

(draft)

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

January 12, 2010 Minutes

Held at Fairlington Community Center

ATTENDEES

Kathy Clatanoff, President; Ray Alexander, Vice President; Margaret Windus, Treasurer; Amanda Deringer, At-Large; Terry McGuire (Cardinal Management); Blake Giddens, Restoration Engineering, Inc. Absent: Jonathan Rolbin.

Glen Co-owners: Maynard Dixon, Court 16; Bill Worsley, Court 16.

CALL TO ORDER

The meeting was called to order at 7:02 pm by Kathy Clatanoff, President.

Agenda Item 1: Residents' Forum

Maynard Dixon, CRG Chair, noted that the CRG will meet on Tuesday, January 19.

Agenda Item 2: Report from REI and Replacement Reserves

Blake Giddens, civil engineering consultant from Restoration Engineering, Inc. (REI), presented three reports prepared for the Glen—(a) a reassessment and reordering of the roof replacement schedule (b) gutters recommended for installation over entrances where roof diverters are missing or not functioning correctly, and (c) a plan to replace the parking lot, storm sewer, and related sidewalks in Court 10.

The Board asked REI to secure up to three bids for work on the roofs listed for potential replacing in 2010—3524-3532 S. Stafford St., 3501-3503 S. Stafford St., and 4216-4218 S. 35th St, using the Glen's existing specifications, as well as gutters over selected entrances. The Board also asked REI to prepare engineering specifications and secure up to three bids for the potential Court 10 restoration effort.

Margaret Windus distributed a revised schedule of projected replacement reserve expenditures through 2019 incorporating the updated roof schedule from REI. We may be able to complete replacement of the remaining asbestos and Bangor slate roofs by 2017. She reviewed the current status of reserves, noted that the 2009 budget will end with a surplus, and said that the Finance Committee (which meets on February 2) would work with our auditors on the 2009 audit.

Agenda Item 3: President's Items

1.12.10.01 MOTION

Moved to approve the minutes of December 8, 2009.

Motion carried unanimously.

Kathy Clatanoff praised the efforts of all involved in the Blizzard of 2009—especially our on-site staff, Nelson Ordoñez and María Castro. Damaged gutters are being repaired by L.Engelking, Inc. and our on-site staff. Because of the emergency nature of the electrical outages in Court 3 carriage lights, Cardinal had already approved that work.

1.12.10.02 MOTION

Moved to confirm approval of the proposal from Power Systems Electric to complete electrical repairs in Court 3 in the amount of \$2,030 in addition to the \$362 already completed.

Motion carried unanimously.

1.12.10.03 MOTION

Moved to confirm approval of a variance for kitchen renovation at 4176 S. 36th St.

Motion carried unanimously.

The Board agreed to hold a strategic planning dinner at 6:45 pm at the President's house, 4172 S. 36th St., in lieu of the normal February 9 meeting.

After discussion of the benefits and costs of using ice melt or sand, the Board decided to continue using ice melt (typically calcium chloride) rather than sand because of its greater effectiveness in safety for residents and guests, even at some cost to landscaping and animal paws.

After discussion of the possibility of replacing the chain link fence at King Street with a wooden fence, the Board concluded that a fence would not be effective in reducing street noise. Plantings to replace dying Leyland cypress trees would be more effective both as a noise and a visual barrier. The Landscape Committee will examine planting options, with input from perimeter residents.

Agenda Item 4: Treasurer's Report

See agenda item 1.

Agenda Item 5: Landscape Report

Amanda Deringer, Landscape Committee chair, noted the upcoming February 11 meeting of the Landscape Committee. Items for discussion at that meeting include a spring walk-through, removal of the mulberry tree in Ct. 12, storm damage, rejuvenation pruning, and perimeter plantings to replace Leyland cypress.

Agenda Item 6: Management Report

The owner of 3523B S. Stafford St. has agreed to the Board's offer to allow a fence outcropping at the corner of his patio to accommodate the large tree trunk now impinging on the fence. The owner will reimburse the Glen for the \$790 cost.

Terry McGuire distributed a status report on patio trees and nearby Glen trees identified last summer as in need of trimming or removal. Many trees have been taken care of. Those that have not will receive a reminder letter, with action to be taken by the Glen if necessary and charged to the co-owners.

The Board discussed the relatively late arrival of coupon books (mailed December 28) and agreed to take this into consideration for late January assessments.

Agenda Item 7: Executive Session

1.12.10.04 MOTION

Moved that the Board go into closed session to discuss individual homeowner delinquencies and other legal matters.

Motion carried unanimously.

1.12.10.05 MOTION

Moved that the Board return to open session.

Motion carried unanimously.

1.12.10.06 MOTION

Moved to place an additional lien on the property of account 2013.

Motion carried unanimously.

1.12.10.07 MOTION

Moved to adjourn.

Motion carried unanimously. The meeting was adjourned at 8:45 pm.

In lieu of the normal monthly meeting on February 9, the Board will hold a strategic planning dinner meeting at the President's house, 4172 S. 36th St., at 6:45 pm.

Respectfully submitted,

Margaret Windus, Acting Secretary

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(draft)

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

February 9, 2010 Minutes

Held at the home of Kathy Clatanoff

ATTENDEES

Kathy Clatanoff, President; Ray Alexander, Vice President; Margaret Windus, Treasurer; Jonathan Rolbin, Secretary; Amanda Deringer, At-Large. Absent, Terry McGuire (Cardinal Management)

Glen Co-owners: Oscar Ruiz and Diana Page, Court 5.

CALL TO ORDER

The meeting was called to order at 7:00 by Kathy Clatanoff.

Agenda Item 1: Residents' Forum

Oscar Ruiz and Diana Page presented a letter to the Board, again requesting that a wooden fence replace the existing chain link fence in the area of Court 5 bordering Quaker Lane and along King Street.

The Board had decided against this request in January, but offered an opportunity for Oscar and Diana to again express their views. After a lengthy discussion, the Board invited Oscar and Diana to attend the landscaping committee meeting later that week.

In addition, following the recent storms the Board and the Landscaping Committee will review the present state of trees and shrubs along Quaker Lane and King Street, and consider adding trees and shrubs in those areas that were significantly damaged as well in the area where the Mr. Ruiz and Ms. Page previously requested a wood fence.

Agenda Item 2: President's Items

02.09.10.01 MOTION

Moved to approve the minutes of January 12, 2010.

Motion passed unanimously.

02.09.10.02 MOTION

Moved to approve the REI proposal to revise and modernize slate drawings at a cost of \$4900.00.

Motion passed unanimously.

02.09.10.03 MOTION

Moved to approve a variance for the kitchen of Matthew Howard & Meghan Mahaney, 4166 S. 36th St.

Motion passed unanimously.

Agenda Item 3: Treasurer's Report

Margaret presented the Board with a proposal to implement an alert system using services of the webmaster currently operating the Fairlington website, <http://www.fairlington.org/> The Board agreed to this.

In addition, the Board decided to discontinue distributing the *Glen Echo* to each home in paper format. Beginning in April, the *Glen Echo* will be available online at <http://www.fairlington.org/> and a hard copy will be posted at the bulletin board by the pool and, if possible, at the Fairlington Community Center.

Agenda Item 4: Executive Session

02.09.10.04 MOTION

Moved that the Board go into closed session to discuss individual homeowner delinquencies and other legal matters

Motion carried unanimously.

02.09.10.05 MOTION

Moved that the Board return to open session.

Motion carried unanimously.

02.09.10.06 MOTION

Moved to adjourn.

The motion carried unanimously. The meeting was adjourned at 9:30 pm.

The next scheduled meeting of the Board is on Tuesday, March 9, 7:00 pm, in the Fairlington Community Center.

Respectfully Submitted,

Jonathan Rolbin, Secretary

(draft)

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

March 9, 2010 Minutes

Held at the Fairlington Community Center

ATTENDEES

Kathy Clatanoff, President; Ray Alexander, Vice President; Jonathan Rolbin, Secretary; Amanda Deringer, At-Large; Terry McGuire (Cardinal Management). Absent, Margaret Windus, Treasurer.

Glen Co-owners: Maynard Dixon, Court 16.

CALL TO ORDER

The meeting was called to order at 7:00 by Kathy Clatanoff.

Agenda Item 1: Residents' Forum and Management Report

Terry McGuire briefly provided a report on the storm damage. REI is in the process of preparing a survey and a claim was opened with the insurance company. Estimates from tree removal companies for storm related damage were also presented and discussed.

There was also discussion on snow removal costs. A final cost has not yet been submitted.

Agenda Item 2: President's Items

03.09.10.01 MOTION

Moved to approve the minutes of February 9, 2010.

Motion passed unanimously.

03.09.10.02 MOTION

Moved to approve three agreements with Bartlett tree service for tree removal related to storm damage and other removals in an amount not to exceed \$13,000.00.

Motion passed unanimously.

Agenda Item 3: Landscape Report

Amanda Deringer, Landscape Committee chair, noted the upcoming walk through set for March 20. There was also discussion about perimeter plantings along King Street.

Agenda Item 4: Executive Session

03.09.10.03 MOTION

Moved that the Board go into closed session to discuss individual homeowner delinquencies and other legal matters.

Motion carried unanimously.

03.09.10.04 MOTION

Moved that the Board return to open session.

Motion carried unanimously.

12.08.09.08 MOTION

Moved to refer account 2101 to collection.

Motion carried unanimously

03.09.10.05 MOTION

Moved to adjourn.

The motion carried unanimously. The meeting was adjourned at 9:30 pm.

The next scheduled meeting of the Board is on Tuesday, April 13, 7:00 pm, in the Fairlington Community Center.

Respectfully Submitted,

Jonathan Rolbin, Secretary

(draft)

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

April 14, 2010 Minutes

Held at the Fairlington Community Center

ATTENDEES

Kathy Clatanoff, President; Ray Alexander, Vice President; Margaret Windus, Treasurer; Jonathan Rolbin, Secretary; Amanda Deringer, At-Large; Terry McGuire (Cardinal Management).

Jeff Hugney of Restoration Engineering, Inc. (REI).

CALL TO ORDER

The meeting was called to order at 7:00 by Kathy Clatanoff.

Agenda Item 1: Residents' Forum and Management Report

No residents were in attendance.

Agenda Item 2: Report on Repairing the Winter Storm Damage

Jeff Hugney of REI provided a report and bid recommendations for repairing damage to roofs, gutters and other building related damage from the winter storm. He also reported on bids for scheduled roof replacements, unrelated to the winter storm. Mr. Hugney left the meeting after the approval of the two contracts mentioned below.

04.14.10.01 MOTION

Moved to approve contract with Katchmark Construction, Inc. to repair damage to roofs, gutters and wood trim resulting from the winter storm and to install gutters instead of diverters at previously identified locations unrelated to storm damage. Costs will be based on unit pricing specified in the contract and are estimated to be \$145,620, of which approximately \$15,000 is unrelated to storm damage.

04.14.10.02 MOTION

Moved to approve contract with Katchmark Construction, Inc. for scheduled slate roof replacements to buildings at 3501-3503 S. Stafford; 3524-3532 S. Stafford; and 4216-4218 S. 35th Street in the amount of \$182,800.00
Motion passed unanimously.

Agenda Item 3: President's Items

04.14.10.03 MOTION

Moved to approve the minutes of March 9, 2010
Motion passed unanimously.

04.14.10.04 MOTION

Moved to approve the request of the Fairlington Fins Swim Club to use the Glen pool for one week in July, from 3:30 pm-5:30 pm Monday - Thursday, and 6:00 pm - 7:30 pm on Friday
Motion passed unanimously.

Agenda Item 4: Treasurer's Report

Margaret Windus discussed snow removal costs for 2009-2010. The Association spent approximately \$41,086.00 for snow removal and labor associated costs. Margaret also discussed the 2009 Audit and Financial Report.

04.14.10.05 MOTION

Moved to approve the 2009 Audit subject to minor edits suggested by the Finance Committee and 2009 Financial Report (attached)
Motion passed unanimously.

Agenda Item 5: Landscape Report

Amanda Deringer, Landscape Committee chair, discussed the results from the March 20, 2010 walkthrough. Amanda and Terry McGuire also discussed the current state of the tree repair and removal project with Bartlett. The Landscape Committee will review alternate bids for repair and replacement of trees along the Quaker/King perimeter.

04.14.10.06 MOTION

Moved to approve court landscape improvements resulting from the March 2010 walkthrough to be done by EE in an amount not to exceed \$10,000.00
Motion passed unanimously.

Agenda Item 6: Management Report

Terry McGuire discussed the current status of the claim to the insurance company regarding reimbursement for repairs to damage from the winter storm. Terry also discussed the state of the current agreement regarding rodent monitoring and control. The board will hear from other vendors at the next meeting. Terry also presented the contract to repair and replace the parking lot in Court 10.

04.14.10.07 MOTION

Moved to approve contract with Fairfax Excavation & Paving, Inc to repair and replace parking lot in Court 10 in the amount of \$97,879.00
Motion passed unanimously.

Agenda Item 7: Executive Session

04.14.10.08 MOTION

Moved that the Board go into closed session to discuss individual homeowner delinquencies and other legal matters
Motion carried unanimously.

04.14.10.09 MOTION

Moved that the Board return to open session

Motion carried unanimously.

04.14.10.10 MOTION

Moved to refer accounts 1030, 2101 and 3005 for 10 day letters

Motion carried unanimously

04.14.10.11 MOTION

Moved to adjourn

The motion carried unanimously. The meeting was adjourned at 9:00 pm.

The next scheduled meeting of the Board is on Tuesday, May 11, 7:00 pm, in the Fairlington Community Center.

Respectfully Submitted,

Jonathan Rolbin, Secretary

(APPROVED)

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

May 11, 2010 Minutes

Held at the Fairlington Community Center

ATTENDEES

Kathy Clatanoff, President; Ray Alexander, Vice President; Jonathan Rolbin, Secretary; Amanda Deringer, At-Large; Terry McGuire (Cardinal Management). Absent, Margaret Windus, Treasurer.

Glen Co-owners: Court Rep Maynard Dixon, Court 16 and Jocelyne Corderot, resident Court 1.

CALL TO ORDER

The meeting was called to order at 7:00 by Kathy Clatanoff.

Agenda Item 1: Residents' Forum

During the residents' forum, the Board was informed of problems with mice in Court One. The Board was very concerned about this problem both in Court One and throughout the Glen.

As scheduled, the Board reviewed proposals from several companies for rodent control and approved a contract with Wards (noted below). The Board also discussed other measures needed to discourage rodents, such as elimination of bird feeders from common areas and reminding residents to refrain from placing garbage outside overnight. The Board will send letters to homeowners with bird feeders in common areas requiring removal. The Board also asked Court Representative Maynard Dixon to reach out to each court representative and remind co-owners to be more vigilant about garbage collection.

05.11.10.01 MOTION

Moved to approve contract with Wards Pest Control in the amount of \$567.00 to place 63 stations throughout the Glen, and \$235.00 per month for maintenance. Motion passed unanimously.

Agenda Item 2: President's Items

05.11.10.02 MOTION

Moved to approve the minutes of April 13, 2010. Motion passed unanimously.

Agenda Item 3: Pending Issues

There was discussion on tree work in the Glen resulting from the winter storm damage. Bartlett has completed work on the interior portion of the Glen, and attention will now be to the perimeter work along Quaker Lane and King Street by Sav-A-Tree.

The Board also discussed Fence Repair both in front of Court 4 and along the perimeter of Quaker Lane and King Street.

There was discussion on the pavement project in Court 10. The project has been delayed temporarily while appropriate permits and approvals are obtained from Arlington County.

Katchmark started work on gutter repair from the winter storm. They started with Court 16, and will continue working the interior courts (9-15) of the Glen and then turn to exterior courts (1-8). Residents with work needed on the rear of their units are reminded to unlock their gates.

05.11.10.03 MOTION

Moved to approve contract with Sav-A-Tree for storm related damage along the perimeter of Quaker Lane and King Street in the amount of \$16,800.00.

Motion passed unanimously.

05.11.10.04 MOTION

Moved to approve contract with Expert Fence for repair along King Street and Quaker Lane perimeters in the amount of \$2850.00.

Motion passed unanimously.

05.11.10.05 MOTION

Moved to approve contract with Expert Fence for replacement of the white fence in front of Court 4 in the amount of \$4024.60.

Motion passed unanimously.

05.11.10.06 MOTION

Moved to approve contract with Environmental Enhancements for sewer inlet cap repair between courts 2 and 3 in the amount of \$ (NEED AMOUNT OF CONTRACT)

Motion passed unanimously.

Agenda Item 4: Treasurer's Report

There was no report given Margaret's absence. The Board wishes her a speedy recovery and looks forward to her return.

Agenda Item 5: Landscape Report

Amanda Deringer, Landscape Committee chair, noted that approved work following the walk through has started.

The Board also discussed the increased costs for snow removal and landscape repairs resulting from the winter storm. However, the Board concluded that it did not want to decrease budget for landscaping. If necessary the Board will use contingency reserves to pay for the storm related landscape damage and snow removal costs.

Agenda Item 6: Executive Session

05.11.10.07 MOTION

Moved that the Board go into closed session to discuss individual homeowner delinquencies and other legal matters.

Motion carried unanimously.

05.11.10.08 MOTION

Moved that the Board return to open session.

Motion carried unanimously.

05.11.10.09 MOTION

Moved to refer accounts 2101, 3078 and 3124 to counsel for further legal action.

Motion carried unanimously

05.11.10.10 MOTION

Moved to adjourn.

The motion carried unanimously. The meeting was adjourned at 9:30 pm.

The next scheduled meeting of the Board is on Tuesday, June 8, 7:00 pm, in the Fairlington Community Center.

Respectfully Submitted,

Jonathan Rolbin, Secretary

(draft)

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

June 9, 2010 Minutes

Held at the Fairlington Community Center

ATTENDEES

Kathy Clatanoff, President; Ray Alexander, Vice President; Margaret Windus, Treasurer; Jonathan Rolbin, Secretary; Amanda Deringer, At-Large; Terry McGuire (Cardinal Management).

Glen Co-owners: Chair of the Court Reps, Maynard Dixon

Jeff Hugney of Restoration Engineering, Inc. (REI).

CALL TO ORDER

The meeting was called to order at 7:00 by Kathy Clatanoff.

Agenda Item 1: Residents' Forum and Management Report

No residents were in attendance.

Terry McGuire reported on the status of the insurance claim from the winter storm damage. The insurance company will attend the July meeting.

Agenda Item 2: Report on Repairing the Winter Storm Damage

Jeff Hugney of REI provided an update on repairing damage to roofs, gutters and other building related damage from the winter storm. Repairs were slowed because of the need to redesign certain gutter repairs to improve quality, and comply with all industry standards. Repair work will continue and completion is anticipated within the next 45-60 days. Jeff is to provide the Board with a detailed schedule for completion by Monday, June 14, 2010.

Jeff also advised the board on the status of repaving the Court 10 parking lot. Additional sketches and analysis were performed and submitted to Arlington County to receive the necessary approvals.

Jeff also reported to the Board after inspecting one homeowner's "swelled" rear door. The Board determined that back door repairs are the responsibility of the co-owner and not the Association.

Agenda Item 3: President's Items

06.09.10.01 MOTION

Moved to approve the minutes of May 11, 2010

Motion passed unanimously.

Agenda Item 4: Treasurer's Report

Terry McGuire presented the Association's Federal and State tax returns for signature, which were signed by the treasurer and returned for filing.

Margaret also reported that budget planning for the next year is waiting for a final determination on the insurance settlement.

Agenda Item 5: Landscape Report

Amanda Deringer, Landscape Committee chair, discussed the need to do perimeter work resulting from those damaged trees which were removed. A plan will be prepared for planting in the fall.

Agenda Item 6: Executive Session

06.11.10.02 MOTION

Moved that the Board go into closed session to discuss individual homeowner delinquencies and other legal matters

Motion carried unanimously.

06.11.10.03 MOTION

Moved that the Board return to open session

Motion carried unanimously.

06.11.10.04 MOTION

Moved to adjourn

The motion carried unanimously. The meeting was adjourned at 8:45 pm.

The next scheduled meeting of the Board is on Tuesday, July13, 7:00 pm, in the Fairlington Community Center.

Respectfully Submitted,

Jonathan Rolbin, Secretary

(draft)

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

July 13, 2010 Minutes

Held at the Fairlington Community Center

ATTENDEES

Kathy Clatanoff, President; Margaret Windus, Treasurer; Jonathan Rolbin, Secretary; Amanda Deringer, At-Large; Terry McGuire (Cardinal Management). Absent, Ray Alexander, Vice President

Glen Co-owners: Mike Whitfield, Court 10

Steve Dickerson and Theresa Melson of USI Insurance Services

CALL TO ORDER

The meeting was called to order at 7:00 by Kathy Clatanoff.

Agenda Item 1: Report on Insurance Claim

Steve Dickerson and Theresa Melson of USI Insurance Services discussed our pending claim for storm related damage rates as well as policy options and rates for the next year/.

Travelers agreed to pay for storm related damage to gutters, downspouts and landscaping. USI and Cardinal were going to meet with Travelers claims adjusters the following day, July 14, and finalize the amount Travelers will agree to pay for these damages.

For the next year, the Association's renewal policy premium will decrease by \$132.

Agenda Item 2: Residents' Forum

Mike Whitfield was in attendance and participated in the meeting

Agenda Item 3: President's Items

07.13.10.01 MOTION

Moved to approve the minutes of June 9, 2010

Motion passed unanimously.

07.13.10.02 MOTION

Moved to approve the variance request of Abraham Wise to remove his kitchen door and replace with a window, and install French doors in his dining room. The variance has been recommended by Greg Lukmire.

Motion passed unanimously.

07.13.10.03 MOTION

Moved to approve, subject to verification that such improvements have been approved before, the variance request of Greg Lukmire to put in two skylights in the rear facing portion of the roof and install a casement window in his attic.

Motion passed unanimously.

The Board considered the analysis of the tennis courts and paddle ball courts recently submitted by Will Smith. Information in the analysis will be used in projecting 2011 reserve expenditures.

Agenda Item 4: Treasurer's Report

Mike Whitfield and Treasurer Margaret Windus discussed with the Board consideration of adopting a "new owner fee" to be assessed on new purchasers of condominiums and units in the Glen. President Kathy Clatinoff agreed to discuss the issue further with other Fairlington Association Board Presidents.

07.13.10.04 MOTION

Moved to approve \$3500.00 for shade awning for the baby pool as proposed by Sunguard Installations and recommended by the Pool Committee
Motion passed unanimously.

Agenda Item 5: Landscape

The Board discussed the need for co-owners who wish to install lights and/or place statues or other fixtures in the front area of their home to seek a variance before doing so.

Jonathan Rolbin proposed revising the Landscape budget into two funds, Split the landscape budget into two funds, 1) General and 2) Court Specific. The General Fund would be used to pay contract maintenance work, Glen wide landscaping (pool, non-court common areas, perimeter, etc.) and emergencies. The Court Specific Fund would be used to repair and/or replace trees, shrubs, etc. within each Court.

The Court specific fund would be allocated equally among the Courts for court specific landscaping, and which proposed use must be submitted to the landscape committee in writing and approved by the committee before funds are allocated and work is performed.

To incentivize participation in the landscape committee, each court would select a court representative to the landscape committee. This rep would be responsible for submitting court co-owner requests to the landscape committee, communicating to the Court co-owners about landscape issues and attending quarterly meetings of the landscape committee. This rep would also attend quarterly meetings of the landscape committee. Courts with a rep in attendance at all quarterly meetings would then receive additional funds for court specific landscaping.

The Board agreed to refer the matter to the landscape committee and discuss this issue further as we move towards fall season.

Agenda Item 6: Executive Session

Terry McGuire reported that the plans for the parking lot in Court 10 have been approved by 4 of 7 reviewers at Arlington County.

07.13.10.05 MOTION

Moved that the Board go into closed session to discuss individual homeowner delinquencies and other legal matters
Motion carried unanimously.

07.13.10.06 MOTION

Moved that the Board return to open session
Motion carried unanimously.

07.13.10.07 MOTION

Moved to refer account 1030 to collection and to have counsel approve a final payment arrangement for account 2013
Motion carried unanimously.

07.13.10.08 MOTION

Moved to adjourn
The motion carried unanimously. The meeting was adjourned at 9:00 pm.

The next scheduled meeting of the Board is on Tuesday, August 10, 7:00 pm, in the Fairlington Community Center.

Respectfully Submitted,
Jonathan Rolbin, Secretary

(draft)

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

August 10, 2010 Minutes

Held at the Fairlington Community Center

ATTENDEES

Kathy Clatanoff, President; Ray Alexander, Vice President; Margaret Windus, Treasurer; Jonathan Rolbin, Secretary; Amanda Deringer, At-Large; and Terry McGuire (Cardinal Management).

Glen Co-owners: Mike Whitfield, Court 10; Susan Hunchar, Court 10; and Chair of the Court Reps, Maynard Dixon, Court 16

CALL TO ORDER

The meeting was called to order at 7:00 by Kathy Clatanoff.

Agenda Item 1: Residents' Forum

There was discussion on the status of gutter and roof repair work in the Glen. Repairs are nearing completion and should be finished by the middle of August. Punch list items are due and anything should be brought to the attention of Terry McGuire as soon as possible.

Maynard Dixon raised the issue of visitor parking spaces for the Board's consideration. Among the proposals were (1) Rent the spaces to Glen residents on an annual or semi-annual basis; (2) Enforce stricter use regulations for residents and visitors, (3) Change the marking on the spaces to something more accurate than "Visitor" such as "Unallocated" or "Open" and (4) Do nothing. The Board will further consider this issue at the next meeting following the September community forum at the pool on September 7.

Mike Whitfield and Susan Hunchar also discussed some issues involving an unpaved walkway between Court 10 and other common areas. The Landscape Committee will examine the area during the fall walkthrough and consider possible modifications.

Agenda Item 2: Report on Insurance Claim

Terry McGuire reported on the progress made towards resolution of the claim with Travelers for winter storm damage. Board Member Jonathan Rolbin recommended that the Board consider taking a more aggressive approach with regard to the insurance claim against Travelers and also with regard to any future renewals of our policy. The Board will consider these following further discussions with Travelers later this month.

A separate insurance claim will be submitted for damage from the recent wind storm.

Agenda Item 3: President's Items

08.10.10.01 MOTION

Moved to approve the minutes of July 13, 2010

Motion passed unanimously.

President Kathy Clatanoff discussed the damage from the recent wind storm. On behalf of the Board she wanted to express gratitude to Terry McGuire and employees Nelson and Maria who were all immediately on the scene and provided excellent guidance and assistance. In addition, the Board recognized that co-owners were also instrumental in assisting, and wished to thank especially Dave Sherman for his dedication and assistance. Also, the three Glen lifeguards also did an excellent job cleaning the pool so that it was open and ready for swimming the day after the wind storm.

Kathy also recommended that the Board send a letter of gratitude to Arlington County for their immediate attention and assistance clearing the Glen streets following the wind storm and subsequent repair of damaged trees and limbs. The Board agreed.

Kathy raised the issue of the repaving of the parking lot for Court 10. That project remains delayed pending completion of the plan approval process with Arlington County. The Glen has obtained 4 of 7 necessary approvals.

Board member Jonathan Rolbin raised a privacy concern, as both Board members and Court representatives home address, email and phone number are made publically available to anyone by being posted on the internet in various Glen publications. The Board agreed to reach out to the individuals and if requested to do so, will redact addresses from any materials posted on the internet.

Agenda Item 4: Treasurer's Report

Treasurer Margaret Windus introduced the proposed 2011 budget. She advised the Board of the reserve projections over the next 20 years, and discussed the pathway for the Glen to continue to operate in a sound fiscal manner as it has done so for several years.

Margaret also announced that co-owners with questions about the budget could raise them at the community forum set for September 7, at 7:30pm at the pool.

Mike Whitfield also raised the idea of borrowing money now to fund projects currently budgeted for several years down the road, because of low interest rates and low cost labor. The Finance Committee has recommended against such action, but the Board will give this further consideration following the September community forum.

08.10.10.02 MOTION

Moved to approve the proposed 2011 budget for publication
Motion passed unanimously.

Agenda Item 5: Landscape

Landscape chair Amanda Deringer announced that the fall walk thru will be on August 28 at 8:00 a.m. They will meet at the Stafford/36th St circle and walk through all 16 courts. If co-owners have any specific requests, email them to glenlandscaping@gmail.com by August 27.

The Landscape Committee will move forward in the fall with plantings along the King Street perimeter, and then along Quaker Lane perimeter where trees were lost from the winter storm.

08.10.10.03 MOTION

Moved to approve painting contract for Courts 5-8 in an amount not to exceed \$40,000.00.

Motion passed unanimously.

Agenda Item 6: Executive Session

08.10.10.04 MOTION

Moved that the Board go into closed session to discuss individual homeowner delinquencies and other legal matters

Motion carried unanimously.

08.10.10.05 MOTION

Moved that the Board return to open session

Motion carried unanimously.

08.10.10.06 MOTION

Moved to refer account 1030 to counsel for collection and to re-instate collection for account 2013.

Motion carried unanimously.

08.10.10.07 MOTION

Moved to adjourn

The motion carried unanimously. The meeting was adjourned at 9:00 pm.

The next scheduled meeting of the Board is on Tuesday, September 14, 7:00 pm, in the Fairlington Community Center.

Respectfully Submitted,

Jonathan Rolbin, Secretary

(draft)

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

September 14, 2010 Minutes

Held at the Fairlington Community Center

ATTENDEES

Kathy Clatanoff, President; Ray Alexander, Vice President; Margaret Windus, Treasurer; Jonathan Rolbin, Secretary; Amanda Deringer, At-Large; and Terry McGuire (Cardinal Management).

Glen Co-owners: Susan Hunchar, Court 10; Jane Golden, Court 10; Tricia Goldman, Court 10; and Richard Bamonte, Court 1

CALL TO ORDER

The meeting was called to order at 7:00 by Kathy Clatanoff.

Agenda Item 1: Residents' Forum

There was discussion on the status of gutter repair work in the Glen. An issue was raised concerning vertical downspouts recently put in throughout the Glen above various entryways. They appear to be incomplete, as there was no gutter extension connecting the vertical downspout to another existing gutter, and this may be causing damage to the roofs above the entryways. Cardinal Management and the Board will review this with the contractor and determine any necessary additional action.

Another issue raised concerned water sheen during rain storms on the brick walls of various units in Court 10. Cardinal Management will examine this closer.

Court 10 residents reiterated a wish to have certain arbor vitae trimmed at the tops to below the roof line. The Landscape Committee reviewed this request during the August walkthrough, and reviewed it with Environmental Enhancements who advised the Committee that it did not present a safety concern and that such type of trimming would also damage the health of the trees.

Another issue was raised concerning improvement of contractor oversight. For example, during painting repairs, painting contractors spray painted basement silo grills over lawn areas, damaging the lawn. Co-owners are asking that Cardinal Management ensure that contractors are instructed to use better care when working throughout the Glen and that completed repairs are reviewed to be consistent with contract requirements. The Board would remind co-owners that they need to report incidents to Cardinal as they see them so Cardinal can take action.

Agenda Item 2: President's Items

President Kathy Clatanoff thanked co-owners for their attendance at and input provided during the September 7 community forum. There was significant discussion on landscape maintenance issues. The Board is reviewing landscape maintenance options and discussions will take place during the October meeting.

Discussions continue with the insurance company to recover damages from the winter storm.

“B” units raised a desire to replace existing mailboxes due to their small size and damage to mail. The Board is interested in hearing more on this, and is inclined to consider it once “B” unit owners make a presentation with more facts.

Court 10 re-paving is being modified due to certain rules and requirements of Arlington County which make the repair extremely costly and difficult to accomplish. Our engineering consultant will examine options for replacing the underlying storm sewer without replacing the parking lot. Broader issues relating to Arlington County requirements will be discussed with the Fairlington Citizens Association. Cardinal will plan on having parking lots sealed and re-stripped this fall and next spring.

There will be an open board seat up for vote at the annual meeting. Any interested in running is required to submit a candidate profile to Kathy by September 24.

09.14.10.01 MOTION

Moved to approve the minutes of August 10, 2010
Motion passed unanimously.

09.14.10.02 MOTION

Moved to approve contract in the amount of \$2164.00 with “VoteNow.com” for on-line electronic voting for the annual meeting
Motion passed unanimously.

09.14.10.03 MOTION

Moved to approve contract in the amount of \$39,990.00 with Nova Painting Company for paint repair and restoration to Courts 5-8
Motion passed unanimously.

Agenda Item 3: Treasurer’s Report

The proposed 2011 budget is available on-line for review by co-owners. Margaret Windus has provided to Kathy Clatanoff and Cardinal the annual meeting package for mailing by VoteNow.com in early October, to which candidate profiles can be added.

Agenda Item 4: Landscape

Landscape chair Amanda Deringer announced that the Fall walkthrough was completed on August 28.

Repair and replacement to landscape from winter storm damage has begun on the King Street perimeter, and will continue along the Quaker Lane perimeter.

09.14.10.04 MOTION

Moved to approve landscape improvements from the August walkthrough in an amount not to exceed \$16,000.00 to be contracted with Environmental Enhancements

Motion passed unanimously.

09.14.10.05 MOTION

Moved to approve contract with Environmental Enhancements primarily to remedy winter storm damage along King Street in the amount of \$24,348.00

Motion passed unanimously

Agenda Item 5: Executive Session

09.14.10.06 MOTION

Moved that the Board go into closed session to discuss individual homeowner delinquencies and other legal matters

Motion passed unanimously.

09.14.10.07 MOTION

Moved that the Board return to open session

Motion passed unanimously.

09.14.10.08 MOTION

Moved to refer account 2101 to counsel for collection

Motion passed unanimously.

09.14.10.09 MOTION

Moved to adjourn

The motion passed unanimously.

The meeting was adjourned at 9:00 pm.

The next scheduled meeting of the Board is on Tuesday, October 12, 7:00 pm, in the Fairlington Community Center.

Respectfully Submitted,

Jonathan Rolbin, Secretary

(draft)

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

October 12, 2010 Minutes

Held at the Fairlington Community Center

ATTENDEES

Kathy Clatanoff, President; Ray Alexander, Vice President; Margaret Windus, Treasurer; Jonathan Rolbin, Secretary; Amanda Deringer, At-Large; and Terry McGuire (Cardinal Management).

Glen Co-owners: Jane Golden, Court 10; Mike Whitfield, Court 10; Richard Bamonte, Court 1; Alan Bow, Court 1; Dale May, Court 11; Libby Garvey, Court 15; Mike Trimble, Court 15; Will Smith, Court 9; Regina Smith, Court 9; and Chair of the Court Reps, Maynard Dixon, Court 16.

Also in attendance: Fred Peratt, Environmental Enhancements (“EE”); Ron Rubin, Thrive; and Alan Musselman, Weedman.

CALL TO ORDER

The meeting was called to order at 7:00 by Kathy Clatanoff.

Agenda Item 1: Residents’ Forum

A Court 10 resident discussed recent landscape modifications to an area used as a walk through. The co-owner was very appreciative of the stepping stones that were added but expressed displeasure with the aesthetics of wood chips which were used to respond to dirt and mud complaints. A court 10 resident asked for a cement path for a walk through. The Board will consider this.

Co-Owner Jane Golden also raised concerns over shingle problems on the back part of her unit’s roof. Cardinal will review this and advise the Board.

Another resident in Court 10 has been requested to provide a variance for landscape work done in the front of her unit. The Board has not received the variance and will move ahead with more formal action.

There was additional discussion on the status of gutter repair work in the Glen. An issue was raised concerning gaps between the gutter and the roof line. Katchmark is continuing to do punch work throughout the Glen and any gutter issues must be brought to the attention of Cardinal Management to be addressed.

Following the wind storm earlier this year, a tree on Stafford was uprooted and the sidewalk damaged significantly. Arlington County removed the tree but inadvertently failed to initiate a work order to repair the sidewalk. A work order has since been submitted and the County will repair the sidewalk.

A substantial portion of time for the meeting was set aside for the Board to consider changes to the scope of work for landscape maintenance. President Kathy Clatanoff provided co-owners with the opportunity to address their opinions to the Board prior to the presentation made by Environmental Enhancements. Several co-owners expressed their varied opinions.

Agenda Item 2: President's Items

The annual meeting will be November 10, 2010 and the Board meeting will be on November 9, 2010.

Landscape Contract for 2011 and Turf Maintenance - Fred Peratt of EE made a detailed presentation to the Board for improving turf conditions within the Glen. Among it, EE presented the Board with three options for long term treatment and maintenance to improve overall conditions of both the soil and turf. EE suggested that the Board adopt a three year approach which include the use of pre-emergent, broadleaf weed control, fertilization, soil enhancement, aeration/overseeding, soil tests and increased watering. EE agreed to provide a more detailed plan, including costs and specifics by the end of the October. In addition, Thrive also raised concerns about mites and other destructive insects which may affect shrubs and trees within the Glen. Thrive is subcontracted by EE and the Board supports continued monitoring and the response by Thrive to prevent and control these conditions.

10.12.10.01 MOTION

Moved to approve the minutes of September 14, 2010

Motion passed unanimously.

10.12.10.02 MOTION

Moved to approve a variance to install a handrail at 4210 S. 36th St. requested by the owner of 4210-A2 and as recommended by the Variance Coordinator.

Motion passed unanimously.

Agenda Item 3: Treasurer's Report

The proposed 2011 budget is available on-line for review by co-owners. Voting is available on-line and the annual meeting package for mailing by VoteNow.com was mailed in mid October.

10.12.10.03 MOTION

Moved to authorize the Treasurer to roll over the CD at Virginia Commerce Bank maturing on October 21 in the amount of \$186,695.00 into a new CD for 30 months at the going rate (approximately 2%) and to purchase a new CD at another financial institution in the amount of \$200,000.00

Motion passed unanimously.

Agenda Item 4: Management Report

Management reported that painting will begin on courts 5-8. Discussions with the insurance company on the claims from the winter storm damage continue and the Board is awaiting information from REI/Katchmark in order to move the process forward.

10.12.10.04 MOTION

Moved to accept a proposal from Dwyer Plumbing Corp. in the amount of \$24,000.00 to install approximately 160' of 6" PVC drain pipe and 60' of trench drain under the Court 10 parking lot to replace original Orangeburg pipe and correct drainage problems.
Motion passed unanimously.

10.12.10.05 MOTION

Moved to accept a proposal from Fairfax Excavation & Paving, Inc. in the amount of \$18,892.00 to crackfill, sealcoat, and stripe parking lots in Courts 2, 3, 5, 9, 11, 12, 13, and 16 and to patch approximately 104 square yards in Court 5 and 132 square yards in Court 11.

Motion passed unanimously.

Agenda Item 5: Executive Session

10.12.10.06 MOTION

Moved that the Board go into closed session to discuss individual homeowner delinquencies and other legal matters

Motion passed unanimously.

10.12.10.07 MOTION

Moved that the Board return to open session

Motion passed unanimously.

10.12.10.08 MOTION

Moved to adjourn

Motion passed unanimously.

The meeting was adjourned at 9:00 pm.

The next scheduled meeting of the Board is on Tuesday, November 9, 7:00 pm, in the Fairlington Community Center.

Respectfully Submitted,

Jonathan Rolbin, Secretary

(draft)

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
November 9, 2010 Board Minutes
Held at the Fairlington Community Center

ATTENDEES

Kathy Clatanoff, President; Margaret Windus, Treasurer; Amanda Deringer, At-Large; and Terry McGuire (Cardinal Management). Absent: Ray Alexander, Vice President; Jonathan Rolbin, Secretary.

Glen Co-Owners: Maynard Dixon, Court 16.

CALL TO ORDER

The meeting was called to order at 7:00 pm by Kathy Clatanoff.

Agenda Item 1: Residents' Forum

Maynard Dixon, Chair of the Court Representatives Group (CRG), stated that the CRG would meet next week. One of the topics they will discuss is parking. Kathy Clatanoff then reviewed what the Board had agreed to at its October meeting, which was that all spaces should be numbered (as they are now) and say "Reserved", with something to mark those that are unassigned. Maynard suggested adding a hyphen and "U" after the space number, which was agreed to. Kathy also referred Maynard to an article just published in a CAI (Community Associations Institute) publication that said parking spaces should not be rented absent express authorization in association documents.

Agenda Item 2: President's Items

11.9.10.01 MOTION

Moved to approve the minutes of October 12, 2010
Motion passed unanimously.

Agenda Item 3: Pending Issues

Kathy Clatanoff noted the options proposed by Environmental Enhancements for turf improvement over the next few years and the 2011 associated pricing. After discussion, the Board agreed to adopt the "full traditional program" option, which is the approach used in Fairlington Mews. It will begin eliminating the weed population while feeding the existing turfgrass. The fertilizer used is a urea-based product with 65% of the nitrogen from slow release sources, thereby minimizing runoff. Weed controls under this program are the least

toxic products that still deliver the desired results. Reentry interval after application is typically 2 to 4 hours. Corn gluten, which we used this year, affects only young weeds and those yet to germinate; it does not treat existing established weeds. As improvement occurs under the option selected, we can increase the use of organic products.

While appreciating the views of a number of residents against the use of herbicides, the Board has also had numerous complaints from residents about the poor condition of the turf. A wide range of views had been expressed both at the Community Forum in early September and at the October Board meeting where Environmental Enhancements presented turf management options.

11.9.10.2 MOTION

Moved to adopt the “full traditional program” option and ask Environmental Enhancements to incorporate this option in their proposal for 2011 and successive years.

Motion adopted unanimously. [Note: Kathy Clatanoff had interacted with the two absent Board members, who, though not eligible to vote, supported the full traditional program.]

The annual meeting is on Wednesday, November 10. Board members and Terry McGuire discussed plans for that meeting. We have met the quorum requirement of 25% with electronic votes, which will be supplemented by additional voting at the meeting.

Agenda Item 4: Treasurer’s Report

Margaret Windus distributed a handout for the annual meeting, providing 2011 budget highlights, showing the Glen’s reserve expenditures over the past 5 years, and comparing reserve contributions and assessments across Fairlington villages. Status of the 2010 budget will be clearer after insurance claims are resolved.

Agenda Item 5: Management Report

Terry McGuire reported on the following items:

- Painting is underway in Courts 5-8.
- Court 10 storm sewer work will begin on Monday, November 15.
- Court sealing and striping, agreed to at the October meeting, is delayed because of lack of response from the contractor.
- Roof repair work is 98% complete; a punch list will soon be compiled.

Agenda Item 6: Executive Session

11.9.10.03 MOTION

Moved that the Board go into closed session to discuss individual homeowner delinquencies and other legal matters.

Motion passed unanimously.

11.9.10.04 MOTION

Moved that the Board return to open session
Motion passed unanimously.

11.9.10.05 MOTION

Moved to refer account 5016 to counsel for legal action and to request counsel to diligently pursue action on account 2013 previously referred.
Motion passed unanimously.

11.9.10.06 MOTION

Moved to adjourn
Motion passed unanimously.

The meeting was adjourned at 8:30 pm.

The next scheduled meeting of the Board is on Tuesday, December 14, 7:00 pm, in the Fairlington Community Center.

Respectfully submitted,

Margaret Windus, Acting Secretary

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
ANNUAL MEETING MINUTES
Held at Fairlington Community Center
November 10, 2010

ATTENDEES

Kathy Clatanoff (President); Margaret Windus (Treasurer); Jonathan Rolbin (Secretary); Amanda Deringer, (At Large); Terry McGuire (Cardinal Management); approximately 20 Glen Co-owners and interested parties. Absent: Ray Alexander (Vice President)

CALL TO ORDER AND INTRODUCTION OF THE BOARD

Kathy Clatanoff, President, called the meeting to order at 7:30 pm. It was established that a quorum, defined as at least 25%, was present by proxy and in person. The Board was introduced.

APPOINTMENT OF PARLIAMENTARIAN

Bob Patrician was introduced to the room and appointed parliamentarian. Kathy Clatanoff explained the rules of the meeting. At her suggestion, the Council waived the rules until such time as the President determines them to be necessary.

PROOF OF NOTICE OF MEETING

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

SELECTION OF INSPECTORS OF THE ELECTION

Bud Clatanoff and Maynard Dixon were appointed inspectors of the election.

PRESIDENT'S REPORT

Kathy Clatanoff reported on the year's progress. The most significant events were the damage sustained as a result of the winter storm. Kathy reported that we incurred approximately \$40,000 in snow removal costs, \$90,000 in landscape repairs and \$145,000 in structural repairs. We have completed approximately 95% of the repairs to the buildings and plan completion in early 2011.

2010 BUDGET PRESENTATION

Margaret Windus, Treasurer, thanked the member so the finance committee for their work in putting the budget together. She then presented the Board's proposed budget for 2011, with a condo fee increase of 2.9%. The long term plan to fund our reserves is on target, and we hope to reach our goal within the next few years.

PRESENTATION OF BOARD CANDIDATES

The Secretary introduced one candidate for the one open position on the Board: Jonathan Rolbin.

VOTE ON 2011 BUDGET, CANDIDATES, and 2009 MINUTES

The ballots were collected and the Inspectors of the Election retired to the corridor to count the ballots.

COMMITTEE REPORTS

Court Representatives Group: Maynard Dixon, Chair

Mr. Dixon stated that the CRG concentrated on inspecting our courts and reporting on problems in them. Their main project for the year was to prepare a report to the Board on actions that the Glen could take to deal with unassigned parking spaces. CRG considered 3 options: (1) a proposal that would amend the Handbook to regulate the equitable use of such spaces; (2) a proposal to rent the spaces to Glen residents; and (3) doing nothing. CRG did not vote on and recommend any of these options to the Board but left it to the Board to determine what to do in this area. CRG summarized its proposals in a report to the Board dated August 1, 2010.

Landscaping: Amanda Deringer, Chair

Amanda Deringer reported that the landscaping committee worked hard to review, assess and respond to the damage from the winter storm. The Committee continues to work well with Environmental Enhancements during 2010 and looks forward to a continued good working relationship with them in 2011. The committee welcomes any interested persons to join.

Security: Dean Montanye, Chair

Dean Montanye reported that for the year Fairlington continued to be free from serious crime and remains a very safe place for co-owners. There were no burglaries reported or assaults/batteries, and no violent crimes. Only a handful of reports were made for break-ins to cars and/or car theft. There was one reported robbery of a pedestrian walking late at night who had her purse stolen.

Variance: Greg Lukmire, Chair

Tennis: Will Smith, Chair

Basketball: Pat Murray, Chair

Maintenance: Bob Wilson, Chair

Pool: Paula Smith, Chair

No Report

OLD BUSINESS

No Old Business

NEW BUSINESS

Kathy Clatanoff introduced the new landscaping plan the Board adopted as follows:

It is clear to the Board that a large number of residents remain very unhappy with the condition of our turf and expect the Board to take some action to improve it. At our meeting this week, the Board chose to make some changes to our existing turf care program. Our present program attempted to eliminate the weed population using only

biologic/organic products. It is our belief that this approach has been both ineffective and costly. The Board gave this issue much thought, and in consultation with Environmental Enhancements (EE) we considered several alternative programs for improving the turf throughout Fairlington Glen. The Board unanimously chose a program that both the Board and EE believe will best accomplish this. While it will re-introduce some non-biologic herbicides and fertilizers in 2011, it is combined with a comprehensive and well-monitored program of soil enhancement and overseeding. We expect that as turf conditions improve and weeds are eliminated we may be able to reduce the use of non-biologic products, and gradually shift to a more organic program over the following several years. We remain committed to using the very least toxic products available which will deliver the results we desire.

We realize this program will not please everyone, but we determined that it is the program which will best meet the needs of Fairlington Glen, balancing the diverse views of our residents with our responsibility to maintain the property.

Regina Smith, Will Smith and Dale May voiced their concerns over the landscaping plan being implemented for 2011.

VOTE ON 2011 BUDGET, CANDIDATES, and 2009 MINUTES

Kathy Clatanoff announced the results of the vote for Board of Directors, approval of minutes, and 2010 budget. Jonathan Rolbin was elected to the Board by a vote of 38.2% of voting interest (95% of the votes cast).

The budget was approved with 38.2% of voting interest (95% of votes cast).

The minutes of the 2009 Annual Meeting were approved with 37.4% of voting interest (92% of votes cast).

The meeting was adjourned at 8:40 pm.

Respectfully submitted,
Jonathan Rolbin
Secretary

(draft)

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

December 14, 2010 Minutes

Held at the Fairlington Community Center

ATTENDEES

Kathy Clatanoff, President; Ray Alexander, Vice President; Margaret Windus, Treasurer; Jonathan Rolbin, Secretary; and Terry McGuire (Cardinal Management). Absent: Amanda Deringer, At-Large;

Glen Co-owners: Susan Hunchar, Court 10; Liz Finos, Court 16; Mary Bley, Court 12; Jay Yianilos, Court 12; and Chair of the Court Reps, Maynard Dixon, Court 16.

CALL TO ORDER

The meeting was called to order at 7:00 by Kathy Clatanoff.

Agenda Item 1: Board Positions for 2011

The Board voted without objection to keep the same slate of board positions from 2010 for 2011.

Agenda Item 2: Residents' Forum

A Court 12 resident discussed the need to place his new HVAC unit in an area which slightly extended further out than the area of the old unit, in order to accommodate all 4 units from the building. There was no objection from any co-owner neighbors and the Board approved of his action.

The Board also heard of the progress on mailboxes for "B" units and expects things to move forward with replacements in the first quarter of 2011.

Agenda Item 3: President's Items

12.14.10.01 MOTION

Moved to approve the minutes of November 9, 2010

Motion passed unanimously.

Travelers has offered \$101,000 to resolve Katchmark roof work related to winter storm damage. The Board is reviewing this offer. Discussion continues with the insurance company on non-Katchmark work (e.g. landscape, roof, fence) for the winter storm and all summer wind storm damage.

There was also Board discussion on ways to improve communication to co-owners focused especially on the appropriate extent of, and mechanisms for, outreach from the Board to the community. The website will continue to be used to post notices and information. The Board will continue to use the "Glen Alerts" system for distribution of urgent or very time sensitive information. Court representatives are encouraged to distribute information to co-owners in their court. In addition, the Board encourages those interested in particular issues to participate. For example, if a co-owner is interested in landscape issues, he/she is encouraged to join and/or communicate with the landscape

committee and participate in our bi-annual walk-throughs, occurring in the spring and fall.

The 2011 Calendar was circulated and accepted without vote as were various revisions to the Handbook.

Agenda Item 4: Treasurer's Report

12.14.10.02 MOTION

Moved 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.

Motion passed unanimously.

12.14.10.03 MOTION

Moved to round monthly assessments beginning in 2012 to the nearest whole dollar.

Monthly assessments in each year shall be computed based on ownership percentages in Fairlington Glen's Master Deed and then rounded.

Motion passed unanimously.

12.14.10.04 MOTION

Moved to approve staff year-end payments as provided by the 2010 budget and staff salary increases for 2011.

Motion passed unanimously.

Agenda Item 5: Management Report

Cardinal has worked with FHA and Fairlington Glen will continue to be certified as FHA acceptable for buyers with FHA loans.

Carpentry continues in courts 5-8, as weather permits. Painting will be completed in the spring.

Cardinal received insurance payments from Travelers of \$101,000 though the Board is still considering this offer for resolution.

Work on replacing the storm sewer line in Court 10 has been completed except for resurfacing, which will be done as weather permits.

12.14.10.05 MOTION

Moved to accept snow removal contract with NVM hourly at the same rates for 2009-2010.

Motion passed unanimously.

Agenda Item 6: Executive Session

12.14.10.06 MOTION

Moved that the Board go into closed session to discuss individual homeowner delinquencies and other legal matters

Motion passed unanimously.

12.14.10.07 MOTION

Moved that the Board return to open session

Motion passed unanimously.

A resident in Court 10 has not submitted a variance despite numerous requests to do so. The Board will move ahead with further action.

12.14.10.08 MOTION

Moved to adjourn

Motion passed unanimously.

The meeting was adjourned at 9:00 pm.

The next scheduled meeting of the Board is on Tuesday, January 11, 7:00 pm, in the Fairlington Community Center.

Respectfully Submitted,

Jonathan Rolbin, Secretary