

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

**JANUARY 3, 2006**

**ATTENDEES:** Bob Patrician, President; John Fuller, Vice-President; Charlie Robbins, B&G Liaison; Alison Trimble, Secretary; and, Margaret Windus, Treasurer.

**ADDITIONAL CO-OWNERS PRESENT:** Jocelyne Corderot (Ct 1); Jim Hewitt (Ct 1); Dan Shapiro (Ct 7); Kari Doyle (Ct 11); Liz Finos (Ct 16), Tom Arehart (Ct 15)

**STAFF:** Sara Jones, Community Manager; April Ludtke, Legum & Norman; Ricardo Soares, Facilities Manager.

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

**APPROVAL OF MINUTES**

**03.01.06.1 MOTION.** It was moved and seconded to approve the Draft December 6 Annual Meeting Minutes with the following corrections noted: add “and co-owners of Fairlington Glen” to attendee list and correct spelling of names. The motion carried (5-0-0).

**03.01.06.2 MOTION.** It was moved and seconded to approve the regular December 6 Board Meeting minutes. The motion carried (5-0-0)

**03.01.06.3 MOTION.** It was moved and seconded to approve the December 13 Special Board Meeting minutes with attachments. The motion carried (5-0-0)

**POOL CONTRACT**

Kari Doyle, Pool Committee Chair, spoke in support of retaining the current Pool Services provider (World Pool) for an additional contract period. Ms. Doyle has been monitoring our pool contractors for several years and believes World Pool to be a very conscientious, safety oriented, stable company. She stated when we have had problems arise, they have been very responsive to the first phone call. They are a family run company with a long history of retaining their life guards from year to year and hiring siblings of former life guards (which is taken as a sign of a good work environment.)

Ms. Doyle indicated she understood it may be necessary to put the pool contract out for bid this year and offered to help with that process, but she encouraged the Board to look beyond strict price comparisons when deciding on whether to retain World Pool in light of their good working relationship with the Glen.

Sara Jones noted she has asked World Pool for a bid which would be for a one year contract with four (4) one-year options. She will report back to the Board at the February meeting. The Board was inclined to forgo competition if the World Pool bid was based on a cost-of-living increase over the present contract.

**AUDITOR CONTRACT**

The Management Agent recommends continuing the relationship with Goldklang, Cavanaugh & Associates for the purpose of conducting a year end audit and preparation of federal and state income tax returns. The terms of this contract are: \$3000 audit fee per year; \$275 for tax preparation; and, a \$50 administrative fee. This contract applies to the years ending December 31, 2005 and December 31,

2006.

**03.01.06.4 MOTION.** It was moved and seconded to approve the Goldklang, Cavanugh & Associates audit contract for the terms ending December 31, 2005 and December 31, 2006 with the understanding that the Glen Board of Directors 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).

#### **LANDSCAPE ISSUE AT 4284 S. 35<sup>th</sup> (Court 15)**

Mr. Arehart requested the Board discuss his variance issue involving his property at 4284 in open session. With no objection, a lengthy discussion was had about the Co-owner's failure to follow the Glen's procedures, up to and including Board approval, of a variance for landscape improvements. With respect to other work that has been done on the inside of the property, Mr. Patrician reminded the owner to be sure all interior work has been inspected and is up to code. It was noted that the owner did not receive the certified letter sent to him on December 7 by Legum & Norman regarding these matters. Mr. Robbins asked the owner to read the current Glen Handbook and suggested he submit two separate variances: one for landscape and one for changes to the exterior of the building unit

**03.01.06.5 MOTION.** It was moved and seconded that the owner, Mr. Arehart, bring to the next Building and Grounds meeting (January 17) a completed variance form, signed and notarized, noting all the changes he would like the Board to approve. The B&G Committee will then send its recommendations to the Board for a vote at the next meeting (February 7). The motion carried (5-0-0).

#### **B-BUILDING REDECORATION**

Sara Jones reported that she has inspected all the B-Building common interiors. She has gotten paint and carpet samples of items with high durability. She suggests a community committee be established to review the samples and recommend a set to the Board by April anticipating a summer installation schedule. A new Glen Co-Owner, Liz Finos (Ct 16) has agreed to lead such a group.

**03.01.06.6 MOTION** It was moved and seconded that the Board establish a B-Building Redecoration Task Group to complete its work by April with the charge noted below. The motion carried (5-0-0).

**CHARGE:** The purpose of the Task Group is to consult with B-unit Co-Owners and residents on preferences for redecoration of the B-unit hallways (carpeting and painting) in order to select a single color and carpet material that satisfy the greatest number of people, with due respect for minority opinion.

Paint and carpet material should be selected with an expected life of at least 10 years (the last redecoration was in 1995). The policy of no adornments or other items on walls or in hallways is expected to be continued, in order to maintain the appearance of the hallways over a 10-year period.

The Task Group should consult with the Facilities Manager and with Legum & Norman, who have investigated both paint and carpeting and can offer suggestions.

#### **GUTTER REPLACEMENT**

Ricky Solares gave an update on his efforts to work with the company retained to replace the gutters in Court 9. They have yet to come back to replace the incorrectly installed gutter above 3524 S. Utah (Smith).

To date the invoice has not been paid, pending completion of the repairs. The Board expressed concern

that the lack of payment has not been a motivating factor in getting the company back on-site. The Board directed Sara Jones to notify the company they have two weeks to complete the project or all payments will be voided and another company will be secured to finish the job.

### **TOT LOT**

As discussed at the December 6, 2005, Board meeting, the Tot Lot is in need of some repairs and possible refurbishment. Margaret Windus has made inquiries asking people to serve on this committee. Noemi Lopez and Melinda Patrician (members of the original Tot Lot Task Force in 1996) have agreed to serve as advisors to a new committee.

**03.01.06.7 MOTION** It was moved and seconded that the Board establish a Tot Lot Renovation Task Group to complete its work by April with the charge noted below. The motion carried (5-0-0).

**CHARGE:** The purpose of the task group is to propose renovations needed to the Tot Lot in order to provide a safe play area and upgrade the circular area that previously contained a tree to provide play equipment for young children. Task group members should consult with Fairlington Glen parents of young children in making their equipment proposal

### **RESIDENTS' FORUM**

The Board discussed changing the current Board meeting format. A proposal to start the meetings beginning with one-half hour devoted to resident concerns was vetted. Any resident would be given a five minute allotment to discuss any topic of their choice. It was suggested that the residents should notify the Board President ahead of time in order for the Board to better plan its agenda.

**03.01.06.8 MOTION** It was moved and seconded that the Board begin each regularly scheduled meeting with a resident forum lasting up to one-half hour, allowing Co-Owners and residents an opportunity to comment on any topic. In addition, all items requiring Board action will have backup material sufficient to provide a basis for decision-making. The motion carried (5-0-0).

### **STAFFING STUDY**

The Board reviewed a draft proposal for a staffing study. This document is intended to begin a conversation among the Board, interested Co-owners and staff. This follows up on one of the recommendations from last year's Budget Work Group. Bob Patrician will lead this study. He intends to meet with Ricky and other interested parties/residents in the next few weeks to develop this process more fully. Concerns about including evaluation criteria were raised by John Fuller and the need for complete job descriptions. This will be a major undertaking this year. Dan Shapiro asked that the Board look to former members of the Budget Work Group for input on this study development and asked that the study participants represent a cross-section of the Glen.

Bob Patrician will come back with a draft charge to this group to Board for approval.

### **PLANNING CALENDAR**

The Board reviewed the draft planning calendar. Several changes were suggested to the timing of various projects laid out for the year. Without objection, once revised, this will be posted electronically and updated as needed.

### **BUILDINGS AND GROUNDS REPORT**

It was noted that the Board packet did not include the most recent Buildings and Grounds minutes. Dan Shapiro will make sure to email them to all Board members. Alison Trimble will forward them to Legum & Norman for inclusion in the Board packets.

The Board asked for an update on the Recreation Pass application process. Sara Jones said in the past applications for recreation passes have gone out in March. Dan Shapiro said he would check with Sandy Heaton who is working with a group of residents on a new internal recreation pass process. The Board noted it would like a formal proposal by the February meeting if possible.

### **CLOSED SESSION**

**03.01.06.9 MOTION** It was moved and seconded to go into closed session at 9:37pm to discuss a covenant issue. The motion carried (5-0-0).

**03.01.06.10 MOTION** It was moved and seconded at 9:42pm to go into Open Session. The motion carried. (5-0-0)

### **3572 S. STAFFORD**

**03.01.06.11 MOTION** It was moved and seconded to have Sara Jones, Legum & Norman, instruct our lawyer to write a strong letter to the owner of 3574 S. Stafford regarding the complaint received in the matter of the barking dog.

### **NEXT BOARD MEETING**

The next regular Board meeting is scheduled for Tuesday, February 7, 2006 at 7:30pm.

### **ADJOURN**

**03.01.06.12 MOTION.** It was moved and seconded that the Board adjourn at 9:47 pm. The motion carried (5-0-0).

Submitted by: Alison Burns Trimble, Secretary

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

**February 7, 2006 (Draft #2)**

**ATTENDEES:** Bob Patrician (President); John Fuller (Vice-President);, Margaret Windus (Treasurer); Charlie Robbins (B&G Liaison); Alison Burns Trimble (Secretary)

**OTHER CO-OWNERS PRESENT:** Jocelyne Corderot (Ct 1); Hal Vorhies (Ct 3); Sandy Heaton (Ct 6); Dan Shapiro (Ct 7); Tom Arehart (Ct 15); Suzette Buttram (Ct 15); Marilyn McKeown (Ct 15); Liz Finos (Ct 16)

**STAFF:** Sara Jones, Community Manager; April Ludtke, Legum & Norman; Ricardo Solares, Facilities Manager; Beth Lawless, Living Color

The meeting was called to order at 7:30pm.

Bob Patrician announced the new Residents Forum to begin at this meeting. No one raised any topics for discussion. As a part of this time, a motion was made to reserve our pool for use by the FINS (neighborhood swim program for children 5 to 12 years of age) program for afternoons the last week of July, 2006.

## **FINS**

**07.02.06.1 MOTION** It was moved and seconded to approve use of Glen Pool for last week of July 24-28, 2006 for FINS program. The motion carried 5-0-0.

## **MINUTES**

**07.02.06.2 MOTION** It was moved and seconded to approve the Board minutes from January 3, 2006 as read. The motion carried 5-0-0.

## **B&G REPORT**

Dan Shapiro B&G Chair discussed the variance requests made by the owner of 4284 S. 35<sup>th</sup> Street (Tom Arehart). These variances request the following: maintain the perimeter fencing installed around new plant beds in front of unit and on the side; to approve the satin nickel Door Hardware which has already been installed; to request permission not to reinstall the mullions on the French doors located in the dining area. An earlier request to keep two large bushes (a Cypress Pom Pom and an Irish Yew), which were not in the Landscape drawings drafted by Beth Lawless of Living Color, was withdrawn by the owner.

There was a long discussion of merits of each request. While it was the opinion of our landscape contractor (Beth Lawless) that it would be in the interest of the plants to leave the fence in place for a full year, several objections were raised by Ct 15 co-owners about the lack of precedent for the fencing and their objection to looking at it daily. Several other residents noted that there are no other Glen plantings which have been fenced off in such a manner. The only other similar existing fencing located at 3534 S. Stafford was installed for other reasons besides protecting new plantings.

While the owner has agreed to move the bushes in question, he asked to wait until the weather was warmer to have them moved.

**07.02.06.3 MOTION It was moved and seconded to approve variance for no mullions for french doors located at 4284 S 35 St. The motion carried 5-0-0.**

**07.02.06.4 MOTION It was moved and seconded to approve moving two plants (Cypress Pom Pom and Irish Yew) located in front bed of 4284 S. 35<sup>th</sup> Street as soon as possible (within 10 days) at the homeowner's cost. The open space created by removal will be addressed by the Landscape committee, B&G and Board in the Spring. The motion carried 5-0-0.**

**07.02.06.5 MOTION It was moved and seconded to have fences removed around plantings at 4284 S. 35<sup>th</sup> and 3534 S. Stafford (by basketball court) as soon as practicable. The motion carried 5-0-0.**

**07.02.06.6 MOTION It was moved and seconded to deny the variance request for satin nickel door hardware. The owner is to restore the all door hardware to brass. This includes the door knocker, mail slot, dead lock and lever handle at 4284 S 35th. Co-owner may replace the door handle with a brass lever. The motion carried 4-1-0.**

### **B-BLDG REPORT**

Liz Finos reported on the B-Bldg Task Force which met for the first time on January 17<sup>th</sup>. They have been given carpet and paint samples to review by Legum & Norman. Liz explained they will narrow the field to two or three color schemes and then hold an all B unit owners meeting to vote on the preferred choice to present to the Board for approval. The scope of the group's investigative work will include painting of the basement cinderblock walls and replacement of the basement carpet. The timeline outlined by Liz is that by end of March the task force will have done their research and narrowed the choices. By mid-April a vote will be held which will include a chance for all B-unit owners to participate. Hal Vorhies recommended the group look at replacing the mail boxes at the same time. This may or not fit within the scope of work, but Liz agreed to have the task force look into the possibilities.

### **RECREATION PASS PROPOSAL**

Sandy Heaton reviewed the Recreation Pass proposal put forth in the Board packet. The recommendation is to change how the Glen distributes pool/recreation passes. The new distribution would be led by a group of resident Co-Owners (led by Sandy). An application form will be included in the next newsletter with instructions on where it will be submitted. There will be an option for one pass per household. Stickers will be put on the outside of all the mailed copies of newsletter alerting all non-resident co-owners of the change. This will save on mailing costs. There will be two colors of passes; one for owners and one for renters. The owner pass will become permanent and laminated with a hole punch so that the pass may be attached to bags. Renters will need to prove residency each year. Passes will continue to be numbered for tennis use.

**07.02.06.7 MOTION It was moved and seconded to approve the new Recreation Pass Proposal as presented. The motion carried 5-0-0.**

### **PRESIDENT'S REPORT**

Bob Patrician provided information on the list of current appointments for several committees including the B-Bldg Task Force, the Tot Lot Task Force and the Staffing Study. Following on a recommendation from the Budget Work Group, the Board asked the President to form a committee to study the work of the on-site, how it is done, how it is accounted for, and other appropriately related topics. The purpose of the study, which will be a collaborative effort with the on-site staff, is to clarify the on-site staff's job

responsibilities, the community's expectations, and the support needed to insure that staff are able meet those expectations. Alternatives for change will be considered, as needed.

### **STAFFING STUDY CHARGE**

**07.02.06.8 MOTION** It was moved and seconded to approve the Staffing Study charge as written. The motion carried 5-0-0.

### **DOCUMENT RETENTION POLICY**

The Treasurer recommended a document retention policy for the Glen, and a few changes were suggested by Board members. She noted that Board emails are not part of retention program. She also noted that any person tasked in the future to shred documents based on this schedule should not be held liable for documents handled according to the policy.

**07.02.06.9 MOTION** It was moved and seconded that (a) the Board adopt the proposed retention schedule and develop practices to implement the retention schedule; (b) other than emails that may exist as part of legal, contractual, or Management Company records, email exchanges among Board members and/or Co-Owners are not part of Fairlington Glen's formal records; and, (c) individuals and the Association operating under the retention schedule are not liable for the destruction of any records performed in compliance with that schedule. The motion carried 5-0-0.

### **PAVING STUDY**

The bid given by REI to estimate future repaving costs in the Glen was reviewed. Costs were questioned as to how hourly rates are charged out. All categories are listed at \$110 per hour without differentiation to who is performing the tasks.

**07.02.06.10 MOTION** It was moved and seconded to accept hourly bid from REI estimated to be \$4930.00 for a paving study of Fairlington Glen. The motion carried 5-0-0.

### **RESERVE ACCOUNTS REPORT AND RECOMMENDATIONS**

Margaret Windus reported on the status of our long term investment accounts. After consulting with our lawyer and Bill Worsley (Finance Committee member) who devoted much time and energy to revising our replacement reserve information last year, she recommends the Board take the following actions:

**07.02.06.11 MOTION** It was moved and seconded to approve the consolidation of all Fairlington Glen replacement reserve accounts into one account. The motion carried 5-0-0.

**07.02.06.12 MOTION** It was moved and seconded to approve the moving of Fairlington Glen funds from Merrill Lynch to a Vanguard money market account. The motion carried 5-0-0.

**07.02.06.13 MOTION** It was moved and seconded to approve the requirement for three authorized and two required signatories for the new accounts at Vanguard and authorize two separate accounts be created; one for replacement reserves and the other for contingency reserves. The motion carried 5-0-0.

### **COMMUNICATIONS**

Alison Burns Trimble presented a plan for a Communications Committee and outlined the proposed charge to the Committee.

**07.02,06.14 MOTION** It was moved and seconded that the Communication Committee charge be

**approved as presented. The motion carried 5-0-0.**

The Board President excused the remaining Co-Owners attending the meeting in order for the Board to move into closed session to discuss contract and violation matters.

**07.02.06.15 MOTION It was moved and seconded that the Board go into Closed Session for the purpose of discussing contracts and an outstanding violation matter. The motion carried 5-0-0.**

**07.02.06.16 MOTION It was moved and seconded the Board return to Open Session. The motion carried 5-0-0.**

**NEXT MEETING DATE**

The next regular Board meeting is scheduled for Tuesday, March 7, 2006.

**ADJOURN**

**07.02.06.17 MOTION It was moved and seconded to adjourn. The motion carried 5-0-0.**

The meeting was adjourned at 10:00pm.

Respectfully submitted by:  
Alison Burns Trimble, Secretary



**Fairlington Glen Board Meeting**  
**March 7, 2006 (DRAFT #2)**

**Attendees:** Bob Patrician (President), John Fuller (Vice-President), Alison Trimble (Secretary)  
**Absent:** Charlie Robbins (B&G Liaison) and Margaret Windus (Treasurer)  
**Staff:** April Ludtke, Community Manager, Legum & Norman  
**Co-Owners:** Dan Shapiro (Ct 7), Annette May (Ct 13), Liz Finos (Ct 16),  
Will Smith (Ct 9)

The meeting was called to order by Bob Patrician at 7:33pm.

**Resident Forum:**

Annette May came to the Board to discuss her problem with a continually barking dog located next to her unit at 3516 S Stafford . Ms. May came before the Board last April about this same issue. At that time, she was asked to monitor the situation and contact Sara Jones, Legum&Norman, if a letter needed to be sent to the owner. After repeated days of howling and barking for long periods, Ms May asked a letter be sent. This seems to have calmed the situation for a time, but now there has been increased activity. Ms May has left many notes for the owner about the noise. She has spoken with the owner on the other side, but they are not as impacted by the barking. She has contacted Arlington County about the issue, too. Ms May is selling her unit in the spring. It was resolved that should the matter continue the Board would call for a covenant hearing with the co-owner at 3516 S. Stafford.

**Minutes**

**07.03.06.01 MOTION** Approve the Board meeting minutes from February 7, 2006 meeting. The motion carried. 3-0-0

**B-Unit Task Force Report**

Liz Finos reported on the progress that has been made by the B-Unit Task Force since the last meeting. She said the hallways have been measured for carpet, various carpet samples have been ordered. One painting bid has been received. Based on this estimate and some additional concerns of some the Task Force members, the \$43,000 budget may not be adequate to paint and carpet all three floors of the units. The group is looking for savings and will have Legum and Norman bid out the paint and carpet work once the B-Unit owners select one color scheme. The Task Force will hold another meeting as soon as all of the carpet samples have arrived. The meeting notice will be posted by the Pool.

**President's Report**

Bob Patrician and Margaret Windus attended the CAI Conference held recently. Bob attended a session on issues involving Staff Management. Margaret and Bob went to a strategic planning session. Bob reported the conference was useful. The session raised questions for the Glen to answer as we move forward with our Staffing Study.

The Action List was reviewed by the Board. It was noted we should add a question about the need/desire to increase the size of our parking lots to the planned community survey.

The Planning Calendar was reviewed by the Board.

**By-Laws Task Group**

Hal Vorhies (Ct 3) and Madelyn Johnson (Ct 1) have agreed to serve on a Task Force to begin the needed By-Laws review.

**07.03.06.02 MOTION** Approve the charge to the By-Laws Task Force as written. The motion carried. 3-0-0 (Attachment of By-Laws Charge)

**Treasurer's Report**

Bob Patrician gave the Treasurer's report in Margaret's absence. The Finance Committee and members of the Board met with the Legum & Norman Comptroller on Feb 14 to go over a list of questions on financial procedures. This was a productive meeting.

**Reserve Expenditures Options**

On behalf of Margaret Windus, Bob presented a chart listing our known upcoming major capital expenditures. The chart gave a suggested listing of priority. After some discussion, it was decided to bring this chart up again at the next Board meeting in order to have a full discussion of the priorities. Will Smith spoke to the capital needs of the single tennis court. The Board instructed April Ludtke to get bids on the sealing and striping of courts for consideration at the April Board meeting.

**B&G Liaison Report**

Bob Patrician gave the B&G report for Charlie Robbins. There were two action items from the last B&G meeting. The first item was authorizing the removal of a holly tree located at 4205 S. 36<sup>th</sup> Street. The residents of the impacted building submitted a letter requesting the tree be removed. The B&G approved the request. Alison Burns Trimble met with the Davey Tree representative and received a bid for removal and grinding of the stump along with removal of seven perimeter trees damaged in the last snow storm and tree work in Ct 2 and Ct 9.

**07.03.06.03 MOTION** Approve Davey Tree for work listed not to accede \$1028 pending receipt of work proposal. The motion carried. 3-0-0

The second B&G action item is the variance request submitted by Judy Guy (Ct 13) to allow several large rocks to reside in her front bed. The B&G approved the request. Ms. Guy had solicited support from her neighbors for the rocks, but the list of names has not reached the Board yet. Several concerns were raised during the variance discussion. First, the request comes after the fact. The rocks have been in the bed since August. Second, the Board has recently sent out violations letters to another owner about having "field rocks" in the front bed. It was decided to table this variance request until next month when the full board can discuss the matter.

**Communications Report**

The Board reviewed the document "Did You Know?" which is intended to replace the "Ready Reference". The document will be an insert to the next Glen Echo newsletter and will then be available on the Fairlington.org website. Several edits were made.

**Review of Violations Letters**

The Board reviewed the list of violation letters with pending actions. Alison Burns Trimble agreed to check several of the items on the list and email April Ludtke whether the situations have been remedied.

**Closed Session**

**07.03.06.04 MOTION** The Board enter into closed session for the purpose of discussing contractual matters . The motion carried. 3-0

**07.03.06.05 MOTION** The Board move into open session. The motion carried. 3-0

**Contracts**

**07.03.06.06 MOTION** Approve Environmental Enhancements Landscape Contract for one year with option to renew the current bid of \$61,000 plus an adjustment to reflect accurate application of the Glen's "no chemical" policy not to exceed \$5000. The motion carried. 3-0-0

**New Business**

April Ludtke announced she will be moving her main office to the new Legum&Norman Dulles building. Her Glen account assistant will also be housed out of the Dulles office. This change will take effect in two weeks. She will be on-site at least once a week. She will set up a regular time to be at the Glen as appropriate. There will be someone at the Ford Office Building to assist us as needed.

**The next regularly scheduled Board meeting is set for April 4, 2006**

**07.03.06.07 MOTION** Move to adjourn at 9:20pm. The motion carried. 3-0

Respectfully submitted by:  
Alison Burns Trimble

## **Fairlington Glen Board Meeting**

### **April 4, 2006**

### **(Draft #3)**

**Attendees:** Bob Patrican (President); John Fuller (Vice-President); Charlie Robbins (B&G Liaison); Margaret Windus (Treasurer); Alison Trimble (Secretary)

**Staff:** April Ludtke, Community Manager, Legum & Norman; Andrew Barnes, Community Manager, Legum & Norman; Ricky Solares, On-Site Manager; Barry Barrett, Legum & Norman, Team Leader

**Co-Owners:** Dan Shapiro (Ct 7); Jocelyn Corderot (Ct 1); Lisa Driscoll (Ct 3); Will Smith (Ct 9); Judy Guy (Ct 13); Kari Doyle (Ct 11)

Meeting was called to order at 7:34pm by Bob Patrician.

### **Minutes**

**04.04.06.01 MOTION** Approve the minutes of the March 7, 2006 Board meeting as modified. The motion carried. 5-0-0

### **Tot Lot Task Force Update**

Lisa Driscoll gave a status report on the activities of the Tot Lot Task Force. Paula Matthews deserves kudos for all her hard work gathering information for the group. A representative from REI Engineering looked at structure in addition to the company that installed the play structure. There are several immediate needs: install a bar or plate on the high climber; increase the amount of pea gravel to six inches (and add twelve inches under swings); seal wood; trim low-lying tree branches off structure, replace swing chains. With good maintenance the structure may last another five years.

The Task Force is researching enhancements for the area such as adding an additional Tot structure where the wooden platform is now; adding benches and table as an amenity for all residents; replacing all the seven current benches with recycled plastic and grouping them more together; adding a tether ball circle; and, adding more trees. At the low end for cost for a new structure would be a Little Tikes Plastic House (\$200). A higher cost item would be panels with manipulatives (\$800 to \$2000) Benches may be \$500 a piece. Future cost of total replacement for the current structure would be \$15,000.

The Task Force would like to know if there is money available from other budget categories to help accomplish some of this work. They will present the Board with a more complete report in May.

### **Variance Requests**

Judy Guy, 3528 S. Stafford (Ct 13), came before the Board to request a variance to place large rocks in her front bed garden. This request was approved at the February Building and Grounds Committee and deferred by the Board at the March meeting. Charlie Robbins presented the request.

**04.04.06.02 MOTION** Approve the variance request. The motion carried. 4-0-1

Margaret Windus presented a landscape variance request on behalf of her Court 1 neighbor Craig Studer (3523A S Stafford) to maintain four rose bushes in a separate front bed located near the corner of the

front walkway. Discussion was held about the need for a red reflector in the bed. It was agreed Margaret Windus would contact Mr. Studer to explain that if no reflector was in the bed, the contractor should not be held responsible for any changes made to the bed.

**04.04.06.03 MOTION** Approve landscape variance request for rose bed in front. The motion carried. 5-0-0

### **President's Report**

Bob Patrician presented the Management Company Task Group charge. John Fuller has agreed to lead this Task Force. John will review the materials gathered on previous competitions and CAI materials before the beginning of work this summer.

**04.04.06.04 MOTION** Approve the Management Company Task Force as written. The motion carried. 5-0-0

Barry Barrett, Legum & Norman, addressed the Board about changes in staffing of the Glen contract. We have been assigned another manager, Andrew Barnes, who is located at the Alexandria Office. In addition, we will continue to have April Ludtke at the Dulles Office. They and their assistants will work as a team to help meet our needs over the next few months.

### **Landscape Report**

Alison Trimble met with two representatives from Environmental Enhancements and walked the Glen. We have lost quite a few plants and trees over the winter. An estimate on all the removals we will need is to be sent to us by April 15. The tree work approved at the March meeting has been completed except of the stump grinding.

### **4250 S. 35<sup>th</sup> Street Sewer Report**

Ricky reported on the status of the sewer line that backed up on March 13 in Court 15. He believes the line was occluded due to resident actions. This line has not been identified as a problem previously; therefore it has not been snaked or received Root Destroyer recently.

### **Sewer Lateral Policy**

Ricky has reviewed the Sewer Lateral Policy paper developed by Margaret Windus and Alison Trimble. While he agrees placing clean outs in all low units would help his maintenance work, he believes his maintenance program is effective as shown by the low number of back ups we have had in the last few years. It was agreed that the table of sewer lateral information would be distributed to court reps with a request that they verify and add to the information on each lateral in their court.

### **Treasurers Report**

#### **BWG recommendations to Finance Committee:**

Margaret Windus provided a list of BWG recommendations referred to the Finance Committee and actions taken to date. It was agreed that the Finance Committee will meet with the Auditor to go over last year's findings when available.

#### **Reserve Expenditures List**

The Board discussed the list of priorities for capital expenditures this year. Will Smith spoke to the needs of the single Tennis Court. The estimate of work for \$9000 could translate into an additional 8 years of use before a major resurfacing would need to be done. It was agreed to go ahead and get bids on most items on the list and to split up the bids on roofs, stoops, and B-units (with and without including

redo of the basements) in order to have more flexibility in addressing all the items on the list.

### **Capital Painting Contract**

We need to clarify what the exclusions should be included in the contract if any. Jim Hewitt will be consulted when he returns next week. We will approve the painting bid next month when clarified.

### **Pool Repairs (Not Reserve Expenditures)**

Kari Doyle presented a list of repairs needed to be made to the pool bathroom facilities. These repairs can be made by the staff. They include replacement of toilet and flushers; installation of new counter top and faucets; and, painting.

**04.04.06.05 MOTION** Approve expenditures for repair in pool bathrooms by Ricky and crew up to \$1400. The motion carried. 5-0-0

### **Phones**

Legum & Norman is working on communications options for the Glen, including land-lines, pool hone, cell phones and pagers.

**04.04.06.06 MOTION** Move to closed session to discuss contractual matters. The motion carried. 5-0-0

**04.04.06.07 MOTION** Move to open session. The motion carried. 5-0-0

### **Pool Contract**

**04.04.06.07 MOTION** Approve the World Pool bid at an amount of \$31,524. (The Pool Committee will adjust the pool hours to meet this price point.) The motion carried. 5-0-0.

### **Next Meeting**

The next Board meeting is scheduled for May 2, 2006.

**04.04.06.08 MOTION** Move to adjourn. The motion carried. 5-0-0

Respectfully submitted by,

Alison Burns Trimble  
Secretary

## **Fairlington Glen Board Meeting May 2, 2006**

## **Draft #2**

Attendees: Bob Patrician (President); John Fuller (Vice-President); Charlie Robbins (B&G Liaison); Margaret Windus (Treasurer); Alison Burns Trimble (Secretary)

Co-Owners: Regina Smith (Ct 9); Mary Bley (Ct 12); Paula Mathews (Ct 10); Bill Worsley (Ct 16); Guy Hughes (Ct 12); Victoria Herman (Ct 12); Jason Johannes (Renter-Court 12)

Staff: April Ludtke (Legum & Norman); Andrew Barnes (Legum & Norman); Ricky Solares (On-Site Manager)

Other: Elisabeth Hansen

The meeting was convened at 7:35pm by Bob Patrician.

### **Residents' Forum**

Regina Smith (Ct 9) outlined the water problem with their front porch overhang. Water is pouring over the edge of their front stoop roof onto the stairs and forming a large puddle. This becomes dangerous when the water freezes. The Board instructed Ricky Solares to gather more information on the problem during and/or after the next significant rainfall and come back to the Board with ways it might be addressed.

### **Minutes**

**02.05.06.01 MOTION Approve the minutes as amended in Draft #3 of the April 4, 2006 meeting. The motion carried: 5-0-0.**

### **Tot Lot Task Force**

Paula Mathews reported on the findings of the Tot Lot Task Force. The structure has been inspected by an engineer and is in fairly good shape. However, several safety repairs need to be made. A work order will be sent to our maintenance staff along with a list of the needed supplies.

Paula outlined the list of enhancements that the Task Force would like to see added to the area. These include replacing the benches, adding a new small piece of play equipment, adding more shade to the area, adding a seating area, and, a tetherball court. These items will be considered primarily as a part of the 2007 Budget planning process.

Andrew Barnes, Legum & Norman, advised that any additional play equipment would need to be added to the Glen insurance policy.

### **Treasurer's Report**

Margaret Windus reported on the steep water and sewer rate increases which we have under-budgeted for in 2006. At the current rate of usage, the Glen will be over \$40,000 in unplanned expense. Next year's water rates are also expected to rise due to need for massive upgrades at the Arlington County water treatment facility. Charles Robbins suggested the Finance Committee provide a range of 2007 options for the Board to consider rather than a

single budget number. The Board thought this was a good idea and the Treasurer agreed.

### **Investment Policy for Reserve Funds**

Bill Worsley, Glen Finance Committee member, explained the need for the Board to adopt an investment policy to maintain the integrity and liquidity of the Glen's reserve funds. This policy is a control document to instruct future investments for the Glen. It is expected that the Board and its fiduciaries would abide by this statement and revise it in the future as circumstances warrant. (The resolution is attached to these minutes.)

**02.05.06.02 MOTION Approve the investment policy for replacement reserves as written. The motion carried: 5-0-0**

### **Covenant Hearing**

**02.05.06.03 MOTION Move into closed session for a covenant hearing in the matter involving 3574 S. Stafford Street. The motion carried: 5-0-0**

**02.05.06.04 MOTION Move back into open session. The motion carried 5-0-0**

### **B&G Liaison Report**

John Fuller reported on the last B&G Liaison meeting. The Landscape proposal took up 90% of meeting.

**02.05.06.05 MOTION Landscape proposal from Environmental Enhancements as amended on 5/1/06. The motion carried: 5-0-0**

### **Management Report**

#### **Phones**

Andrew Barnes, Legum & Norman, reviewed the choices to consolidate the Glen's communications services. The decision was made to pay each staff member \$30 per month for cell phones in place of the current two phone Nextel arrangement. Each staff member will choose their own phone and service. The expectation of the Board is that all staff will be reachable as needed via cell phone during emergencies unless otherwise excused. The pagers will be terminated. The phone lines will be reduced to one office line with DSL capabilities. AOL service will be terminated. The mandated pool line will be an outgoing line only.

**02.05.06.06 MOTION Move to closed session for the purpose of discussing contracts. The motion carried: 5-0-0**

**02.05.06.07 MOTION Move to open session. The motion carried: 5-0-0**

### **Painting Contract**

**02.05.06.08 MOTION Approve \$44,450.00 to Middledorf Painting for painting in**



**Court 5-8 including the roof valley flashings. The motion carried: 5-0-0**

**Paving Contract**

**02.05.06.09 MOTION Approve Dominion Paving for Court repair as amended. The motion carried.5-0-0**

**Sidewalk Repair**

**02.05.06.10 MOTION Approve sidewalk repair bid of \$17,695.00 from Dominion as submitted. The motion carried: 5-0-0**

**Pool Life Guard Chair**

**02.05.06.11 MOTION Move to grant Bob Patrician (President) the authority to approve the expenditure of up to \$3000 for a new life guard station chair. The motion carried: 5-0-0**

**Adjourn**

**02.05.06.12 MOTION Move to adjourn. The motion carried: 5-0-0**

The meeting was adjourned at 9:59pm.

**Next Meetings**

The next Glen Board meeting will be a dinner meeting to be held  
The next regular Board meeting will be held Tuesday, June 6, 2006.

Respectfully submitted by,

Alison Burns Trimble  
Secretary

**ATTACHMENT**

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS  
RESOLUTION OF THE BOARD OF DIRECTORS**

**May 2, 2006**

**WHEREAS**, Fairlington Glen’s directors are fiduciaries of the reserve funds of the Council of Co-Owners, and have a fiduciary duty to prudently manage reserve assets for the sole benefit of the Co-Owners of Fairlington Glen;

**WHEREAS**, the Board of Directors wishes to provide an investment policy to guide future boards, treasurers, and finance committees;

**RESOLUTION**

It is hereby resolved that replacement reserves shall be invested in such amounts as may be authorized by the Board of Directors in accordance with the following policy.

- A. No funds shall be deposited or invested except in types of investments authorized by the Fairlington Glen Board of Directors (see Permissible Investments below).
- B. All accounts, instruments, and other documentation of such investments shall be subject to the approval of, and may from time to time be amended by, the Board of Directors as appropriate, and they shall be reviewed at least annually by the Board or the Finance Committee.
- C. Investments shall be guided by the following general goals, listed in decreasing order of importance:
  - a. **Safety and risk reduction.** The most important long-term goal is safety of the purchasing power of the replacement reserves. The volatility of the value of the reserve assets should be mitigated. Only high quality investments are appropriate.
  - b. **Liquidity and accessibility.** Funds should be readily accessible for projected or unexpected expenditures. Maturities should be structured to ensure availability of assets when needed.
  - c. **Return.** Funds should be invested to seek the highest level of return that is consistent with preservation of the purchasing power of the principal and accumulated interest and capital gains. The long-term target return of the reserves is to exceed inflation, as measured by the Consumer Price Index, by one to three percentage points annually, after taxes and management costs.
  - d. **Professional management.** The Board shall seek competent professional advice for the management of reserves. The Board will review the performance of the reserve funds annually.
  - e. **Minimal costs.** Investment costs (management fees, redemption fees, commissions, and transaction costs) should be minimized, and should be consistent with return opportunities.

### **Permissible Investments**

Since safety of principal is a key goal, only the following types of investments will be permitted for replacement reserves:

1. money market funds
2. bank certificates of deposit insured by the FDIC
3. U.S. Treasury securities (including Treasury strips)
4. agency mortgage-backed securities (e.g., those issued by Ginnie Mae, Fannie Mae, and Freddie Mac)
5. bank checking accounts insured by the FDIC
6. mutual funds exclusively containing U.S. fixed income securities, with an overall credit rating of at least AA

No fixed income securities or mutual funds containing fixed income securities with a credit rating below AA will be permitted. No non-U.S. fixed income securities or mutual funds predominantly holding them will be permitted.

Since Fairlington Glen's marginal tax rate is normally too low to make municipal bonds advisable, no reserves will be invested in municipal bonds (or municipal bond funds) unless the taxable equivalent yield of the municipal bond exceeds the yield of taxable bonds with comparable maturity and risk. The taxable equivalent rate of a municipal bond equals the bond's tax-exempt yield divided by one minus the marginal tax rate. For example, if the Glen's federal marginal tax rate is 25% and a municipal bond's yield is 3.0%, then the bond's taxable equivalent yield is  $0.03/(1 - .25)$ , or 4.0%.

No further purchases of securities or mutual funds with equity market risks shall be permitted, including hybrid securities such as convertible bonds or equity-linked notes.

### **Investment Strategy**

The investment strategy and the mix of investment vehicles that are appropriate in any given year will vary with the current level of reserve assets, short-term and long-term liquidity needs, interest rates available in fixed income markets, and market risks.

Interest rate risk, credit risk, mortgage prepayment risk, and other risks of fixed income securities shall be moderated by diversification. No more than 25% of the replacement reserves should be invested in a single U.S. Treasury bond or agency mortgage-backed security.

In normal market environments, where fixed income securities with longer-term maturities yield more than those with short-term maturities, a laddered structure for reserve investments will be used. During unusual market conditions, when short-term yields are as high or higher than long-term yields, short-term maturities may be preferred over a laddered structure.

To create a laddered maturity structure, reserve funds not needed in the current year will be invested to take advantage of higher long-term rates. Securities, such as certificates of deposit, will be purchased to mature at various intervals (such as one, two, three, five years, or longer), consistent with Fairlington Glen's projected liquidity needs. As the securities mature over time, the funds shall be reinvested at the long end of the maturity range, if not needed for current expenditures, to maintain the laddered structure.

### **Future Amendment of Investment Policy**

As the reserve needs of Fairlington Glen change, this investment policy shall be reviewed and amended as necessary to accommodate changing return objectives, risk tolerance, time horizon, market conditions, and other factors affecting reserve investments.

MAY 2006

## Tot Lot Task Force Final Report

### 1. Playground Equipment

The current playground structures appear basically safe and sound for at least the next five years. Based on the evaluation by Restoration Engineering, Inc. (Attachment 1), we recommend that the following measures be taken immediately by the Fairlington Glen Maintenance staff:

- increase the depth of the pea gravel by excavating at all high impact zones and adding more gravel throughout the area
- replace all corroding fasteners
- replace the rubber coated rung ladder
- replace swings and all associated hardware
- mechanically clean, prime and paint the tire swing support frame
- power wash and stain/seal the wood framing of the main structure
- install a timber to close off opening on main playground structure
- trim branch hanging over climber

At a minimum, the pea gravel must be increased and a timber added to the large opening on the main playground structure before any other work is contemplated. Furthermore, we recommend that the Fairlington Glen Maintenance staff inspect the pea gravel depths each month and increase the amounts when necessary to ensure that proper depths are maintained.

### 2. Future Equipment Replacement

We estimate that replacing the existing playground structure with a comparable, new structure would cost approximately \$20,000 at this time. Additionally, if the Glen were to replace the pea gravel with a "poured in place" rubber surface, this would cost approximately \$15,000.

### 3. Additional Enhancements

#### Landscaping

Several neighbors have lamented the lack of shade in the playground area. We recommend planting two maple trees in the playground area to help provide shade; one near the swings and one near the climbing structure. We also recommend keeping the large tree between the swings and climber until it is absolutely necessary to remove it. However, we recommend replacing the wooden circular bench with new seating (see below).

#### Tot Playhouse

The wooden "boardwalk" and bench at the playground are worn, unattractive and encroaching upon the playground space where an additional play structure could be placed. After consulting with the parents of young children, we concluded that a playhouse similar to the "Little Tikes Town Playhouse" shown in Attachment 2 (approximate cost \$500) would be most appropriate for our youngest residents. We recommend the following:

- remove the wooden walkway and bench entirely
- expand the pea gravel area slightly in order to accommodate the tot playhouse, and anchor the playhouse as appropriate
- replace the wooden bench with a recycled plastic or vinyl-coated steel table and benches, as shown in Attachment 3 (approximate cost \$800 - \$1000).

#### Benches

All of the benches in the common area are deteriorating and unattractive. We strongly recommend replacing all benches in the common area (including those by the basketball and tennis courts; a total of 7) with similar recycled plastic or vinyl-coated steel benches. While we believe that replacement of the benches is critical, we have not yet found the most appropriate alternative and are continuing to research this issue. We expect the price range to be between \$400 and \$900 per bench.

For uniformity throughout the area, we also recommend replacing the wooden picnic table at the pool entrance with one similar to that suggested for the playground.

Tether Ball

To further enhance the common area and appeal to all ages, we recommend installing a tether ball like that shown in Attachment 4 near the basketball court (approximate cost \$300).

Thank you for your consideration.

Tot Lot Task Force members:

Lisa Driskill

Paula Mathews

Kathryn Wysockey-Johnson

Liz Morris

Susan Lyons

Dior Barlow

## **Fairlington Glen Board Meetings May 10 and June 7, 2006**

Attendees: Bob Patrician (President), John Fuller (Vice President), Charles Robbins (B&G Liaison), Alison Burns Trimble (Secretary), Margaret Windus (Treasurer)

Each meeting was convened at approximately 7:30 pm and adjourned at approximately 9:30 pm by Bob Patrician.

The President led a discussion of strategic planning over two sessions and described a process that included examining the external and internal environments that surround the strategic issues we face, as well as stakeholder values and condominium mandates. We agreed that vision statements are not always worth the time devoted to crafting them and moved directly to major areas in which we face strategic issues over the next 5 to 10 years (and even beyond where appropriate). We focussed on eight areas for discussion and dealt with four at each meeting. They include Records/Contracts, Governance Structures, Volunteers, Facilities, Rules, Operations/Management, Staff, and Finances. Highlights are provided below.

**Records/Contracts.** A records retention policy was recently approved for the Glen and will now be implemented and significant items archived to disk in addition to those already in that format (Board minutes, B&G minutes, newsletter, variances).

**Governance Structures.** We brainstormed on a number of possibilities both for the creation of new committees and the strengthening of the role of court reps. We met with the court reps on May 16 and have prepared questions for them to discuss at their June 20 meeting.

**Volunteers.** The recent use of volunteers on short-term task groups has been very successful and enables us to tap into a large group of Co-Owners, harness the energy of some very capable individuals, and broaden our outreach and inclusion of the community. To engage such individuals successfully requires that we give them important, well-defined work to do, support them in performing that work, and take their output seriously by acting on it.

**Facilities.** We reviewed the status of our common area facilities and discussed the planning needed to improve them, which includes appropriate reserve planning and engineering studies. We agreed that the pool and office/workshop area is in need of substantial upgrading and will appoint a task group to consider this.

**Rules.** After 30 years as a condominium association, it is time to consider renovating our rules and we plan to use a checklist found in a CAI publication entitled "Reinventing the Rules: a Step-by-Step Guide for Being Reasonable." We will appoint a task group to bring proposed changes to a community meeting in May, 2007.

**Operations/Management and Staff.** We combined these two topics into a single discussion, and focused on the interaction of a number of groups, including the Board, the management company/agent, on-site staff (as well as contractors), committees and task groups, and the condominium community at large. Our goal is to maximize the interactive functioning of all these groups while minimizing miscommunication. In addition to focusing on the present arrangement of work effort and personnel, we need to plan for the future.

**Finances.** As an aging community, now over 60 years old, we have a growing list of capital needs

(roofs and sewer laterals most prominently among them) as well as operational needs that are facing inflationary pressures as energy and transportation prices increase. Upward pressures on our budget are high and growing. We need to plan for budgets that we can live within, that we can explain well, and that are acceptable to the community. In the longer term, we need to provide a strengthened reserve position for the Glen. For the benefit both of individual Co-Owners and the overall Council of Co-Owners (the association) we need to clarify and publicize the responsibilities of each, taking a conservative approach to assuming responsibilities for the association.

The Board plans to continue work on the above issues and will communicate regularly with the community over the next year, via the Glen Echo, the Community Forum on September 20, the Annual Meeting on November 14, and a community meeting next spring or early summer.

Respectfully submitted by,

Margaret Windus  
Treasurer



## **Fairlington Glen Board Meeting June 6, 2006**

Attendees: Bob Patrician (President); Margaret Windus (Treasurer); John Fuller (Vice-President); Charlie Robbins (B&G Liaison); Alison Burns Trimble (Secretary)

Co-Owners: Greg Hetzler (Ct 6); Terry Long (Ct 13); Liz Finos (Ct 16); Regina Smith (Ct 9)

Staff: Andrew Barnes (Legum&Norman); Ricky Solares (Facilities Manager)

The meeting was called to order by Bob Patrician at 7:32pm.

### **Residents' Forum:**

Greg Hetzler and Terry Long presented their objections to the reduced pool hours. They stated the hours are unfair to those who work at night and/or families with small children. They are very concerned about the magnitude of the reduced hours in June. Bob Patrician explained the process of how the Board came to this decision due to a new pool contract and budget pressures. The Board invited both Mr. Hetzler and Ms. Long to join the Budget Committee and/or the Pool Committee to work on these issues.

Regina Smith came to remind the Board of the water problem on her unit's stoop. The stoop is not on list for replacement this year. The Board directed Ricky to re-check the gutter to attempt to more precisely identify the source of the problem. Ricky and crew will keep a watchful eye and clean the gutter regularly and may put a gutter guard on that portion of the overhang to keep leaves from getting stuck in the gutter and downspout. Ricky will also check the slope of the porch and look at the possibility of doing an in-house repair on the first course of brick to see if it is possible to change the slope if that is the source of the problem.

### **Minutes:**

**06.06.06.01 MOTION** Approve the Board minutes dated May 2 (Draft #2) as amended by adding the date of the first Strategic Planning meeting held on May 10, 2006. The motion carried 5-0-0.

### **B-Bldg Redecoration Task Group Report**

Liz Finos gave the final report of the B-Building Task Force. Liz reviewed the process of selection and the final voting by B-Building owners. An Olive color scheme was selected. Liz reviewed the information on bids received for carpet and paint. It was decided that we need to obtain more painting bids. The target for installation is August. The basements will not be included in the scope or work due to the cost which is expected to be about \$10,000 for carpet. The possibility of the on-site staff painting the basement hallways was raised and will be considered later this year. Liz offered a special thank you to Committee member Mark Ksiazewski for all his help with this project.

### **Management Company Task Group**

John Fuller reported on the progress made by the Management Company Task Force group. Kudos to Margaret Windus and Doug Miller for their help in gathering and refining the pertinent information required to put out the RFP. Board members are to review the RFP materials and timeline and send John comments as soon as possible. A note will go out in the next newsletter asking for community input.

### **Treasurer's Report**

Margaret Windus presented the internal controls document created by Bill Boswinkle to help the Finance Committee track information. The issue of the Virginia State refund check that is missing is still unresolved. Legum and Norman is in contact with the State. Recommended changes to the budget

categories were discussed.

**06.06.06.02 MOTION** Approve the 2005 Audit subject to possible non-material changes to the report questioned and/or proposed by the Finance Committee. The motion carried 5-0-0.

### **B&G Report**

Charlie noted the Board attended the last Building and Grounds Committee.

**06.06.06.03 MOTION** Approve the Tree work proposal from Davey Tree in the amount. \$1800. The motion carried 5-0-0.

### **Management Report**

Andrew Barnes reported on outstanding variance issues. He notified the management company for 4250 S. 35<sup>th</sup> Street that the Glen will not cover the loss of carpet due to the sewer back up. The Nextel account has been closed. We are now saving money on phones. The staff office AOL account will to be disconnected on June 11. DSL needs to be installed and check for virus and clean up computer.

**06.06.06.04 MOTION** Move into closed session for the purpose of discussing contractual matters. The motion carried 5-0-0.

**06.06.06.05 MOTION** Move into open session. The motion carried 5-0-0.

**06.06.06.06 MOTION** Approve the Lindman proposal for repairing/restoring 12 stoops. The motion carried 5-0-0.

**06.06.06.07 MOTION** Approve Walls roofing proposal for Ct 1 only. The motion carried 5-0-0.

**06.06.06.08 MOTION** Authorize Bob Patrician to approve the necessary carpentry charges associated with the Middeldorf Painting contract in Courts 5 through 8. The motion carried 5-0-0.

**06.06.06.09 MOTION** Approve Dwyer proposal of \$900 to fix the main water line at 4210 S 36<sup>th</sup>. The motion carried 5-0-0.

**06.06.06.10 MOTION** Move to adjourn. The motion carried 5-0-0.

The meeting was adjourned at 9:40pm.

The next meeting will be held on Wednesday, June 7, 2006. This is a special meeting to finish the strategic planning discussion. The next regularly scheduled Board meeting will be held July 11. Please note the date change from Wednesday, July 5 as previously published.

Respectfully submitted,

Alison Burns Trimble  
Secretary

Draft #3 5:46pm 6/8/06

**Fairlington Glen  
B-Unit Building Redecoration Task Force  
Final Report  
May 28, 2006**

**Task Force Members:**

Liz Finos, Chair	4300 S. 35 <sup>th</sup> St.
Rebecca Carpenter	3537 S. Stafford St.
Caren Forsten	4270 S. 35 <sup>th</sup> St.
Eric Hansen	3537 S. Stafford St.
Mark Ksiazewski	3570 S. Stafford St.
Mary Helen Madden	4123 S. 36 <sup>th</sup> St.
Meritta McKenna	4240 S. 35 <sup>th</sup> St.
Rob Shearer	4210 S. 36 <sup>th</sup> St.

**Task Force Mission**

The task force was charged with consulting with B-Unit co-owners and residents on carpet and paint preferences for redecoration of the B-Unit hallways. The goal was to choose a carpet and paint scheme that satisfied the greatest number of people, with due respect for minority opinion.

**Meetings**

Meetings were held in January, February and April 2006. A notice was posted outside the maintenance office at least three days in advance of each meeting.

**Carpet and Paint Requirements**

Both the paint and the carpet will have to last 8-10 years, and the task force consulted with both carpet and paint professionals to determine what characteristics and manufacturers to consider.

**Carpet**

- Minimum weight 32 oz.
- Solution dyed (holds color better)
- No plush cut pile or loose loops (e.g., Berber)
- 10 year warranty
- Small pattern (reduces amount of carpet needed)
- Durable heavyweight padding
- Manufacturers: Masland, Bigelow, Mohawk

**Paint**

- Excellent coverage to minimize cost
- Durability
- Manufacturers: Duron or Benjamin Moore

## Process

The first meeting of the task force was held in January 2006, where we discussed ideas of the best way to proceed with the project.

In February, several members of the task force met at ProSource, a carpet wholesaler located in Alexandria and went through almost 60 books of carpet samples. From these books, we chose approximately 20 possibilities for the upstairs hallways and ordered large samples of each so that we could get a more clear idea of exactly how the carpeting would look in the hallways.

Once the carpet samples arrived, we had an evening meeting and placed the samples in the hallway at 4300 S. 35<sup>th</sup> St. to see how they looked. From this exercise, we chose six samples for consideration as finalists. Our next meeting was held during the day in order to determine if we were happy with how the carpet looked in daylight. From this meeting, we chose two different colors of the same Masland carpet.

The task force also discussed paint colors and finishes during meetings, and it was determined to change the finish on the walls from a semi-gloss to a low-luster finish to give the hallways a less institutional look. We also decided to make the trim a lighter color than the walls (currently it's darker), in a semi-gloss finish; and to use a third color on the doors that would be darker than the trim and the walls (also semi-gloss). This darker color helps to hide the wear and tear that the doors take, and also makes the entire scheme more interesting.

We were fortunate to have Mark Ksiazewski on the task force. Mark is a professional design consultant, and we depended on him to put the paint colors together for us. After looking at dozens of paint samples at the meeting when we chose the 6 carpet finalists, Mark put together several paint color schemes for each carpet and brought them to the final meeting of the task force. From the choices he presented, the task force determined 3 final color schemes to present to the co-owners:

- **Scheme A**  
Carpet: Olive with gold/tan flecks  
Paint: Creamy yellow wall paint with white trim and khaki doors
- **Scheme B**  
Carpet: Wine with gold/tan flecks  
Paint: Creamy yellow wall paint with white trim and tan doors
- **Scheme C**  
Carpet: Wine with gold/tan flecks

Paint: Beige wall paint with white trim and tan doors

### **Notice of Voting Date to B-Unit Co-Owners**

On April 17, a letter went out to all B-Unit co-owners and residents informing them of the day, time and location of the vote, and encouraging them to take advantage of the opportunity to have their say in the choice. Letters were delivered by hand to resident co-owners and tenants, and by US Mail to non-resident co-owners. (Many thanks to Margaret Windus and Rebecca Carpenter!)

The official voting was on Tuesday, May 2, from 7-8 p.m. Co-owners were also given the opportunity to cast their vote anytime during the following week if they were unable to make it on May 2. The name, phone and email address of the task force chair were all included in the notice for anyone who wanted to make separate arrangements to see the choices and vote for their favorite.

A notice of the May 2 voting date was also posted on the bulletin board outside the maintenance office.

### **Voting Results**

A total of 17 co-owners voted, and the winning combination was Scheme A.

Voting breakdown:

**Scheme A: 9 votes**

Scheme B: 5 votes

Scheme C: 3 votes

(\*Note: this is @18% of the 92 units eligible to vote.)

### **Contractors and Bids**

The paint and carpet information, along with the addresses of the B-Unit buildings went out to several contractors for bid. We are still awaiting their proposals, and hope to have them by the June 2006 Board Meeting.

### **Budget Note**

Given some preliminary guess-timates we've gotten for both painting and carpeting, the task force did not choose a carpet for the basement hallway. It is our sense that the budget is too low to cover all three floors, and we determined that it was more important to use high-quality materials on the top two floors than to skimp on materials in order to finish all three floors this year.

If the proposals for the top two floors come in under the allotted budget, the task force is prepared to choose a less expensive carpet for the basement hallways. This would be a much simpler process and, in our opinion, would not need another vote of the co-owners.

**We have asked painting contractors to include a proposal to paint the basement a basic white, similar to what is currently on the walls.**

## Fairlington Glen Board Meeting

### July 11 2006

#### (Draft #2)

Board Members: Bob Patrician (President); John Fuller (VP) Charlie Robbins (B&G) Margaret Windus (Treasurer) Alison Burns Trimble (Secretary)

Co-Owners: Michael Hickey (Ct 10); Margena Garret (Ct 7); Tammy Pruitt (Ct 7); Eleanor Berthiaume (Ct 15); Marge Angelo (Ct 8); Dan Barthell (Ct 6); Brenda Barthell (Ct 6); Sandy Heaton (Ct 6); Robert Colley (Ct 10); Curt and Holly Schwarz (Ct 9); Susan Peetros (Ct 15); Betty McGonagle (Ct 9); Helen Rodgers (Ct 9); Chris and Leigh Harte (Ct 14); Caren Forsten (Ct 15); Carol Goodloe (Ct 10); Lara Robillard (Ct 14); Hal Vorhies (Ct 3); Bill Boswinkle (Ct 3); Elizabeth Abrams (Ct 15); Sean McColl (Ct 15); Mary Bley (Ct 12); Dorothy Hutchinson (Ct 12); Gail McGrath (Ct 11); Liz Hutcheson (Ct 4); Bill McShea (Ct 11) ; Ken Gerhart (Ct 12); Kevin Conry (Ct 12); Bob Wilson (Ct 12); Bob Stowe (Ct 9); Jocelyne Corderot (Ct 1); Susan Lyons (Ct 12); and other co-owners.

Other Attendees: Theresa Swan (USI Insurance), Katherine McCarthy (Rees, Broome, Diaz) Ricky Solares (On-site manager); Mike O'Connell (Legum & Norman)

#### **Residents' Forum** (Began at 7:00pm)

The Residents' Forum was expanded and members of the community were invited to let us know about problems they encountered during the unusually heavy rains at the end of June. A number of people spoke to this issue, including Kurt Swartz (Ct. 9), Ken Gerhart (Ct. 12), Dorothy Hutchinson (Ct. 12), Kevin Conry (Ct. 12), Susan Peetros (Ct. 15), Elizabeth Abrams (Ct. 15), Chris Harte (Ct. 14), Robert Colley (Ct. 10), Carol Goodloe (Ct. 10), Gail McGrath (Ct. 11), Marge Angelo (Ct. 8), Mike Hickey (Ct. 15) and new residents at 4204 S. 36<sup>th</sup> St. in Ct. 7. Residents reported problems falling into several categories.

**(1) Water in basements for which the source was unknown.** Heavy rains raised the water table and, under pressure, the water looked for places to go. At the extremes, this could be the result of problems with foundations which could get worse without waterproofing or it may never happen again barring another similar series of rainstorms.

**(2) Pooling of water in some locations, particularly in Cts. 9, 10, and 12.** The combination of sloping parking lots, inadequate curbing, and stopped up drains left pools of water that both worsened the high water table problem and in some cases drained into window wells, and then into basements. Solutions will differ depending on the causes in each area.

**(3) Problems with gutters and downspouts.** Some gutters were inadequate to carry the heavy rain away, and a number of downspouts were clogged, which led to overflowing of gutters and water running down the face of the building, often into window wells. Either the gutter or the downspout needs to be cleaned or replaced, or both. We will work with Ricky and staff to address leaves and debris in gutters and downspouts.

**(4) Storm drains backing up into sanitary sewer lines.** In these cases, water came back through basement floor outlets and shower drains. This problem requires attention from the county to insure that their system is draining well. We will work with the county to assure that all their storm drains are checked and cleared and will check and clear our own storm drains. This is a different problem from difficulties we have had over the years when sanitary sewer laterals become clogged and back up into the building's "low unit." We have long had a preventive maintenance program for these pipes and have

been replacing or relining selected laterals. However, clear sanitary sewer laterals would not have solved the problem of overflow from storm drains.

One critical thing of which Glen co-owners should be aware, as stated by the Glen's legal advisor, Katherine McCarthy, is that under the Glen's Master Deed, the co-owner's responsibility for his/her property extends to the outer plane of the brick wall and the Association's responsibility is outside of that plane. This means that if foundations are actually leaking, patching and waterproofing will ultimately be the co-owner's responsibility. Despite this legal fact, we can try to develop solutions jointly, and can choose to facilitate the implementation of those solutions as a community. However, the legal framework places financial responsibility on the individual co-owner.

Several co-owners volunteered to work with the Board to try to develop a plan to address these many and varied problems. This is the essential first step to what we can expect to be a long and expensive process. (Note: The first meeting of this group was scheduled for Wednesday, July 26.) Even before the recent events, we knew that our operating costs would be increasing significantly, both to address our water consumption and our reserve needs. This experience will only add to the pressures on our reserves.

### **Insurance Claim Information**

Theresa Swan with USI Insurance (the company which holds the Glen's master policy) was introduced. Ms. Swan explained that the decision was made by the Board to collect individual co-owner claims and bundle them together to submit to St Paul Travelers as one claim. Katherine McCarthy, Legal Counsel representing the Glen (Rees, Broome and Diaz) was introduced and spoke to the uniqueness of our Master Deed. In contrast to deeds in some other condominium associations, Glen co-owners own to the outside plane of the building.

The meeting regular Board meeting was called to order by Bob Patrician at 8:45pm.

### **Minutes**

**11.07.06.01 Move to approve minutes from June 6, 2006 meeting. The motion carried 5-0-0.**

### **B-Bldg Final Report**

The final decision on contractors was carried over until now. Liz Finos refreshed the Board on the status of the bids for painting and carpeting all B-Units.

**11.07.06.02 Move to approve the carpet bid as submitted by Empire at a cost of \$28,020 and the painting bid by JPG (for two coats) at a cost of \$22,220. The motion carried 5-0-0.**

Andrew Barnes will let the contracts soon. Ricky, with the help of Jim Hewitt, will supervise the work. The idea of, at a future point, removing the basement carpet and simply painting the concrete was raised.

### **Tot Lot Task Force Update**

Sue Lyons reviewed the Tot Lot Task Force plans to enhance the amount of pea gravel needed for safety reasons. Plans are moving forward to purchase the pea gravel through a local vendor, have it delivered, rent a bobcat, and use volunteer labor with the possible addition of paying for local teenage assistance.

**11.07.06.03 Approve \$2000 for gravel; \$400 for the rental of a bobcat plus an additional amount if an operator were hired; \$1000 out of reserve funding to purchase a table to be placed in the area which is now decked upon removal of the decking and possible elimination of an old tree stump. The motion carried 3-1-1.**



**By-Laws Task Force Update**

Hal Vorhies distributed a disc containing the draft revised bylaws of the Glen. Many thanks go out to Madelyn Johnson for creating a new digital version of this document for us all to work with in the coming months. Hal asked the Board to make any recommended strikeouts or additions electronically to this document using bold and bracket additions and send them to [glenbylaws@earthlink.net](mailto:glenbylaws@earthlink.net)

**Treasurers Report**

Margaret Windus referred the Board to the budget process calendar included in the emailed materials. She then turned to the draft Financial Report. John Fuller asked for a change in the language regarding the distribution of information done on-line. Margaret accepted the change and will send out a revised version.

**B&G Liaison Report**

Charlie Robbins reported on the last B&G meeting. The next meeting will be held Tuesday, July 18.

**Reserves Options**

Margaret Windus handed out a revised reserve spending table based on recent Board decisions and information from recent bids. This included a Dwyer proposal for replacing a 110 foot pipe from a storm drain catch basin to the street located between Courts 2 and 3. Alison Trimble asked attention be paid to the existing street roots as was the case in the sewer line replaced in Ct 12. Ricky will follow-up with Dwyer to be careful of existing tree matter.

**11.07.06.04 Approve Dwyer proposal to repair line in Ct 2 and 3 at a cost of \$12,365. The motion carried 5-0-0.**

**11.07.06.05 Motion to move into closed session to discuss contractual matters. The motion carried 5-0-0.**

**11.07.06.06 Motion to move back into open session. The motion carried 5-0-0.**

**11.07.06.07 Motion to approve Walls bid to replace the roof in Ct 8 at a cost of \$94,969. The motion carried 5-0-0.**

**11.07.06.08 Motion to adjourn. The motion carried 5-0-0.**

The next Board meeting is scheduled for Tuesday, August 1, 2006.

Respectfully submitted by,

Alison Burns Trimble

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# The Glen Echo

Newsletter of Fairlington Glen

July 2006

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## Message from the Glen Board

### Inside this issue:

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On Tuesday night, July 11, we held a special expanded board meeting. We had invited members of the community to attend the opening hour to let us know about problems which they encountered during the unusually heavy rains at the end of June. Nearly 50 people attended. Neighbors reported problems falling into several categories.

First, and perhaps both most numerous and hardest to diagnose, simple water in the basement for which the source was unknown. Clearly, heavy rains raised the water table and, under pressure, the water looked for places to go. At the extremes, this could be the result of problems with foundations which could get worse without waterproofing or it may never happen again unless we have another hundred year rain.

Second, and more troubling, are those locations, particularly in Courts 9, 10 and 12 where the combination of sloping parking lots, inadequate curbing and stopped up drains left pools of water which both worsened the high water table problem and in some cases drained into window wells, and from there into basements. The only way to solve these problems will be to determine the best combination of changes to make in each case to improve the drainage. Depending on the location those solutions will differ.

Third, problems with gutters and downspouts led to numerous problems. Not only are some gutters inadequate to carry the heavy rain away, there were many reports of clogged downspouts which backed up. In these cases, the water overflowed the gutters and ran down the face of the building, often into window wells and in other cases coming in through other parts of the walls. This may be the most easily addressed problem in that it's either the gutter or the downspout which either needs to be cleaned or replaced, or both. Unfortunately, while we have had a cleaning schedule for gutters, the collecting leaves and debris sometimes get ahead of us. We will work with Ricky and the staff to address those problems.

Fourth, several folks reported that storm drains backed up into sanitary sewers and came back through basement floor and shower drains. This problem clearly requires attention from the county to insure that their system is draining well so that what we put into it will flow away as it's supposed to do. We will work with the county to be sure that all the storm drains are checked and cleared.

(Continued on page 2)

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**Mark Your  
Calendar!**

**Fall Landscape  
Walkthrough**

**8:00 AM  
Saturday  
August 5**

**Meet at the  
Stafford Circle**

## Board Message: (continued from page 1)

This is a different problem from the difficulties that some unfortunate residents have experienced over the years when the sanitary sewer laterals become clogged and back up into the building's "low unit." We have long had an active preventive maintenance program for these pipes and have been replacing or relining them over the last decade. However, having clear sewer laterals would not have solved this problem.

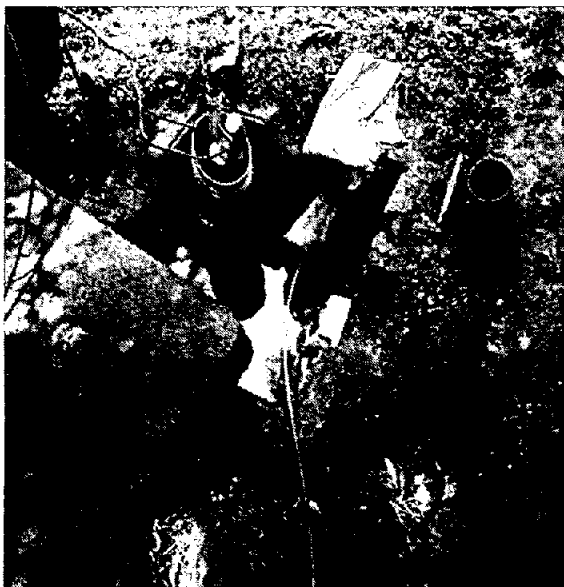
With particular regard to storm sewers, through this unpleasant experience we have discovered that the Glen actually owns many of the large concrete capped storm drains which you may have noticed in various spots in the common areas. Apparently these were constructed in the 1940s when Fairlington was originally built and only a few of these are actually maintained by the county. We discovered this in the effort to clear a problem drain between Courts 2 and 3, near South Stafford. This pipe was partially flattened, filled with mud and roots. It will cost over \$12,000 to complete the replacement of this drain alone.

Several of our neighbors have volunteered to work with the Board to try to develop a plan to address these many and varied problems. This is the essential first step to what we can only expect to be a long and expensive process.

One critical thing of which Glen co-owners should be aware is that under the Glen's Master Deed, the co-owner's responsibility for his/her property extends to the outer plane of the brick wall and the Association's responsibility is outside of that plane. This means that if foundations are actually leaking, patching and waterproofing will ultimately be the co-owner's responsibility. Despite this legal fact, I believe that we should attempt to develop solutions jointly, and wherever it makes sense, we could choose to facilitate the implementation of those repairs as a community. However, the legal framework places the financial responsibility squarely on the co-owner.

Even before this very significant legal detail, we can only assume that we will increase our operating costs to address the many issues identified at the meeting and elsewhere. In addition, we may be drawing on our already under-funded reserves for a gutter replacement program to increase the capacity of that system and other costs related to the several specific locations with particularly difficult drainage problems. We were already budgeting for costs to rise significantly next year. This experience will not help.

This has been a trying few weeks for many in the Glen. Hopefully if we work together as a community we will rise above it. Please feel free to communicate directly with me on these issues. You can reach me by phone at 703/379-4379 or by e-mail at [boh.patrician@verizon.net](mailto:boh.patrician@verizon.net).



Original 1940's Storm Drain between Ct 2 and 3



Glen Employee Maria Castro working on drainage behind Ct 11

**FAIRLINGTON GLEN  
INVITATION TO RESIDENTS' FORUM  
JULY 11, 2006**

June 30, 2006

This has been a difficult week for the Glen community, and we know that many of you have experienced wet or flooded basements. Ricky Solares, Nelson Ordoñez, and Maria Castro, our on-site staff, have assisted in many ways by clearing out gutters, downspouts, and drains and by responding to a variety of resident requests. Andrew Barnes, our new management agent at Legum & Norman, has also responded to many resident calls. This Saturday, July 1, is the day for special trash pickup, and we urge those of you with material to dispose of to place it at the court entrance today, if you have not already done so.

At the start of each monthly Board meeting, the Fairlington Glen Board of Directors provides time for a Residents' Forum so that any Co-Owner or resident can express his or her views on any Glen-related topic. Because of the storms that have plagued the Washington area and had a heavy impact on the Glen, we are expanding the normal half-hour Residents' Forum to an hour and inviting all interested Glen Co-Owners and residents to attend. We will address our experiences of the past week and review Glen policy. A representative from our insurance broker, USI, will explain the Glen's master property insurance policy and its relationship to each of our own Co-Owners' policies.

Even before the Residents' Forum on July 11, we wanted to get some information out to you as a reminder of policies and procedures for handling insurance claims that may result from the events of the past week. Fairlington Glen policy, as stated most recently in a November, 2003, policy resolution (attached), and based on the provisions of Article Twenty-One of the Master Deed, is that the master policy insurance deductible is the responsibility of the Co-Owner. From time to time, and most recently in our March Glen Echo (the "Did You Know?" document), we recommend that Co-Owners ensure that they have coverage for the difference between the deductible on their own homeowner's policy (for example, \$250) and the Glen's \$5,000 deductible. Such coverage under an HO-6 policy to cover repair or replacement cost of damage within a Co-Owners unit below the Glen's master policy deductible is not something unique or difficult to obtain. However, since the levels of coverage provided vary widely, Co-Owners should confirm with their personal insurance agent and/or company that their HO-6 policy provides this coverage. Co-Owners should also check with their agents to ensure that improvements and betterments are adequately covered by their homeowner policies. Renters should have an HO-4 policy to cover their personal belongings.

In general, as noted in the Glen Handbook (p. 4-18) and as established in the Master Deed, water seepage or flooding is a co-owner responsibility. As a general rule, water coming in through walls, windows, or sewer backups is not Association responsibility. We do assist with cleanup when sewer backups are related to actual sewage coming in because of sewer line stoppages or breaks, which has not been the case this week.

The Glen's property insurance policy covers water coming in through sewer lines and drains as well as above-grade windows or walls, with a deductible of \$5,000 per occurrence. Our property insurance also includes flood coverage, which can cover interior building damage caused by underground water seepage, with a deductible of \$10,000 per occurrence. The insides of our units are included to cover wall and floor coverings, fixtures, appliances, and cabinetry for like, kind and quality to that conveyed by the developer to the original owner. However, some damages will not be covered by the master policy. For example, unit improvements, betterments, additions or alterations made subsequent to the original conveyance and residents' personal property are not covered by the master policy. If damage is not covered, the Co-Owner will be responsible for the costs necessary to repair his or her Unit.

The wave of storms that hit the Washington area this past week—and indeed much of the East Coast—was unprecedented, with National Airport having some of the highest levels of rain within the region and records being broken for 24-, 48-, and one-week periods, as we're sure you have seen on television and in the papers. That fact does not make any of our personal experiences with water penetration less painful. But it may suggest that this will not be a regular event.

For our part, your Board plans to examine, with the assistance of volunteers, what steps we may be able to take to continue addressing these situations in the future. We welcome your suggestions and will funnel them into an examination of our preventive measures. Please join us on Tuesday, July 11, at 7:00 pm at the Fairlington Community Center, to begin this discussion.

Let us also alert you to Ricky's new e-mail address, which is [fairlingtonglen3m@verizon.net](mailto:fairlingtonglen3m@verizon.net). Please do not use the former address, which unfortunately was down this past week because of computer problems, and which is no longer in use. Our great thanks to Doug Miller for getting us up and running again.

A handwritten signature in black ink, appearing to read "Bob Patrician", with a long horizontal flourish extending to the right.

Robert P. Patrician, for the  
Fairlington Glen Board of Directors

Attachment: Policy Resolution No. 03-1

## FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

### Policy Resolution No.03- 1

#### PROCEDURES RELATIVE TO MASTER INSURANCE CLAIMS AND LOSSES

WHEREAS, the Board of Directors is empowered by Article IV of the Bylaws with all of the powers and duties necessary for the administration of the affairs of the Council and may do all such acts and things as are not by law or by the Bylaws directed to be done by the co-owners; and

WHEREAS, Article TWENTY-FIRST of the Master Deed provides that the Council shall obtain, as a common expense, insurance covering certain damages to the common elements and units; and

WHEREAS, Article TWENTY-FIRST(D) of the Master Deed provides that in the event the proceeds under the master insurance policy are insufficient to cover the costs of the necessary repairs, that the involved co-owner(s) will be responsible for such costs; and

WHEREAS, the Board of Directors is responsible for paying the premiums and maintaining such insurance on behalf of the Council and is further responsible for the administration of claims associated with such losses and for the receipt and disbursement of insurance proceeds received for such losses; and

WHEREAS, the Board of Directors believes that it is in the best interests of the Council to memorialize certain aspects of the master property insurance claim process to assist co-owners in understanding the master claim process and to, among other things, deal with the allocation of responsibility for the master policy deductible; and

NOW THEREFORE, BE IT RESOLVED that the following procedures are and will be in effect with respect to the submission, payment and adjustment of losses associated with the master property insurance policy:

1. In the event of damage to a unit or the common elements that may be covered by the terms of any property damage insurance maintained by the Council of Co-Owners for the benefit of the co-owners, affected co-owners should:

A. Submit a written Notice of Loss for such damage(s) to the Board of Directors, in care of the management agent, promptly after the occurrence giving rise to the loss. A Notice of Loss form (as prepared by the Board) will be provided to the co-owner by management. While initial notification by telephone or electronic means may be accepted, co-owners will still be required to follow up such notification with the submission of a Notice of Loss form.

B. The Notice of Loss should detail the date, time, suspected or actual cause of the loss, property damage suffered, unit or units affected and whether owner had personal insurance covering the personal property of the owner (see Paragraph 5 below).

2. Upon receipt of the Notice of Loss, the Board of Directors, or its delegate, shall submit the claim to the Council's insurance agent for a determination as to whether coverage exists for any or all of the involved damages unless the damages at issue appear to be clearly below the amount of the deductible under the policy or clearly outside of the policy coverage.

3. If the claim is acknowledged by the master insurance agent to be a covered claim under the master insurance policy, the Board of Directors will arrange for the repair of the damage at issue subject to Paragraph 4 hereof. Any insurance proceeds shall first be applied to repair the damage to the common elements (if any) and the remainder shall be applied towards the unit(s) involved.

4. The Council may assess any costs not covered by insurance, including the deductible amount, to a co-owner for any damage to any unit or common elements that originated or occurred in or through such co-owner's family unit or as a result of such co-owner's neglect or intentional act or omission. The Council will not be directly responsible for any loss or damage to a family unit except where the loss is due to the Council's intentional reckless act or omission, in which case the Council shall cover the cost of repairing the underlying loss or damage as a Common Expense. The deductible on any insurance policy purchased by the Board of Directors shall be the responsibility of the affected co-owner or, if multiple co-owners are involved, by an equitable apportionment of costs as determined by the Board of Directors in consultation with the affected co-owners. The Council shall not be required to file a claim with its insurance carrier to make a co-owner responsible for the cost of the deductible for damage to a family unit or common elements; however, the Council shall not be responsible for covering any losses or damages to a family unit except to the extent such losses or damages are covered by insurance proceeds (or would be if a claim were filed). No co-owner shall be responsible for any losses above the amount of the deductible, except for any consequential damages not covered under any Council insurance policy.

5. Co-owners are strongly encouraged to obtain policies of insurance protecting the owner's personal property within the units and for any responsibility for uncovered costs (e.g., deductibles) under the master insurance policies.

The effective date of this Resolution shall be Nov. 4, 2003.

COUNCIL OF CO-OWNERS OF THE  
FAIRLINGTON GLEN CONDOMINIUM

  
\_\_\_\_\_  
President

**FAIRLINGTON GLEN  
UPDATE ON INSURANCE INFORMATION**

July 7, 2006

Fairlington Glen Co-Owners—

Because of the extended storm of late June that had a significant impact on the Glen, last Friday we distributed to each of you a memorandum inviting you to attend a Residents' Forum at the beginning of the Board meeting scheduled for July 11, 2006. Included with that memorandum was information about the Glen's general policies and procedures for handling master policy insurance claims for damages that may have resulted from the storm. Please refer to that memorandum as you consider the following additional information.

To the extent that any of Co-Owner's individual claims under the master insurance policy arise from the same incident or occurrence (*i.e.*, the rain/water intrusion incident), the Board may be able to combine all of the Units' claims in a single claim to submit to our master insurance carrier, St. Paul's Travelers. In that way, the total damage from the affected units may exceed the policy's single deductible amount, such that Co-Owners might be eligible for coverage even though a single Unit's damage does not exceed the deductible amount. If the combined master policy claim is covered as a single claim by the insurance carrier, then the Board would apportion the single deductible amount among the Co-Owners pursuant to Paragraph 4 of Policy Resolution 03-1. Whether the losses are covered by the master policy, as well as the application of the deductible, would be determined by the claims adjuster for St. Paul's Travelers.

The Glen's property insurance policy covers water coming in through sewer lines and drains as well as above-grade windows or walls, with a deductible of \$5,000 per occurrence. Our property insurance also includes flood coverage, which can cover interior building damage caused by underground water seepage, with a deductible of \$10,000 per occurrence. The insides of our units are included to cover wall and floor coverings, fixtures, appliances, and cabinetry, but only for like, kind, and quality to that conveyed by the developer to the original owner. Remember that some damages are not covered by the master policy. For example, unit improvements, betterments (e.g. carpets, new walls, insulation, recessed lighting, built-in bookcases), additions or alterations made subsequent to the original conveyance and residents' personal property are not covered by the master policy. If damage is not covered, the Co-Owner is responsible for the costs necessary to repair his or her Unit.

A Notice of Loss claim form is enclosed with this memorandum. If your Unit sustained damage as a result of the recent rain/water intrusion incident, you may wish to submit a Notice of Loss claim form to determine whether the damages are covered by the Glen's master insurance policy. If so, please complete the form with as much detail as possible, and return it to Mike O'Connell at Legum & Norman, 4401 Ford Avenue, Suite 1200, Alexandria, VA 22302 by the end of July, or bring it to the Residents' Forum on July 11, where Mr. O'Connell will be present.



The Board will review all Notices of Loss and take appropriate action with respect to submitting the claim for master policy coverage, pursuant to Policy Resolution 03-1 and the Glen's Master Deed. The Board cannot guarantee coverage of loss to any Unit.

Please note that damages to your Unit may be covered by your individual Unit's insurance policy, rather than by the Glen's master insurance policy. All individual Unit policy claims must be handled through the Co-Owners' individual insurance carriers.

Thank you.

A handwritten signature in black ink, appearing to read "Bob Patrician", with a long horizontal flourish extending to the right.

Robert P. Patrician, President, for the  
Fairlington Glen Board of Directors

Attachment

# WORKSHEET FOR PROPERTY TELEPHONE REPORTING

## ACCOUNT INFORMATION

CALLER'S PHONE NUMBER & EXTENSION	CALLER'S TITLE AND NAME	LOSS STATE (STATE WHERE LOSS OCCURRED)
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SUBSIDIARY NAME AND ADDRESS

SUBSIDIARY MAILING ADDRESS (IF DIFFERENT FROM ABOVE)

DID THE LOSS OCCUR AT THE LOCATION ADDRESS? (IF "NO", ADDRESS WHERE LOSS OCCURRED)  
 YES  NO

PARENT COMPANY/INSURED'S NAME	LOCATION CODE	POLICY SYMBOL AND NUMBER
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## LOSS INFORMATION

DATE AND TIME OF LOSS

FULL DESCRIPTION OF LOSS (INCLUDE SPECIFICS OF WHERE IT OCCURRED, SUCH AS A WAREHOUSE, STOCKROOM, DEPARTMENT)

DID THE LOSS INVOLVE:  
BUILDING (REAL PROPERTY) DAMAGE? IF YES,

DESCRIPTION OF DAMAGE TO BUILDING

IS ANY INTERIOR SECTION OF THE BUILDING NOW EXPOSED TO THE OUTDOORS AND UNPROTECTED?

CAN THE BUILDING BE OCCUPIED?

DO YOU HAVE A WRITTEN ESTIMATE OR REPAIR BILL FOR BUILDING? IF YES, AMOUNT

CONTENTS (PERSONAL PROPERTY) DAMAGE? IF YES,  
DESCRIPTION OF DAMAGE TO CONTENTS

DO YOU HAVE A WRITTEN ESTIMATE OR REPAIR BILL FOR BUILDING? IF YES, AMOUNT

ONLY GLASS OR SIGN DAMAGE?

BUSINESS INTERRUPTION?

WITNESSES (NAMES, ADDRESSES, AND PHONE NUMBERS)

AUTHORITIES (NAME, REPORT/CASE NUMBER, COUNTY, ANY VIOLATIONS/CITATIONS)

## CONTACT INFORMATION

CONTACT NAME AND PHONE NUMBER, BEST TIME TO CONTACT AND WHERE TO CONTACT

ADDITIONAL NOTES/COMMENTS OR CUSTOMER SPECIFIC INFORMATION

**Fairlington Glen Board Meeting****August 1, 2006****(Draft #2)**

Attendees: Bob Patrician (President); John Fuller (VP); Alison Burns Trimble (Secretary); Charlie Robbins (B&G Liaison); Margaret Windus (Treasurer)

Co-Owners: Lola Capps (Ct 15); Suzette Buttram (Ct 15)

Other Attendees: Ricky Solares, Glen Facility Manager; Andrew Barnes, Management Agent, Legum & Norman;

The meeting was called to order at 7:30pm by Bob Patrician.

**Residents' Forum:**

Lola Capps reviewed the variance request she submitted to the Board to remodel the kitchen/dining area in her unit.

**01.08.06.01 MOTION** Approve the variance request from Lola Capps 4242 S 35th Street. The motion carried 5-0-0.

**Minutes**

**01.08.06.02 MOTION** Approve the minutes with the words "draft revised" deleted under By-Laws Task Force for July 11 meeting. The motion carried 5-0-0.

**Follow Up to 2006/Flood Storms**

Bob Patrician updated the Board on the first meeting of interested residents which followed up on the last Board meeting where many residents expressed concern about the water damage that occurred in the Glen following the rain and storms in late June. Bob presented the Board with a charge for this group.

**01.08.06.03 MOTION** Approve the Water Drainage Task Force as drafted. The motion carried 5-0-0.

**Strategic Planning Update**

Bob Patrician and Charlie Robbins briefed the Board on last week's Buildings and Grounds meeting. They presented a charge for a new Maintenance Committee to work with Ricky Solares.

**01.08.06.04 MOTION** Approve the Maintenance Committee as drafted. The motion carried 5-0-0.

**01.08.06.05 MOTION** Approve the Variance Coordinator as drafted. The motion carried 5-0-0.

**Treasurer's Report**

Margaret Windus updated the Board on the 2007 Budget process. The last meeting of the Finance Committee before sending the draft budget to the Board will be held next week. The Board reviewed the reserve expenditures which have been approved this year and reviewed the list of 2007 proposed expenditures. In addition to the anticipated expenditures on roofs, stoops and sewers, we have received information on the state of the pool facility which will need to be addressed next year. Margaret offered a clarifying resolution to address a lack of specificity in previous months' minutes as to which accounts the approved funds are to come from. (The resolution may be found at the end of the minutes.)

**01.08.06.05 MOTION** Approve the clarifying resolution for reserve expenditures. The motion carried 5-0-0.

**Management Report**

Andrew Barnes briefly reviewed the August management report as submitted in the Board packet. He noted the B-Bldg painting has begun. The carpet installation is anticipated to be scheduled in early September.

Ricky Solares brought up a resident concerns at 3535-B Ct 2 with respect to replacement of the front column. The decision on whether and how to replace the column was referred to Maintenance Committee for action. The roof in Ct 3 which is next on the list for replacement was patched by Ricky and crew recently. Additional patches are possible should there be another

need.

The upcoming Glen Community Forum to be held on September 20 and the Glen Annual Board Meeting to be held on November 14 will both be held at Abingdon School.

**01.08.06.06 MOTION** Move to approve the USI insurance bid as presented. The motion carried 5-0-0.

**01.08.06.07 MOTION** Move to adjourn. The motion carried 5-0-0.

The next meeting will be held on Tuesday, September 5. The location is yet to be determined due to the closing of the Fairlington Community Center.

Respectfully submitted,

Alison Burns Trimble  
Secretary

### **CLARIFYING RESOLUTION FOR RESERVE EXPENDITURES**

Move that the following clarifications be added to previously approved 2006 expenditures to specify amounts and that they should come from replacement reserves:

#### **May 2, 2006**

Approve Dominion Paving for court paving at a cost of \$20,619 to come from replacement reserves.

Approve Dominion Paving for sidewalk replacement at a cost of \$17,695 to come from replacement reserves.

Approve up to \$3,000 for a new life guard station chair to come from replacement reserves.

#### **May 10, 2006**

Approve Bishop's Tennis for renovation of single tennis court at a cost of \$12,320 to come from replacement reserves. \$300 was later added to repair the crack in the Quaker Lane courts, which is also approved.

#### **June 6, 2006**

Approve C.A. Lindman, Inc. for repairing/restoring 12 front stoops at a cost of \$39,082 to come from replacement reserves.

Approve James R. Walls Contracting Co., Inc. to replace the roof at 3515-3519 S. Stafford St. in Court 1 at a cost of \$101,744 to come from replacement reserves.

#### **July 11, 2006**

Approve B-Building carpet and paint bids as specified to come from replacement reserves.

Approve Dwyer Plumbing to replace storm sewer line between Courts 2 and 3 as specified, to come from replacement reserves. In addition to the approved amount of \$12,365, additional amounts were needed and are approved of \$3,300 (most at the request of the County arborist to try to save the street tree) for a total cost of \$15,665.

Approve James R. Walls Contracting Co., Inc. to replace the roof at 3615-3625 S. Taylor St. in Court 8 at a cost of \$94,969 to come from replacement reserves.

**Fairlington Glen Board Meeting****September 5, 2006****(Draft #2)**

Attendees: Bob Patrician, President; Charlie Robbins, B&G Liaison; Margaret Windus, Treasurer; John Fuller, Vice President; Alison Burns Trimble, Secretary

Co-Owners: Sandy Heaton, Ct 6; Jasper Thomson, Ct 8; Bill Worsley, Ct 16; Alan Bow, Ct 1

Others: Ricky Solares, On-Site Manager; Andrew Barnes, Legum & Norman

**Residents Forum**

No discussion held.

The Board meeting was convened by Bob Patrician at 7:30pm.

Bob Patrician asked Ricky Solares for an update on the water problem reported by a resident. Ricky investigated the source of the water problem and found a hole in the outside wall was created by a contractor statement of our legal counsel at the July Residents' Forum: "One critical thing of which Glen co-owners should be aware, as stated by the Glen's legal advisor, Katherine McCarthy, is that under the Glen's Mas wall and the Association's responsibility is outside of that plane."

**Minutes**

**05.09.06.01 MOTION** Approve minutes of August 1, 2006. Motion approved 5-0-0.

**Water Task Force Update**

Bob Patrician updated the Board on the Water Task Force activities. A resident survey was published in the August Glen Echo. The results have not yet been compiled. The deadline for submission was September 1. More information is being gathered on the need for a comprehensive engineer survey. There is good news in that we did not have additional problems reported with the latest rain. Charlie Robbins reported on his survey of the slopes of parking lots. This may be a problem which we need to address sooner rather than later as the milling down of the asphalt may help alleviate some of the water problems.

Andrew Barnes reported on the status of our insurance claim from the June flooding. The adjustor has looked at 7 out of 9 properties. The estimated total damage is \$14,244.28 so far. This figure is before the deductible would be applied. This is an estimate of loss, not an agreement to pay by insurer. We need to come to closure with the insurance company and notify affected co-owners, so they are able to close out with their private insurers if needed. A letter to those impacted will be sent by Legum&Norman.

**Call for Candidates**

There are three Board openings in 2007. A solicitation for candidates will be put in next issue of the Glen Echo.

**Pool/Workshop Building Task Force Group**

Bob Patrician reported on the formation of a group interested in investigating the renovation of Pool/Workshop. Kari Boe Doyle has agreed to lead this group. The Task Group will report on options for renovating and suggest financial options.

**05.09.06.02 MOTION** Approve the charge to Pool/Workshop Building Task Force as written. The motion carried 5-0-0. (See attached charge to minutes.)

**Management Report**

Andrew Barnes asked the Board to remind co-owners to keep their dogs on leash. He has received several complaints recently. Andrew reviewed the reserve expenses which have been paid out this month for JPG Painting, Dwyer, and Bishops Tennis. The carpet for the B-Buildings is on order and expected to be installed by mid-September. The major portion of our insurance was renewed for the year. Andrew noted the workman's comprehensive insurance is up for renewal in November. We received our refund due from Verizon and it has been deposited. Legum and Norman is still working on obtaining our 2004 state refund from Virginia.

**Budget**

Margaret Windus reviewed the draft budget materials for 2007 as recommended by Finance Committee. She noted the proposed increase is due to water and sewage rates in Arlington. In addition, the painting cycle for next year includes more units in Courts 9-12. The Board discussed options for reducing spending. The draft budget materials will be delivered to co-owners this week in preparation for the Budget Forum to be held at Abingdon School on Tuesday, September 20.

**Management Competition**

**05.09.06.03 MOTION** Move into closed session for the purposes of discussing contractual issues. The motion carried 5-0-0.

Alan Bow, Charlie Robbins, John Fuller reported on the bids received for the next management contract.

**05.09.06.04 MOTION** Move to open session. The motion carried 5-0-0.

**05.09.06.05 MOTION** Move to adjourn. The motion carried 5-0-0.

The meeting adjourned at 9:30pm. The next meeting will be held on October 3, 2006 at 4820 S. 31<sup>st</sup> Street (next to the Long and Foster Building in North Fairlington) unless we are notified to the contrary by the Parks and Recreation Department.

Respectfully submitted,  
Alison Burns Trimble  
Secretary

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**Attachment****POOL/OFFICE/WORKSHOP BUILDING TASK GROUP**

At its strategic planning meeting on June 7, the Board agreed that the buildings in the pool area are in need of substantial upgrading within the next few years. Both the pool house and the office/workshop area are in disrepair, provide inefficient working conditions for the Glen's maintenance efforts, and could provide significantly improved efficiency and effectiveness for the benefit of the Glen if substantially improved. We need a new building, either as an extension of what exists now or as a replacement for the present office, work area, and bathhouses.

The Pool/Office/Workshop Building Task Group is being formed to plan for the renovation and/or replacement of the present buildings at the pool area. These buildings are now over 30 years old, and the associated office/workshop area has never been a satisfactory solution to our office needs, our workshop needs, or our storage needs. It is time to move forward with constructing a configuration of buildings that will architecturally harmonize with existing buildings (if they can be retained) and will provide significantly enhanced space for all users of the area. The Meadows has a similar initial arrangement to ours that they upgraded a few years ago by constructing an office and workshop area as part of the pool facility. It is virtually indistinguishable from the surrounding buildings, provides generous space for work and storage, and is a model we should examine.

The Task Group is to consider the following benefits that a new facility can provide:

- Providing an enhanced recreational area for pool users
- Utilizing our condo fees well by enhancing the range of activities that the on-site staff can perform and enabling work to continue in winter
- Providing greater security for and less "leakage" of our equipment and supplies
- Eliminating the need for off-site storage and its expense, which since 2000 has cost over \$25,000
- Enabling us to compete for a new Facilities Manager as part of transition planning as our present Facilities Manager makes plans for retirement.

The financial resources for planning and construction of the recommended facility will come from our Replacement Reserves, which at one time had considerable funds set aside for such a facility (we now consider all reserve expenditures within a unified reserve budget). The Board regards this facility as of such great need and importance that it is willing to commit significant funds to its construction.

## **Fairlington Glen Board Meeting Minutes October 3, 2006**

**Draft #3**

Attendees: Bob Patrician, President; John Fuller, Vice-President; Charlie Robbins, Court Representatives Liaison; Margaret Windus, Treasurer; Alison Burns Trimble, Secretary

Co-Owners Present; Pat Phillips (Ct 8); Jasper Thomson (Ct 8); Maynard Dixon (Ct16)

Others: Ricky Solares, On-Site Manger; Andrew Barnes, Legum & Norman, Management Agent

The meeting was called to order by Bob Patrician at 7:31pm. (The meeting was held at 4230 S. 31<sup>st</sup> Street, a new location due to Community Center renovations.)

No one spoke during the Residents' Forum time offered.

### **Minutes**

**03.10.06.01 MOTION Approve Glen Board meeting minutes from September 5, 2006 as drafted. The motion carried 5-0-0.**

### **Finance Committee Report**

Margaret Windus reviewed the ideas for increasing revenue and/or decreasing costs which the Finance Committee debated over the course of preparing the recent budget. (The list is to be found at the end of the minutes.)

**03.10.06.02 MOTION: Approve referring the ideas for revenue enhancement and cost reduction and refer to appropriate Glen Committees for feedback within the next three (3) months. The motion carried. 5-0-0**

### **Building and Grounds Committee Report**

Maynard Dixon reviewed the new charge to the Court Representatives Group prepared by Carol Goodloe in consultation with other B&G members and based on ideas proposed by Bob Wilson and Maynard Dixon. (See charge at the end of minutes.) Maynard will work with the Court Representatives and prepare an introduction of the group and its responsibilities for the November Glen Echo. Bob thanked Maynard for his willingness to chair the Court Representatives Groups.

**03.10.06.03 MOTION Approve the charge for the Court Representatives Group (CRG). The motion carried 5-0-0.**

### **Closed Session**

**03.10.06.04 MOTION Move into closed session for the purpose of discussing contractual matters. The motion carried 5-0-0.**

### **Open Session**

**03.10.06.05 MOTION Move into open session. The motion carried 5-0-0.**

### **Management Agent Contract**

John Fuller reviewed the process undertaken to renew our management agent contract. The Management

Contract Committee recommends the Board approve the bid from Cardinal Management Group, Inc.

**03.10.06.06 MOTION Move that the Board approve negotiating with Cardinal Management Group, Inc., a management contract for one year beginning January 1, 2007, with options at agreed-upon prices for years two and three. The motion carried 5-0-0.**

## **President's Report**

**Water Task Force:** The water survey results have not been compiled. Bob will follow up with Suzie Peetros who has the data. Bob met with Curt Schwarz (Ct 9) last Saturday and walked the entire property in preparation for meeting with representatives of several drainage companies to get bids on what work we might need done to improve drainage in specific problem spots.

**Insurance Claim:** Legum & Norman is in receipt of our insurance claim reimbursement money from the June flooding event for the first part of the total damages. John Fuller worked with the data and developed a proportional distribution for the affected co-owners who submitted claims within the defined claim period. Legum and Norman will send checks and letters to the residents involved. Upon certification of completed work, residents will receive a second and final payment for damages.

**03.10.06.07 MOTION Approve the distribution of insurance claim monies to affected co-owners with verified claims as noted in the spread sheet developed by John Fuller. The motion carried 5-0-0.**

**Staffing Study:** Bob reported on the status of this study. The creation of the new Maintenance Committee and the upcoming change in Management Agents has led to a different approach for future efforts.

## **Treasurer's Report**

Margaret gave a brief review of the minor changes made to the budget packet since our last meeting. The final budget packet will be mailed out by Legum & Norman on or about October 9. There was discussion about how to handle a second proxy notice should the Board receive amendments to the budget. Any amendments are due by October 25. Marge Angelo (Ct 8) has agreed to help the Court Representatives with the proxy collection process.

**03.10.06.08 MOTION Approve the final budget packet as presented. The motion carried 5-0-0.**

## **Landscape Report**

Alison Burns Trimble gave her final report as Landscape Chair. Fred and Linda Hohlweg will be taking over the Landscape Committee duties for the coming year. Alison presented the Davey Tree bid for communal tree work based on the August walkthrough and the notes taken by the Water Task Force group. The fall planting proposal from Environmental Enhancement was also presented.

**03.10.06.09 MOTION Approve the August 23 Davey Tree bid (for communal work only-nothing marked patio) in the amount of \$8430. The motion carried 5-0-0.**

**03.10.06.10 MOTION Approve the September 27 bid from Environmental Enhancements in the amount of \$3074.00. The motion carried 5-0-0.**

**Leyland Cypress issue:** The Quaker Lane and King Street border of Leyland Cypress is in decline due to a seridium canker. We have a bid from Davey Tree in the amount of \$4810 from June 27. This bid is

for selectively pruning out the limbs of the affected Leyland's. (It also includes some small removals and staking up select trees.) The Board has heard from several residents that this might not be the best way to spend our limited tree funds as the canker is incurable at this time. There is a fungicide available to help control the disease. The cost of each application runs between \$800 to \$1500 with VA Tech recommending that the affected trees be sprayed each month between April and October. There have been concerns raised as to spraying fungicide in close proximity to residential areas.

**03.10.06.11 MOTION Table the Davey Tree Leyland Cypress bid until next month in order to get more feedback from impacted residents in Courts 1 through 8. The motion carried 5-0-0.**

### **Management Report**

Andrew Barnes reported on the status of outstanding contracts. Empire Carpet has completed the B-Building installations and is working on touch-up painting where needed. Ricky and Andrew will review each B-Bldg before the final payment is made to Empire. Pat Phillips asked that Court 8 be added to the list in need of touch-up painting and repair. Jasper Thomson asked that Empire reattach the banister along the staircase in his unit.

Andrew is holding the final payment to Middledorf Property Services for exterior painting pending hearing from Jim Hewitt that the necessary repairs have been made.

### **Adjourn**

The meeting was adjourned at 9:26pm.

**03.10.06.12 MOTION Move to adjourn. The motion carried 5-0-0.**

**Respectfully Submitted,  
Alison Burns Trimble, Secretary**

### **IDEAS FOR INCREASED INCOME OR REDUCED EXPENSE (Brainstormed by the Glen Finance Committee, 2006) (Below reflects referrals by Board, 10/3/06)**

#### **INCREASED INCOME**

- Charge a fee at closing for new buyers, as some condos are doing. **Referred to Treasurer for consultation with other Fairlington villages.**
- Sell pool memberships to outside people (done for an entire condo by North Fairlington). **Referred to Pool Committee.**
- Sell individual guest pool passes (at gate or in coupon books at a reduction) for guests of Co-Owners. **Referred to Pool Committee.**
- Institute nominal (perhaps \$25) party charge for parties of more than 8 people. **Referred to Pool Committee.**
- Sell tennis court privileges to the Quaker Lane courts to outside people (ditto North Fairlington). **Rejected as unenforceable.**
- Amend the By-Laws to allow significant late fees (range is \$25-\$32 elsewhere in Fairlington, where By-Law changes have been made). **Do as part of By-Laws revision.**



## REDUCED EXPENSE

- Reduce plantings budget and allow Co-Owners to plant around their units within guidelines provided by the Board, at their own expense. **Referred to Landscaping Committee for implementation proposals (budget already reduced by \$3,000).**
- Do not carpet B-Building basements; remove old carpeting and paint the floors (This has the advantage of not having carpet below ground level). **Previously agreed to by Board for implementation in 2008.**
- Do not replace the truck when present truck expires and pay a mileage rate for staff to use their own vehicles for needed trips to Home Depot. Alternatively, buy a used truck instead of a new truck. **Referred to Maintenance Committee.**
- Do not paint aluminum/vinyl window surrounds even where they have been previously painted. Experimented with this year in Cts. 5-8. Continue experiment next year in Cts. 9-12. **Done in 2007 budget proposal.**
- Have on-site staff handle rotten wood replacement each year in the courts that are to be painted and before the painters arrive. **Referred to Maintenance Committee.**

## FAIRLINGTON GLEN COURT REPRESENTATIVES GROUP

The Court Representatives Group (CRG) serves as the primary communication link between Co-Owners and residents and the Board of Directors. The CRG serves as a forum for interchange and communication at the local court level and deals with tasks that are best performed on a court-by-court basis. The CRG is chaired by a Co-Owner and is comprised of a representative and/or alternate (Co-Owners or residents) from each of the 16 courts. The CRG will have the following functions:

- Welcome new residents to the court
- Transmit information from the Board to court residents
- Transmit suggestions from court residents to the Board
- Survey court residents as requested by the Board or other committees
- Secure proxies for the Annual Meeting
- Check for rules violations
- Inform residents of and remind them of Glen policies
- Monitor the physical upkeep of the court
- Prepare monthly “walk-through” reports of maintenance problems concerning the buildings and grounds, and report such problems to the appropriate Glen committee or maintenance personnel
- Notify the management agent of items requiring immediate action
- Respond as requested by the Variance Coordinator on variance issues where consensus had not yet been achieved
- Coordinate with other groups or individuals on court issues

**Fairlington Glen**  
**Board Meeting held at 4820 S 31<sup>st</sup> Street**  
**November 7, 2006**

**Draft #3**

Members Present: Bob Patrician, President; Alison Burns Trimble, Secretary; Margaret Windus; Treasurer; Charlie Robbins, At-Large; John Fuller, VP.

Others Present: Ricky Solares, On-Site Manager; Andrew Barnes, Legum & Norman

Co-Owners present: Maynard Dixon (Ct 16); Greg Lukmire (Ct 15)

The meeting was called to order by Bob Patrician at 7:35pm.

**Residents' Forum**

No discussion.

**Minutes**

**07.11.06.01 MOTION Approve the minutes from October 3, 2006. The motion carried 5-0-0.**

**Variance Process**

**07.11.06.02 MOTION Approve Timberlake variance as submitted. The motion carried 5-0-0.**

Greg Lukmire presented draft ideas for blanket variances. A list of variance standards was discussed.

Greg stressed the need to hold co-owners accountable for securing building permits for renovations.

The issue of turf damage behind Court 15 was discussed in relation to construction work. Andrew Barnes will send a letter to the co-owner regarding these matters.

**Transition Planning**

John Fuller and Bob Patrician will meet with Cardinal on Nov 15 to go over the remaining issues. Contact will be made after a contract will be signed and the unit folders will be transferred along with a check for \$5000 to allow operating to begin.

**CRG Update**

Maynard Dixon reported on the Court Representatives meeting. The group has decided to meet 8 times per year. The goal is to provide the Board with needed information to inform decision-making by increasing internal court communications and completing timely court walkthroughs to better keep up on maintenance of property.

**President's Report**

The Board will meet for a strategic planning session in January on a date to be determined the week of January 8. The Board meetings will be moved to the first Thursday evening of the month to accommodate the new management agent and will continue to meet at 4820. 31<sup>st</sup> while the FCC is under construction.

**Management Report**

Andrew Barnes reported the B-Bldg contractors have been paid. The insurance depreciation from the June storms is continued to be held back pending receipt of completed work. CAI

membership will be continued for a 2 member board representation. This will be more cost effective based on our use of CAI. Ricky needs new snakes. They are a special order item and will cost \$400-500.

**07.11.06.03 MOTION Move to closed session for the purpose of discussing personnel issues. The motion carried 5-0-0.**

**07.11.06.04 MOTION Move to open session. The motion carried 5-0-0.**

**Personnel**

**07.11.06.05 MOTION Move to adopt and have management implement as part of the 2007 budget, an employee salary increase compensation pool in the amount of \$3,362. The motion carried 5-0-0.**

**07.11.06.06 MOTION Move to adopt and have management implement as part of the 2006 budget, an employee bonus compensation pool in the amount of \$4,362 as two weeks salary. The motion carried 3-2-0.**

**07.11.06.07 MOTION Move to adjourn. The motion carried 5-0-0.**

The next regular meeting will be held on December 5, 2006. The annual meeting will be held November 14, 2006.

Respectfully submitted,

Alison Burns Trimble  
Secretary

Fairlington Glen  
Board Meeting  
(held at Abingdon Elementary School)  
November 14, 2006

Draft #1

Members present: Bob Patrician, John Fuller, Margaret Windus, Alison Burns Trimble, Jasper Thomson.

The meeting was called to order by Margaret Windus, Treasurer, immediately after the close of the Glen Annual Meeting at 8:50pm.

The only item of business was to establish Board positions.

**14.11.06.01 MOTION Move the following newly elected officers serve in the following capacity: Bob Patrician, President; John Fuller, Vice-President; Jasper Thomson, At-Large. The motion carried 5-0-0.**

Margaret Windus will continue as Treasurer and Alison Burns Trimble will continue as Secretary for 2007. Jasper Thomson agreed to be the liaison with the Landscape Committee as a part of his At-Large duties.

**14.11.06.02 MOTION Move to adjourn. The motion carried 5-0-0.**

The next scheduled Board meeting will be held at 4820 S 31<sup>st</sup> Street on December 5, 2006.

Respectfully submitted,

Alison Burns Trimble  
Secretary

**Fairlington Glen  
Board Meeting  
December 5 2006  
(held at 4820 S. 31<sup>st</sup> Street)**

**Draft #2**

Present: Bob Patrician (President); John Fuller (VP); Margaret Windus (Treasurer); Alison Burns Trimble (Secretary); Jasper Thomson (At-Large)

Others: Ricky Solares (On-Site); Andrew Barnes (Legum & Norman)

Co-Owners: Maynard Dixon (Ct 16); Tevis Smith (Ct 10); Liz Finos (Ct 16)

The meeting was called to order at 7:30pm by Bob Patrician.

**Residents' Forum**

Tevis Smith spoke about his concerns with the possibility of outsourcing work now done by our on-site staff. Mr. Smith lauded the value he believes comes from the Glen having in-house labor and expertise.

**CRG Report**

Maynard Dixon reported on the activities of the Court Representatives Group (CRG). He has redesigned the maintenance reporting form and is actively searching for new court representatives in Courts 7 and 8.

**Minutes**

**06.12.06.01 MOTION Approve the minutes of November 14, 2006. The motion carried 5-0-0.**

**06.12.06.02 MOTION Approve the 2006 Annual Meeting minutes as drafted for the next Annual meeting. The motion carried 5-0-0.**

**President's Report**

Bob Patrician recapped the events of the Annual Meeting and thanked the staff provided by Legum & Norman for the fine job they did in tallying the proxies and vote. He noted we received 57% in proxies and noted how few new faces were at the meeting despite our increased efforts.

The transition to Cardinal Management Company is underway. A transfer meeting has occurred between Beth Cousino (Cardinal) and Andrew Barnes (Legum & Norman). Most of the needed information has been transferred to Cardinal, however the actual Unit files will not be sent until January due to the need for continued service by Legum & Norman. A concern was raised about how emergency calls would be handled during the last week of December as our management agent will be on vacation.

The 2007 Calendar of Board events was reviewed and a suggestion was made to move Audit review to May and to hold an additional community meeting to inform co-owners about proposed changes to the By-laws.

**Verizon Fiber Optic Network**

The Glen has received a request from an engineering firm under contract with Verizon to perform a preliminary survey of our buildings to map out plans for laying fiber optic cable to enable the FIOS system of telecommunications services. Bob Patrician has been in

contact with Ed Hilz with the FCA to ask all impacted Fairlington Associations to work together when dealing with this project in Fairlington.

### **Budget**

Margaret Windus reviewed the budget status. The final numbers are not available at this time, but per instructions of our auditor it is prudent to make the following decision.

**06.12.06.03 MOTION Move to elect 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.**

### **Contractor Work**

Margaret Windus reviewed a synopsis of the contractor work which the Glen undertook this year. The painting contractor was new (Middledorf). It is suggested that we survey residents in courts 5 through 8 to get feedback on this effort.

**06.12.06.04 MOTION Move to approve the painting survey of Court 5 through 8 as submitted. The motion carried 5-0-0.**

### **Landscape**

Jasper Thomson and Alison Trimble will meet before the next Board meeting to transition the Landscape Liaison duties. Jasper will be working with Fred and Linda Hohlweg in 2007 to coordinate all landscape activities.

### **Variances**

The Board reviewed the variance request at 4262 S. 35<sup>th</sup> (Court 15) for kitchen renovation including the removal of the wall between the kitchen and the dining room.

**06.12.06.05 MOTION Move to approve the Matts variance (4262 S. 35<sup>th</sup>) subject to notary signature. The motion carried 5-0-0.**

The Board reviewed the variance request at 3555 S. Stafford Street (Court 2) for kitchen work, a French door in the dining room, removal of the kitchen door and subsequent addition of a double window in kitchen.

**06.12.06.06 MOTION Move to approve Hochstetler variance (3555 S. Stafford). The motion carried 5-0-0.**

### **Management Report**

Andrew Barnes gave the management report. The recent sewer back up in Court 11 was discussed. As per our policy, the Glen will reimburse for initial clean up costs associated with that event. A check was received from Merrill Lynch in the amount \$48,000 which closes out that account.

A resident request has been made to re-key a B-unit basement door. Andrew will request more information regarding the situation and report back.

There has been a large rodent infestation in one building located in Court 16. Triple S has been retained by two of the residents and a third resident has employed another company. A letter will be sent to Court 16 and Court 9 residents asking that no one leave bird seed on the ground.

The 2004 VA Glen tax refund problem is still outstanding. The Board requested Legum & Norman forward all email or other correspondence related to this issue between Legum & Norman and VA State.

**06.12.06.07 MOTION Move to closed session for the purpose of discussing accommodating disability, personnel and legal matters. The motion carried 5-0-0.**

**06.12.06.08 MOTION Move to open session. The motion carried 5-0-0.**

**06.12.06.09 MOTION Move the minutes be approved of the November 7, 2006 Board meeting as amended. The motion carried**

**06.12.06.10 MOTION Move to adjourn. The motion carried 5-0-0.**

The meeting was adjourned at 9:45pm. The next meeting will be held on Thursday, January 4, 2007.

Respectfully submitted,  
Alison Burns Trimble  
Secretary

**FAIRLINGTON GLEN  
2006 PLANNING CALENDAR**

<p><b>JANUARY</b>          Appoint B-Building Redecoration Task Group          Appoint Tot Lot Renovation Task Group          Establish Residents' Forum each month</p>	<p><b>JULY</b>          Residents' Forum on Flood of 2006          Insurance claim information to Co-Owners          Board's Annual Financial Report</p>
<p><b>FEBRUARY</b>          Establish Communications Committee          Establish new recreation pass system          Establish retention schedule</p>	<p><b>AUGUST</b>          Establish Water Task Force          Establish Maintenance Committee          Establish Variance Coordinator</p>
<p><b>MARCH</b>          Publish "Did You Know?"          Distribute new recreation pass applications          Appoint By-Laws Task Group</p>	<p><b>SEPTEMBER</b>          Call for Candidates          Approve draft 2007 budget          Community Forum on draft 2007 budget          Establish Pool/Office/Workshop Task Group          Tot Lot Volunteer Day</p>
<p><b>APRIL</b>          Appoint Management Company Task Group</p>	<p><b>OCTOBER</b>          Annual Meeting Notice/proxy &amp; candidate profiles          Establish Court Representatives Group (CRG)          Select management company (Cardinal)</p>
<p><b>MAY</b>          Report of Tot Lot Renovation Task Group          Establish investment policy for reserves          Strategic Planning meeting (1)</p>	<p><b>NOVEMBER</b>          Annual Meeting          Approve 2007 Budget          Election of Board Members          "Document" revision to Rees, Broome, Diaz</p>
<p><b>JUNE</b>          Report of B-Building Redecoration Task Group          Approve Audit          Begin 2007 Budget Process          Begin Management Company Competition          Strategic Planning meeting (2)          Flood of 2006</p>	<p><b>DECEMBER</b>          2006 President's Report          Transition to new management company</p>

Updated 11/26/06