

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
December 10, 2019 Board Minutes
Fairlington Community Center

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

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

ENVIRONMENTAL UPDATE:

There was no new information about the environmental site on Fern Street this month.

RESIDENTS' FORUM:

Residents attending included: Jay Yianilos (court 12), Zack Parsons (court 15), and Joey Seich (Court 16).

Resident Joey Seich asked if there would be additional touch ups of the B-Buildings as she has noticed many problem spots on the interior unit doors. B-Building Renovation Committee chair Jay Yianilos said he and committee member Tina Collier planned to follow up with the paint contractor on the doors as they noticed these issues in several buildings. In addition to the concerns with the doors, a mass touchup is planned once all flooring and electric is complete in all buildings; residents will see a long strip of blue painters tape in their lobby and are asked to use that tape to mark any nicks or concerns with the painted surfaces that need to be re-painted.

BOARD MEETING MINUTES:

12.10.19.01 Motion. Moved to approve the minutes of the November 12, 2019 board meeting. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President –

The President communicated the key takeaways from the quarterly All Fairlington Presidents meeting he attended earlier in the week:

1. Other communities were discussing the need for a policy on fires in patios behind units. The Mews president communicated that residents in a B-Building were concerned with a fire that the owner had started in the patio outside their unit, which was then sending ash and smoke up to their balcony and unit. In researching fires the president found that Arlington County has recommendations on fires, but they don't apply to townhouses. All the presidents agreed that some type of policy on fires is needed and it would make sense to make it uniform across associations if possible. The presidents also noted that AFD will respond to any calls for fires. The Treasurer noted that he had some files on the matter.
2. As we are experiencing in the Glen, other communities are seeing fraudulent activities (mainly via email) posing as board officers soliciting money from residents.

Vice President –

The Vice President had nothing to report.

Treasurer –

The Treasurer had several motions to bring forward for approval.

12.10.19.02 Motion Moved to approve the proposed changes to the resident's handbook as amended. Motion passed unanimously.

12.10.19.03 Motion Moved to approve a 2.4% increase in pay for the onsite maintenance staff for the upcoming year and to approve a bonus equal to two weeks' pay (in line with the prior year). Motion passed unanimously.

12.10.19.04 Motion Moved to approve a contract for \$7,070 with James R. Walls Contracting Co., Inc., to remedy leaking at 4320 35th St S with the potential for an additional \$350 expense if an additional part needs replacement once the job has started. The Treasurer asked that the \$4,200 proposed for replacing the dormer be charged to reserves and that the remainder be charged to maintenance. Motion passed unanimously.

12.10.19.05 Motion Moved to approve a contract with KGS for a stoop replacement for \$10,287 at 4112-4114 36th St S. Motion passed unanimously.

12.10.19.06 Motion Moved to approve a contract with Kolas Contracting, Inc. for the repair of rotten trim and replacement with PVC (where possible) for \$23,975 in courts 9-12. Motion passed unanimously.

12.10.19.07 Motion Responding to a question from the Treasurer, the management agent said that REI informed her that the striping and painting work proposed in a bid from NVM Paving & Concrete could proceed without having to be re-done by the work that would later be recommended by REI. The Treasurer then moved to approve a contract with NVM Paving & Concrete in the amount of \$4,900 to stripe and paint 184 parking stalls in courts 1, 5, 6, 7, 8, 9, 12, and 15. Motion passed unanimously.

In addition to the motions, the Treasurer also asked the management agent to solicit bids for the brick replacement and repointing recommended by REI at 4168 36th St S. in Court 6. The management agent responded that she had already done this.

Finally, the Treasurer stated that he was working-out a solution for the replacement of rotten dormer wood that was the subject of an e-mail exchange presented in Exhibit N of the December Management Report.

Secretary –

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

12.10.19.08 Motion By email, the board unanimously voted to approve a contract with Volta Electric to install exterior lighting fixtures on the 23 B-Buildings for \$1,305. This vote is duly ratified and recorded.

12.10.19.09 Motion By email, the board unanimously voted to approve a variance request for the installation of an exterior radon remediation system at 4176 36th St S. This vote is duly ratified and recorded.

At-Large -

The At-Large Member had nothing to report.

COMMITTEE REPORTS:

Pool

No Update

Landscape

The Landscape committee met with the President to discuss the 2020 contract option year with Environment Enhancements. The price communicated in the meeting was the same as 2019 and EE is offering to include language in the contract about picking up sticks and natural debris that residents may place outside of their back gates five times a year.

The Landscape committee continues to plan priorities for 2020 including the perimeter line on King Street and the barren area behind court 5.

The Landscape committee communicated that two contracts were being executed, one for \$3,160 with G&V for tree removal and another for \$1,518.27 with EE to do additional cleanup work along the King Street perimeter.

Website

Web Master Joey Seich communicated to the board that she will be physically moving from Fairlington but will continue to own a unit and would be happy to continue to serve as the Web Master for the site she created for the community. Thanks Joey!

Joey also communicated that the search functionality she has been working on is near completion and will be operational on the live site by the end of December.

B-Building

The renovation project is hitting the home stretch. The carpet and floor installations are around 50% complete as of the meeting date. Once this work is finished, a complete round of touch up painting will be conducted and owners will be asked to help point out areas of concern with painters tape which will be placed in each building.

The Treasurer asked that the paint formulas be provided so it can be added to the archives for future enhancements. The Treasurer also requested that the B-Building team send him the costs associated with the overall project broken out by products purchased and contractor expenses for each major component (e.g. flooring, painting, lighting, etc.)

MANAGEMENT REPORT:

The management agent reported that 25.85% of units in the Glen currently have off-site owners in response to a question asked in the November meeting.

The management agent reported that the onsite staff is having problems with their phone and internet service. Verizon has been trying to manage it remotely and the Treasurer asked the management agent to see if it would be possible to upgrade the service to Fios to alleviate the issues.

The board and management agent decided on Monday, 12/16 as the date for the annual holiday luncheon at The Carlyle in Shirlington at noon.

The management agent reported that Nelson will be off from 12/18 – 12/31.

The management agent communicated that the HR Director and one of the Partners from Cardinal Management planned to meet with President the week of 12/16 to discuss moving forward with hiring a part-time on-site GM for the Glen.

EXECUTIVE SESSION

12.10.19.10 Motion. Moved to go into executive session at 7:25 p.m. Motion passed unanimously.

The board reconvened in regular session at 7:31 p.m.

12.10.19.11 Motion The board recommended that the owner had until 12/16/2019 to address violation notice form V0245. Motion passed unanimously.

NEW BUSINESS

None reported

OLD BUSINESS

The board noted that a bid had been submitted by Pro-Pave Incorporated to dig out and resurface the basketball court for \$35,711. The board does not wish to move forward with this repair at this time.

ADJOURNMENT: The meeting was adjourned by the President at 7:32 p.m.

The next scheduled meeting of the board is Tuesday, January 14, 2020, at 6:30 p.m. at the Fairlington Community Center.

Respectfully submitted,

Jeremy Wiedemann
Secretary