

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**  
**February 11, 2020 Board Minutes**  
**Fairlington Community Center**

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

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

The management agent introduced Vicky Moore, the new onsite manager, to the board members and co-owners in attendance.

**ENVIRONMENTAL UPDATE:**

The management agent communicated that the board is currently reviewing the revised O&M agreement and a settlement offer from the property owner with the Glen's environmental attorney. Monthly samples were taken from the wells in January and will be available on the web portal (co-owners can contact management agent for access).

**RESIDENTS' FORUM:**

Residents attending included: Jay Yianilos (court 12), Thora Stanwood (court 3), Susan Hunchar (court 10), Lori Derkay (court 12), and Carol Goodloe (court 10).

No issues were communicated in the resident's forum.

**BOARD MEETING MINUTES:**

**2.11.20.01 Motion.** Moved to approve the minutes of the January 14, 2020 board meeting. Motion passed unanimously.

**BOARD MEMBERS' REPORTS:**

President –

The President noted that spring appears to be arriving early this year and welcomed the new onsite manager who will be a great asset to the community.

Vice President –

The Vice President noted that several additional trees appear to be browning and potentially dying along the King Street perimeter.

Treasurer –

The Treasurer had several motions for approval.

The Treasurer stated that he had no objection to the 1.5% CPI increase in the Glen's 2019 management fee, which, as reported by Cardinal Management in Exhibit E of the Management Report, resulted in an annualized fee for 2020 of \$78,717.87, effective on January 1, 2020.

The Treasurer then moved to accept the Addendum to Cardinal Management's Agreement in Management Exhibit D, which reduced Cardinal's annual fee to \$65,472, or \$5,456.00/month, effective February 1, 2020, in return for the Glen's hiring of a part-time onsite manager:

**2.11.20.02 Motion** Moved to authorize the Glen's President to sign the Management Agreement addendum in Exhibit D of the Management Report. Motion passed unanimously.

**2.11.20.03 Motion** Moved to approve the bathroom vent variance for William McCarthy, at 3517 S. Utah St., with the two modifications suggested by the variance coordinator (centering the vent over the existing shutter, and giving it a black finish). Motion passed unanimously.

**2.11.20.04 Motion** Moved to reimburse the co-owner at 4102 36<sup>th</sup> St in the amount of \$5,510.41 based on the check received by the Glen from our insurer, Traveler's Insurance. Motion passed unanimously.

**2.11.20.05 Motion** Moved to resolve that: (1) the Management Exhibit G painting specs for the 2020 paint cycle, involving Courts 13-16, are approved for bidding-out the work described therein; and (2) they will be incorporated into the signed version of any contract. Motion passed unanimously.

**2.11.20.06 Motion** Moved to resolve that: (1) Engineering fees for preparing specifications, bidding, and contract administration for the following major types of reserve projects will be charged to Account 24500 Reserve Use/Replace (no longer to Account 51106 Professional Fees): roof replacement (not spot roof and gutter work); parking lot replacement and parking lot work requiring milling; Glen-wide brick and stoop work; Glen-wide pole lamp replacement; Glen-wide water line replacement; and Glen-wide fence replacement.  
(2) To help to ensure that these fees are charged to reserves, management will ask that they be separately billed.  
(3) To ensure that its reserves are adequate for the fees that will be charged, the Glen will take care to ensure that, in its next reserve study, the replacement costs of the assets in (1), above, will be adjusted upward by a factor that is likely to recover their associated engineering costs.  
Motion passed unanimously.

**2.11.20.07 Motion** (1) To approve going forward with the sealcoating work recommended for 2020 by REI in its January 10, 2020 Pavement Survey and Report, for Courts 3, 12, 15, and 16, work to include striping. (2) Cost charged to reserves. Motion passed unanimously.

**2.11.20.08 Motion** Moved to approve reimbursement of \$325 for an exterior leak repair and approved management contracting for additional interior repairs due to the leak (amount of interior repairs to be determined) at 4331 36<sup>th</sup> St S. Motion passed unanimously.

Secretary –

The Secretary had two items from email vote brought forward to ratify:

**2.11.20.09 Motion** By email, the board unanimously voted to hire Rosa (Vicky) Moore as a part-time onsite manager, effective February 1, 2020. This vote is duly ratified and recorded.

**2.11.20.10 Motion** By email, the board unanimously voted to allow James R Walls Contracting to work on Saturdays to complete the repairs in court 11. This vote is duly ratified and recorded.

At-Large -

The At-Large Member communicated that the website has been updated and that he was going to research advance search options for the site (specifically into documents).

#### **COMMITTEE REPORTS:**

Landscape

Landscape committee chair Thora Stanwood communicated that she and out-going chair Zack Parsons plan to document the trees on the perimeter of King St to help us understand what trees continue to die in that area.

Thora noted she plans to meet with Environmental Enhancements to discuss their bid to trim and spray the Photinias on the Quaker Lane boarder.

Thora communicated she plans to hold a Landscape Committee Meeting on Monday, 2/17 at 10 am at her home in court 2 to discuss upcoming projects.

Website

No additional update

B-Building

Committee Chair Jay Yianilos reported that the onsite management staff have resolved the issues with the blinking exterior lights by putting black tape over the rear to ensure that reflecting light would not trigger the photocell.

Jay communicated that the project was almost complete with only a few punch list items left to complete. The original carriage lights were donated to Habitat for Humanity and he handed a receipt of this to the management agent along with a card for the lighting store that was used – Alexandria Lighting & Supply.

Jay handed the Treasurer a paper version of the detailed final cost report of the project which he will also send electronically so it can be entered into the Glen's archives.

Pool

Co-committee chairs Lori Derkay and Carol Goodloe recommended that the board approve the pool contract that Atlantic offered which includes an additional week of swimming due to the length of this summer – Memorial Day is as early as possible and Labor Day is as late as possible.

**2.11.20.11 Motion** Moved to approve pool management contract with Atlantic Pool Service for \$42,499.34 for the 2020 season. Motion passed unanimously.

The committee asked for more information on the best ways to reimburse volunteers and announced that additional discussion will occur regarding this topic.

The committee stated that they plan to again create and distribute new pool passes to each residence for the 2020 pool season and that this will make all other prior passes invalid. The committee will work with the management agent and onsite management on a final plan for distributing passes in early May and will create procedures communicating how residents can get replacement passes.

### **MANAGEMENT REPORT:**

The management agent communicated that tree trimming is required in court 10 to allow Williams to complete the painting in the court.

**2.11.20.12 Motion** Moved to approve phone reimbursement for the new onsite manager, as she will be using her personal phone for Glen business (similar to how we reimburse the onsite staff). Motion passed unanimously.

The management agent communicated that she has received two reports of the new B-building interior lights falling down. She has reached out to the electrician who installed them, and they will be coming to fix those two and also inspect all other fixtures.

The management agent communicated that we received revisions to the Comcast Renewal Agreement proposed by our legal counsel and this version has been forwarded to Comcast for their review and acceptance.

The management agent communicated that co-owner Mary Bley (court 12) donated a new blower to the onsite crew to celebrate her 40<sup>th</sup> anniversary living in the Glen.

**2.11.20.13 Motion** Moved to thank co-owner Mary Bley for donating a blower to the onsite staff to help them do their work more comfortably. Motion passed unanimously. Thanks Mary and here's to another 40 years here in the Glen!!

### **NEW BUSINESS**

**2.11.20.14 Motion** Moved to table the proposal to remove the stoop wings at 3564, 3566/3568 S. Stafford St for a future meeting. Motion passed unanimously.

**2.11.20.15 Motion** Moved to table the paving lot replacement proposal from REI for a future meeting. Motion passed unanimously.

**2.11.20.16 Motion** Moved to approve the variance request for a radon remediation system at 3611 S. Taylor unit A2 as submitted. Motion passed unanimously.

### **OLD BUSINESS**

None reported

### **EXECUTIVE SESSION**

**2.11.20.17 Motion.** Moved to go into executive session at 7:44 p.m. Motion passed unanimously.

The board reconvened in regular session at 7:55 p.m.

**2.11.20.18 Motion** Moved to work with the environmental attorney to reach a final settlement with the owner of the Fern Street Dry Cleaner. Motion passed unanimously.

**ADJOURNMENT:** The meeting was adjourned by the President at 8:00 p.m.

The next scheduled meeting of the board is Tuesday, March 10, 2020, at 6:30 p.m. at the Fairlington Community Center.

Respectfully submitted,

Jeremy Wiedemann  
Secretary