

**Fairlington Glen
Board Meeting
January 3, 2008**

Draft #1

Attendees: Bob Patrician (President); John Fuller (Vice-President); Margaret Windus (Treasurer); Jasper Thomson (At-Large). Absent: Alison Burns Trimble (Secretary)

Other Attendees: Lynn House (Cardinal)

Co-Owners: Maynard Dixon (Ct. 16)

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

Residents' Forum

Maynard Dixon reported that the CRG would discuss the draft Handbook at its January 15 meeting. On the survey of variance violations, he has some survey forms in and will complete the missing courts this month.

Minutes

Because of the Secretary's absence, review of minutes was deferred to February.

President's Report

The President reported that there was no further news from Comcast, who are reviewing the proposed agreement for installation of cables. He will call them to see the status.

Board members discussed the plan to have on-site staff remove common-area basement carpeting in B-Buildings and paint the floors. It was agreed that each of the 23 B-Buildings could choose to have that done or let the carpet remain. Each resident of B-Buildings that want the existing basement carpet to stay will sign a statement that will be sent to the Board President. Carpeting will not be replaced.

The Board agreed that the welcome package was fine for distribution to new residents.

The President noted the letter he sent to Sam Anthony, incoming President of the Fairlington Citizens Association, recommending that the FCA broaden its outreach to the community. The Glen President suggested that the FCA bring together leadership of the seven Fairlington villages to help build a network that would share experiences and solutions to common problems that we all share.

Variance Matters

Bob Patrician noted the proposed letter on variances to be sent to the community by Greg Lukmire, Variance Coordinator. Discussion focused on mechanisms to ensure cooperation by co-owners in seeking variances for structural changes inside the unit and for wires or lines that may be needed outside the unit (primarily for condensate lines, radon exhaust, or cable TV). Lynn House will investigate exactly what is required for radon remediation in locations such as Fairlington Glen. Margaret Windus will revise the proposed letter based on the discussion.

Mr. Patrician also reviewed the variance requests that had been forwarded by the Variance Coordinator, with a recommendation for approval.

03.01.08.01 MOTION Approve the wrought iron handrail variances for 3521 S. Stafford and 3525B S. Stafford Street as presented. The motion carried 4-0-0.

Site Drainage and Storm Sewer Studies

Margaret Windus summarized the two draft final studies recently received from Restoration Engineering. There are a number of recommendations for future work in both the storm sewer and site drainage areas. Most of them were not evaluated as urgent and can follow relining of the remaining sanitary sewers, which will occur over the next two years, and renovation of the pool complex. Ms. Windus proposed that a few of the recommendations be implemented during 2008, including:

- Establish a maintenance plan for the storm sewer system with all catch basins, both Glen and County, inspected annually and cleaned as necessary
- Install downspout extensions at remaining locations where downspouts discharge into landscaped area
- Seek a bid for “pipe bursting” of the Orangeburg line in Court 10 and consider installing a trench drain to alleviate pooling of water.

Board members supported those recommendations. In addition Ms. Windus will prepare an article for the GLEN ECHO summarizing the major conclusions of the two studies.

Management Report

Lynn House reported on a number of items, including the planned inventory of Glen equipment and the planned survey of needed stoop repairs. On-site staff are beginning to clean the gutters again.

Closed Session

03.01.08.02 MOTION Move into closed session for the purpose of discussing delinquent accounts, contracts, and legal matters. The motion carried 4-0-0.

03.01.08.03 MOTION Move into open session. The motion carried 4-0-0.

Open Session

03.01.08.04 MOTION Move to approve NVM contract for snow removal for the 2007-2008 winter season at the rates specified. The motion carried 4-0-0.

03.01.08.05 MOTION Move to approve Curl Swimming Services, Inc. contract for swimming pool management during 2008 at a cost of \$33,768 plus added costs for the week after Labor Day and possible special hours up to the \$37,117 amount provided in the 2008 budget. Hours may change as agreed on by Curl Swimming Services and the Pool Committee.

The meeting was adjourned at 9:25 pm. The next scheduled Board meeting will be held on February 7, 2008 at 4820 S. 31st St., as the renovated community center is not expected to open until sometime in February.

Respectfully submitted,

Margaret L. Windus
Treasurer

Fairlington Glen Board Meeting
February 7, 2008
Held at 4820 S 31st

Draft #2

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

Also present: Lynn House (Cardinal Management); Ursula Koenig (Rees Broome)

Co-Owners: Maynard Dixon (Ct 16)

The meeting was called to order 7:37pm by Bob Patrician.

Residents' Forum

Maynard Dixon gave kudos to Lynn House and Cardinal for work done in response to the recent Maintenance inspection reports. Maynard suggested the lamp posts may need to be painted due to rusting.

Minutes

07.02.08.01 MOTION Move to approve the minutes as submitted for November 14, 2007; December 6, 2007; and, January 3, 2008. The motion carried 5-0-0.

President's Report

The **revised By-Laws as drafted by counsel** and reviewed by the Board will be distributed for further comment and review to the broader community after tonight's meeting.

The **new Comcast guidelines** for new installations and remediation of previous installs are still being negotiated. Bob will report back on any progress.

There has been no response from the FCA on our letter seeking **more collaboration among the individual condominium boards throughout Fairlington.**

We have been contacted by the City of Alexandria about possible **redevelopment of the corner located at King Street and Quaker Lane.** City staff has agreed to meet with our representatives regarding possible changes and upgrades to the existing traffic pattern.

B Basement Carpets: The Board previously decided to remove the old basement carpet and directed staff to repaint the floors. (The stair carpet will be retained unless it is a tripping hazard.) We received two completed forms requesting the carpets be left as they are. The co-owners have been notified that choosing to retain the carpet does not mean it will be replaced at a later date.

07.02.08.02 MOTION Move to approve the retention of B-Basement carpet at 3537 S Stafford St and 3571 S Stafford St as requested by co-owners in accordance with the President's memo of January 6 2008 outlining upcoming staff painting project. The motion carried 5-0-0.

B Basement Water Shut Off Valve: A B-Unit resident has contacted staff about replacing the water shut off valve which feeds their unit. This particular valve does reside within the common area. Shut off valves in B-Unit Common Areas will remain the responsibility of

the Glen and we will replace those leaking or “difficult to turn” valves however, staff will try to remediate first. Co-owners may request to replace their valves if they are located in the common area at their own expense with an approved variance.

A resident of Court 2 has contacted the Board about the **quality of painting** during the last painting cycle. Staff has verified that the overhang and porch area have excessive peeling. The warranty from the contractor involved (Capital Painting) is still in effect. Cardinal will work with the contractor and staff to address the issues the community is responsible for and will send a letter outlining the steps to be taken in those areas to the co-owner.

Patio Trees

The Landscape Committee will look at the fence and tree issue as noted by a walkthrough that Cardinal made with Nelson and Maria.

Treasurer’s Report

2007 Reserve Expenditures and review of contractor work will be posted on the Yahoo site for community review.

Management Report

Staff reviewed all the stoops and noted which can be fixed by staff and those that need to be contracted. (See spreadsheet.)

Several instances requiring access to units during the day have occurred. Co-owners should file emergency contact information with the management agent so staff can access units as needed in case of sewer backups or other emergencies. A form will be included in the March Glen Echo for co-owners to update their contact information with Cardinal Management including email, day time phone and cell numbers.

07.02.08.03 MOTION Move into closed session for the purposes of discussing legal and contractual matters. The motion carried 5-0-0.

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

07.02.08.05 MOTION Move the Board authorizes US Sewer & Drain to use “pipe bursting” to replace the storm sewer line in Court 10 extending in the parking lot from 4343 to 4331 S. 36th Street, with the costs per foot as in the existing sewer relining contract. The motion carried 5-0-0.

07.02.08.06 MOTION Move to adjourn. The motion carried 5-0-0.

The meeting was adjourned at 9:50pm. The next scheduled Board meeting will be **March 6, 2008 to be held at Abingdon School in the Media Center.**

Respectfully submitted,

Alison Burns Trimble
Secretary

**Fairlington Glen
Board Meeting
March 6, 2008**

Draft #3

Held at Abingdon School, Media Center

Present: Bob Patrician (President), John Fuller, (Vice-President); Jasper Thomson (At-Large)

Absent: Margaret Windus (Treasurer); Alison Trimble (Secretary); Lynn House (Cardinal Management) **excused**

Others: Peter Philbin, Attorney (Rees Broome, PC), Ursula Koenig, Attorney (Rees Broome, PC)

Co-Owners: Sandy Heaton (Ct 6), Mike Hahn (Ct 15), Bob Wilson (Ct 12), Jack Marshall (Ct 10), Hal Vorhies (Ct), Charlie Robbins (Ct 13), Carol Goodloe (Ct 10)

Residents' Forum

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

Sandy Heaton requested the Board contact the County regarding the need for cross walk signage on 36th Street around the traffic circle. Crosswalks are now demarcated around the traffic circle where once they were not, and drivers have sometimes not noticed the new crosswalks, leading to some close calls by residents expecting traffic to stop as they use these crosswalks.

Minutes

06.03.08.01 MOTION Move the minutes of February 7, 2008 meeting as submitted be approved. The motion carried 3-0-0.

President's Report

The Vice President proposed a series of motions to approve requests and contracts.

06.03.08.02 MOTION Move the annual request for the FINS swimming program to use the Glen pool for one week during July be approved. The motion carried 3-0-0.

06.03.08.03 MOTION Move the proposed carpentry work by James R. Walls Contracting Co. for wood repair needs in Courts 1, 3 and 15, at a cost of \$8,680 be approved. The motion carried 3-0-0.

06.03.08.04 MOTION Move the proposal from Brikwurks Masonry to repair brick tuck work on various stoops for \$2,920 be approved. (An additional list attached on the back of the proposal are projects being undertaken by Glen staff, not the contractor.) The motion carried 3-0-0.

06.03.08.05 MOTION Move the proposed work by James R. Walls Contracting Co. to address the need for a short gutter/downspout on the canopy of 4246/4248 South 35th Street (Court 15) and the replacement of approximately 2 dozen damaged/missing slates on that building's roof, to be done on a time and materials basis, be approved. The motion carried 3-0-0.

Bylaws Discussion

Bob Patrician led the assembled group in a discussion of the proposed Bylaw changes by introducing our attorneys who have provided valuable input and acknowledging comments already submitted by those who had already reviewed the Bylaws. Pete Philbin opened his comments by pointing out that the suggested changes were informed by both current changes in the Condo Act and related laws as well as their long history of representing the Glen and how we, the Glen, have addressed issues not informed by the current Bylaws through Board policy statements.

The first question that arose was “what is the amount of time that the vote can be kept open during the quest to achieve the required 75% approval?” Pete Philbin stated they can be held open indefinitely if need be, but the longer they are held open you start running into the issue of people selling their units and “losing” their votes as a result. It was suggested perhaps we could include a proxy in the resale packages to recoup such votes if the vote does take multiple months to complete. Everyone agreed that achieving 75% will require active involvement of the Court Reps and other willing advocates.

John Fuller presented an issue that had been raised by Ken Kolb via e-mail about potentially duplicative provisions concerning the removal of directors/officers, but as Pete pointed out, they are actually two different mechanisms described in these sections, for removal of a Board Member from a certain office title and the outright removal of someone from the Board, so no change is needed on the draft in this area.

Bob Patrician raised the issue about the requirement to provide keys to the management agent – a provision that had always been in the Bylaws but never enforced. Everyone thought it was unnecessary to require keys being held, but that it would be valuable to have everyone’s emergency contact information in case it would make sense to try and contact someone to gain access to a unit rather than employ a locksmith. Many people thought it would make sense to keep an option that the management agent could hold spare resident keys if asked.

Jack Marshall revisited the issue he had brought up earlier in an e-mail concerning the issue of insurance and a limit of liability. His concerns are tied to the issue of sewer backups and the experience of his specific building in Court 10, and the division of responsibility for damages between the Glen and Co-Owner. John Fuller observed that the Glen’s master policy covers damage regardless of fault, and Bob Patrician reviewed the relationship between owner’s personal HO-6 policies and the Glen policy, when deductibles come into play on each. After much discussion, Mr. Marshall’s main concern was that there be a transparent declaration of owner potential liability, which it was agreed is somewhat covered in the maintenance chart at the end of the draft rewrite of the Bylaws.

Sandy Heaton briefly addressed the issue of water damage that results from seepage underneath the slab/through basement walls. Mike Hahn followed up with a recap of his concern about how pipes in walls are covered. Pete Philbin explained how the Board recently came to conclude that the Master Deed and existing Bylaws classified such pipes as the responsibility of the owner whose unit they reside in, due to the plain reading of the definition of unit boundaries (outer plane/bottom of slab). Bob Patrician covered the brief history of past practice in this area being uneven – sometimes Ricky Solares (former Glen Facilities Manager) would repair pipes that were owner responsibility and this created some

precedence that was not supported by the governing documents. Pete Philbin opined that on the balance of interests it is important to define this as it has always been basically laid out in the Bylaws and Master Deed. The maintenance chart is beneficial because it provides more clarity and transparency in this area..

Charlie Robbins raised an issue concerning the provisions that allow Glen business to be conducted by as few as 3 members present, with two being a majority – he just wanted to clarify that two members cannot alone make a quorum, which is the correct reading. Also raised was the language on page 18 regarding the inclusion of a prohibition on “noxious or offensive conduct” – participants wondered if this specific language was necessary or too vague. Pete Philbin pointed out that while it is “vague”, at the same time it is a standard covenant term and has case law tied to its application.

Hal Vorhies raised the last two issues of the night – first, that we should modify the provision concerning “proxies must be delivered before a meeting” as this would technically disqualify a proxy delivered by a person who showed up 2 minutes after an annual meeting had begun. He also re-raised the issue of the value of the Glen requiring variances for interior work that must be approved (or not if not structural/mechanical) by the County – it seemed like unnecessary bureaucratic excess. Bob Patrician mentioned we have tried to minimize variance needs by issuing many blanket variances, and that it makes sense for the Glen to continue as in the past to ensure safety, that procedures (County permits) are being followed, and because it is valuable to the resale packages that the Association provides.

Adjourn

06.03.08.06 MOTION Move to adjourn. The motion carried 3-0-0.

The meeting was adjourned at 9:30pm. The next scheduled meeting will be held on April 3, 2008.

Respectfully submitted,

Jasper Thomson
Acting Secretary
At-Large Member

**Fairlington Glen
April Board Meeting
April 3, 2008
FCC**

Draft #2

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

Other Attendees: Michael Childers (Cardinal)

Co-Owners: Maynard Dixon (Ct 16); Fred Hohlweg (Ct 9); Regina and Will Smith (Ct 9); Betty and Ed McGonagle (Ct 9)

The meeting was called to order by Bob Patrician at 7:31pm.

Residents' Forum

Maynard Dixon passed on the Court 9 maintenance report to Michael Childers for action. He reported on the last CRG meeting held at Ramparts. The group discussed how to reach out to other co-owners to invigorate the group. Maynard especially wants to thank Dave Sherman and Scott Tanner for all their efforts.

Minutes

03.04.08.01 MOTION Move to approve the minutes of March 6 2008. The motion carried 5-0-0.

President's Report

Phase II of the Sewer relining project was presented. The residents impacted will be notified of the start of work the week of April 21.

Arlington County has contacted Cardinal requesting permission to inspect vehicles on our property. There was discussion of the need for inspection. This is a regular and annual request.

03.04.08.02 MOTION Move approval of Arlington County inspection of cars on Glen property. The motion carried 5-0-0.

Bylaws Rollout

The package of information containing the redrafted bylaws and explanatory notes is ready to be distributed. The document will be delivered door to door with the next issue of the Glen Echo along with a hard copy of the revised Glen Handbook (2008). The revised Bylaws will be mailed to non-resident co-owners. Both the redlined copy (highlighting actual all proposed changes) of the Bylaws and the revised Handbook will be made available on the Glen website and the Yahoo site for future reference. A community forum will be held on Wednesday, April 23 to discuss the Bylaws effort and a representative of Rees Broome will be available to answer questions at that meeting.. A Special Meeting will be called for Wednesday, June 18 for the purpose of approving the Bylaw changes.

03.04.08.03 MOTION Approve the draft revised Bylaws to be sent out to all co-owners for review and approval. The motion carried 5-0-0.

Handbook

03.04.08.04 MOTION Approve the revised Glen Handbook be distributed along with the next Glen Echo. The motion carried 5-0-0.

Landscape

Jasper presented the Spring EE walkthrough and Thrive tree work.

03.04.08.05 MOTION Approve the EE proposal for spring work in the amount of \$10,430. The motion carried 5-0-0.

03.04.08.06 MOTION Approve the Thrive proposal for spring work in the amount of \$4,645. The motion carried 5-0-0.

The Co-owners 3523/3525 S. Utah Street discussed the plans for restoration of the area between their units due to the extensive drainage repairs made in that area last fall. Plantings will surround the remaining portion of the fence in that area with a reassessment in the fall of how the transplanted material is faring. The Board agreed the fence will be removed next summer, if not before.

03.04.08.07 MOTION Approve the bid from Living Color not to exceed \$3000 for planting and installing a walkway with pavers between 3523 and 3525 S. Utah St. with modest adjustments allowed for final plant material selections. The motion carried 5-0-0.

Management Report

Michael Childers presented the management report. The VA 2004 State refund has been received.

Staff has tried to fix the Pool pergola, but it cannot be repaired and will be removed.

Capitol painting has been on-site to look at the warranty issues we raised in Court 2. Some modest painting will be done by them on the unit in question. Brikwurks to begin next week on the approved stoop repairs list. The next cycle of painting scheduled for Courts 13-16 will be sent out for bid. Cardinal will report back.

Closed Session

03.04.08.08 MOTION Move into closed session for the purpose of discussing covenant issues. The motion carried 5-0-0.

Open Session

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

Adjournment

03.04.08.10 MOTION Move to adjourn. The motion carried 5-0-0.

The meeting was adjourned at 9:20pm. The next scheduled meeting will be held on Thursday, May 1 at 7:30pm at the FCC.

Respectfully submitted,

Alison Burns Trimble
Secretary

**Fairlington Glen
April Board Meeting
May 1, 2008
FCC**

Draft #2

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

Other Attendees: Lynn House (Cardinal); Michael Childers (Cardinal)

Co-Owners: Maynard Dixon (Ct 16); Paula Mathews (Ct 10); Bill Boswinkle (Ct 3); Kristin Sneed (Ct 12)

Residents' Forum

Maynard Dixon complimented the Glen and Cardinal staff for their prompt response to an issue in Court 16. At 4300, US Sewer and Drain needs to repair the window wells and will be asked to do so soon as the scheduled replacement plantings will be held up until they are fixed.

Gravel needs to be picked up in alleyway between Ct 12 and 13. US Sewer and Drain will be asked to pick up as soon as possible.

Minutes

01.05.08.01 MOTION Move to approve the minutes of April 3, 2008. The motion carried 5-0-0.

President's Report

Bob Patrician gave a brief recap of the Community Forum on Bylaws which was held at the FCC on April 23. Twelve co-owners were present in addition to the Board and Pete Philbin from Rees Broome, our attorney. As of the Board meeting, 89 residents have sent in their proxies on the bylaws. Cardinal will help the Board Secretary calculate the owner percentage closer to the Special Called Meeting on June 18 to assess how close we are to our goal of 75% of co-owners voting in the affirmative.

Sewer relining project

This previously approved relining project continues to move along on schedule. Nine lines were completed in Phase II the week of April 21. It was noted that even after extensive reviews of maps and on-site inspections, one "new" line was discovered in Court 6 which empties into the alleyway and has replaced an abandoned line which emptied out the front of the building. This line will be inspected as soon as possible to see if it is relatively new (from the 1970's) and to assess whether it needs to be relined. Margaret Windus, who has been managing this project on behalf of the Board, recommends that we move Phase III work up which was scheduled in fall to begin it in June. This rescheduling will help us manage needed plant replacements in the fall, allowing for the ground to settle.

Variance request

The co-owners of 3519-B S. Stafford Street have requested a variance to make changes in

their kitchen. No load bearing walls are impacted. The variance coordinator, Greg Lukmire, has approved the request.

01.05.08.02 MOTION Move to approve the request 3519-B S. Stafford St. The motion carried 5-0-0.

Red reflector

Bob Patrician raised the issue of changing the Red Reflector policy as listed in the Glen Handbook. The last revision to the policy was done in 1999. Some residents (who met to discuss this issue among others at the Glen Landscape Committee meeting held April 16th) would like the policy to direct the landscape contractor to do nothing in front beds where a red reflector is on display (no weeding, mulching, trimming or edging). The consensus of Board was that a new survey should be done of the 16 households currently displaying a red reflector and based on that input and the recommendation of the Landscape Committee, the Board will act on revising the current policy.

Treasurer's Report

Bill Boswinkle presented the 2007 Audit of the Glen as prepared by Goldklang and Associates as well as gave an overview of the associated financial report to the community. The Glen Finance Committee recommends the Board approve the audit as submitted. We received an all clear. We ended the year with a \$44, 286 surplus mostly attributed to one time savings in payroll expenses (\$27,000), painting contractor (\$17,000), and eliminating off-site storage costs. On the negative side, our water utility costs were considerably higher than anticipated and also maintenance and repairs were up by \$6000.

Bill noted several bumps in the financial transition to working with Cardinal. Our Auditor considered it necessary to write a "Communication of material weakness". There were noted "internal deficiencies" and 11 items required adjusting journal entries. While this warranted a letter from the auditor, Bill noted that adjusting journal entries happen each year.

Lynn House responded to the letter from Goldklang on behalf of Cardinal and noted that both parties would make themselves available to the Finance Committee to discuss.

01.05.08.03 MOTION Move to approve the audit for 2007 as prepared by Goldklang and Associates. The motion carried 5-0-0.

Pool Complex Design Presentation

Paula Mathews presented the Pool Complex Proposed Design as drafted by Q-DESIGN P.L.C. in conjunction with the Glen Committee chaired by Dave Sherman. Thanks to Dave and his committee for their many months of hard work in preparing for this presentation. Paula introduced all the design components of the new facility. The proposal calls for enclosing the now open area at the entrance and creating a new staff workshop area. The current staff office will become a storage facility, the bathroom will be upgraded and a new office area will open directly to the back of Court 11 near the new entrance to the pool which will now be aligned with the sidewalk running from the Court 11 parking lot. The stairs will be eliminated. The redesigned pool area will have an office for the lifeguard staff,

an upgraded area for the pool pump and chlorine tanks. The pool bathrooms will be renovated and made compliant with ADA regulations. There will be an open “social” space outside the pool entrance which may be enjoyed by Glen residents year round.

Paula commended the Board on the selection of Q-DESIGN P.L.C. as the firm involved with developing this plan

01.05.08.04 MOTION Move to approve the pool/maintenance complex as designed and submitted by Q-DESIGN P.L.C. The motion carried 5-0-0.

Pool Committee News

Paula Mathews is now serving as co-chair with Kari Doyle. Thank you, Paula!

Management Agent’s Report

Michael Childers reported that the staff has completed the B-building basement renovations. While working on this project, the staff has had to remove several large items which are not allowed in common areas. Some of these items remain in the B-buildings and some are temporarily being stored outside under a tarp in the on-site storage area. The Board directed Cardinal to contact all B-building co-owners and remind them to claim their belongings and contain them inside their units. Items found by staff during regular cleaning will be removed and discarded.

We have several infestations of Carpenter bees in Court 14 and Court 16. Cardinal has received a bid for service from our longstanding contractor, Triple S. The recommended actions by Triple S will be double-checked with another service provider before we proceed with the remediation.

Closed Session

01.05.08.04 MOTION Move to closed session for the purpose of discussing contractual matters and personnel. The motion carried 5-0-0.

Open Session

01.05.08.05 MOTION Move to approve the painting bid from AMS Restoration services for Courts 13-16 in the amount of \$41,650. The motion carried 5-0-0.

01.05.08.06 MOTION Move to approve the bid by PSG General Contractors to remove the Pool Complex Lattice Roof at the pool entrance in the amount of \$1500. The motion carried 5-0-0.

01.05.08.07 MOTION Move to approve bid received from Curl Pool for assorted items needed for opening the pool (ropes, bumpers, hooks, plugs, etc) in the amount of \$3858.48. The motion carried 5-0-0.

01.05.08.08 MOTION Move to approve bid received from Curl Pool in the amount of \$25,1116.60 for a complete white coat application of both pools and replacement of main drain. The motion carried 5-0-0.

01.05.08.08 MOTION Move to adjourn. The motion carried 5-0-0.

Adjournment

The meeting was adjourned at 9:40pm. The next scheduled meeting will be held on Thursday, June 5th, 2008 at the FCC.

Respectfully submitted,

Alison Burns Trimble
Secretary

**Fairlington Glen
Board Meeting
June 5, 2008
Held at FCC**

Draft #1

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

Absent: Bob Patrician (President); Lynn House (Cardinal)

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

The meeting was called to order at 7:30pm by John Fuller, Acting President.

Residents' Forum

Maynard Dixon reported on CRG activities. It was suggested that court maintenance reports be sent to on-site staff and the management agent simultaneously to minimize any delays in starting any needed repair work. Alison Trimble reported on the recent Alexandria Department of Transportation meeting which outlined possible changes to the Braddock-King-Quaker corridors. CRG will help coordinate the Glen's response to the proposals suggested so far and help develop preferred options for our community. CRG will also be involved with distributing emergency preparedness material in August. Alison Trimble gave the Bylaws Proxy update report. As of today, we have 183 votes in with 6 voting against.

Minutes

04.06.08.01 MOTION Move to approve of the minutes of May 1 2008 with the correction of the erroneous number found in the Curl Pool bill. The motion carried 4-0-0.

Sewers

Margaret Windus reported on the Phase III sewer work which will begin next week. US Sewer and Drain will be working in Courts 3 or 15. The issue with the window well in Court 16 will be resolved then, too. Jasper Thomson noted that the wells in Court 14 still need to be re-adhered before planting can commence. The Phase III work is to be completed by June 13 and further work is not anticipated until next year.

Notice of Special Meeting

Co-owners are reminded that a special meeting has been called by the Board to be held on June 18 at the Fairlington Community Center for the purpose of approving the revised Bylaws. A letter will be sent out next week to all co-owners.

Painting

AMS, our painting contractor, is behind in their work due to the recent rains. Lynn House will confirm a start date soon and will notify residents in Courts 13-16 to secure items on patios away from the house and remove any hanging planters, etc which might be in the way of the painters.

Tax Returns

04.06.08.02 MOTION Move to approve the Tax Return of 2007 as presented. The

motion carried 4-0-0.

Dwyer

04.06.08.03 MOTION Move to approve the Dwyer bid in the amount of \$6635 for the sewer line at 4280 S. 35th Street. This is to repair (and replace with 6" PVC) a broken section of 4" PVC which has pulled away from the cast iron pipe and the 6" PVC continuing line under the parking lot. The motion carried 4-0-0.

Management Report

Lynn House was unable to attend the Board meeting due to the local power outage.

Adjournment

04.06.08.04 MOTION Move to adjourn. The motion carried 4-0-0.

The next schedule meeting will be Thursday, July 3, 2008.

Respectfully submitted,

Alison Burns Trimble
Secretary

**Fairlington Glen
Board Meeting
July 3, 2008
Held at FCC**

Draft #1

Present: Bob Patrician (President), John Fuller (Vice President), Margaret Windus (Treasurer), Jasper Thomson (At-Large), Lynn House (Cardinal)

Absent: Alison Burns Trimble (Secretary)

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

Minutes

03.07.08.01 MOTION Move to approve the minutes of June 4 2008 as submitted. The motion carried 4-0-0.

President's Items

Bylaws. Bob Patrician reported that the bylaws approval process was well underway, with nearly 68% having approved the amended bylaws at the June 18 Special Meeting of the Council. The meeting was recessed until September 17, the date of the Community Forum on the 2009 budget. Bob wrote an extended article for the July GLEN ECHO explaining the role that bylaws play (and roles they don't play) and why it is important to each of us and the community that the new bylaws be approved. Court captains and the Board have redoubled efforts to reach out to those who have not yet voted, about 30%. Signs are auspicious for reaching 75%.

03.07.08.02 MOTION Move to approve the sewer and drain work performed by Dwyer Plumbing Corp in May at 3571-A2 S. Stafford Street in the amount of \$20,525. The motion carried 4-0-0.

Painting. Because of rain, AMS did not paint Courts 13-16 in May and June as originally planned. It was agreed that they could begin on July 14. Lynn House will prepare a notice for residents informing them of the approximate schedule, the need to leave back gates open for access, and how door painting will be handled.

Variance Matters

The guest expected to discuss variance matters did not attend and the planned discussion was deferred. The Board asked Ms. House to send violation letters to two owners who have satellite dishes in their patios extending above the fence level, referring them to Glen policy in the Handbook Appendix. Bob Patrician reported that there has been no further progress with Comcast relating to cable lines on buildings. He will pursue this matter over the summer.

03.07.08.03 MOTION Move to approve variance submitted by the owner of 4236 S. 35th St. subject to receiving satisfactory responses to questions of clarification Mr. Patrician will ask the owner, as discussed at the meeting. The motion carried 4-0-0.

Landscaping

Jasper Thomson presented a proposal for tree work from Thrive.

03.07.08.04 MOTION Move to approve proposed tree work by Thrive in the amount of \$4,080. The motion carried 4-0-0.

There was additional discussion of a variety of landscaping needs. Mr. Thomson will provide Ms. Windus with input for the 2009 budget process.

Management Agent's Report

The Board and Ms. House discussed the purpose and possible contents of a monthly management report. Ms. House will experiment with a new approach in August that may better meet our joint needs—the Board to know what has gone on the previous month and what is planned, and the management company to familiarize the Board with the extensive level of constituent services they provide daily.

Annual Meeting

Mr. Patrician will not be available on November 12, the scheduled date of the Annual Meeting. It was agreed to move the date of the Annual Meeting to Thursday, November 6, the same day as the already planned Board meeting, which will be held at the end of the Annual Meeting. Ms. Windus will readjust the budget calendar with the new date in mind.

Adjournment

03.07.08.05 MOTION Move to adjourn. The motion carried 4-0-0.

The next meeting is scheduled for Thursday, August 7, 2008.

Respectfully submitted,

Margaret L. Windus
Acting Secretary

**Fairlington Glen
Board Meeting
August 7, 2008**

Draft #2

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

Absent: Bob Patrician (President)

Co-Owners: Liz Finos (Ct 16); Maynard Dixon (Ct 16); Dale May (Ct 11); Regina Smith (Ct 9); Mary Bley (Ct 13); Melinda Patrician (Ct 11); Richard Rodriguez (Ct 10); Hal Vorhies (Ct 3); Noemi Lopez (Ct 15); Alan Bow (Ct 1); Libby Garvey (Ct 15)

John Fuller called the meeting to order at 7:30pm.

Residents' Forum

Maynard Dixon reported on the CRG meeting. CRG will be handing emergency response questionnaires in September and the form will be run in the next issue of the Glen Echo.

Several co-owners raised concerns about if and/or when pesticides are used in the Glen by the landscape contractor and sub-contractors. Concerns were also raised about lack of notice if spraying is occurring. Co-owners present asked for more information on any pesticides used and dates used. Concern was also expressed about the overall performance of the current contractor. It was decided to convene a meeting of the Landscape Committee on Tuesday, August 19 to discuss the above issues in greater detail and present the Board at a future meeting with a new policy on pesticide use in the Glen and to develop more concise specifications for the landscape contract.

Minutes

07.08.08.01 MOTION Approve the minutes of July 3, 2008. The motion carried 4-0-0.

President's Report

07.08.08.02 MOTION Approve the Dwyer work performed in Court 13 on May 14 for emergency cleaning of the parking lot storm drain in the amount of \$4000. The motion carried 4-0-0.

07.08.08.03 MOTION Approve the Glen yearly premium for USI insurance coverage renewal for the year Sept 24, 2008 –Sept 23 2008 in the amount \$60,572. The motion carried 4-0-0.

07.08.08.04 MOTION Approve the S3E Klingemann MEP contract in the amount of \$12,000 for professional engineering design services for pool complex. The motion carried 4-0-0.

Sewer Work update: US Sewer and Drain has completed Phase III of the five phase contract signed with them last year for relining the remaining sewer laterals in the Glen. Seven lines (7) were completed in 2007 and 14 in 2008. Seventeen lines remain and completion is planned for next year.

Bylaws update. We currently exceed the threshold for approving the bylaws. Efforts will continue to ensure we remain above the threshold leading to final approval at the meeting on September 17.

Painting: Terry McGuire (Cardinal) will contact AMS to schedule the work in Ct 13-16. Notices will be delivered to affected residents to ask them to move items in back patios away from the building.

Treasurer's Report: The Finance Committee recommends moving a portion of the reserve money into higher interest CD's.

07.08.08.05 MOTION Move up to \$285,000 of long term reserve money into multiple CDs for approximately one year. The motion carried 4-0-0.

07.08.08.06 MOTION Approve closing the Virginia Commerce Bank business "sweep" account. The motion carried 4-0-0.

Landscape

Additional resources have become available this year which will allow the removal of more of the dying Leyland Cypress along the fence line.

07.08.08.07 MOTION Approve \$5000 to remove additional dying Leyland Cypress. The motion carried 4-0-0.

Closed Session

07.08.08.08 MOTION Move to closed session for the purpose of discussing covenant matters, contractual matters, and personnel issues. The motion carried 4-0-0.

07.08.08.09 MOTION Move to open session. The motion carried 4-0-0.

07.08.08.10 MOTION Move to approve bid from Walls for 3535 A/B S Stafford Street for front and back gutters not to exceed \$4200. The motion carried 4-0-0.

Adjourn

07.08.08.11 MOTION Move to adjourn. The motion carried 4-0-0.

The meeting adjourned at 9:40pm. The next scheduled meeting will be held on Thursday, September 4 at 7:30pm.

Respectfully submitted,
Alison Burns Trimble

Fairlington Glen
Board Meeting
September 25, 2008
Held at FCC, Room 125

Draft #2

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

Co-Owners: Dave Sherman (Ct 1)

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

Dave Sherman, on behalf of the Pool Complex Work Group, reviewed the recent activities associated with the bids received for this project.

25.09.08.01 MOTION Move into closed session for the purposes of discussing contractual matters. The motion carried 5-0-0.

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

25.09.08.03 MOTION Move provisional approval of the contract with Johnson Building Corporation of Ashburn, VA, in the amount of \$302,000 for the renovation of the maintenance and pool buildings pending final review of the standard AIA contract by the Glen's counsel (Rees Broome, LLC), the Board President (Bob Patrician), the project architect (Q-Design), and the project coordinator (Dave Sherman). The motion carried 5-0-0.

25.09.08.04 MOTION Approve the Curl Swim bids for installing a new pool filter system in the amount of \$15,487 and for removing the current pump system prior to construction in the amount of \$2500. The motion carried 5-0-0.

25.09.08.05 MOTION Move to adjourn. The motion carried 5-0-0.

The meeting was adjourned at 8:30pm. The next scheduled meeting will be held on Thursday, October 2, at 7:30pm in the Fairlington Community Center, Room 103.

Respectfully submitted,

Alison Burns Trimble
Secretary

**Fairlington Glen
Board Meeting
September 4, 2008**

Draft #2

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

Co-Owners: Maynard Dixon (Ct 16); Dale May (Ct 11); Regina Smith (Ct 9); Fred Hohlweg (Ct 9); Jocelyne Corderot (Ct 1); Bill Worsley (Ct 16)

Bob Patrician called the meeting to order at 7:30pm.

Residents' Forum

Several residents raised concerns about the black corrugated drain extenders that are being used in the Glen to deflect water away from the buildings as being a primary location for mosquito breeding. A notice will be placed in the next Glen Echo alerting residents to shake out any excess water by removing the extender and draining it to prevent breeding. The balance of competing needs between keeping basements dry and removing standing water which contributes to the mosquito problem was discussed.

A Court 9 resident asked about replacing the unit front door. The resident is having difficulty obtaining the same configuration of door and all the doors in the row are the same. The resident was advised to choose a similar door and submit a variance request to the Board.

The next Landscape Committee meeting will be held Tuesday, September 16 with the contractor (Environmental Enhancements).

Minutes

04.09.08.01 MOTION Approve the minutes of August 7, 2008. The motion carried 5-0-0.

President's Report

Landscape

As noted in the Residents' Forum, the next Landscape meeting will take up the issue of refining the Glen's pesticide policies with the contractor.

Comcast

Rees Broome, Counsel for the Glen, has been working with the Board and Comcast toward a signed agreement on how cabling is to be installed within the Glen. The Meadows has recently concluded this type of agreement and the Board looks forward to reaching a similar accord.

Pool Complex Update

The timeline for renovating the pool/maintenance building was reviewed. The Board expects bids to arrive within the next two weeks. A closed meeting of the Board will be held

Thursday, September 25 at 7:30pm to review the closed bids.

Variances

04.09.08.02 MOTION Move to approve the attic renovation at 4217 S 36th Street. There are no structural changes and the County has approved the permits. The motion carried 4-0-1.

Treasurer's Report

The Finance Committee has spent a lot of time reviewing ways to reduce our water and sewer costs. Bill Worsley has analyzed out usage over time and it has gone down, however the water and sewer rates continue to increase dramatically due to the need for the County to update its treatment facility. The Committee investigated the possibility of separately metering each unit and found the costs to be prohibitively expensive. The idea was raised to investigate whether the pool could be sub-metered so as not to incur sewage rates on that water. Fairfax County allows sub-metering but Arlington does not. The Board will explore working with other Arlington Communities to see if an exemption can be obtained. A letter has been drafted from the Glen to the FCA (Fairlington Citizens' Association)

The 2009 budget as drafted by the Finance Committee was reviewed. The proposed increase is 5.5%.

04.09.08.03 MOTION Move to approve the 2009 Glen Budget as drafted by the Finance Committee for distribution to the Community with a co-owner meeting for comment to be held on Wednesday, September 17. (Adoption of the proposed budget will occur at the November Annual meeting.) The motion carried 5-0-0.

Bill Worsley presented the Reserve Study that has been prepared for 2008 as an update to the last comprehensive study which was completed in 2003. The Glen is required by law to have a reserve study completed every 5 years. Bill reviewed all the information included in the study, the compilation of physical plant surveys done over the last 3 years along with projections of the depreciation of all common capital assets to arrive at a 10 year projection of funding needs.

04.09.08.04 MOTION Approve the 2008 Reserve Study as prepared by the Finance Committee. The motion carried 5-0-0..

Closed Session

04.09.08.05 MOTION Move into closed session for the purposes of discussing personnel matters. The motion carried 5-0-0.

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

Adjourn

07.08.08.07 MOTION Move to adjourn. The motion carried 5-0-0.

The meeting adjourned at 9:45pm. A Special Meeting of Co-owners will be held on

Wednesday, September 17. A closed Board meeting will be held on Thursday, September 25. The next regularly scheduled meeting will be held on Thursday, October 2 at 7:30pm.

Respectfully submitted,
Alison Burns Trimble

(APPROVED)

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

December 4, 2008 Minutes

Held at Fairlington Community Center

ATTENDEES

Robert Patrician, President; John Fuller, Vice President; Margaret Windus, Treasurer; Jasper Thomson At-Large; Kathy Clatanoff, Secretary; Terry McGuire (Cardinal Management);

Approximately 10 Glen Co-owners and interested parties, including Alan Bow (Ct. 1), Hal Vorhies (Ct. 3), Mary Helen Madden (Ct. 4), Will & Regina Smith (Ct. 9), Jack Marshall (Ct. 10), Tevis Smith (Ct. 10), Paul Coelus (Ct. 11), Charles Robbins (Ct. 13), Alison Burns Trimble (Ct. 15), and Maynard Dixon (Ct. 16)

CALL TO ORDER

The meeting was called to order at 7:50pm by Bob Patrician.

ELECTION OF OFFICERS

It was agreed that Bob Patrician would continue to serve as President, John Fuller as Vice President, Margaret Windus as Treasurer, and Jasper Thomson as At-Large. Kathy Clatanoff will become Secretary.

APPROVAL OF MINUTES

12.04.08.01 MOTION Moved to approve the minutes of October 2, 2008.

Motion passed unanimously.

RESIDENTS' FORUM

- A resident noted that for unknown reasons, oak trees are not producing acorns this year, which means that our population of squirrels will be foraging more than usual. One way to minimize their invasion of trash bags is to pour hydrogen peroxide into the bag before setting it out at the curb.
- Maynard Dixon asked for guidance from the Board concerning who should have access to the Emergency Preparedness forms he collected in September. Alison offered to help with this.
- A resident noted that CRT monitors should be taken to the County landfill, not placed in either the normal or bulky trash.

APPROVAL OF CONTRACTS

The following thirteen (13) motions, numbers **12.04.08.02** through **12.04.08.14**, were each moved, seconded, and passed unanimously:

12.04.08.02 Move to confirm approval of the James R. Walls Contracting Company contract for roof replacement at the Pool Complex in the amount of \$41,218.

12.04.08.03 Move to confirm approval of the Dwyer Plumbing Corporation contract for

drainage work behind Court 11 in the amount of \$10,430.

12.04.08.04 Move to confirm approval of the Expert Fence contract for removal, storage, and replacement of pool fence sections in the amount of \$7,650.

12.04.08.05 Move to confirm approval of a contract with Environmental Enhancements for fall plantings in the amount of \$10,425.

12.04.08.06 Move to confirm approval of a contract with Thrive for fall tree work in the amount of \$7,576.

12.04.08.07 Move to confirm approval of a contract with Thrive for tree protection work at the Pool Complex in the amount of \$3,070.

12.04.08.08 Move to confirm approval of a 3-year contract (Dec. 1, 2008 – Nov. 30, 2011) with Capitol Services for trash removal and recycling at an initial month cost of \$5,298.12, with a 2 percent increase in year 2 and a 1 percent increase in year 3. Dump fee increases will be passed along to the Glen.

12.04.08.09 Move to approve a contract for 2008-2009 snow plowing with NVM Contractors, Inc. at hourly rates of \$125 per hour with a 4-hour minimum and other costs as stipulated in the contract.

12.04.08.10 Move to approve use of an outside inspector for pool construction, to be Soil Consultants, Inc.

12.04.08.11 Move to approve 2009 meeting dates as proposed in the calendar presented by the President.

12.04.08.12 Move to approve a variance for 3517A S. Stafford St., an Arlington model, to move the basement entrance from the kitchen to the living room, with the provision that all codes for stair proportions (tread and riser) and landing sizes be followed.

12.04.08.13 Move to approve the following budget resolution as presented by the Treasurer: The Association elects to apply all or part of any excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion.

12.04.08.14 Move to approve the assessment schedule for 2009 as presented by the Treasurer and included in the proposed budget package mailed to the community on October 7, 2008.

OTHER BUSINESS

- The January Board meeting will be on January 8th. Alison will be asked to include this on the website and in the Yahoo group.
- Will Smith presented a plan for implementing the newly passed budget amendment. Four issues were identified: advance notice; opting out; pesticide alternatives; and scope of work. It was agreed that a person or committee should meet with the landscaping contractor to discuss each of these issues. However, there were no volunteers to serve on such a committee.

The contractor has already been reminded, in writing, of the requirement to provide advance notice of any pesticide use in the Glen. But until a committee can be formed, the Board will notify the Contractor to discontinue use of all pesticides. Will Smith and Dale May have offered to develop a new scope of work document for the Board to consider.

- Note that beginning January 1, the fee for a late condo payment increases to \$25. Encouraging co-owners to set up direct deposit payments is one way to reduce the risk of a payment being late. The October newsletter encouraged direct deposits.

MANAGER'S REPORT

Terry McGuire reported that we currently show \$140,000 in income, although we owe \$40,000 of that to the painting contractor.

12.04.08.15 MOTION

Moved that the Board go into closed session to consider personnel matters, staff salaries, probable litigation, and matters involving violations of the condominium instruments or rules and regulations, consistent with Sec 55-79.75C

Motion carried 5-0-0.

12.04.08.16 MOTION

Moved that the Board returns to open session. Motion carried 5-0-0.

12.04.08.17 MOTION

Moved to approve staff year end payments as provided by the 2008 budget and staff salary increases for 2009. Motion carried 5-0-0.

12.04.08.18 MOTION

Move to adjourn. The motion carried 5-0-0.

The next scheduled meeting will be held on Thursday, January 8, 2009 at 7:30pm.

Respectfully Submitted,
Kathy Clatanoff

FAIRLINGTON GLEN 2008 PLANNING CALENDAR

<p>JANUARY Bylaws revision from Rees Broome</p>	<p>JULY Phase 3 of sewer relining completed Bylaws ratification outreach continues</p>
<p>FEBRUARY Meet with Peter Philbin on Bylaws and create small group of co-owners Final Site Drainage and Storm Sewer Studies</p>	<p>AUGUST</p>
<p>MARCH Board/Philbin meet w/ small group of co-owners to discuss Bylaws revision</p>	<p>SEPTEMBER Board approves draft 2009 budget Call for Candidates (2 positions) Special Meeting to ratify Bylaws, Sept. 17 Community Forum on 2009 budget and pool complex renovation, Sept. 17 Approve pool complex contract Painting of Courts 13-16</p>
<p>APRIL Publish Handbook 2008 Bylaws to co-owners and Community Forum Phase 2 of Sewer Relining Design plans for pool complex completed</p>	<p>OCTOBER Annual Meeting Notice/proxy & candidate profiles</p>
<p>MAY Board approves pool complex design Approve 2007 audit and annual financial report</p>	<p>NOVEMBER Renovation of pool complex begins Annual Meeting, November 6 (see also Dec.) Approve 2009 Budget (see also Dec.) Election of Board Members (see also Dec.)</p>
<p>JUNE Begin 2009 Budget Process Phase 3 of Sewer Relining Special Meeting June 18 to ratify Bylaws (continued to September)</p>	<p>DECEMBER 2008 President's Report Continuation of Annual Meeting to announce approval of amended budget and Board members (December 6)</p>

Final--December, 2008