

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

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

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

**ENVIRONMENTAL UPDATE**

The management agent read into the record the following information from her Management Report:

*The Virginia Department of Environmental Quality (DEQ) is currently reviewing comments provided by various parties (including by Fairlington Glen) to TBR Associates' draft Operations & Maintenance Plan and Uniform Environmental Covenant intended to provide a long-term plan of action and structure for regulatory oversight for the release. DEQ is likely to provide its formal regulatory response to those documents sometime in September, and the Glen's follow up actions will be largely governed by DEQ's response. Regardless, TBR's environmental consultant, ECS Mid-Atlantic, is scheduled to collect another round of groundwater samples from permanent monitoring wells in December 2019, continuing their semi-annual sampling schedule.*

*On a separate basis, the Glen has submitted a new reimbursement request to TBR Associates in the amount of \$42,992.10, covering direct costs incurred by the Glen in responding to the release from March 2018 through August 2019. TBR has not yet paid the Glen's prior reimbursement request of \$30,390.99, submitted in May 2018. The Glen's environmental attorney is in contact with TBR's attorney to push for the timely payment of all outstanding reimbursement amounts.*

**INSURANCE PRESENTATION:** Jessica Knutsen presented USI's annual insurance renewal presentation, which was followed by questions and discussion.

After the discussion, the Treasurer moved as follows:

**9.10.19.01** Motion to approve the coverage and premiums totaling \$79,067, as described in Option 1 of the USI renewal package in the Management Report, subject to: (1) reduction in this total by \$407 due to elimination of "Garage Keepers Liability" coverage; and (2) a possible subsequent increase in this total due to an increase in the cost of the Great American "Umbrella" coverage from the tentative \$4,073 in Option 1 up to the \$6,464 proposed by Trivedi in Option 2.

Motion passed unanimously.

**RESIDENTS' FORUM:**

Residents attending included: Len Funk (court 15); Judy Miller (court 3); Tina Collier (court 3); Lori Derkay (court 12); Jay Yianilos (court 12); Susan Hunchar (court 10); and Joey Seich (court 16).

Susan Hunchar. Ms. Hunchar raised issues concerning the painting and the notices provided to residents by Williams, the painting contractor. She will turn the details into the management agent. She also discussed the depressions in the common area earth in courts 10 and 13. The management agent responded that the depression in court 13 will most likely have to be cured by digging up the area around where a sewer line was replaced and adding more sub-base around the new pipe.

Joey Seich. Ms. Seich raised an issue about the painting of her building's front door during the B-building renovation work.

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

**9.10.19.02 Motion.** The President moved to approve the minutes of the August 13, 2019 board meeting. Motion passed unanimously.

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

President –

After monitoring the County Board, he believes that the N. Fairlington station will not be kept as an operating fire station but that the building may be held for other purposes. Nothing to report on the Quaker Lane/S. 36 Street intersection. He led a discussion of what to do about the recent die-off of recently planted bushes on the King Street perimeter. He noted that he recently noticed an abandoned e-scooter in the Glen and cautioned that there will be more. He reported that there are no e-mail votes to ratify.

Vice President –

The Vice President described a police matter involving kids throwing rocks at cars on King Street from inside the Glen perimeter fence late at night.

Treasurer –

The Treasurer stated that he had handed checks totaling \$75 to the management agent for deposit, with details listed in Attachment A.

The Treasurer asked the management agent about the status of the violations letters that were proposed in an e-mail sent at the beginning of the month, and she responded that they would go out later in the month.

At-Large --

The At-Large Member reported that he is trying to get action going on the Quaker Lane/S. 36 Street intersection, including forming a working group. The Treasurer will send him an old file on the issue.

#### **COMMITTEE REPORTS:**

Pool -- The Pool Committee presented a proposal offered by Glen resident Len Funk on behalf of Sunguard Mid-Atlantic, LLC (Sunguard), to install a new canopy umbrella. After this discussion ended, the Treasurer moved as follows:

**09.10.19.03** Motion by Treasurer to authorize the Glen President to sign a contract with Sunguard, at a total cost of \$5,850.00, incorporating the specifications in a brochure handed-out by Mr. Funk, the key features of which are as follows:

- Install one 15' x 15' x 8' umbrella with steel superstructure on the Glen pool deck.
- Royal blue fabric.
- All materials and delivery included.
- Does not include permits, drawings, or outside testing.
- Warranty on the back of the brochure.

Motion passed unanimously.

Website – Webmaster resident Joey Seich stated that she is working on getting word search capability for the documents in the site.

#### B Building Renovation Committee

The door mats had to be returned because they were not big enough. The originally considered lights for the stoops could not be purchased because they laced photocells and motion detectors and thus would have to be on all the time. The Vice President requested more information on the adequacy of the plywood base that would be installed under the new tile.

**09.10.19.04** Motion by Treasurer to spend \$744.05 for purchase of stoop lights with photocells and motion detectors. Motion passed unanimously.

**09.10.19.05** Motion by Treasurer to spend \$4,475.54 for: (1) purchase and installation of common area basement lights; and (2) installation of the stoop lights authorized to be purchased in the prior motion. Motion passed unanimously.

**MANAGEMENT REPORT:** The management agent discussed the draft contract amendment in Exhibit D of her report, which would reduce the Glen's annual fee paid to the management company in return for the Glen hiring an hourly paid on-site maintenance supervisor, whose hourly fee would be determined after a candidate selection process. While the amendment was not signed at the meeting, the consensus was that Cardinal Management and the Glen should begin the implementation process.

The management agent also reported on the status of a problem sewer lateral in Court 13, specifically noting that: (1) REI recommended that we camera the area; (2) Dwyer did so and found that the pipe is holding water between the building and sidewalk, most likely a result of settlement under the pipe; (3) the pipe square in the center of court was missing a piece and could break at any time; and (4) its cap doesn't sit flush and makes noise as people drive over it. She also noted that Court 13 should probably be paved next as there are multiple issues in the court and the pipe square could get repaired at the same time.

At the request of the Treasurer, the management agent will ask Walls Roofing and REI to bill separately for the 2019-2020 spot roofing projects that will be charged to reserves.

Also at the request of the Treasurer, the management agent will ask legal counsel about: (1) the status of the collection docket for an owner who is behind in dues payments; and (2) the enforcement effort in violation V0245.

**OLD BUSINESS**

None Reported.

**NEW BUSINESS**

None Reported.

**EXECUTIVE SESSION**

There was no executive session.

**ADJOURNMENT:** The meeting was adjourned by the President at 8:39 p.m.

The next scheduled meeting of the board is Tuesday, October 8, 2019, at 6:30 p.m. at the Fairlington Community Center.

Respectfully submitted,

Maynard Dixon, Treasurer, filling-in for Jeremy Wiedemann,  
Secretary

Attachment A – List of Pool Checks

<b>Pool Party and Misc. Income 2019</b>						
<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>	Patrick S. Walsh	Pool Party	25.00		Check 137	
	Sarah M. Robinson	Pool Party	25.00		Check 357	
	Monica Wiedemann	Pool Party	25.00		Check 545	
	Julia Danielle Berg	Pool Party	25.00		Check 166	
<b>September</b>	Kristen A. Smith	Pool Party	25.00		Check 1464	
	Melissa Carman	Pool Party	25.00		Check 1260	
	Deborah Maria Sanchez	Pool Party	25.00		Check 1360	
<b>October</b>						
<b>TOTALS</b>			<b>275.00</b>	<b>0.00</b>		

