

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

JANUARY 4, 2005 (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); Sandy Heaton (Ct. 6); 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

05.01.04.1 **MOTION.** It was moved and seconded to approve the December 7, 2004 Board meeting minutes. The motion carried (5-0-0).

BOARD OFFICERS

The Board agreed with the request of Paul Greenfield and Charlie Robbins that they switch their Board Officer positions. Charlie Robbins will become Buildings & Grounds Liaison and Paul Greenfield will become Vice President effective immediately. There are no other changes in Board positions for 2005.

BUDGET COMMITTEE

Alison Trimble distributed a memorandum entitled "Fairlington Glen Budget Proposal" for review by the Budget Committee.

LANDSCAPING AT 4284 S. 35TH STREET

Sara Jones agreed to contact Tom Arehart, the co-owner at 4284 S. 35th Street, to make sure he understands that the Board has not approved any landscaping proposal for his unit, and that he needs to ask for a variance if renovations involve load-bearing walls.

NEXT BOARD MEETING

The next Board meeting will be held on Tuesday, February 1, 2005.

ADJOURN

05.01.04.2 **MOTION.** It was moved and seconded that the Board adjourn at 7:53 p.m. The motion carried (5-0-0).

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

FEBRUARY 1, 2005 (DRAFT)

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

ALSO PRESENT: Sara Jones, Property Manager; Ricardo Solares, Facility Manager; Dave Sherman and Margaret Windus (Ct. 1); Sandy Heaton (Ct. 6); Mary Bley , Landscape Subcommittee (Ct. 12); Alison Trimble (Ct. 15); Jeff Hugney, Restoration Engineering, Inc.; and Pamela Sand, recording secretary.

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

APPROVAL OF MINUTES

01.02.05.1 **MOTION.** It was moved and seconded to approve the January 4, 2005 Board meeting minutes. The motion carried (3-0-0).

RESTORATION ENGINEERING BUILDING EXTERIOR SURVEY

Jeff Hugney of Restoration Engineering, Inc. gave a presentation concerning the need for restoration of Glen building exteriors and front stoops based upon his 2004 Masonry Survey. The Board agreed that exterior repairs will need to be phased in beginning in a couple of years, but that stoops needing repair or replacement are a safety issue and should be addressed first. J. Hugney was asked to work with R. Solares to prioritize the stoops that need to be totally replaced, with the worst listed first. The work will be scheduled depending upon the need and availability of funds. R. Solares will continue to make minor repairs on stoops as needed.

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

At 8:04 p.m. J. Hugney left the meeting.

BUILDINGS & GROUNDS

C. Robbins reported on several items of import discussed at the January 18th Building and Grounds Committee meeting.

LANDSCAPE SUBCOMMITTEE WALK-THROUGH

M. Bley reported that the next Glen walk-through will begin at 8 a.m. on March 19th. Those interested should meet at the tree circle.

GLEN NEWSLETTER

After a discussion concerning the need for better communication in the Glen and various options improving the Glen newsletter, A. Trimble volunteered to draft a proposal for the Board's consideration.

GLEN COMMITTEES

There was discussion concerning current Glen Committees, including whether the Landscape Subcommittee should report directly to the Board rather than to the Buildings and Grounds Committee. This item was deferred pending discussion at the February 16, 2004 Building and Grounds Committee meeting and presentation of its recommendation to the Board.

At 8:34 p.m. M. Bley left the meeting.

DRAINAGE PROBLEMS

The Board agreed that R. Solares could fix the drainage problems in Courts 9, 10, 15, and 16.

01.02.05.2 **MOTION.** It was moved and seconded to approve the December 8, 2004 proposal by Newborg Drainage Company to rectify drainage problems behind Courts 3 and 4 in the amount of \$2,137.00. The motion carried. (4-0-0)

THE JOURNAL DELIVERY

In response to the request of a co-owner who asked that the Board take steps to stop delivery in the Glen of *The Journal*, a free newspaper, the Board noted that it was not appropriate for it to take such action affecting the entire community since many people may find the paper useful.

EXTERIOR PAINTING

S. Jones indicated that the exterior painting of Courts 1, 2, 3, and 4 is being sent out for competitive bids. She will report back to the Board next month regarding the results.

BOARD OF DIRECTOR TERMS

M. Windus gave a presentation regarding the need for the Glen to return to the practice its first 20 years or so of having staggered terms on the Board of Directors. She provided several handouts in support of this position, including a listing of Board terms from 1975 to 2004, and a proposed resolution. She noted that, in recent years, Board members who should have been elected to fill unexpired terms instead served full three-year terms. Under the current practice, all five Board members could at some point need to be elected the same year, which would not allow for continuity on the Board. M. Hahn recollected that the Board secured an opinion from its attorney advising that it was permissible to elect all Board members to 3-year term, and that one could interpret our by-laws as having implied staggered terms for only the "first" elected Board of Directors. In any event, M. Hahn noted that continuity had not been a problem, at least over the past 10 or so years. The Board agreed to take the subject under consideration.

At 9:00 p.m. S. Heaton, D. Sherman, A. Trimble, and M. Windus left the meeting.

01.02.05.3 **MOTION.** It was moved and seconded that the Board convene in Closed Session at 9:01 p.m. to discuss collection delinquencies and other issues. The motion carried. (4-0-0)

CLOSED SESSION

01.02.05.4 **MOTION.** It was moved and seconded that the Board convene in Open Session at 9:18 p.m. The motion carried. (4-0-0)

AUDITOR VISIT

The Board agreed that the Auditor be invited to the April meeting this year, and that any questions to be presented by the community should be given to him in writing ahead of time so that he would be prepared with responses, and make the meeting more meaningful for everyone concerned.

NEXT BOARD MEETING

The next Board meeting will be held on Tuesday, March 1, 2005.

ADJOURN

01.02.05.5 **MOTION.** It was moved and seconded that the Board adjourn at 9:25 p.m. The motion carried. (4-0-0)

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

MARCH 1, 2005 (DRAFT)

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

ALSO PRESENT: Sara Jones, Property Manager; Ricardo Solares, Facility Manager; Dave Sherman (Ct. 1); Sandy Heaton (Ct. 6); Mary Bley , Landscape Subcommittee (Ct. 12); 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

01.03.05.1 **MOTION** It was moved and seconded to approve the February 1, 2005 Board meeting minutes. The motion carried (5-0-0).

SWIMMING PROGRAM

01.03.05.2 **MOTION.** It was moved and seconded to support the Fins swimming program by letting them use the Glen pool during the 2005 season. The motion carried (5-0-0).

STOOP REPAIR

01.03.05.3 **MOTION** It was moved and seconded to approve rebuilding a porch stoop at 3543 S. Stafford Street by Masonry Specialist, LLC at a cost of \$1,900.00. The motion carried (5-0-0).

TREASURER'S REPORT

B. Patrician, Treasurer, reported on the goals agreed upon by the Budget Work Group, as follows:

- **Overall goal:** to improve communication of Glen financial concerns to co-owners.
- **Timeline:** to agree upon a budget for Board review in July, followed by a community meeting in August. The proposed budget would then be mailed to the community in September.
- **Procedure:** to address five areas (audit, operations, reserve, contracts, comparison to other budgets); to develop questions to submit to the Board; and then to meet with the Board to address these questions.

BUILDINGS & GROUNDS (B&G)

C. Robbins reported on several items of import discussed at the February Building and Grounds Committee meeting.

- **Landscape Subcommittee:** The B&G Committee recommends that the Landscape Subcommittee continue to report to the Board through the B&G Committee, and not directly to the Board. However, certain procedures and practices will be modified, as outlined by A. Trimble. The Board agreed to see how the changes work for the next few months.

At 8:06 p.m. M. Bley left the meeting.

- **Acts of vandalism in the Glen:** The Board indicated that it needs to be alerted about such incidents right away.
- **Need for B&G Chairman:** The Board agreed that it would be better if C. Robbins were not the Board's liaison to B&G and the B&G Acting Chair. A B&G Chair is needed.
- **Board terms:** C. Robbins reported on ideas for the Board to consider. He will submit a motion at

the next Board meeting. S. Jones was asked to research the Glen's bylaws on the subject.

SEWER RELINING

01.03.05.4 **MOTION.** It was moved and seconded to approve a bid by Jed Mechanical Contractors, Inc. for relining the sewer in Court 7 at a cost of \$31,100. The motion carried. (5-0-0)

GROUNDS MAINTENANCE

The Board agreed that the grounds maintenance specifications should be reviewed and the 2006 contract sent out to bid.

NEWSLETTER SURVEY

J. Fuller reported that only five people responded. Comments received will be taken under consideration.

NEXT BOARD MEETING

The next Board meeting will be held on Tuesday, April 5, 2005.

ADJOURN

01.03.05.5 **MOTION.** It was moved and seconded that the Board adjourn at 8:52 p.m. The motion carried. (5-0-0)

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

APRIL 5, 2005 (DRAFT)

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

ALSO PRESENT: Sara Jones, Property Manager; Ricardo Solares, Facility Manager; Margaret Windus (Ct. 1); Sandy Heaton and Vicky Mason (Ct. 6); Annette May (Ct. 13); Nicole Rios, Associate Community Manager, Legum & Norman, Inc.; and Pamela Sand, recording secretary.

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

APPROVAL OF MINUTES

05.04.05.1 **MOTION** It was moved and seconded to approve the March 1, 2005 Board meeting minutes. The motion carried (4-0-0).

BOARD OF DIRECTOR TERMS

05.04.05.2 **MOTION** It was moved and seconded that the present Board of Directors term expiration dates be adjusted to provide a more evenly spaced sequence of expirations/elections, in that at least one, and no more than two, would fall in any given year, and that this sequence be preserved in succeeding years. The motion carried (4-0-0).

BUILDINGS & GROUNDS (B&G)

C. Robbins reported on several items of import discussed at the March Building and Grounds Committee meeting, including:

- **B&G Officers.** The following were appointed: Dan Shapiro, Chairman; Marge Angelo, Vice Chairman; and Sandy Heaton, Secretary.
- **Landscape Subcommittee.** The March walk-through was successful. The next Landscape Subcommittee meeting, which is to consider recommendations resulting from the walk-through, will be April 12.
- **Root intrusion.** The Board asked S. Jones to contact the County regarding the repair of pavement that has buckled due to tree root growth in the vicinity of Courts 4, 7, and 9. Any repairs that are made must not cause damage to the tree roots.
- **Vandalism.** There was discussion regarding continuing vandalism in the Glen. R. Solares was asked to follow-up on the particular incident mentioned, which may be reported to the police.

EXTERIOR PAINTING

05.04.05.3 **MOTION** It was moved and seconded to approve a bid from Capital Painting in the amount of \$59,980 to paint the exteriors of Courts 1, 2, 3, and 4 in 2005, unless Jim Hewitt has significant concerns within the next week after reviewing the three bids received. The motion carried. (4-0-0)

RESTATEMENT OF GLEN BYLAWS

The Board asked Bob Patrician, Treasurer, to consider including \$10,000 in the 2006 budget for the purpose of having our lawyers prepare a draft set of revised Bylaws for the Glen, conduct working sessions with the Board and a "town hall" meeting with co-owners to discuss draft changes, and facilitate further efforts through the final vote.

VARIANCE RESCINDED

05.04.05.4 **MOTION.** It was moved and seconded to rescind a November 4, 2004 variance approval, as requested by co-owner Jason Thomas of 4212-B2 S. 36th Street, who decided to move rather than work through problems he was encountering with the County. The motion carried. (4-0-0)

MEETING WITH THE AUDITOR

The Board was invited to attend a meeting with the Auditor to address questions by the Audit Subgroup on Monday, April 18th, at 7:30 p.m. in the Fairlington Community Center, if it can be scheduled. The Board asked S. Jones to attend.

GROUNDS CONTRACT

C. Robbins agreed to contact Alison Trimble to see if she desires to revise the statement of work that is required before the grounds contract can go out to bid.

At 8:16 p.m. S. Heaton, V. Mason, and M. Windus left the meeting.

01.02.05.5 **MOTION.** It was moved and seconded that the Board convene in Closed Session at 8:19 p.m. to discuss a co-owner situation and other issues. The motion carried. (4-0-0)

At 8:30 p.m. A. May left the meeting.

CLOSED SESSION

01.02.05.6 **MOTION.** It was moved and seconded that the Board convene in Open Session at 8:50 p.m. The motion carried. (4-0-0)

NEXT BOARD MEETING

The next Board meeting will be held on Tuesday, May 3, 2005.

ADJOURN

05.04.05.7 **MOTION.** It was moved and seconded that the Board adjourn at 8:51 p.m. The motion carried. (4-0-0)

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

MAY 3, 2005 (DRAFT)

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

ALSO PRESENT: Sara Jones, Property Manager; Ricardo Solares, Facility Manager; Howard Goldklang of Goldklang, Cavanaugh & Associates, P.C. (Certified Public Accountants); Katherine Borowec, Alan Bow, Jocelyn Coroerot, Jim Hewitt, Madelyn Johnson, Dave Sherman, Margaret Windus (Ct. 1); Doug Miller, Maren Smith, Hal Vorhies (Ct. 3); Brenda Barthell, Dan Barthell, Sandy Heaton (Ct. 6); Dan Shapiro (Ct. 7); Anne Dahlborg, Willard Smith (Ct. 9); Paula Mathews, Tevis Smith (Ct. 10); Mary Bley, Robert Wilson (Ct. 12); Alison Trimble (Ct. 15); Bill Worsley (Ct. 16); and Pamela Sand, recording secretary.

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

MEETING WITH AUDITOR

Howard Goldklang, auditor for the Glen for the past two years, spoke concerning the audit process and then presented the Glen's general financial picture at the end of the 2004 fiscal year. Next, H. Goldklang answered several prepared questions from a March 21, 2005 memorandum entitled "Questions for Management and the Auditor concerning Audit Reports for Fairlington Glen," beginning with the section "18 questions of the auditor concerning the annual audit reports" on page 4. A few of the many points brought out included the following:

- The Glen has a very low delinquency rate—well below 1%, which is very good.
- The auditor does a financial audit, not an operational audit. An operational audit, which evaluates procedures, is very costly.
- They review a large number of expenses, looking for duplicate payments to vendors, reasonableness of purchases, etc.
- They look for financial information in the Board's minutes, not policy.
- In Virginia, it is important to have a reserve study to determine what should be set aside at least every three to five years. Also, it is good to have a reserve specialist to guide the direction of the community.
- Auditors examine a substantial number of invoices and follow them through to payment. They don't evaluate internal controls.
- They don't like petty cash funds.
- If condo fees are not set high enough, the association ends up borrowing from its replacement reserves.

The meeting with the auditor concluded at 8:32 p.m. Mr. Goldklang and a number of others left the meeting during the break.

The meeting reconvened at 8:37 p.m.

APPROVAL OF MINUTES

03.05.05.1 **MOTION** It was moved and seconded to approve the April 5, 2005 Board meeting minutes. The motion carried (4-0-0).

VARIANCE

03.05.05.2 **MOTION.** It was moved and seconded to approve an April 10, 2005 variance requested by co-owners Paula Mathews and Bill Greenwalt of 4301 S. 36th Street to remodel their kitchen, as described. The motion carried. (4-0-0)

VARIANCE

03.05.05.3 **MOTION.** It was moved and seconded to ratify an April 20, 2005 email vote to approve a December 17, 2004 variance requested by co-owner C. Fay Norred of 3513B S. Stafford Street to replace the backdoor with a full view white door with grid panes. The motion carried. (3-0-1)

SPRING LANDSCAPING

03.05.05.4 **MOTION.** It was moved and seconded to approve the April 16, 2005 spring landscape installation proposal by Living Colour Landscaping Company at a cost of \$7,781.00. The motion carried. (4-0-0)

DAVEY TREE

03.05.05.5 **MOTION.** It was moved and seconded to approve the work proposal by Davey Tree as presented at a cost of not more than \$5,035.00. The motion carried. (4-0-0)

At 9:04 p.m. M. Bley and A. Trimble left the meeting.

TAX BASIS LETTER

03.05.05.6 **MOTION.** It was moved and seconded to approve that Goldklang, Cavanaugh & Associates, P.C. prepare for Fairlington Glen a unit owner tax basis letter for the three years ended December 31, 2004 at a cost of \$750.00, and for each year thereafter at a cost of \$250 per year. The motion carried. (4-0-0)

ANNUAL AUDIT

The Board asked that further review and approval of the 2004 audit be postponed until the next Board meeting to allow more time for thoughtful consideration by Board members and the Budget Subcommittee.

BUILDINGS & GROUNDS (B&G)

C. Robbins raised several items of concern to B&G.

- **Proposal to review Glen Bylaws.** S. Jones is finding out what other attorneys would charge for this work.
- **Drainage problem between Courts 9 and 10.** Alternatives were discussed. The best solution should be in place before the new trees are planted in late May or early June.

FAIRLINGTON HISTORICAL SOCIETY

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

At 9:30 p.m. all the remaining visitors left the meeting.

01.02.05.7 **MOTION.** It was moved and seconded that the Board convene in Closed Session at 9:32 p.m. to discuss a co-owner situation. The motion carried. (4-0-0)

CLOSED SESSION

01.02.05.8 **MOTION.** It was moved and seconded that the Board convene in Open Session at 9:35 p.m. The motion carried. (4-0-0)

CO-OWNER RELEASE

01.02.05.9 **MOTION.** It was moved and seconded to send a release to the co-owner at 4317 A2 S. 36th Street in connection with an insurance claim, since he has made adequate repairs to his unit. The motion carried. (4-0-0)

NEXT BOARD MEETING

The next Board meeting will be held on Tuesday, June 7, 2005.

ADJOURN

03.05.05.10 **MOTION.** It was moved and seconded that the Board adjourn at 9:37 p.m. The motion carried. (4-0-0)

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

JUNE 7, 2005 (DRAFT)

ATTENDEES: Mike Hahn, President; Paul Greenfield, Vice President; Bob Patrician, Treasurer; John Fuller, Secretary ; Charlie Robbins, Buildings & Grounds Liaison. **ABSENT:** none.

ALSO PRESENT: Sara Jones, Property Manager; Ricardo Solares, Facility Manager; Lee Henry, Jim Hewitt, Margaret Windus (Ct. 1); Bill Boswinkle, Doug Miller, Hal Vorhies (Ct. 3); Sandy Heaton (Ct. 6); Dan Shapiro (Ct. 7); Willard Smith (Ct. 9); Tevis Smith (Ct. 10); Matt Abrams, Dale May, Bill McShea (Ct. 11); Liz Finos, Bill Worsley (Ct. 16); and Pamela Sand, recording secretary.

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

APPROVAL OF MINUTES

07.06.05.1 **MOTION** It was moved and seconded to approve the May 3, 2005 Board meeting minutes. The motion carried (3-0-0).

POOL PARTY

The Board thanked the Pool Subcommittee Chair and members for their work on the lovely pool party, which had a great turnout.

At 7:34 p.m. Paul Greenfield and Bob Patrician entered the meeting.

FAIRLINGTON GLEN REPLACEMENT RESERVES

Bill Worsley of the Reserves Subgroup of the Glen Budget Work Group gave a presentation based on the Subgroup's report dated May 31, 2005. Two handouts presented budget and reserve projections for 15 years using different scenarios (one would grow the reserves fast, and the other would not). Some of the points raised included the following:

- The purpose of the analysis was to determine the Glen's reserve funding ratio.
- Based on the Subgroups research, at the end of 2005 the full funding figure is expected to be \$5,478,836, with reserves at \$460,781, making the Glen's reserve funding ratio at 8.4%. One notable reserve consultant recommends that reserve funding ratios fall between 30-70%.
- It is proposed that the Glen, in addition to a cash flow study, consider setting a reserve funding goal and incorporate full-funding analysis as a regular feature of its reserve budgeting to keep its progress on track.
- Better sharing of data and careful record keeping is needed for a more accurate annual study.
- A long term plan is needed to catch up. Policy guidance is needed from the Board before steps can be taken to improve the Glen's position.

The Board expressed its appreciation for the work of the Reserves Subgroup. Time was given to questions from those present, and the next steps in the 2006 budget process were reviewed.

At 8:24 p.m. several co-owners left the meeting.

BUILDINGS & GROUNDS (B&G)

C. Robbins reported on items in the May 2005 B&G minutes, including the need for some gutters to be repaired or replaced.

ROOF REPLACEMENTS

07.06.05.2 **MOTION.** It was moved and seconded to approve the May 2, 2005 proposal from James R. Walls Contracting Co. to replace roofs in Court 1 at 3527 - 3529 S. Stafford at a cost of \$64,022.00. The motion carried. (5-0-0) The only additional costs would be to replace deteriorated wood, if found.

ANNUAL AUDIT

07.06.05.3 **MOTION.** It was moved and seconded to accept the 2004 Annual Audit Report of the auditors, Goldklang, Cavanaugh & Associates, P.C. dated March 15, 2005. (5-0-0)

TAX BASIS LETTER

The Board asked that S. Jones summarize for the July Glen newsletter information contained in a May 24, 2005 letter from Goldklang, Cavanaugh & Associates, P.C. regarding a unit owner's tax basis.

DRAINAGE BETWEEN COURTS 9 AND 10

Proposals from three contractors were discussed ranging from adding top soil to installing a drain costing \$6,805. The Board asked that another company or two be asked to bid on the proposed drain solution before further consideration.

INVESTMENTS

The Board asked that B. Patrician and S. Jones consider two other financial consultants and report back before a decision is made about whether to continue with the services of Michael Hern, formerly of Merrill Lynch, who is now working for Smith Barney.

INSURANCE BROKER

S. Jones reported that Teresa Swan, insurance broker for USI, will be at the July 5th Board meeting to discuss general insurance coverage as it relates to the needs of the Glen.

B-UNIT PAINTING AND CARPETING

Since S. Jones and R. Solares agree that all B-Units are in need of new paint and carpeting, the Board asked that D. Shapiro, Chairman of the Buildings and Grounds Committee, do an informal survey of B-unit co-owners to determine their level of interest in or preferences regarding paint color and carpeting, and report back.

NEXT BOARD MEETING

The next Board meeting will be held on Tuesday, July 5, 2005.

ADJOURN

07.06.05.4 **MOTION.** It was moved and seconded that the Board adjourn at 9:12 p.m. The motion carried. (5-0-0)

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

JULY 5, 2005 (DRAFT)

ATTENDEES: Mike Hahn, President; Paul Greenfield, Vice President; Bob Patrician, Treasurer; John Fuller, Secretary; Charlie Robbins, Buildings & Grounds Liaison. **ABSENT:** none.

ALSO PRESENT: Sara Jones, Property Manager; Ricardo Solares, Facility Manager; Jim Hewitt, Kay Hewitt, Margaret Windus (Ct. 1); Hal Vorhies (Ct. 3); William Layer (Ct. 5), Sandy Heaton (Ct. 6); Dan Shapiro (Ct. 7); and Theresa Swan, USI.

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

APPROVAL OF MINUTES

05.07.05.1 **MOTION.** It was moved and seconded to approve the June 7, 2005 Board meeting minutes with one correction, that D. Shapiro, Chairman of the Building and Ground Committee, suggested that the B-Units be repainted and recarpeted in the same color/type as before rather than agreeing to do a survey of B-Unit Co-owners. The motion carried (5-0-0).

INSURANCE PRESENTATION

USI is our agent for locating carriers for our insurance needs. Theresa Swan, insurance broker for USI, attended the meeting and provided a comprehensive presentation regarding insurance coverage as it relates to the needs of the Glen. The USI process for locating carriers for renewing our insurance in September is just getting started; however, initial indications are that our premiums are not expected to go up and will probably go down slightly, and our current \$5,000 deductible will not increase.

VARIANCE

05.07.05.2 **MOTION.** It was moved and seconded to approve a variance for replacing the kitchen door at 4304 S. 36th Street with a single French door. The motion carried (3-2-0).

BUILDINGS & GROUNDS (B&G)

C. Robbins reported on items in the June 2005 B&G minutes including the need for replacing some gutters with wider ones that will more effectively catch water runoff from our roofs. Additional bids for this will be solicited. In addition, the crew will assess the need to repair or replace the reported broken concrete sidewalk in Court 5.

B-UNIT PAINTING/CARPETING

The B-Unit carpets are due for replacement and the B-Unit hallways are due for repainting, and the current colors and quality will be retained. Legum & Norman will solicit bids for these efforts.

DRAINAGE BETWEEN COURTS 9 AND 10

Three bids were received for resolving the water drainage problem between Courts 9 and 10. The Davey Tree bid appears to be the most cost-effective; however, there are a couple of questions that need to be answered regarding the bid. Legum & Norman will get responses to these questions prior to the Board vote on accepting or rejecting the bid.

PARKING SPACES

Hal Vorhies presented a plan for the possible future upgrade of our parking areas, based on the fact that the current spaces are sized for vehicles smaller than the larger ones (e.g., SUVs, trucks) that many residents now own. The plan would expand the area devoted to parking spaces by reducing the grassy areas at the Court entrances, thereby allowing expansion of the current parking spaces to accommodate

the larger vehicles. The Board will consider this plan as a potential future project.

BASKETBALL COURT

A group playing on the basketball court inadvertently damaged temporary repairs to the court. The costs to restore these temporary repairs will be solicited, via the Basketball Subcommittee Chairman, from this group of players.

WOODWORK REPAIRS

05.07.05.3 **MOTION.** It was moved and seconded to ratify a telephone vote on an expenditure for woodwork repairs by Capital Painting, associated with the painting effort in Courts 1-4, at a cost not to exceed \$1,900. The motion carried (5-0-0).

BYLAWS REVISION

Requests for cost estimates associated with the revision of our bylaws were sent to three firms; however, only one provided an estimate. Attendees at the meeting suggested that volunteers from the Glen might be able to carry out this revision. The Board will continue to assess the need and process for revising the Glen's bylaws

NEXT BOARD MEETING

The next Board meeting will be held on Tuesday, August 2, 2005.

ADJOURN

05.07.05.4 **MOTION.** It was moved and seconded that the Board adjourn at 9:18 p.m. The motion carried. (5-0-0)

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
RESOLUTION ACTION

JULY 5, 2005 (DRAFT)

APPROVAL OF MINUTES

05.07.05.1 **MOTION.** It was moved and seconded to approve the June 7, 2005 Board meeting minutes with one correction, that D. Shapiro, Chairman of the Building and Ground Committee, suggested that the B-Units be repainted and recarpeted in the same color/type as before rather than agreeing to do a survey of B-Unit Co-owners. The motion carried (5-0-0).

VARIANCE

05.07.05.2 **MOTION.** It was moved and seconded to approve a variance for replacing the kitchen door at 4304 S. 36th Street with a single French door. The motion carried (3-2-0).

WOODWORK REPAIRS

05.07.05.3 **MOTION.** It was moved and seconded to ratify a telephone vote on an expenditure for woodwork repairs by Capital Painting, associated with the painting effort in Courts 1-4, at a cost not to exceed \$1,900. The motion carried (5-0-0).

ADJOURN

05.07.05.4 **MOTION.** It was moved and seconded that the Board adjourn at 9:18 p.m. The motion carried. (5-0-0)

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

AUGUST 2, 2005 (DRAFT)

ATTENDEES: Mike Hahn, President; Paul Greenfield, Vice President; Bob Patrician, Treasurer; John Fuller, Secretary; Charlie Robbins, Buildings & Grounds Liaison. Absent: none.

ALSO PRESENT: Sara Jones, Community Manager; Abbey Cailloux, Associate Community Manager; Ricardo Solares, Facilities Manager; Margaret Windus, Jim Hewitt (Ct. 1); Sandy Heaton, Vicky Mason (Ct. 6); Dan Shapiro (Ct. 7); Bill Worsley (Ct. 16)

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

APPROVAL OF MINUTES

02.08.05.1 MOTION. It was moved and seconded to approve the July 5, 2005 Board meeting minutes. The motion carried (5-0-0).

BUILDING & GROUNDS (B&G)

Mr. Robbins reported on recent actions to address the drainage problem between Courts 9 and 10. The sprinkler problem at the traffic circle on 36th street is being addressed through Arlington County. It may be the result, in part, of over watering and sprinkler usage has been cut back to 50%. B&G will review the feasibility to achieve cost savings by transferring activity card production and distribution from Legum & Norman to the Glen.

STORAGE SPACE

02.08.05.2 MOTION. It was moved and seconded to ratify the vote to replace the larger storage space with a smaller space in order to reduce costs. The motion carried (5-0-0).

VARIANCES

There was discussion about whether or not variances should be submitted for approval if they are not required. Such submissions should not be encouraged; however, co-owners can do so if they feel there is a valid need.

02.08.05.3 MOTION. It was moved and seconded to approve the variance for kitchen remodeling at 3565-B S. Stafford Street. The motion carried (5-0-0).

02.08.05.4 MOTION. It was moved and seconded to approve the variance for kitchen remodeling at 4325 S. 36th Street. The motion carried (5-0-0).

02.08.05.5 MOTION. It was moved and seconded to approve the variance for kitchen remodeling at 4229 S. 36th Street. The motion carried (4-0-1).

02.08.05.6 MOTION. It was moved and seconded to approve the variance for new windows at 4117 S. 36th Street. The motion carried (5-0-0).

DRAFT BUDGET

The budget work group presented the draft budget they developed. The proposed budget aims to reduce expenditures, especially regarding operations, and increase funds in reserves, while maintaining the quality of life in Fairlington Glen. Ms. Jones noted that insurance costs will be \$5,000 lower than stated; surplus funds will be placed in reserves. Line 52284 of the draft budget was amended to read "Cellular Phones: Reduces expense by determining the most cost-effective service plan/package."

02.08.05.7 MOTION. It was moved to increase copying costs from \$3,500 to \$5,000 to reflect historic costs based on concerns that significant electronic distribution of materials to co-owners will not prove feasible. The motion failed (2-3-0).

02.08.05.8 MOTION. It was moved to increase postage costs from \$1,500 to \$2,100 to reflect historic costs. The motion carried (5-0-0).

02.08.05.9 MOTION. It was moved and seconded to retain the porter and associated costs. The motion did not pass (2-1-2).

02.08.05.10 MOTION. It was moved to approve miscellaneous repair and maintenance expenses. The motion carried (5-0-0).

02.08.05.11 MOTION. It was moved and seconded to increase storage costs from \$2,900 to \$3,324 to reflect actual cost projections. The motion carried (5-0-0).

02.08.05.12 MOTION. It was moved and seconded to approve uniform expenses of \$760. The motion carried (3-1-1).

02.08.05.13 MOTION. It was moved and seconded to bring the amended draft budget to the community for review at an All-Glen meeting on September 14, 2005. The motion carried (4-0-1).

At 9:43 p.m. all the visitors left the meeting.

02.08.05.14 MOTION. It was moved and seconded that the Board convene in Closed Session at 9:45 p.m. to discuss personnel issues. The motion carried (5-0-0).

CLOSED SESSION.

02.08.05.15 MOTION. It was moved and seconded that the Board convene in Open Session at 9:57 p.m. The motion carried (5-0-0).

NEXT BOARD MEETING

The next Board meeting will be held on Tuesday, September 6, 2005.

ADJOURN

02.08.05.16 MOTION. It was moved and seconded that the Board adjourn at 9:58 p.m. The motion carried (5-0-0).

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
RESOLUTION ACTION**

AUGUST 2, 2005 (DRAFT)

APPROVAL OF MINUTES

02.08.05.1 MOTION. It was moved and seconded to approve the July 5, 2005 Board meeting minutes. The motion carried (5-0-0).

STORAGE SPACE

02.08.05.2 MOTION. It was moved and seconded to ratify the vote to replace the larger storage space with a smaller space in order to reduce costs. The motion carried (5-0-0).

VARIANCES

02.08.05.3 MOTION. It was moved and seconded to approve the variance for kitchen remodeling at 3565-B S. Stafford Street. The motion carried (5-0-0).

02.08.05.4 MOTION. It was moved and seconded to approve the variance for kitchen remodeling at 4325 S. 36th Street. The motion carried (5-0-0).

02.08.05.5 MOTION. It was moved and seconded to approve the variance for kitchen remodeling at 4229 S. 36th Street. The motion carried (4-0-1).

02.08.05.6 MOTION. It was moved and seconded to approve the variance for new windows at 4117 S. 36th Street. The motion carried (5-0-0).

DRAFT BUDGET

02.08.05.7 MOTION. It was moved to increase copying costs from \$3,500 to \$5,000 to reflect historic costs based on concerns that significant electronic distribution of materials to co-owners will not prove feasible. The motion failed (2-3-0).

02.08.05.8 MOTION. It was moved to increase postage costs from \$1,500 to \$2,100 to reflect historic costs. The motion carried (5-0-0).

02.08.05.9 MOTION. It was moved and seconded to retain the porter and associated costs. The motion did not pass (2-1-2).

02.08.05.10 MOTION. It was moved to approve miscellaneous repair and maintenance expenses. The motion carried (5-0-0).

02.08.05.11 MOTION. It was moved and seconded to increase storage costs from \$2,900 to \$3,324 to reflect actual cost projections. The motion carried (5-0-0).

02.08.05.12 MOTION. It was moved and seconded to approve uniform expenses of \$760. The motion carried (3-1-1).

02.08.05.13 MOTION. It was moved and seconded to bring the amended draft budget to the community for review at an All-Glen meeting on September 14, 2005. The motion carried (4-0-1).

02.08.05.14 MOTION. It was moved and seconded that the Board convene in Closed Session at 9:45 p.m. to discuss personnel issues. The motion carried (5-0-0).

CLOSED SESSION.

02.08.05.15 MOTION. It was moved and seconded that the Board convene in Open Session at 9:57 p.m. The motion carried (5-0-0).

NEXT BOARD MEETING

The next Board meeting will be held on Tuesday, September 6, 2005.

ADJOURN

02.08.05.16 MOTION. It was moved and seconded that the Board adjourn at 9:58 p.m. The motion carried (5-0-0).

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

SEPTEMBER 6, 2005 (DRAFT)

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

ALSO PRESENT: Sara Jones, Community Manager; Ricardo Solares, Facilities Manager; Margaret Windus (Ct. 1); Sandy Heaton (Ct. 6); Dan Shapiro (Ct. 7); Alison Trimble (Ct. 15); Ray & Marilyn Hanzlik, Recording Secretary.

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

APPROVAL OF MINUTES

06.09.05.1 MOTION. It was moved and seconded to approve the August 2, 2005 Board meeting minutes. The motion carried (4-0-0).

BUILDING & GROUNDS (B&G)

Mr. Robbins distributed a copy of the September 4, 2005 Washington Post article entitled *Homeowners Groups Fight to Stay Afloat*, suggesting that the problems discussed in the article parallel the situation in Fairlington Glen relating to spending controls and reserve fund. He recommended the article be noted in the next Newsletter.

PROPERTY AND CASUALTY INSURANCE PROGRAM

Ms. Jones briefed the Board on the two premium options proposed by USI for the September 24, 2005-September 24, 2006 property and casualty insurance program and recommended Option 2, which provides the same coverage as Option 1 at lower cost.

06.09.05.2 MOTION. It was moved and seconded to approve Option 2 of the USI insurance program proposal for 2005-06 at a cost of \$56,114. The motion carried (4-0-0).

RECOMMENDATIONS OF THE BUDGET WORKING GROUP (BWG)

Mr. Patrician reviewed four recommendations of the BWG: the institution of policies and practices for data availability and records retention; appointment of an archivist/historian for records retention; establishment of a finance committee; and, a quarterly report on replacement reserves.

It was first agreed that a Finance Committee would be established to oversee budget formulation and expenditures during the year, to be chaired by the Treasurer and appointed by the President, first seeking BWG members to serve, and then calling for volunteers. Mr. Patrician and Ms. Jones will develop the tasks and responsibilities of the Finance Committee.

Following an extensive discussion of the issue of access to financial data and records retention, it was agreed that the new Finance Committee would be given the task of determining the appropriate system and making recommendations to the Board. The issue of an archivist/ historian would be addressed

later.

The Board assented to the recommendation that a quarterly report on reserve contributions and expenditures be provided by the Management Agent for review by the Finance Committee in addition to monthly reports on operational expenditures.

COMMUNITY ASSOCIATIONS INSTITUTE (CAI) REQUEST FOR CONTRIBUTION

The Board discussed the request from CAI's Virginia Legislative Action Committee for a contribution to support lobbying efforts with Virginia legislators on behalf of community associations in Virginia.

06.09.05.3 MOTION. It was moved and seconded to contribute \$100.00 to the Virginia Legislative Action Committee. The motion carried (3-0-1).

OLD BUSINESS

Ms. Jones discussed the proposals for gutter replacement work from several contractors and recommended accepting the \$7,000 bid from Affordable Quality, indicating that \$10,000 is available in the budget for this contract.

06.09.05.4 MOTION. It was moved and seconded to approve the Affordable Quality proposal at a cost of \$7,000. The motion carried (3-0-1).

At 8:40 pm all visitors left the meeting.

06.09.05.5 MOTION. It was moved and seconded that the Board convene in Closed Session at 8:45 pm to discuss a co-owner issue. The motion carried (4-0-0).

CLOSED SESSION

06.09.05.6 MOTION. It was moved and seconded that the Board convene in Open Session at 8:52 pm. The motion carried (4-0-0).

NEXT BOARD MEETING

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

ADJOURN

06.09.05.7 MOTION. It was moved and seconded that the Board adjourn at 8:55 pm. The motion carried (4-0-0).

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

OCTOBER 4, 2005 (DRAFT)

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

ALSO PRESENT: Sara Jones, Community Manager; Ricardo Solares, Facilities Manager; Sandy Heaton (Ct. 6); Dan Shapiro (Ct. 7); Alison Trimble (Ct. 15); Ray & Marilyn Hanzlik, Recording Secretary.

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

APPROVAL OF MINUTES

04.10.05.1 MOTION. It was moved and seconded to approve the September 6, 2005 Board meeting minutes. The motion carried (4-0-0).

BUILDING & GROUNDS (B&G)

Mr. Shapiro briefed the Board and the Board discussed the landscaping project on common property and unit modifications at 4284 S. 35th Street that were completed without the required variances.

04.10.05.2 MOTION. It was moved and seconded that Ms. Jones prepare a letter requesting the co-owner of 4284 S. 35th Street to submit a request for variances for landscaping and unit modifications to be reviewed by the Building and Grounds Committee followed by Board review at the November meeting. The motion carried (4-0-0).

Mr. Solares briefed the Board on the need to level and paint the basketball court.

04.10.05.3 MOTION. It was moved and seconded to expend up to \$400.00 for materials to level and paint the basketball court. The motion carried (3-0-1).

LANDSCAPING

04.10.05.4 MOTION. It was moved and seconded to approve the proposal from Living Colour for fall landscape installations at a cost of \$7,318. The motion carried (4-0-0).

04.10.05.5 MOTION. It was moved and seconded to approve the proposal from Davey Tree for tree work at a cost of \$4,850. The motion carried (4-0-0)

PAYMENT RECLASSIFICATION

Ms. Jones recommended to the Board that the payment of \$4,237 for two drainage repairs this year charged to the Landscape line item be reclassified as paid from the Contingency reserve.

04.10.05.6 MOTION. It was moved and seconded that the payment of \$4,237 for two drainage repairs this year charged to the Landscape line item be reclassified as paid from the Contingency reserve. The motion carried (4-0-0).

VARIANCES

04.10.05.7 MOTION. It was moved and seconded that the variance request to renovate the kitchen and remove a closet at 4123 S. 36th Street be approved. The motion carried (4-0-0).

04.10.05.8 MOTION. It was moved and seconded that the variance request to relocate a rear door and window at 4266 S. 35th Street be approved. The motion carried (3-1-0).

04.10.05.9 MOTION. It was moved and seconded that the variance request for window well covers at 3564 S. Stafford Street be denied. The motion carried (4-0-0).

Mr. Shapiro discussed a proposal to remove four parking spaces in Court 8 for safety reasons and use four of the visitor spaces in Court 7 as replacements for Court 8 residents. A flyer will be distributed to all Court 7 and 8 residents regarding this proposal and inviting interested parties to attend the December Board Meeting where the proposal will be addressed.

2006 BUDGET

04.10.05.10 MOTION. It was moved and seconded to approve the draft 2006 budget as amended to change the amount of Line Item 47200 (Group Health Insurance) to \$13,797. The motion carried (4-0-0).

04.10.05.11 MOTION. It was moved and seconded to approve the renewal of the POS health benefits program for employees as proposed by Legum & Norman. The motion carried (4-0-0).

NEXT BOARD MEETING

The next Board meeting will be held on Tuesday, November 1, 2005.

ADJOURN

04.10.05.12 MOTION. It was moved and seconded that the Board adjourn at 9:57 pm. The motion carried (4-0-0).

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

NOVEMBER 1, 2005 (DRAFT)

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

ALSO PRESENT: Sara Jones, Community Manager; Ricardo Soares, Facilities Manager; Margaret Windus (Ct. 1); Dan Shapiro (Ct. 7); Curt Schwarz, Regina Smith (Ct. 9); Ray Hanzlik, Recording Secretary.

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

APPROVAL OF MINUTES

01.11.05.1 MOTION. It was moved and seconded to approve the October 4, 2005 Board meeting minutes. The motion carried (3-0-0).

BUILDING & GROUNDS (B&G)

Mr. Shapiro briefed the Board on the status of a request for variances from the co-owner for the landscaping project on common property and unit modifications at 4284 S. 35th Street. The co-owner was informed that variances are required; however, none have been received. No further action was taken. Mr. Shapiro informed the Board that the B&G sponsored Candidates Forum, for those who will be running for Board positions at the Annual Meeting, will take place on November 15, 2005.

LANDSCAPING

01.11.05.2 MOTION. It was moved and seconded to approve the proposal from Living Colour approved by the Landscaping and B&G committees for landscape improvements and stepping stones for Court 16 at a cost of \$495. The motion carried (3-0-0).

UNIT PROBLEM

Mr. Schwarz reported on flooding of his unit's basement due to faulty installation of the gutters. He will provide information on this to Ms. Jones, who will contact the contractor who performed the gutter work.

SNOW REMOVAL CONTRACT

Ms. Jones recommended Board approval of the contract proposed by NVM Contractors for snow removal during the upcoming season. Costs include \$120 per hour for the Bobcat Loader, \$115 per hour for the Plow Truck, and \$250 per ton for sand with a \$75 delivery charge.

01.11.05.3 MOTION. It was moved and seconded to approve the proposal from NVM Contractors for snow removal. The motion carried (3-0-0).

TRASH CONTRACT

Ms. Jones recommended Board approval of the contract proposed by Capitol Services for trash removal at a cost of \$4,645.44 per month. Mr. Fuller noted that the new contract includes seven holidays when trash would not be picked up while all previous contracts since July 2000 included only three holidays. Ms. Jones will contact Capitol Services regarding this discrepancy.

01.11.05.4 MOTION. It was moved and seconded to approve the proposal from Capitol Services for trash pickup subject to the contract having the same three holidays as previous contracts. The motion carried (3-0-0).

NEXT BOARD MEETING

The next Board meeting will be held on Tuesday, December 6, 2005, following the Annual Meeting.

ADJOURN

01.11.05.5 MOTION. It was moved and seconded that the Board adjourn at 7:55 pm. The motion carried (3-0-0).

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
ANNUAL MEETING MINUTES**

DECEMBER 6, 2005 (DRAFT)

ATTENDEES: Mike Hahn, President; Bob Patrician, Treasurer; John Fuller, Secretary; Charlie Robbins, Buildings & Grounds Liaison; Sara Jones, Community Manager; Abbey Cailloux, Associate Community Manager; Ricardo Solares, Facilities Manager. Absent: Paul Greenfield, Vice President.

CALL TO ORDER: Mr. Hahn, President, called the meeting to order at 7:45 p.m. Dan Shapiro was appointed Parliamentarian.

PROOF OF NOTICE OF MEETING

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

APPROVAL OF MINUTES

Alan Bow suggested an amendment to the November 4, 2004 annual meeting minutes to include the discussion about staggering the terms of Board members. It was moved and seconded to approve the amended November 4, 2004 annual meeting minutes. The motion passed unanimously.

PRESIDENT'S REPORT

Mr. Hahn reported that, in 2006:

- Condo fees increased by 5%.
- The operations budget increased by 2.9%.
- Payroll was reduced by \$4,032.00.
- There is a 31% increase in reserves budgeted.
- Most other items on the budget were kept at or below the current actual cost for 2005.

TREASURER'S REPORT

Mr. Patrician reported that, in 2006:

- \$1.7 million will be spent on roof replacements over the next ten years.
- Currently, the reserves contain \$393,000.00, which represents 7% of what is needed to fully fund all replacements.
- Ideally, over the next ten years, the Association could increase the reserve account to a more comfortable 30% by increasing fees by up to 6%.
- The Board is working toward increasing the amount of money in reserves over the next several years.
- The operations line item was reduced by 2.9%.
- By eliminating the porters, there was a net reduction in the payroll line item of \$2496.00.
- 31% more money will be placed into the reserve accounts
- Auditor charges are increasing.
- Wages increased by 3.6%.
- Cost reductions are expected for: copying, postage, telephone and cell phone costs, porter, storage space, uniforms. Consequently, more volunteers will be needed.

SELECTION OF INSPECTORS

Susan Hunchar and Willard Smith oversaw the counting of the ballots by Legum & Norman, Inc.

PROOF OF QUORUM

Mr. Hahn announced that a quorum of 61.04% was achieved.

RECESS

The meeting went into recess at 8:25 p.m. while the ballots were counted. The meeting reconvened at 8:59 p.m.

RESULTS OF THE ELECTION

The two vacancies on the Board were filled by Alison Burns Trimble and Margaret Windus:

| | |
|----------------------|---------|
| Margaret Windus | 42.318% |
| Alison Burns Trimble | 41.08% |
| Michael Hahn | 23.029% |

The Budget was approved:

| | |
|-------------|---------|
| Approved | 53.171% |
| Disapproved | 4.517% |

ADJOURNMENT

It was moved and seconded to adjourn the meeting at 9:01 p.m. The motion carried by unanimous vote.

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

DECEMBER 6, 2005 (DRAFT)

ATTENDEES: John Fuller; Bob Patrician; Charlie Robbins; Alison Trimble; and, Margaret Windus.

ALSO PRESENT: Sara Jones, Community Manager; Ricardo Solares, Facilities Manager; Alan Bow? (Ct. 1); Theresa Nugent, Dan Shapiro, Rob Shearer (Ct. 7); Patricia Phillips (Ct. 8); Mike Hahn (Ct. 15); Ray & Marilyn Hanzlik, Recording Secretary.

CALL TO ORDER: Mr. Patrician, Acting President, called the meeting to order at 9:10 p.m.

ELECTION OF OFFICERS

06.12.05.1 MOTION. It was moved and seconded to approve the following new officers of the Board of Directors: President _____, Bob Patrician; Vice President, John Fuller; Secretary, Allison Trimble; Treasurer, Margaret Windus; and, Building & Grounds Liaison, Charlie Robbins.
The motion carried (5-0)

APPROVAL OF MINUTES

06.12.05.2 MOTION. It was moved and seconded to approve the November 1, 2005 Board meeting minutes. The motion carried (5-0).

BUILDING & GROUNDS (B&G)

Following a lengthy discussion regarding the parking situation in Courts 7 and 8, the Board tabled any decision on possible remedies and agreed to review a co-owner survey document to be drafted by Dan Shapiro that would seek community inputs on the situation. This action was agreed upon without a vote.

The Board agreed that Mr. Solares will investigate the work required to rehabilitate the Tot Lot.

The Board had a lengthy discussion regarding action to address the failure of the co-owner at 4284 S. 35th Street to comply with the request for variances required for his landscaping project on common property and unit modifications, and the requirement to follow due process procedures. The next action should be a second letter to the co-owner providing notice of a hearing on the matter at the next board meeting.

06.12.05.3 MOTION. It was moved and seconded that Ms. Jones will send a second letter notifying the co-owner at 4284 S. 35th Street of a hearing at the January 3, 2006 board meeting on the non-compliance of his landscaping and unit modification project. The motion carried (5-0).

LANDSCAPING

Ms. Phillips requested the removal of the plants on the side of her house at 3611 South Taylor Street that were planted while she was living away, without her knowledge or approval. She stated that this planting can cause water leakage into the basement.

06.12.05.2 MOTION. It was moved and seconded to remove the plants along the side of the unit at 3611 South Taylor Street and re-sod the area as soon as possible next spring. The motion carried (3-0-2).

FINANCES

Ms. Windus requested a special meeting of the board on December 13 to appoint a Finance Committee. The Board agreed to have the meeting and to provide the required 3-day advance notice of this meeting in the monthly newsletter, to be distributed to co-owners on December 9, 2005. The agenda subject of the meeting is "Financial Issues." This action was agreed upon without a vote.

NEXT BOARD MEETINGS

A special Board meeting will be held on Tuesday, December 13, 2005, and the next regular Board meeting will be held on Tuesday, January 3, 2006, both at 7:30 p.m.

ADJOURN

06.12.05.4 MOTION. It was moved and seconded that the Board adjourn at 10:00 pm pm. The motion carried (5-0).

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS RESOLUTION ACTION

DECEMBER 6, 2005 (DRAFT)

ELECTION OF OFFICERS

06.12.05.1 MOTION. It was moved and seconded to approve the following new officers of the Board

of Directors: President , Bob Patrician; Vice President, John Fuller; Secretary, Allison Trimble; Treasurer, Margaret Windus; and, Building & Grounds Liaison, Charlie Robbins.
The motion carried (5-0)

APPROVAL OF MINUTES

06.12.05.2 MOTION. It was moved and seconded to approve the November 1, 2005 Board meeting minutes. The motion carried (5-0).

BUILDING & GROUNDS (B&G)

06.12.05.3 MOTION. It was moved and seconded that Ms. Jones will send a second letter notifying the co-owner at 4284 S. 35th Street of a hearing at the January 3, 2006 board meeting on the non-compliance of his landscaping and unit modification project. The motion carried (5-0).

LANDSCAPING

06.12.05.4 MOTION. It was moved and seconded to remove the plants along the side of the unit at 3611 South Taylor Street and re-sod the area as soon as possible next spring. The motion carried (3-0-2).

ADJOURN

06.12.05.5 MOTION. It was moved and seconded that the Board adjourn at 10:00 pm pm. The motion carried (5-0).

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

DECEMBER 13, 2005

ATTENDEES: Bob Patrician, John Fuller, Margaret Windus, Charlie Robbins, and Alison Burns Trimble

ALSO PRESENT: Jocelyne Corderot (Ct 1), Dave Sherman (Ct 1), Doug Miller (Ct 3), Dan Shapiro (Ct 7), and Tevis Smith (Ct 10)

CALL TO ORDER: Bob Patrician, President, called the meeting to order at 7:37pm.

FINANCE COMMITTEE CHARGE

Ms. Windus reviewed the proposed charge for the Finance Committee, noting the Committee would provide technical and staff support to the Board. A few changes were suggested by the Board and incorporated into the charge, which is attached to these minutes.

13.12.05.1 MOTION. It was moved and seconded the Finance Committee charge be approved. The motion carried (5-0-0).

RESOLUTION TO REPAY REPLACEMENT RESERVES

Ms. Windus reviewed the history of past under funding of replacement reserves (compared with approved budgets) and recommended monies be moved from the contingency reserve to replacement reserves in order to finance the replacement reserves as indicated in Co-Owner approved budgets. This will position us well with the auditor, the IRS, and Fairlington Glen Co-Owners.

13.12.05.2 MOTION. It was moved and seconded to approve the transfer of \$44,000 from the contingency reserve to replacement reserves, as recommended by Fairlington Glen's auditor in his March 15, 2005 letter, to fund the deficit in Unappropriated Members' Equity. The motion carried (5-0-0).

BUDGET WORK GROUP FINANCE RECOMMENDATIONS

Ms. Windus reviewed a number of recommendations from the Budget Work Group (BWG) related to financial matters, and the Board discussed each in turn. The attached summary, with numbers keyed to the master list of 67 BWG recommendations, provides a short statement of each of the 23 recommendations and action taken by the Board.

13.12.05.3 MOTION. It was moved and seconded the finance-related recommendations of the Budget Work Group be (a) accepted, (b) accepted and referred to the Management Agent, (c) accepted and referred to the Finance Committee, or (d) referred to the Finance Committee, as recommended by the Treasurer. The motion carried (5-0-0).

FAIRLINGTON GLEN CALENDAR OF ACTIVITIES, 2006

Ms. Windus presented a proposed calendar of activities for 2006, which provides meeting dates for the Board of Directors, the Buildings and Grounds Committee, the Finance Committee, and the steps

needed before the Annual Meeting. Mr. Fuller suggested expanding the list of activities leading to the Annual Meeting to be more comprehensive, and Ms. Windus agreed to do so. The calendar will be attached to the January newsletter.

13.12.05.4 MOTION. It was moved and seconded that Mr. Patrician be delegated authority to approve the calendar of dates after revision by Ms. Windus. The motion carried (5-0-0).

NEXT BOARD MEETING

The next Board meeting will be held on Tuesday, January 3, 2006 at 7:30pm.

ADJOURN

13.12.05.5. MOTION. It was moved and seconded that the Board adjourn at 8:50 pm. The motion carried (5-0-0).

Attachments: Finance Committee Charge
Budget Work Group Finance Recommendations

Prepared by: Alison Burns Trimble, Secretary