed to table this conversation until a future meeting.

EXECUTIVE SESSION

8.13.19.10 Motion. Moved to go into executive session at 7:20 p.m. Motion passed unanimously.

Violations V0287 and V0289 were deemed to be resolved by the board and the violation sheet will be updated to reflect this.

The treasurer asked the management agent to send counsel our new window replacement rules for use in enforcement against V0245, a window replacement violation that has been referred to counsel for legal action.

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

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

NEW BUSINESS

The management agent communicated the regulations from the county regarding pool permits and the information was circulated to all board members. Board members are asked to read the regulation and make their determination of what our policy will be moving forward on emergency access to the pool. Follow up will be conducted via email.

OLD BUSINESS

The board accepted the landscape changes at 4227 36th St S.

ADJOURNMENT: The meeting was adjourned by the President at 7:55 p.m.

The next scheduled meeting of the board is Tuesday, September 10, 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						
Board Meeting Delivered to Manager	Payor	Purpose	Account 30190 Pool Income	Account 30260 Misc. Income	Paid By	Notes
June	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. May not have been deposited because it also covered a refundable deposit to Atlantic Pool Service.
July	Deborah Maria Sanchez	Pool Party	25.00		Check 1313	
	Maureen McMorrow	Pool Party	25.00		Check 466	
August	Patrick S. Walsh	Pool Party	25.00		Check 137	
	Sarah M. Robinson	Pool Party	25.00		Check 350	
	Monica Wiedemann	Pool Party	25.00		Check 545	
	Julia Danielle Berg	Pool Party	25.00		Check 166	
September						
October						
TOTALS			200.00	0.00		