

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING MINUTES

JANUARY 6, 2004 (DRAFT)

**ATTENDEES:** Mike Hahn, President; Charles Robbins, Vice President; Bob Patrician, Treasurer; John Fuller, Secretary; Paul Greenfield, Buildings & Grounds Liaison. **ABSENT:** no one.

**ALSO PRESENT:** Sara Jones, Property Manager; Ricardo Solares, Facility Manager; Dorothy Hutchinson, Landscape Subcommittee Chair; and Pamela Sand, recording secretary.

**CALL TO ORDER:** Mr. Hahn, President, called the meeting to order at 7:30 p.m.

**APPROVAL OF MINUTES**

04.01.06.1 **MOTION.** It was moved and seconded to approve the December 2, 2003 Board meeting minutes. The motion carried (4-0-0).

**BUILDINGS & GROUNDS COMMITTEE CHAIR**

It was reported that the Buildings & Grounds Committee is in need of a Chair.

**ANNUAL MEETING 2004**

The Board agreed that the 2004 Annual Meeting be held on Thursday, November 4, 2004, followed by a Board meeting.

**GUTTER REPLACEMENT PROPOSAL**

04.01.06.2 **MOTION.** It was moved and seconded to approve a bid from Affordable Quality Roofing, Siding, Windows, Inc. to replace gutters at a cost not to exceed \$2,400 at the following addresses: Court 1—3519B to 3517B S. Stafford Street (rear only); Court 4—4111 to 4105 36<sup>th</sup> Street; Court 5—4112 36<sup>th</sup> Street. The motion carried (4-0-0).

**SEWER RELINING**

04.01.06.3 **MOTION.** It was moved and seconded to approve that JED Mechanical reline the sewer line in Court 13 at a cost of \$30,000 plus extras, unless a better price than \$50,000 plus extras can be obtained by relining two Courts—10 and 13—in which case the two courts should be relined. The motion carried (4-0-0).

**VARIANCE**

The requested information, amplifying material in the original variance request, has not been received from the co-owner of 4270 S. 35<sup>th</sup> Street A1.

**LIME APPLICATION**

04.01.06.4 **MOTION.** It was moved and seconded to approve that Living Colour apply lime in Courts 3 and 16 at a cost of \$250. The motion carried (4-0-0).

At 7:45 p.m. D. Hutchinson left the meeting.

At 7:49 p.m. B. Patrician entered the meeting.

## **GLEN RODENT POLICY**

In view of rat sightings in the Glen as reported to and by B. Patrician, the Board asked that:

- R. Solares meet with Triple "S" to determine the most aggressive course of action the Glen can take that fits in with the Glen's contract, or that would require an additional expenditure, and report back to the Board.
- An article be published in the Glen newsletter.
- A Triple "S" representative be invited to the February 2004 Board meeting.

At 8:07 p.m. Jason R. Thomas of 4212 S. 36<sup>th</sup> Street B2 and Claudine M. Blanc entered the meeting.

At 8:09 p.m. Karen (Campbell) Kuhlman of 4212 S. 36<sup>th</sup> Street A2 and a friend entered the meeting.

04.01.06.5 **MOTION.** It was moved and seconded that the Board convene in Closed Session at 8:10 p.m. for a covenants hearing, and to discuss covenants matters and other issues. The motion carried (5-0-0).

## **CLOSED SESSION**

At 8:18 p.m. J. Thomas, C. Blanc, K. Kuhlman, and friend left the meeting.

04.01.06.6 **MOTION.** It was moved and seconded that the Board convene in Open Session at 8:35 p.m. The motion carried (5-0-0).

## **NEXT BOARD MEETING**

The next Board meeting will be held on Tuesday, February 3, 2004.

## **ADJOURN**

04.01.06.7 **MOTION.** It was moved and seconded for the Board to adjourn at 8:36 p.m. The motion carried (5-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
RESOLUTION ACTION

JANUARY 6, 2004 (DRAFT)

**APPROVAL OF MINUTES**

04.01.06.1 **MOTION.** It was moved and seconded to approve the December 2, 2003 Board meeting minutes. The motion carried (4-0-0).

**GUTTER REPLACEMENT PROPOSAL**

04.01.06.2 **MOTION.** It was moved and seconded to approve a bid from Affordable Quality Roofing, Siding, Windows, Inc. to replace gutters at a cost not to exceed \$2,400 at the following addresses: Court 1—3519B to 3517B S. Stafford Street (rear only); Court 4—4111 to 4105 36<sup>th</sup> Street; Court 5—4112 36<sup>th</sup> Street. The motion carried (4-0-0).

**SEWER RELINING**

04.01.06.3 **MOTION.** It was moved and seconded to approve that JED Mechanical reline the sewer line in Court 13 at a cost of \$30,000 plus extras, unless a better price than \$50,000 plus extras can be obtained by relining two Courts—10 and 13—in which case the two courts should be relined. The motion carried (4-0-0).

**LIME APPLICATION**

04.01.06.4 **MOTION.** It was moved and seconded to approve that Living Colour apply lime in Courts 3 and 16 at a cost of \$250. The motion carried (4-0-0).

04.01.06.5 **MOTION.** It was moved and seconded that the Board convene in Closed Session at 8:10 p.m. for a covenants hearing, and to discuss covenants matters and other issues. The motion carried (5-0-0).

**CLOSED SESSION**

04.01.06.6 **MOTION.** It was moved and seconded that the Board convene in Open Session at 8:35 p.m. The motion carried (5-0-0).

**ADJOURN**

04.01.06.7 **MOTION.** It was moved and seconded for the Board to adjourn at 8:36 p.m. The motion carried (5-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING MINUTES

FEBRUARY 3, 2004 (DRAFT)

**ATTENDEES:** Mike Hahn, President; Charles Robbins, Vice President; Bob Patrician, Treasurer; John Fuller, Secretary; Paul Greenfield, Buildings & Grounds Liaison. **ABSENT:** no one.

**ALSO PRESENT:** Sara Jones, Property Manager; Ricardo Solares, Facility Manager; Dean and Dolly Howarth, Court 3; and Pamela Sand, recording secretary.

**CALL TO ORDER:** Mr. Hahn, President, called the meeting to order at 7:30 p.m.

**APPROVAL OF MINUTES**

04.02.03.1 **MOTION.** It was moved and seconded to approve the January 6, 2004 Board meeting minutes. The motion carried (4-0-0).

**CONTRIBUTION**

04.02.03.2 **MOTION.** It was moved and seconded to approve that the Glen donate \$100 to the Fairlington 5K foot race. The motion carried (4-0-0).

**CONTRIBUTION**

04.02.03.3 **MOTION.** It was moved and seconded to approve that the Glen donate \$100 to the Fairlington Historical Society. The motion carried (4-0-0).

**VARIANCE**

04.02.03.4 **MOTION.** It was moved and seconded to approve the variance request of co-owners Dean and Dolly Howarth at 3577A S. Stafford Street to install a spiral staircase to the attic, renovate it for use as an office, and install two skylights, subject to conditions stated on the variance request form. The motion carried (4-0-0).

It was noted that the Variance Chair recommended approval, and that the Buildings and Grounds Committee had not considered the variance since it did not meet in November and December.

At 7:42 p.m. Dean and Dolly Howarth left the meeting.

**MANAGEMENT REPORTS**

04.02.03.5 **MOTION.** It was moved and seconded to approve that the Property Manager present the Board's Management Reports as in the past: single sided, stapled, and not in the new blue folders. The motion carried (4-0-0).

**3520 SOUTH STAFFORD B1**

04.02.03.6 **MOTION.** It was moved and seconded to authorize Mike Hahn to sign the variance document and return it to the Glen's lawyer for recordation in Arlington County. The motion carried (4-0-0).

**2004 SEWER RELINING**

04.02.03.7 **MOTION.** It was moved and seconded to approve the contract of JED Mechanical to reline the sewer lines, subject to a correction of the addresses involved in Courts 10 and 13, at a

cost not to exceed \$45,000 which includes clean-up. The motion carried (4-0-0).

At 7:52 p.m. B. Patrician entered the meeting.

#### **SEAL ENGINEERING OUTSTANDING INVOICE**

04.02.03.8 **MOTION.** It was moved and seconded to approve that the outstanding 2003 invoice of Seal Engineering for the roof replacement specification and bidding process in the amount of \$2,977.00 be paid. The motion carried (5-0-0).

#### **2004 ROOFING**

There was discussion regarding balancing the need to replace roofs according to the approved schedule, replacing roofs with the greatest need first, and taking into consideration the need to replenish the Glen's reserve fund. R. Solares was asked to obtain pricing on the roofs in Courts 3 and 14, which are to be replaced in 2004. The Board agreed that Walls Roofing be contracted to do the work again this year.

S. Jones was asked to add the Treasurer's Report to future Board agendas.

#### **2004 PAINTING**

04.02.03.9 **MOTION.** It was moved and seconded to approve the bid from Capital Painting to paint the buildings in Courts 13, 14, 15, and 16 at a cost of \$45,730.00. The motion carried (5-0-0).

#### **BUILDINGS & GROUNDS COMMITTEE**

The Buildings and Grounds Committee minutes of January 20, 2004 were reviewed.

- It was reported that there has been a problem in Court 5 with trash in the common area and noise. The Board will write a letter when there is a formal complaint presented in writing to the Board.
- An item is to be placed in the Glen newsletter stating that the Buildings & Grounds Committee is in need of a Chair, Vice Chair, and Secretary. The Board agreed that the Secretary may be offered compensation in the amount of \$50.00 per meeting to prepare the minutes.

#### **4121 S. 36<sup>TH</sup> STREET**

The Board requested that S. Jones obtain further information regarding the co-owner's request for the Glen to pay for interior damages in the amount of \$2,398.00 due to ice damming, which occurred and was partially repaired by R. Solares one or two years ago. The co-owner's lack of a timely request for payment has prevented the Glen from submitting an insurance claim.

#### **MAINTENANCE CREW**

Gratitude by the Board and also based on comments received from co-owners was expressed for the timely and effective response of maintenance during the recent storm.

#### **RODENTS IN THE GLEN**

R. Solares reported that Triple "S" has only received one recent call in the Glen regarding rats, and feels it has the situation under control.

**4317 A2 S. 36<sup>TH</sup> STREET**

S. Jones provided an update regarding the insurance claim and her contact with the co-owner.

**NEXT BOARD MEETING**

The next Board meeting will be held on Tuesday, March 2, 2004.

**ADJOURN**

04.02.03.10 **MOTION.** It was moved and seconded for the Board to adjourn at 8:55 p.m. The motion carried (5-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
RESOLUTION ACTION

FEBRUARY 3, 2004 (DRAFT)

**APPROVAL OF MINUTES**

04.02.03.1 **MOTION.** It was moved and seconded to approve the January 6, 2004 Board meeting minutes. The motion carried (4-0-0).

**CONTRIBUTION**

04.02.03.2 **MOTION.** It was moved and seconded to approve that the Glen donate \$100 to the Fairlington 5K foot race. The motion carried (4-0-0).

**CONTRIBUTION**

04.02.03.3 **MOTION.** It was moved and seconded to approve that the Glen donate \$100 to the Fairlington Historical Society. The motion carried (4-0-0).

**VARIANCE**

04.02.03.4 **MOTION.** It was moved and seconded to approve the variance request of co-owners Dean and Dolly Howarth at 3577A S. Stafford Street to install a spiral staircase to the attic, renovate it for use as an office, and install two skylights, subject to conditions stated on the variance request form. The motion carried (4-0-0).

**MANAGEMENT REPORTS**

04.02.03.5 **MOTION.** It was moved and seconded to approve that the Property Manager present the Board's Management Reports as in the past: single sided, stapled, and not in the new blue folders. The motion carried (4-0-0).

**3520 SOUTH STAFFORD B1**

04.02.03.6 **MOTION.** It was moved and seconded to authorize Mike Hahn to sign the variance document and return it to the Glen's lawyer for recordation in Arlington County. The motion carried (4-0-0).

**2004 SEWER RELINING**

04.02.03.7 **MOTION.** It was moved and seconded to approve the contract of JED Mechanical to reline the sewer lines, subject to a correction of the addresses involved in Courts 10 and 13, at a cost not to exceed \$45,000 which includes clean-up. The motion carried (4-0-0).

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**2004 PAINTING**

04.02.03.9 **MOTION.** It was moved and seconded to approve the bid from Capital Painting to paint the buildings in Courts 13, 14, 15, and 16 at a cost of \$45,730.00. The motion carried (5-0-

0).

**ADJOURN**

04.02.03.10 **MOTION.** It was moved and seconded for the Board to adjourn at 8:55 p.m. The motion carried (5-0-0).



FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING MINUTES

MARCH 2, 2004 (DRAFT)

**ATTENDEES:** Mike Hahn, President; Charles Robbins, Vice President; Bob Patrician, Treasurer; John Fuller, Secretary; Paul Greenfield, Buildings & Grounds Liaison. **ABSENT:** no one.

**ALSO PRESENT:** Sara Jones, Property Manager; Ricardo Solares, Facility Manager; Robert Colley, Court 10; David Richardson; and Pamela Sand, recording secretary.

**CALL TO ORDER:** Mr. Hahn, President, called the meeting to order at 7:30 p.m.

**APPROVAL OF MINUTES**

04.03.02.1 **MOTION.** It was moved and seconded to approve the February 3, 2004 Board meeting minutes. The motion carried (4-0-0).

**SWIMMING PROGRAM**

04.03.02.2 **MOTION.** It was moved and seconded to support the Fins swimming program by letting them use the Glen pool during the 2004 season. The motion carried (4-0-0).

**VARIANCE—HUNCHAR**

04.03.02.3 **MOTION.** It was moved and seconded to approve the variance request of co-owner Susan N. Hunchar at 4327 S. 36<sup>th</sup> Street to install electrical outlets by a licensed electrician as described. The motion carried (4-0-0).

At 7:34 p.m. David Richardson of 4201 S. 31<sup>st</sup> Street, licensed architect for Caren Forsten, entered the meeting.

At 7:37 p.m. Bob Patrician entered the meeting.

**VARIANCE**

04.03.02.4 **MOTION.** It was moved and seconded to approve the variance request of co-owner Caren Forsten at 4270 S. 35<sup>th</sup> Street, A-1, as follows: (a) the co-owner will move the kitchen sink, replace the kitchen door with a window of the same size as the door window, and replace the dining room window with one French door the width of the existing window; and (b) the architect/co-owner will provide the Board with a letter from a licensed plumber within 30 days from the date the variance is mailed to Ms. Forsten that addresses drainage issues resulting from moving the sink. The motion carried (5-0-0).

D. Richardson also confirmed that the outside vent and light fixture will not be changed, nor will the overhang be removed or moved.

At 7:47 p.m. D. Richardson left the meeting.

**BUILDINGS & GROUNDS COMMITTEE**

C. Robbins reported on the February 17, 2004 Buildings & Grounds Committee meeting. The Board asked that the Glen's *Variance Request Form* be made available on the Glen website.

### **INSURANCE CLAIM**

Robert Colley, co-owner at 4317 A2 S. 36<sup>th</sup> Street spoke regarding issues concerning his March 2003 insurance claim due to a sewage backup in his unit, and requested that changes be made to the Glen's Release form that he is to sign. The Board agreed to be in touch with him tomorrow.

At 8:05 p.m. R. Colley left the meeting and Congressman Ralph Regula entered the meeting.

### **ICE DAMMING**

Congressman Ralph Regula, co-owner at 4121 S. 36<sup>th</sup> Street, spoke regarding his request that the Glen pay for interior damages to his unit as a result of ice damming, since it was a roof problem.

04.03.02.5 **MOTION.** It was moved and seconded to reimburse Congressman Regula in the amount of \$1,700, the lowest estimate received. The motion carried (5-0-0).

At 8:21 p.m. Congressman Regula left the meeting.

04.03.02.6 **MOTION.** It was moved and seconded that the Board convene in Closed Session at 8:22 p.m. to discuss covenants matters and other issues. The motion carried (5-0-0).

### **CLOSED SESSION**

04.03.02.7 **MOTION.** It was moved and seconded that the Board convene in Open Session at 9:10 p.m. The motion carried (5-0-0).

### **TREE STUMP**

The Board agreed that a tree stump, which is in the patio of 3570 S. Stafford Street, is the responsibility of the new co-owner.

### **LEAD CONTENT IN WATER**

The Board agreed that Keith Yehle of 4310 S. 35<sup>th</sup> Street, who is concerned about the amount of lead that might be in his water, should have a plumber check the water in his unit.

### **NEXT BOARD MEETING**

The next Board meeting will be held on Tuesday, April 6, 2004.

### **ADJOURN**

04.03.02.8 **MOTION.** It was moved and seconded for the Board to adjourn at 9:15 p.m. The motion carried (5-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
RESOLUTION ACTION

MARCH 2, 2004 (DRAFT)

**APPROVAL OF MINUTES**

04.03.02.1 **MOTION.** It was moved and seconded to approve the February 3, 2004 Board meeting minutes. The motion carried (4-0-0).

**SWIMMING PROGRAM**

04.03.02.2 **MOTION.** It was moved and seconded to support the Fins swimming program by letting them use the Glen pool during the 2004 season. The motion carried (4-0-0).

**VARIANCE—HUNCHAR**

04.03.02.3 **MOTION.** It was moved and seconded to approve the variance request of co-owner Susan N. Hunchar at 4327 S. 36<sup>th</sup> Street to install electrical outlets by a licensed electrician as described. The motion carried (4-0-0).

**VARIANCE**

04.03.02.4 **MOTION.** It was moved and seconded to approve the variance request of co-owner Caren Forsten at 4270 S. 35<sup>th</sup> Street, A-1, as follows: (a) the co-owner will move the kitchen sink, replace the kitchen door with a window of the same size as the door window, and replace the dining room window with one French door the width of the existing window; and (b) the architect/co-owner will provide the Board with a letter from a licensed plumber within 30 days from the date the variance is mailed to Ms. Forsten that addresses drainage issues resulting from moving the sink. The motion carried (5-0-0).

**ICE DAMMING**

04.03.02.5 **MOTION.** It was moved and seconded to reimburse Congressman Regula in the amount of \$1,700, the lowest estimate received. The motion carried (5-0-0).

04.03.02.6 **MOTION.** It was moved and seconded that the Board convene in Closed Session at 8:22 p.m. to discuss covenants matters and other issues. The motion carried (5-0-0).

**CLOSED SESSION**

04.03.02.7 **MOTION.** It was moved and seconded that the Board convene in Open Session at 9:10 p.m. The motion carried (5-0-0).

**ADJOURN**

04.03.02.8 **MOTION.** It was moved and seconded for the Board to adjourn at 9:15 p.m. The motion carried (5-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING MINUTES

APRIL 6, 2004 (DRAFT)

**ATTENDEES:** Mike Hahn, President; Charles Robbins, Vice President; John Fuller, Secretary; Paul Greenfield, Buildings & Grounds Liaison. **ABSENT:** Bob Patrician, Treasurer.

**ALSO PRESENT:** Sara Jones, Property Manager; Ricardo Solares, Facility Manager; David Richardson, Court 15, licensed architect for Caren Forsten; and Pamela Sand, recording secretary.

**CALL TO ORDER:** Mr. Hahn, President, called the meeting to order at 7:30 p.m.

**APPROVAL OF MINUTES**

04.04.06.1 **MOTION.** It was moved and seconded to approve the March 2 and March 15, 2004 Board meeting minutes. The motion carried (4-0-0).

**VARIANCE --FORSTEN**

04.04.06.2 **MOTION.** It was moved and seconded to approve an amendment to the variance request of co-owner Caren Forsten at 4270 S. 35<sup>th</sup> Street, A-1, approved March 2, 2004, as follows: the dining room window will be replaced with two French doors, not one. The motion carried (4-0-0).

At 7:33 p.m. D. Richardson left the meeting.

**BUILDINGS & GROUNDS COMMITTEE**

C. Robbins reported on the Buildings & Grounds Committee March meeting. J. Fuller will include in the Glen newsletter an article stressing the need to keep the Glen Board of Directors informed on issues of concern to the community, such as acts of vandalism.

**CHECKING WATER FOR LEAD**

The Board agreed that Arlington County be asked to check the water for lead in Glen public drinking fountains and the pool before the season begins.

**WORK REQUESTS**

The Board agreed that R. Solares continue to hang a notice that the work requested has been completed on the door of co-owners who ask for such a notice. In addition, all co-owners who require work on their roofs should receive a notice that the work has been accomplished.

**2004 ROOFING CONTRACT**

04.04.06.3 **MOTION.** It was moved and seconded to approve the contract from James R. Walls Contracting Co. to replace slate roofs for buildings in Court 3 (3581 – 3585 S. Stafford Street) and the back half of Court 14 (4200 – 4210 S. 35<sup>th</sup> Street) at a cost of \$109,143.00, plus \$3,132.00 for gutter repairs, subject to the addition of a clause mentioning the need for clean-up on a daily basis. The motion carried (4-0-0).

### **MASONRY SURVEY BY RESTORATION ENGINEERING**

The Board requested that S. Jones ask Restoration Engineering to prioritize the various masonry tasks required, and provide a time frame for repair extending to 10-15 years, beginning with emergency work that could be a safety hazard or cause leakage, including an estimated annual cost.

04.04.06.4 **MOTION.** It was moved and seconded that the Board convene in Closed Session at 8:04 p.m. to discuss covenants matters and other issues. The motion carried (4-0-0).

### **CLOSED SESSION**

04.04.06.5 **MOTION.** It was moved and seconded that the Board convene in Open Session at 8:18 p.m. The motion carried (4-0-0).

### **NO TRESPASSING SIGN**

04.04.06.6 **MOTION.** It was moved and seconded that S. Jones invoice the co-owner at 4124 S. 36<sup>th</sup> Street for the replacement value of one Glen "No Trespassing" sign. The motion carried (4-0-0).

### **NEXT BOARD MEETING**

The next Board meeting will be held on Tuesday, May 4, 2004.

### **ADJOURN**

04.04.06.7 **MOTION.** It was moved and seconded for the Board to adjourn at 8:25 p.m. The motion carried (4-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
RESOLUTION ACTION

APRIL 6, 2004 (DRAFT)

**APPROVAL OF MINUTES**

04.04.06.1 **MOTION.** It was moved and seconded to approve the March 2 and March 15, 2004 Board meeting minutes. The motion carried (4-0-0).

**VARIANCE --FORSTEN**

04.04.06.2 **MOTION.** It was moved and seconded to approve an amendment to the variance request of co-owner Caren Forsten at 4270 S. 35<sup>th</sup> Street, A-1, approved March 2, 2004, as follows: the dining room window will be replaced with two French doors, not one. The motion carried (4-0-0).

**2004 ROOFING CONTRACT**

04.04.06.3 **MOTION.** It was moved and seconded to approve the contract from James R. Walls Contracting Co. to replace slate roofs for buildings in Court 3 (3581 – 3585 S. Stafford Street) and the back half of Court 14 (4200 – 4210 S. 35<sup>th</sup> Street) at a cost of \$109,143.00, plus \$3,132.00 for gutter repairs, subject to the addition of a clause mentioning the need for clean-up on a daily basis. The motion carried (4-0-0).

04.04.06.4 **MOTION.** It was moved and seconded that the Board convene in Closed Session at 8:04 p.m. to discuss covenants matters and other issues. The motion carried (4-0-0).

**CLOSED SESSION**

04.04.06.5 **MOTION.** It was moved and seconded that the Board convene in Open Session at 8:18 p.m. The motion carried (4-0-0).

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04.04.06.6 **MOTION.** It was moved and seconded that S. Jones invoice the co-owner at 4124 S. 36<sup>th</sup> Street for the replacement value of one Glen “No Trespassing” sign. The motion carried (4-0-0).

**ADJOURN**

04.04.06.7 **MOTION.** It was moved and seconded for the Board to adjourn at 8:25 p.m. The motion carried (4-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING MINUTES

MAY 4, 2004 (DRAFT)

**ATTENDEES:** Mike Hahn, President; Charles Robbins, Vice President; John Fuller, Secretary.

**ABSENT:** Bob Patrician, Treasurer; Paul Greenfield, Buildings & Grounds Liaison.

**ALSO PRESENT:** Sara Jones, Property Manager; Ricardo Solares, Facility Manager; Lee Henry, Court 1; Alison Trimble, Court 15; Dorothy Hutchinson and Mary Bley, Landscape Subcommittee; Jason and Claudine Thomas, Court 7; and Pamela Sand, recording secretary.

**CALL TO ORDER:** Mr. Hahn, President, called the meeting to order at 7:30 p.m.

**APPROVAL OF MINUTES**

04.05.04.1 **MOTION.** It was moved and seconded to approve the April 6, 2004 Board meeting minutes. The motion carried (3-0-0).

**EMERGENCY PREPAREDNESS**

Alison Trimble spoke regarding the need for setting up an emergency preparedness system for the Glen, and presented the following four goals reviewed by the Buildings and Grounds Subcommittee:

1. Identify distributors for the June 5 Arlington County emergency preparedness event materials.
2. Identify community members willing to be trained in the County Citizen Emergency Response Team (CERT).
3. Have Ricky Solares and Legum & Norman sign up for the Roam System Alert System.
4. Investigate having the Board purchase NOAA radios for Ricky Solares, staff, and Legum & Norman to use to monitor reports on unusual weather.

The Board approved the formation of the Fairlington Glen Emergency Preparedness Subcommittee, with Alison Trimble and Libby Garvey as co-chairs; accepted the four recommendations; invited the subcommittee to make further recommendations for the Board's consideration; and asked that an article be prepared for the Glen newsletter on the subject.

At 7:45 p.m. A. Trimble left the meeting.

**LANDSCAPING**

04.05.04.2 **MOTION.** It was moved and seconded to approve the April 1, 2004 proposal by The Davey Tree Expert Company to do tree work in Courts 2 and 14 at a cost of \$1,311.00, with the proviso that the Landscape Subcommittee speak with immediate neighbors in Court 14 before the hemlock is removed. The motion carried (3-0-0).

04.05.04.3 **MOTION.** It was moved and seconded to approve the April 16, 2004 proposal by Living Colour Landscaping Co. for small tree protection from cicadas at a cost of \$1,300.00. The motion carried (3-0-0).

04.05.04.4 **MOTION.** It was moved and seconded to approve the April 16, 2004 proposal by

Living Colour Landscaping Co. for 2004 spring landscape installation at a cost of \$2,033.00, with the possible addition of two azaleas in Court 6. The motion carried (3-0-0).

At 8:07 p.m. M. Bley and D. Hutchinson left the meeting.

**VARIANCE --HENRY**

04.05.04.5 **MOTION.** It was moved and seconded to approve the variance request of co-owner J. Lee Henry at 3525 S. Stafford Street as outlined in Parts 1 and 2 of his April 20, 2004 memorandum, subject to the recommendations of the Variance Subcommittee Chair, except that there should be only one exterior light in the patio area. The motion carried (2-0-1).

At 8:43 p.m. J. L. Henry left the meeting and Jason and Claudine Thomas entered the meeting.

04.05.04.6 **MOTION.** It was moved and seconded that the Board convene in Closed Session at 8:44 p.m. to discuss covenants matters and other issues. The motion carried (3-0-0).

**CLOSED SESSION**

At 8:57 p.m. J. and C. Thomas left the meeting.

04.05.04.7 **MOTION.** It was moved and seconded that the Board convene in Open Session at 9:00 p.m. The motion carried (3-0-0).

**COUNTY HEDGE MAINTENANCE**

04.05.04.8 **MOTION.** It was moved and seconded to ratify the agreement with Arlington County's Department of Parks, Recreation and Community Resources regarding maintenance of the hedge on Quaker Lane, as revised by the Glen, upon acceptance by the County. The motion carried (3-0-0).

**MASONRY SURVEY BY RESTORATION ENGINEERING**

04.05.04.9 **MOTION.** It was moved and seconded to authorize Restoration Engineering to prioritize the various masonry tasks required in the Glen, provide a time frame for repair extending to 10-15 years beginning with emergency work that could be a safety hazard or cause leakage, and include an estimated annual expense, at a cost not to exceed \$1,000.00. The motion carried (3-0-0).

**BASKETBALL COURT REPAIR**

The Board requested that Sara Jones find out why the court is sinking and the cost of repair. The information received should be given to the subcommittee chair for consideration.

**BUILDINGS & GROUNDS COMMITTEE**

C. Robbins reported on the Buildings & Grounds Committee April meeting.

**NEXT BOARD MEETING**

The next Board meeting will be held on Tuesday, June 1, 2004.

**ADJOURN**

04.05.04.10 **MOTION.** It was moved and seconded for the Board to adjourn at 9:20 p.m. The motion carried (3-0-0).



FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
RESOLUTION ACTION

MAY 4, 2004 (DRAFT)

**APPROVAL OF MINUTES**

04.05.04.1 **MOTION.** It was moved and seconded to approve the April 6, 2004 Board meeting minutes. The motion carried (3-0-0).

**LANDSCAPING**

04.05.04.2 **MOTION.** It was moved and seconded to approve the April 1, 2004 proposal by The Davey Tree Expert Company to do tree work in Courts 2 and 14 at a cost of \$1,311.00, with the proviso that the Landscape Subcommittee speak with immediate neighbors in Court 14 before the hemlock is removed. The motion carried (3-0-0).

04.05.04.3 **MOTION.** It was moved and seconded to approve the April 16, 2004 proposal by Living Colour Landscaping Co. for small tree protection from cicadas at a cost of \$1,300.00. The motion carried (3-0-0).

04.05.04.4 **MOTION.** It was moved and seconded to approve the April 16, 2004 proposal by Living Colour Landscaping Co. for 2004 spring landscape installation at a cost of \$2,033.00, with the possible addition of two azaleas in Court 6. The motion carried (3-0-0).

**VARIANCE --HENRY**

04.05.04.5 **MOTION.** It was moved and seconded to approve the variance request of co-owner J. Lee Henry at 3525 S. Stafford Street as outlined in Parts 1 and 2 of his April 20, 2004 memorandum, subject to the recommendations of the Variance Subcommittee Chair, except that there should be only one exterior light in the patio area. The motion carried (2-0-1).

04.05.04.6 **MOTION.** It was moved and seconded that the Board convene in Closed Session at 8:44 p.m. to discuss covenants matters and other issues. The motion carried (3-0-0).

**CLOSED SESSION**

04.05.04.7 **MOTION.** It was moved and seconded that the Board convene in Open Session at 9:00 p.m. The motion carried (3-0-0).

**COUNTY HEDGE MAINTENANCE**

04.05.04.8 **MOTION.** It was moved and seconded to ratify the agreement with Arlington County's Department of Parks, Recreation and Community Resources regarding maintenance of the hedge on Quaker Lane, as revised by the Glen, upon acceptance by the County. The motion carried (3-0-0).

**MASONRY SURVEY BY RESTORATION ENGINEERING**

04.05.04.9 **MOTION.** It was moved and seconded to authorize Restoration Engineering to prioritize the various masonry tasks required in the Glen, provide a time frame for repair extending to 10-15 years beginning with emergency work that could be a safety hazard or cause leakage, and include an estimated annual expense, at a cost not to exceed \$1,000.00. The motion

carried (3-0-0).

**ADJOURN**

04.05.04.10 **MOTION.** It was moved and seconded for the Board to adjourn at 9:20 p.m. The motion carried (3-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING MINUTES

JUNE 1, 2004 (DRAFT)

**ATTENDEES:** Mike Hahn, President; Charles Robbins, Vice President; John Fuller, Secretary; Bob Patrician, Treasurer. **ABSENT:** Paul Greenfield, Buildings & Grounds Liaison.

**ALSO PRESENT:** Sara Jones, Property Manager; Patrick Murray, Chair of the Basketball Subcommittee; Karen Kuhlman and Tom Leibfried, Court 7; Jason and Claudine Thomas, Court 7; and Pamela Sand, recording secretary.

**CALL TO ORDER:** Mr. Hahn, President, called the meeting to order at 7:30 p.m.

**APPROVAL OF MINUTES**

04.06.01.1 **MOTION.** It was moved and seconded to approve the May 4, 2004 Board meeting minutes. The motion carried (3-0-0).

**LANDSCAPING**

04.06.01.2 **MOTION.** It was moved and seconded to approve the proposal by The Davey Tree Expert Company to do tree trimming in Courts 4, 10, and 12 at a cost of \$600.00, as outlined in a June 1, 2004 email. The motion carried (3-0-0).

At 7:42 p.m. Bob Patrician entered the meeting.

**SEALCOATING AND STRIPING**

04.06.01.3 **MOTION.** It was moved and seconded to approve the May 11, 2004 proposal by Dominion Paving & Sealing to sealcoat with PaveShield and stripe Courts 9, 12, 13, and 14, at a cost of \$3,651.00. The motion carried. (4-0-0)

**BUILDINGS & GROUNDS COMMITTEE**

C. Robbins reported on the Buildings & Grounds Committee May meeting.

**BASKETBALL COURT**

The Board requested that Sara Jones explore the possibility of an inexpensive repair in the court's surface, so the entire basketball court can be used during the summer. The expectation is that the major repair would take place this autumn.

At 7:46 p.m. P. Murray left the meeting.

04.06.01.4 **MOTION.** It was moved and seconded that the Board convene in Closed Session at 7:46 p.m. to discuss covenants matters and other issues. The motion carried (4-0-0).

**CLOSED SESSION**

At 8:10 p.m. J. and C. Thomas and K. Kuhlman and T. Keibfried entered the meeting.

At 8:30 p.m. J. and C. Thomas and K. Kuhlman and T. Keibfried left the meeting.

04.06.01.5 **MOTION.** It was moved and seconded that the Board convene in Open Session at 8:32 p.m. The motion carried (4-0-0).

**TRASH AT POOL ENTRANCE**

The Board approved the Pool Subcommittee's request that Ricky Solares oversee cleaning up trash that has been collecting immediately outside the entrance to the pool.

**NEXT BOARD MEETING**

The next Board meeting will be held on Tuesday, July 6, 2004.

**ADJOURN**

04.06.01.6 **MOTION.** It was moved and seconded for the Board to adjourn at 8:34 p.m. The motion carried (4-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
RESOLUTION ACTION

JUNE 1, 2004 (DRAFT)

**APPROVAL OF MINUTES**

04.06.01.1 **MOTION.** It was moved and seconded to approve the May 4, 2004 Board meeting minutes. The motion carried (3-0-0).

**LANDSCAPING**

04.06.01.2 **MOTION.** It was moved and seconded to approve the proposal by The Davey Tree Expert Company to do tree trimming in Courts 4, 10, and 12 at a cost of \$600.00, as outlined in a June 1, 2004 email. The motion carried (3-0-0).

**SEALCOATING AND STRIPING**

04.06.01.3 **MOTION.** It was moved and seconded to approve the May 11, 2004 proposal by Dominion Paving & Sealing to sealcoat with PaveShield and stripe Courts 9, 12, 13, and 14, at a cost of \$3,651.00. The motion carried. (4-0-0)

04.06.01.4 **MOTION.** It was moved and seconded that the Board convene in Closed Session at 7:46 p.m. to discuss covenants matters and other issues. The motion carried (4-0-0).

**CLOSED SESSION**

04.06.01.5 **MOTION.** It was moved and seconded that the Board convene in Open Session at 8:32 p.m. The motion carried (4-0-0).

**ADJOURN**

04.06.01.6 **MOTION.** It was moved and seconded for the Board to adjourn at 8:34 p.m. The motion carried (4-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING MINUTES

JULY 6, 2004 (DRAFT)

**ATTENDEES:** Mike Hahn, President; Charles Robbins, Vice President; John Fuller, Secretary; Bob Patrician, Treasurer; Paul Greenfield, Buildings & Grounds Liaison. **ABSENT:** no one.

**ALSO PRESENT:** Sara Jones, Property Manager; Ricardo Solares, Facility Manager; and Pamela Sand, recording secretary.

**CALL TO ORDER:** Mr. Hahn, President, called the meeting to order at 7:30 p.m.

**APPROVAL OF MINUTES**

04.07.06.1 **MOTION.** It was moved and seconded to approve the June 1, 2004 Board meeting minutes. The motion carried (5-0-0).

**BUILDINGS & GROUNDS COMMITTEE**

C. Robbins and P. Greenfield reported on the June 15 Buildings & Grounds Committee meeting.

**PAINTING CYCLE**

R. Solares reported that the painting cycle for this year is finished, and that no complaints have been received.

**MASONRY SURVEY BY RESTORATION ENGINEERING**

S. Jones reported that additional information is expected soon.

**NEXT BOARD MEETING**

The next Board meeting was changed from Tuesday, August 3 to Wednesday, August 4, 2004.

**VARIANCE--ERON**

04.07.06.2 **MOTION.** It was moved and seconded to approve the variance request of co-owners Stephen and Sarah Eron at 3583 S. Stafford Street to install new front and rear entry doors as proposed in the Variance Request Form dated May 27, 2004. The motion carried (5-0-0).

**ANNUAL MEETING**

The next Annual Meeting will be held on Thursday, November 4, 2004.

**ADJOURN**

04.07.06.3 **MOTION.** It was moved and seconded for the Board to adjourn at 8:03 p.m. The motion carried (5-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
RESOLUTION ACTION

JULY 6, 2004 (DRAFT)

**APPROVAL OF MINUTES**

04.07.06.1 **MOTION.** It was moved and seconded to approve the June 1, 2004 Board meeting minutes. The motion carried (5-0-0).

**VARIANCE--ERON**

04.07.06.2 **MOTION.** It was moved and seconded to approve the variance request of co-owners Stephen and Sarah Eron at 3583 S. Stafford Street to install new front and rear entry doors as proposed in the Variance Request Form dated May 27, 2004. The motion carried (5-0-0).

**ADJOURN**

04.07.06.3 **MOTION.** It was moved and seconded for the Board to adjourn at 8:03 p.m. The motion carried (5-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING MINUTES

AUGUST 4, 2004 (DRAFT)

**ATTENDEES:** Mike Hahn, President; Charles Robbins, Vice President; John Fuller, Secretary; Paul Greenfield, Buildings & Grounds Liaison. **ABSENT:** Bob Patrician, Treasurer.

**ALSO PRESENT:** Sara Jones, Property Manager; Ricardo Solares, Facility Manager; Pamela Sand, recording secretary; and Jasper & Megan Thomson (Ct. 8).

**CALL TO ORDER:** Mr. Hahn, President, called the meeting to order at 7:30 p.m.

**APPROVAL OF MINUTES**

04.08.04.1 **MOTION.** It was moved and seconded to approve the July 6, 2004 Board meeting minutes. The motion carried (4-0-0).

**TRIPLE "S" PEST MANAGEMENT SERVICES CONTRACT**

04.08.04.2 **MOTION.** It was moved and seconded to ratify approval (obtained via email earlier in the month) of the Triple "S" Pest Management Services contract, which provides maintenance twice per month at a cost of \$150.00 per month for one year. The motion carried (4-0-0).

**VARIANCE--THOMSON**

04.08.04.3 **MOTION.** It was moved and seconded to approve the variance request of co-owners Jasper & Megan Thomson at 3611-B2 S. Taylor Street to renovate their attic, installing a spiral staircase, small bathroom, casement window similar in appearance to what currently exists, and two small skylights, subject to receiving information concerning the appropriate size of the attic egress should the room be used as a bedroom. The motion carried (4-0-0).

At 7:52 p.m. the Thomson's left the meeting.

**BUILDINGS & GROUNDS COMMITTEE**

The July 20, 2004 Buildings & Grounds Committee meeting minutes were reviewed. Sara Jones was asked to contact the Glen's district police about giving a 15-20 minute presentation at the beginning of the Glen's Annual Meeting.

**RESTORATION ENGINEERING**

S. Jones reported that cost estimates regarding the basketball court surface repair are expected.

**GLEN TELEPHONE NUMBERS**

P. Greenfield agreed to provide J. Fuller with the needed updates for inclusion bimonthly in the Glen Newsletter.

**NEXT BOARD MEETING**

The next Board meeting will be Tuesday, September 7, 2004.

**ADJOURN**

04.08.04.4 **MOTION.** It was moved and seconded for the Board to adjourn at 8:30 p.m. The motion carried (4-0-0).



FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
RESOLUTION ACTION

AUGUST 4, 2004 (DRAFT)

**APPROVAL OF MINUTES**

04.08.04.1 **MOTION.** It was moved and seconded to approve the July 6, 2004 Board meeting minutes. The motion carried (4-0-0).

**TRIPLE "S" PEST MANAGEMENT SERVICES CONTRACT**

04.08.04.2 **MOTION.** It was moved and seconded to ratify approval (obtained via email earlier in the month) of the Triple "S" Pest Management Services contract, which provides maintenance twice per month at a cost of \$150.00 per month for one year. The motion carried (4-0-0).

**VARIANCE--THOMSON**

04.08.04.3 **MOTION.** It was moved and seconded to approve the variance request of co-owners Jasper & Megan Thomson at 3611-B2 S. Taylor Street to renovate their attic, installing a spiral staircase, small bathroom, casement window similar in appearance to what currently exists, and two small skylights, subject to receiving information concerning the appropriate size of the attic egress should the room be used as a bedroom. The motion carried (4-0-0).

**ADJOURN**

04.08.04.4 **MOTION.** It was moved and seconded for the Board to adjourn at 8:30 p.m. The motion carried (4-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING MINUTES

SEPTEMBER 7, 2004 (DRAFT)

**ATTENDEES:** Mike Hahn, President; Charles Robbins, Vice President; John Fuller, Secretary; Bob Patrician, Treasurer; Paul Greenfield, Buildings & Grounds Liaison.

**ALSO PRESENT:** Sara Jones, Property Manager; Ricardo Solares, Facility Manager; Inas Hadieh, recording secretary; Dorothy Hutchinson, Court 2 and Landscape Subcommittee; Mary Bley, Landscape Subcommittee; Katherine Chinworth, Court 1.

**CALL TO ORDER:** Mr. Hahn, President, called the meeting to order at 7:30 p.m.

**APPROVAL OF MINUTES**

07.09.04.1 **MOTION.** It was moved and seconded to approve the August 4, 2004 Board meeting minutes. The motion carried (5-0-0).

**RESIDENT REIMBURSEMENT REQUEST**

07.09.04.2 **MOTION.** It was moved and seconded to reimburse Katherine Chinworth for electrical repairs to her unit due to loss of power. The amount for reimbursement is \$2,068.87. The motion carried (5-0-0).

**RESIDENT REIMBURSEMENT REQUEST**

07.09.04.3 **MOTION.** It was moved and seconded to reimburse Dorothy Hutchinson for cleanup cost of her basement due to water entering through the window well due to gutters that were not cleared. The amount for reimbursement is \$500.00. The motion carried (5-0-0).

**LANDSCAPE SUBCOMMITTEE**

The Subcommittee continues to survey the community for ideas for landscaping improvements. Mary added that people continue to nail signs to the trees and lean heavy items against them. Over time this causes severe damage to the trees and she recommends that a reminder be placed in the newsletter emphasizing the importance of care for the trees in the community. Ms. Jones added she has received a proposal from Living Color for Court 13.

At 7:55 p.m. Dorothy, Mary and Katherine left the meeting.

**VARIANCE REQUEST - MADDEN**

07.09.04.4 **MOTION.** It was moved and seconded to approve the variance request for Ms. Madden to extend her patio fence line, assuming the owner will assume all costs related to the project, she contact Miss Utility prior to beginning the job and that Miss Utility submit approval report to management, the work be done by Long Fence, Ricky oversees the project, and a more complete description of the job, including drawings from Long Fence, to be submitted. The motion carried. (3-2-0)

**AUDIT**

07.09.04.5 **MOTION.** It was moved and seconded to approve the draft audit completed by Goldklang, Cavanaugh, & Associates for the year ending December 31, 2002. The motion carried. (5-0-0)

The Board agreed to meet with their broker and auditor in order to improve their investment strategy.

#### **INSURANCE RENEWAL**

07.09.04.6 **MOTION.** It was moved and seconded to renew the Association's property and casualty insurance program with USI for a one year period at the cost of \$62, 645. The motion carried. (5-0-0)

#### **SUNGUARD PROPOSAL**

07.09.04.7 **MOTION.** It was moved and seconded to authorize Sunguard to replace the sunshade structure for the pool, pending final approval of the specifications for the structure, at a cost not to exceed the budgeted amount. The motion passed. (5-0-0)

#### **BASKETBALL AND TENNIS COURT SURFACES**

Management will request additional information regarding the repair to the tennis court and basketball court. Action was deferred until further information is gathered.

#### **MASONRY REPAIRS**

The Board deferred action on masonry repairs until they meet with Mike Collins of Restoration Engineering in the new year. Ricky will continue to make repairs as necessary.

#### **BUDGET DISCUSSION**

07.09.04.8 **MOTION.** It was moved and seconded that the Board adopt the proposed FY2005 budget as amended. The motion passed. (5-0-0)  
The Board discussed the budget in detail. Mr. Patrician presented his suggestions and the Board concurred on the importance of adequately funding the reserve fund.

#### **L & N OPEN HOUSE**

Ms. Jones invited the Board to the L & N Open House to be held at the corporate office in Alexandria on October 26, 2004.

#### **NEXT BOARD MEETING**

The next Board Meeting will be Tuesday, October 5, 2004.

#### **ADJOURN**

07.09.04.9 **MOTION.** It was moved and seconded for the Board to adjourn at 9:25 p.m. The motion carried (5-0-0).

**APPROVAL OF MINUTES**

07.09.04.1 **MOTION.** It was moved and seconded to approve the August 4, 2004 Board meeting minutes. The motion carried (5-0-0).

**RESIDENT REIMBURSEMENT REQUEST**

07.09.04.2 **MOTION.** It was moved and seconded to reimburse Katherine Chinworth for electrical repairs to her unit due to loss of power. The amount for reimbursement is \$2,068.87. The motion carried (5-0-0).

**RESIDENT REIMBURSEMENT REQUEST**

07.09.04.3 **MOTION.** It was moved and seconded to reimburse Dorothy Hutchinson for cleanup cost of her basement due to water entering through the window well due to gutters that were not cleared. The amount for reimbursement is \$500.00. The motion carried (5-0-0).

**VARIANCE REQUEST - MADDEN**

07.09.04.4 **MOTION.** It was moved and seconded to approve the variance request for Ms. Madden to extend her patio fence line, assuming the owner will assume all costs related to the project, she contact Miss Utility prior to beginning the job and that Miss Utility submit approval report to management, the work be done by Long Fence, Ricky oversees the project, and a more complete description of the job, including drawings from Long Fence, to be submitted. The motion carried. (3-2-0)

**AUDIT**

07.09.04.5 **MOTION.** It was moved and seconded to approve the draft audit completed by Goldklang, Cavanaugh, & Associates for the year ending December 31, 2002. The motion carried. (5-0-0)

**INSURANCE RENEWAL**

07.09.04.6 **MOTION.** It was moved and seconded to renew the Association's property and casualty insurance program with USI for a one year period at the cost of \$62, 645. The motion carried. (5-0-0)

**SUNGUARD PROPOSAL**

07.09.04.7 **MOTION.** It was moved and seconded to authorize Sunguard to replace the sunshade structure for the pool, pending final approval of the specifications for the structure, at a cost not to exceed the budgeted amount. The motion passed. (5-0-0)

**BUDGET DISCUSSION**

07.09.04.8 **MOTION.** It was moved and seconded that the Board adopt the proposed FY2005 budget as amended. The motion passed. (5-0-0)

**ADJOURN**

07.09.04.9 **MOTION.** It was moved and seconded for the Board to adjourn at 9:25 p.m. The motion carried (5-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING MINUTES

OCTOBER 5, 2004 (DRAFT)

**ATTENDEES:** Mike Hahn, President; Charlie Robbins, Vice President; Bob Patrician, Treasurer; John Fuller, Secretary. **ABSENT:** Paul Greenfield, Buildings & Grounds Liaison.

**ALSO PRESENT:** Sara Jones, Property Manager; Ricardo Solares, Facility Manager; Dorothy Hutchinson and Mary Bley, Landscape Subcommittee; Alison Trimble, Ct. 15; and Pamela Sand, recording secretary.

**CALL TO ORDER:** Mr. Hahn, President, called the meeting to order at 7:22 p.m.

**APPROVAL OF MINUTES**

04.10.05.1 **MOTION.** It was moved and seconded to approve the September 7, 2004 Board meeting minutes. The motion carried (4-0-0).

**LIVING COLOUR PROPOSAL**

04.10.05.2 **MOTION.** It was moved and seconded to approve the September 30, 2004 Living Colour Fall Landscape Installation in the amount of \$6,502. The motion carried. (4-0-0)

**DAVEY TREE PROPOSAL**

04.10.05.3 **MOTION.** It was moved and seconded to approve the August 13, 2004 Davey Tree Expert Company proposal to remove a tree in Court 5 at a cost of \$520.00 and to do stump work at a cost of \$310, for a total of \$830. The motion carried. (4-0-0)

**AREA BETWEEN COURTS 9 & 10**

The Board requested that S. Jones discuss recommendations for grading and drainage in the area between Courts 9 and 10 with a reputable firm, and report back.

**LANDSCAPING IN COURT 11**

04.10.05.4 **MOTION.** It was moved and seconded to approve the landscaping proposal for Court 11 as presented at a cost of \$7,403. The motion carried. (2-0-2)

At 7:50 p.m. M. Bley, D. Hutchinson, and A. Trimble left the meeting.

**TENNIS COURT SURFACE REPAIR**

The Board agreed that S. Jones, conferring with W. Smith, obtain additional bids to repair the single tennis court surface, with an emphasis on safety rather than looks, for the Board's consideration.

**BASKETBALL COURT SURFACE REPAIR**

The Board asked R. Solares to patch the depression in the basketball court as a temporary measure to make it safe for one more season.

**NEXT BOARD MEETING**

The next Board meeting will be held on Thursday, November 4, following the Glen's Annual Meeting.

**ADJOURN**

04.10.05.5 **MOTION.** It was moved and seconded that the Board adjourn at 8:07 p.m. The motion carried (4-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
RESOLUTION ACTION

OCTOBER 5, 2004 (DRAFT)

**APPROVAL OF MINUTES**

04.10.05.1 **MOTION.** It was moved and seconded to approve the September 7, 2004 Board meeting minutes. The motion carried (4-0-0).

**LIVING COLOUR PROPOSAL**

04.10.05.2 **MOTION.** It was moved and seconded to approve the September 30, 2004 Living Colour Fall Landscape Installation in the amount of \$6,502. The motion carried. (4-0-0)

**DAVEY TREE PROPOSAL**

04.10.05.3 **MOTION.** It was moved and seconded to approve the August 13, 2004 Davey Tree Expert Company proposal to remove a tree in Court 5 at a cost of \$520.00 and to do stump work at a cost of \$310, for a total of \$830. The motion carried. (4-0-0)

**LANDSCAPING IN COURT 11**

04.10.05.4 **MOTION.** It was moved and seconded to approve the landscaping proposal for Court 11 as presented at a cost of \$7,403. The motion carried. (2-0-2)

**ADJOURN**

04.10.05.5 **MOTION.** It was moved and seconded that the Board adjourn at 8:07 p.m. The motion carried (4-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
ANNUAL MEETING MINUTES

THURSDAY, NOVEMBER 4, 2004

**ATTENDEES:** Mike Hahn, President; Charles Robbins, Vice President; Bob Patrician, Treasurer; John Fuller, Secretary; Paul Greenfield, Buildings & Grounds Liaison; Sara Jones, Property Manager, Legum & Norman; Ricky Solares, Facility Manager, and staff; and numerous Fairlington Glen Unit Owners.

**CALL TO ORDER:** Mr. Hahn, President, called the Annual Meeting to order at 7:38 p.m.

**PRESENTATION BY ARLINGTON COUNTY POLICE**

Officer M. Owens spoke regarding crime prevention in the Fairlington area.

**QUORUM**

A quorum of 54.69% was achieved. Hal Voorhees was appointed Parliamentarian.

**PROOF OF NOTICE OF MEETING**

Mr. Hahn reported that the notice of the annual meeting of the Council of Co-Owners of Fairlington Glen Condominium was mailed to all owners of record in accordance with the Virginia Condominium Act.

**APPROVAL OF MINUTES**

It was moved and seconded to approve the November 6, 2003 Annual Meeting minutes of the Fairlington Glen Condominium. The motion passed unanimously by those present.

**PRESIDENT'S REPORT**

Mr. Hahn introduced the present members of the Board of Directors; recognized the Property Manager, staff members, and committee chairpersons; and reported that:

- The proposed budget includes a 10% increase in the level of the condominium assessment.
- The proposed budget was carefully prepared to provide sufficient funds to maintain the physical assets and to provide services at a level equal to last year.
- Roof and sewer lateral replacements will continue.
- An exterior building survey has indicated that some of the brickwork needs repair.
- Sealing and restriping of the asphalt surfaces of each parking court will continue as needed, and concrete repairs will be performed as needed.
- Volunteers on the Glen's Committees and subcommittees have done a great job this past year.

It was moved and seconded to thank Mary Bley and Dorothy Hutchinson, the outgoing Co-Chairs of the Landscape Subcommittee, for work well done. The motion carried.

**TREASURER'S REPORT**

Mr. Patrician thanked the members of the Budget Committee for their help in preparing next year's budget. He reported that:



- The 10% assessment increase is due primarily to (1) an increase in expenditures and costs for services, and (2) the need to replenish the Glen's reserves, which have been drawn down in recent years.
- A reserve study in 2003 recommended that more money be placed in our reserves or the Glen would be in bad shape financially.
- The realization that the brickwork needed repair arose after the 2003 reserve study.
- The Glen Board could do a better job of communicating with co-owners, although not much community interest was expressed in the Budget Committee even though its meetings were announced in the newsletter.
- More money should have been put aside over the years, but there has been a need to maintain what we have to maintain the value of our community.
- The Board endeavors to keep expenses down in various ways, such as by signing contracts for three years.
- The budget asks co-owners to help resolve the reserve issue.

The following handouts were distributed: "Fairlington Glen Replacement Reserves from 1994 to 2005" and "Funding Levels vs. Recommended Range from 2002 to 2021."

**ELECTION OF DIRECTORS**

There were no vacancies on the Board this year.

Alison Trimble and Will Smith were selected to serve as inspectors of the balloting.

**APPROVAL OF THE FY 2005 BUDGET**

35.86%	Approved
19.362%	Disapproved

**OLD BUSINESS:** None.

**NEW BUSINESS:** There was a recommendation that the Glen have an electronic bulletin board to help build a sense of community.

**ADJOURNMENT**

There being no further business, it was moved and seconded to adjourn the Annual Meeting. The motion was passed unanimously by those present. The meeting adjourned at 9:28 p.m.

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING MINUTES

NOVEMBER 4, 2004 (DRAFT)

**ATTENDEES:** Mike Hahn, President; Charlie Robbins, Vice President; Bob Patrician, Treasurer; John Fuller, Secretary ; Paul Greenfield, Buildings & Grounds Liaison. **ABSENT:** no one.

**ALSO PRESENT:** Sara Jones, Property Manager; Ricardo Solares, Facility Manager; and Pamela Sand, recording secretary.

**CALL TO ORDER:** Mr. Hahn, President, called the meeting to order at 9:29 p.m.

**APPROVAL OF MINUTES**

04.11.04.1 **MOTION.** It was moved and seconded to approve the October 5, 2004 Board meeting minutes. The motion carried (3-0-0).

**CAPITOL SERVICES PROPOSAL**

04.11.04.2 **MOTION.** It was moved and seconded to approve the October 11, 2004 Capitol Services Trash Removal and Recycling Contract for 2004-2005 in the amount of \$53,158.80. The motion carried. (3-0-0)

At 9:32 p.m. B. Patrician entered the meeting.

**VARIANCE REQUEST**

04.11.04.3 **MOTION.** It was moved and seconded to approve the variance request of Jason R. Thomas of 4212 S. 36<sup>th</sup> Street, Unit B2, for the following work involving the attic, subject to his obtaining proper and necessary permits and the inspection of electrical work before it becomes live: add a permanent stairway to the attic; install electrical outlets and lights; and relocate the hot water heater, washer, and dryer. The motion carried. (4-0-0).

At 9:33 p.m. P. Greenfield entered the meeting.

**NEXT BOARD MEETING**

The next Board meeting will be held on Tuesday, December 6, 2004.

**ADJOURN**

04.11.04.4 **MOTION.** It was moved and seconded that the Board adjourn at 9:34 p.m. The motion carried (5-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
RESOLUTION ACTION

NOVEMBER 4, 2004 (DRAFT)

**APPROVAL OF MINUTES**

04.11.04.1 **MOTION.** It was moved and seconded to approve the October 5, 2004 Board meeting minutes. The motion carried (3-0-0).

**CAPITOL SERVICES PROPOSAL**

04.11.04.2 **MOTION.** It was moved and seconded to approve the October 11, 2004 Capitol Services Trash Removal and Recycling Contract for 2004-2005 in the amount of \$53,158.80. The motion carried. (3-0-0)

**VARIANCE REQUEST**

04.11.04.3 **MOTION.** It was moved and seconded to approve the variance request of Jason R. Thomas of 4212 S. 36<sup>th</sup> Street, Unit B2, for the following work involving the attic, subject to his obtaining proper and necessary permits and the inspection of electrical work before it becomes live: add a permanent stairway to the attic; install electrical outlets and lights; and relocate the hot water heater, washer, and dryer. The motion carried. (4-0-0).

**ADJOURN**

04.11.04.4 **MOTION.** It was moved and seconded that the Board adjourn at 9:34 p.m. The motion carried (5-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
BOARD OF DIRECTORS MEETING MINUTES

DECEMBER 7, 2004 (DRAFT)

**ATTENDEES:** Mike Hahn, President; Charlie Robbins, Vice President; Bob Patrician, Treasurer; John Fuller, Secretary ; Paul Greenfield, Buildings & Grounds Liaison. **ABSENT:** no one.

**ALSO PRESENT:** Sara Jones, Property Manager; Ricardo Solares, Facility Manager; James Hewitt (Ct. 1); Margaret Windus (Ct. 1); Sandy Heaton (Ct. 6); Sean Munzert (Ct. 7); Dan Shapiro (Ct. 7); Mary Bley (Ct. 12); Dorothy Hutchinson (Ct. 12); Tom Arehart (Ct. 15); Alison Trimble (Ct. 15); and Pamela Sand, recording secretary.

**CALL TO ORDER:** Mr. Hahn, President, called the meeting to order at 7:30 p.m.

**APPROVAL OF MINUTES**

04.12.07.1 **MOTION.** It was moved and seconded to approve the November 4, 2004 Board meeting minutes. The motion carried (5-0-0).

**GROUNDS CARE CONTRACT**

04.12.07.2 **MOTION.** It was moved and seconded to approve the revised 2005-06 Living Colour Landscaping Co. Grounds Care contract dated November 5, 2004 in the amount of \$79,339.00. The motion carried. (4-1-0)

**STREET TREES**

At the request of Mary Bley, the Board agreed to include a notice in the Glen Newsletter about placing trash in designated areas the first Saturday of the month. It has been observed that heavy items have been placed near street trees, which can damage exposed roots.

The Board thanked retiring Landscape Subcommittee Co-Chairs Mary Bley and Dorothy Hutchinson for their dedication the last four years.

Mary Bley said the Buildings & Grounds Committee is welcome to attend the Landscape Subcommittee meeting in January.

**VARIANCE REQUEST**

Tom Arehart of 4284 S. 35<sup>th</sup> Street, was asked to obtain further information from his contractor regarding the work that is needed to rectify the serious water problem in his basement, obtain Dan Shapiro's approval, and provide R. Solares with copies of the variance for the Board's immediate consideration.

At 8:27 p.m. T. Arehart left the meeting.

**SNOW REMOVAL**

04.12.07.3 **MOTION.** It was moved and seconded to approve the November 9, 2004 NVM Contractors snow plowing services proposal for the 2004-05 season as described. This is a time and materials contract so the cost will not be known until the end of the season. The motion carried. (4-0-1).

## **SNOW BLOWER**

R. Solares was asked to research the cost of commercial snow blowers, as well as to consider the practicality of repairing the Glen's existing snow blower, and report back to the Board.

## **POOL SHADE STRUCTURE**

04.12.07.4 **MOTION.** It was moved and seconded to approve the Sanguard Mid-Atlantic proposal to construct a pool shade structure in the amount of \$2,600, as recommended by the Pool Subcommittee. The motion carried. (3-2-0).

## **BUDGET COMMITTEE**

After discussion by those present, it was agreed that the Treasurer shall call for a Budget Committee organizational meeting in January 2005 to decide its schedule and process. Mentioned was the need to know exactly what the law requires of the Glen financially. S. Jones recommended that the Budget Committee prepare questions in advance for the auditor to answer when he visits, which is expected to be in March 2005.

At 9:11 p.m. Mary Bley and Dorothy Hutchinson left the meeting.

## **POLITICAL SIGNS**

04.12.07.5 **MOTION.** It was moved and seconded to add the following sentence to the paragraph titled "OTHER" on page 4-17 of the Fairlington Glen Handbook: "Political signs are not deemed to be holiday, seasonal, or special occasion decorations and, therefore, are not permitted." The motion carried. (3-2-0).

## **TRASH REMOVAL**

J. Fuller explained that if there is to be a change in Arlington County trash removal, it won't happen until 2010.

## **TAX FILING RESOLUTION**

04.12.07.6 **MOTION.** It was moved and seconded to approve the auditor's annual request that the Association elects to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion. The motion carried. (5-0-0).

## **WATER PROBLEM**

S. Jones mentioned that Jeff Hughey will return to survey the façade at 4202 S. 36<sup>th</sup> Street, without charge, to determine where water is entering Sean Munzert's unit. When the source of the problem is identified, it will be clear who has the responsibility for repair.

S. Jones was asked to review the Bylaws to determine who is responsible for maintaining exterior brickwork, and report back to the Board.

## **NEXT BOARD MEETING**

The next Board meeting will be held on Tuesday, January 4, 2005.

## **ADJOURN**

04.12.07.7 **MOTION.** It was moved and seconded that the Board adjourn at 9:36 p.m. The motion carried (5-0-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
RESOLUTION ACTION

DECEMBER 7, 2004 (DRAFT)

**APPROVAL OF MINUTES**

04.12.07.1 **MOTION.** It was moved and seconded to approve the November 4, 2004 Board meeting minutes. The motion carried (5-0-0).

**GROUNDS CARE CONTRACT**

04.12.07.2 **MOTION.** It was moved and seconded to approve the revised 2005-06 Living Colour Landscaping Co. Grounds Care contract dated November 5, 2004 in the amount of \$79,339.00. The motion carried. (4-1-0)

**SNOW REMOVAL**

04.12.07.3 **MOTION.** It was moved and seconded to approve the November 9, 2004 NVM Contractors snow plowing services proposal for the 2004-05 season as described. This is a time and materials contract so the cost will not be known until the end of the season. The motion carried. (4-0-1).

**POOL SHADE STRUCTURE**

04.12.07.4 **MOTION.** It was moved and seconded to approve the Sanguard Mid-Atlantic proposal to construct a pool shade structure in the amount of \$2,600, as recommended by the Pool Subcommittee. The motion carried. (3-2-0).

**POLITICAL SIGNS**

04.12.07.5 **MOTION.** It was moved and seconded to add the following sentence to the paragraph titled "OTHER" on page 4-17 of the Fairlington Glen Handbook: "Political signs are not deemed to be holiday, seasonal, or special occasion decorations and, therefore, are not permitted." The motion carried. (3-2-0).

**TAX FILING RESOLUTION**

04.12.07.6 **MOTION.** It was moved and seconded to approve the auditor's annual request that the Association elects to apply all or part of the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion. The motion carried. (5-0-0).

**ADJOURN**

04.12.07.7 **MOTION.** It was moved and seconded that the Board adjourn at 9:36 p.m. The motion carried (5-0-0).