

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
January 14, 2020 Board Minutes
Fairlington Community Center

ATTENDEES: William Layer (Vice President), Maynard Dixon (Treasurer), Jeremy Wiedemann (Secretary), TJ Doyle (At-Large Member), and Candace Lewis (Cardinal Management). Charlie Robbins (President) was not in attendance.

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

ENVIRONMENTAL UPDATE:

The management agent read a letter from the Glen's environmental attorney, Trent Zivkovich, to be entered into the record in these meeting minutes.

In early November, TBR Associates (the party responsible for the environmental release at the Fairlington Cleaners) and its consultant, ECS, provided amended drafts of the Operations & Maintenance (O&M) Plan and Uniform Environmental Covenants Act (UECA) document that responded to the Glen's comments to prior drafts provided last summer. Blackline versions of these two documents showing the changes made by ECS are attached. A separate narrative of ECS' responses to the Glen's comments was also provided at that time and is also attached. All of these documents have been posted to the Glen's community data room since their receipt on November 5th.

After its own review of these revised drafts, the Virginia Department of Environmental Quality emailed on December 18th to state that it was prepared to approve the O&M Plan as presented by ECS. In response to the DEQ's email, on January 3rd I provided a response back to DEQ and all parties that Fairlington Glen has not yet agreed to the terms and therefore would not be signing anything in its current form.

Environmental counsel for TBR Associates, Jim Thornhill, called me on the 3rd and then sent a follow up letter via email on January 8th. The letter included certain statements and demands of the Glen that will be evaluated and considered by the Board at an upcoming Executive Session.

On a technical point, ECS completed its next round of semi-annual groundwater sampling in December. We anticipate receiving the report of that event, providing additional information as to the current state of groundwater impacts and any potential contaminant migration, on or about January 31st. I'll provide a copy of that report immediately upon receipt.

RESIDENTS' FORUM:

Residents attending included: Jay Yianilos (court 12), Thora Stanwood (court 3), Seth Theuerkauf (court 6) and Mary Bley (court 12).

Resident Mary Bley from court 12 came to the board as a follow up to an email she sent earlier in the month addressing concerns with gas fumes in the Glen's maintenance building. The management agent offered to follow up with the on-site staff to ensure they have the equipment and gas storage containers they need, remember to use the exhaust fan, and ensure that any outdated equipment is disposed of. Mary also offered to search for online OSHA training related to gas equipment operation and gasoline storage best practices, which she will forward to the management agent.

Resident Seth Theuerkauf from court 6 introduced himself to the board and communicated that he and his wife Katelyn have offered to help resurrect the Glen

Maintenance Committee. Seth has met with the Treasurer and former board member Bill Worsley to get an overall understanding of some of the Glen's maintenance needs.

Two immediate ideas that Seth would like to implement are:

1. More formalized, scheduled, and announced court inspections in an effort to get more residents to participate using the newsletter and court reps to advertise this.
2. A simple web-form on fairlingtonglen.com to aid residents in reporting maintenance issues which would feed a spreadsheet to help better manage requests for repairs.

1.14.20.01 Motion. Moved to appoint co-owner Seth Theuerkauf to the maintenance committee and authorize him to communicate with roof shingle treatment contractors on behalf of Fairlington Glen. Motion passed unanimously.

Resident Jay Yianilos communicated to the board that he will be moving from the Glen in June of 2020 and will be stepping down as editor of the Glen Echo Newsletter at that time and would be happy to help train a replacement prior to then.

BOARD MEETING MINUTES:

1.14.20.02 Motion. Moved to approve the minutes of the December 10, 2019 board meeting. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President –

The President was not at the meeting.

Vice President –

The Vice President asked that some additional communication be made asking residents to not fill recycling bins with cardboard.

Treasurer –

The Treasurer had several items to communicate and motions for approval.

1.14.20.03 Motion Moved to appoint Thora Stanwood as the temporary Landscape Chair Effective March 1, 2020 when current chair Zack Parsons steps down. Motion passed unanimously.

1.14.20.04 Motion Moved to approve the Glen Handbook modification to cover dormer windows, as shown in exhibit D of the January 2020 management report. Motion passed unanimously.

The Treasurer also communicated that a path forward has been established between the co-owner in court 4 that brought the dormer question forward and Kolas Contracting. Kolas will do all the work (replacing as much wood as possible with PVC) and itemize the bill so the co-owner can reimburse the association for the portions for which she is responsible.

1.14.20.05 Motion Moved to make the planned part-time on-site manager a Glen Association employee. Motion passed unanimously.

At the request of the Treasurer, the board discussed two documents from REI that management had separately circulated shortly before the meeting: (1) a parking lot pavement maintenance and replacement plan; and (2) a proposal to retain them to bid, and to oversee the quality of, the work recommended in the plan. The consensus was that more time was needed to review these documents and that they would be considered at a future meeting.

The Treasurer communicate that water usage spiked in the Glen in mid-2019 compared to prior years. The issue driving the increase in water usage appears to be a large leak in court 2, as the trend has improved since a repair in fall 2019.

1.14.20.06 Motion Moved to thank Jay Yianilos for his many years of service to the Glen from serving as President, Board Member, Newsletter Editor, B-Building Committee Chair, and any other need that came up in the community. Motion passed unanimously. Thank you, Jay, and enjoy your new home!

1.14.20.07 Motion Moved to thank Zack Parsons for his time as landscape chair and wishing him the best in his new home he recently purchased. Motion passed unanimously. Thank you, Zack, and enjoy your new home!

Secretary –

The Secretary had nothing to report.

At-Large -

The At-Large Member communicated that he now has full access to update the website and has made several updates in the past month.

COMMITTEE REPORTS:

Pool

No Update

Landscape

Landscape committee member Thora Stanwood communicated that current chair Zack Parsons will continue to serve through February 2020. Thora noted that additional trees appear to be dying on the border of King Street behind court 8 and that the committee is looking into doing additional soil sampling and trying to address this in the long-term planting plan for the area.

Thora noted there are two proposals outstanding for trimming and spraying of the Photinias on the Quaker Lane boarder. Both of these quotes came in higher than prior years, so the committee is looking to re-negotiate or re-bid the work.

The committee plans to check the status of the new bushes which were planted when the most recent round of stoops were replaced this past summer in several locations.

Website

No Update

B-Building

Committee Chair Jay Yianilos reported the committee did a walkthrough with the painters and noted that the touch up work was completed successfully and communicated to the management agent that the work was completed satisfactory to remit final payment.

Jay reported that the committee conducted a walkthrough to inspect the carpet and flooring and identified two issues that need to be corrected prior to making the final payments on that contract.

Jay reported that the team was working through issues with the photocells on the exterior lights that was causing them to flicker on and off repeatedly during the night. Jay is working with the vendor and the on-site maintenance staff solve the flashing exterior lights issues so they will remain on, as expected.

MANAGEMENT REPORT:

The management agent reported that as of January, 26.7% of units in the Glen currently have off-site owners.

The management agent reported Fios phone and internet were installed and that all of Northern Virginia (including Fairlington Glen) will have their copper phone service shut off in the near future and Verizon will no longer support this outdated infrastructure.

The management agent communicated that the repair work from Walls at 4168 S 36th St in Court 6 would require an additional \$1,600 as they believed it may (was listed a potential in the contract) and the President would need to sign the amended contract.

EXECUTIVE SESSION

1.14.20.8 Motion. Moved to go into executive session at 8:11 p.m. Motion passed unanimously.

The board reconvened in regular session at 8:13 p.m.

1.14.20.9 Motion Moved to approve the draft Xfinity Communities Service Agreement presented in Exhibit C of the January 2020 Management Report, wherein it is provided, in return for “Exclusive Marketing,” that: “The Per Unit Compensation is \$150.00 for a total of \$52,800.00.” Motion passed unanimously.

NEW BUSINESS

None reported

OLD BUSINESS

None reported

ADJOURNMENT: The meeting was adjourned by the Vice President at 8:14 p.m.

The next scheduled meeting of the board is Tuesday, February 11, 2020, at 6:30 p.m. at the Fairlington Community Center.

Respectfully submitted,
Jeremy Wiedemann, Secretary