

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

**November 12, 2019 Board Minutes**

**Fairlington Community Center**

**ATTENDEES:** Charlie Robbins (President), William Layer (Vice President), Maynard Dixon (Treasurer), Candace Lewis (Cardinal Management), Jeremy Wiedemann (Secretary) arrived at 6:33, and TJ Doyle (At-Large Member) arrived at 6:40.

**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. The management agent communicated that TBR Associates, LP has provided an updated OM Plan to the VDEQ which addressed comments from the Glen and VDEQ. TBR also created a stand-alone risk assessment for construction workers who may encounter contaminated materials while working in the Fairlington Glen or Fairlington Meadows communities. These materials have been posted to the Glen's file server and co-owners can reach out to the management agent to gain access to them.

### **RESIDENTS' FORUM:**

Residents attending included: Jay Yianilos (court 12), Susan Hunchar (court 10), Rainy and Laurie McIntosh (Court 7), Kevin Conry (court 12), Ellen Robbins (court 14), and Mary Hanson (court 2).

Resident Jay Yianilos from court 12 asked about the porta-john currently located outside of court 13 since the stoop repairs were now complete. The management agent communicated that this toilet was for the contractors from Williams painting courts 9-12.

Residents Rainy and Laurie McIntosh communicated they had followed up and received written approval from 3 of 4 co-owners in their building in regards to re-painting the internal B-Building doors. The McIntosh's communicated the color they are planning to purchase. The management agent asked them to submit the entire package to her via the on-site management staff (or through the mail slot in maintenance door if after hours) once they had the all the co-owners written permission.

Resident Kevin Conry from court 12 communicated his displeasure with the communication and coordination of the emergency plumbing repair project recently completed in court 12. Mr. Conry was not pleased with the follow up he received from the management agent or the overall management of the entire project. The management agent apologized for any perceived lack of respect to a resident and noted that the concerns communicated were being adjudicated through better communication at several levels (including between the workers and their management, our management and Dwyer, and between our management agent and the court reps). Mr. Conry asked the board to please consider finding a way to help manage and facilitate large projects like this better in the future. The Treasurer communicated that the board was actively investigating plans to employ an on-site manager and to re-convene the resident volunteer maintenance committee.

Resident Ellen Robbins from court 14 noted that a resident had asked her for help with dealing with rodent issues. She asked the board what can be done, and the management

agent said she will reach out to the pest management company that addresses exterior entry issues but that the resident needs to address any infestation in their unit.

Resident Mary Hanson from court 2 asked the board for assistance with addressing two items on the exterior of her residence. Ms. Hanson is aware that both of these issues are her responsibility to get remediated but it looking for guidance. The management agent offered to reach out to Kolas the contractor the Glen uses for wood repair to see if they could assist with a private project to address a rotten window exterior. The Treasurer pointed Ms. Hanson to the new window replacement guidelines and the false downspout guidance on the website to address an exterior HVAC wire and recommended she contact the installer for help in remediating the exposed wire.

Resident Susan Hunchar from court 10 asked if a specific board member was overseeing the painting projects in courts 9, 11, and 12. Currently there is not one board member assigned to oversee this project.

### **BOARD MEETING MINUTES:**

**11.12.19.01 Motion.** Moved to approve the minutes of the October 8, 2019 board meeting. Motion passed unanimously.

### **BOARD MEMBERS' REPORTS:**

President –

The President communicated the results of the annual meeting from the previous week:

- 1) Charlie Robbins was re-elected to a 3-year term on the board
- 2) The 2020 budget was approved
- 3) The minutes from the 2018 meeting were approved

The President noted that in the quick organizational meeting held after the annual meeting that the board voted to maintain the same positions: President - Charlie Robbins, Vice President – Bill Layer, Treasurer – Maynard Dixon, Secretary – Jeremy Wiedemann, At-large Member – TJ Doyle.

The President communicated that there were several changes coming in the next year to the area as new employers like Amazon, VA Tech, and Microsoft increase their footprint in the area. He communicated that traffic will continue to grow on the main thoroughways and thoroughfares which will push additional traffic into our community. He also noted that an increase in the density of buildings in Shirlington will put more burden on our shared resources in the county. As our property values continue to go up so will our tax burden. All in all, though, our community continues to be a great place to live.

Vice President –

The Vice President communicated concerns with scooters and electric bikes which continue to make their way into our community. He also asked that all community members be mindful of the recycling bins and to not put cardboard boxes in them.

Treasurer –

The Treasurer had several motions to bring forward for approval.

**11.12.19.02 Motion** Moved to approve the renewal package for health insurance benefits for the on-site maintenance staff in the amount of \$2,533.87/month, or \$30,406.44/year = 12 months (\$2,533.87/month). Motion passed unanimously.

**11.12.19.03 Motion** Moved to adopt the cloud archiving solution for backing up the associations records using Microsoft Office 365 Business Premium, at a cost of \$450/year which will be more than offset by the savings of no longer using the backup DVD service provided by a contractor. Motion passed unanimously.

**11.12.19.04 Motion** Moved to appoint the Treasurer, the Secretary, and the Management Agent as the three designated users the Microsoft Office 365 Business Premium cloud account, giving each a unique account. Motion passed unanimously.

**11.12.19.05 Motion** Moved to give each of the designated users administrative authority to upload and edit files and materials. Additionally, the Treasurer was named the chief administrator of the Microsoft Office 365 Account, with the other two designated users to serve as back-ups. Motion passed unanimously.

Secretary –

The Secretary had no items to report.

At-Large -

The At-Large Member communicated that the notice to the community on watering shrubs and small trees on shared land went out quickly using the new email utility and it seemed to be successful.

The At-Large Member communicated that Bob Wilson the court representative for court 12 came to him with an idea for helping recruit volunteers. Mr. Wilson thought that it may be easier to recruit volunteers if residents had an idea of what the committees did and what types of roles needed to be filled. The At-Large Member plans to work with the website administrator to create and upload this information.

The At-Large Member and the website administrator have a plan to remove the dated news from the website by hiding more information.

The Treasurer asked about the progress the website administrator had made on a “members only” password protected section. The At-Large Member said they are continuing to look into ways to do this and would report back at the next meeting.

## **COMMITTEE REPORTS:**

B-Building

The renovation project is nearing completion. There were two issues with the flooring that are being addressed, the carpet ordered was the wrong color and the tile did not work as ordered and a replacement was needed. Both issues are being corrected via expedited re-orders and the work should be complete in the next few weeks.

Lights were installed in the basements of all 23 buildings. The new outdoor fixtures were found at Alexandria Lighting and Supply in Old Town Alexandria– specifically from Generation Lighting (The Seagull-Herrington Collection) #78131-12 SKU:301565 Black with white etched glass 10.75” width / 6.50” height / 10.75” length / 4.8 lbs. with 2 60W LED Bulbs.

**11.12.19.06 Motion** Moved to approve the purchase of 25 of the exterior lights (outlined above including 2 spares for replacement) in the amount of \$2,129.23 plus tax and freight. Motion passed unanimously.

**11.12.19.07 Motion** Moved to keep one of the former B-Building exterior lights due to the historical significance of it and donate the rest to Habitat for Humanity. Motion passed unanimously.

Pool

No Update

Landscape

No Update

Website

No Update

#### **MANAGEMENT REPORT:**

The management agent communicated that REI has not yet received a quote from KGS for replacing the additional stoop approved in the October board meeting in court 5. REI also communicated that Walls Contracting is ready to mobilize this coming week to do the previously contracted roof spot maintenance and repair.

The management agent communicated an idea about how the pool bathroom facility could potentially be modified to allow use by contractors on site for large projects in an attempt to eliminate the need for onsite Porta-Johns. More discussion is needed on this proposal in future meetings.

The management agent also communicated that their management teams has continued to ask about the progress of the Glen in hiring an onsite manager.

The Treasurer asked about the status of the sewer inspection camera and the management agent said they have identified a vendor in Maryland that may be able to fix it and they will work to get the camera to them for evaluation in the next few weeks.

Nelson Ordonez has requested off 12/15/19 – 12/31/19. The management agent and the board were concerned about this timeframe because of the potential for snow which requires the onsite staff to be on-call to remove the snow. The management agent will follow up with Mr. Ordonez to see if this time can be taken at another time of year and will follow up with the Board.

The Treasurer asked the management agent to follow up with the on-site maintenance crew to ensure they have done the service necessary on their plow and other snow removal materials.

**11.12.19.08 Motion** The board ratified the landscape proposals that were voted on in email during the previous month. Motion passed unanimously.

## **EXECUTIVE SESSION**

**11.12.19.09 Motion.** Moved to go into executive session at 8:07 p.m. Motion passed unanimously.

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

**11.12.19.10 Motion** The board amended the violation notice docketed as V0245 to note that the lower front windows have been fixed and only the rear windows need to be repaired to correct the violation and to indicate that the repair should be done in accordance with the Glen's window replacement guidelines. Motion passed unanimously.

## **NEW BUSINESS**

None reported

## **OLD BUSINESS**

None reported

**ADJOURNMENT:** The meeting was adjourned by the President at 8:20 p.m.

The next scheduled meeting of the board is Tuesday, December 10, 2019, at 6:30 p.m. at the Fairlington Community Center.

Respectfully submitted,

Jeremy Wiedemann  
Secretary