

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

May 12, 2020 Board Minutes

Online via Zoom

ATTENDEES: Charlie Robbins (President), William Layer (Vice President), Maynard Dixon (Treasurer), Jeremy Wiedemann (Secretary), TJ Doyle (At-Large Member), Vicky Moore (on-site manager), and Candace Lewis (Cardinal Management).

CALL TO ORDER: The board meeting was called to order by the President at 6:30 p.m. via Zoom meeting for the first time ever.

ENVIRONMENTAL UPDATE:

The management agent read the following statement into the record:

Pursuant to Board direction, Fairlington Glen's environmental counsel has negotiated a tentative final draft of an Environmental Covenant and separate Operations & Maintenance Plan with TBR Associates, the owner of Fairlington Centre. The Virginia Department of Environmental Quality (DEQ) and the Board of Fairlington Meadows are currently reviewing the final draft to confirm their consent to its terms. These agreements would establish future obligations for TBR's monitoring of soil vapor and groundwater conditions underlying the Glen, establish remedial end points and processes, confirms TBRs environmental efforts with DEQ at Fairlington Centre itself, and also provide a means for enforcing TBR's performance of those obligations in the future. Absent any unexpected developments, it is anticipated these agreements will be executed and become effective in the summer of 2020. Final drafts of the documents will be available once all parties are in agreement with their terms.

The Treasurer asked the management agent to follow up with council about the need to file a protective suit against TBR Associates to preserve the Glen's legal rights prior to settlement.

RESIDENTS' FORUM:

Residents attending included: Michael Wells (court 7), Jay Yianilos (court 12), Susan Hunchar (court 10), and Seth Theuerkauf (court 6), Tracy and Frank Van Atta (Court 8), Devon Messecar (court 7), and Ellen McDermott (court 14).

Jay Yianilos from court 12 had three items for the board's attention:

1. Is there a potential temporary solution in place to clean the common areas of the B-Buildings until the on site staff are able to return. The President asked Jay to follow up with him after the meeting to see if they could come up with a plan.
2. Residents were not following the rules of the single tennis court as it continues to be left unlocked and used for non-tennis activities. The board will continue to review this and look for solutions after the meeting
3. The drain in court 12 is currently blocked and not draining completely.

Susan Hunchar from court 10 asked that court reps check the downspouts and specifically the extensions for accumulated pollen or leaves. Later in the meeting, the board recommended moving forward with a professional cleaning of all downspouts in the Glen by a contractor.

Tracy and Frank Van Atta from court 8 asked if there was a plan to address all the dead trees along King Street. The President communicated that the Landscape chair has been working on a solution for the dead trees and has a plan to remove the trees sometime

in the next month. Tracy also mentioned that some of the newly planted trees have also died in the past months.

BOARD MEETING MINUTES:

5.12.20.01 Motion. Moved to ratify Management Exhibit B, which recorded the votes made via email since the prior meeting. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President –

The President noted that this has been a difficult and stressful time and overall the community is weathering this well. He noted that with many more people working, exercising, and around in the area and we may need to remind people of some courtesies like removing objects left in common areas. The President also noted that the Governor's plan specifically says Northern Virginia is lagging the rest of the state in terms of reopening business and facilities.

Vice President –

The Vice President asked that residents please be reminded not to place cardboard boxes in the blue recycling containers.

Treasurer –

The Treasurer reported that he has completed his work on the audit of 2019 and asked the management agent to please work to get the final report in the next two weeks so the board can share it with the community in the June 2020 newsletter, if possible.

The Treasurer had Seth Theuerkauf join him to discuss the Ekotek proposal for roof and building surface cleaning. The Treasurer asked if it would be possible to convert the bid to a cost per square foot as it may help us plan and prioritize the work. Seth plans to investigate the overall need for cleaning and attempt to prioritize the roofs in the neighborhood. The Treasurer and Seth both agreed that after roof cleaning, painted wood surface cleaning (especially green algae) would be the next priority. The board agreed to table the bid until the next meeting and Seth will continue to work with Ekotek and potentially other providers to get detailed bids for cleaning.

The Treasurer asked if the uncorrupted minutes from years before 2011 will be uploaded to the website, and the At-Large Member responded that he will upload the uncorrupted versions as time permits.

The Treasurer had questions about the seal-coat work on the project list. After discussion, it became clear that REI, rather than the onsite manager, would be soliciting bids for both the seal-coat and the replacement projects, with the goal of getting a lower overall price for all needed work. The Treasurer will update the project list to indicate the striping work is complete, and the management agent will follow up with REI on the seal-coat bid.

The Treasurer brought up a variance request for an egress window and a related sump pump that had been circulated via email for approval. The resident who submitted the variance, Devon Messecar from court 7, spoke to the request. Ms. Messecar explained that the purpose of the sump pump was to drain only the window well

directly into the nearby grass and only a short pipe will be needed for this. The board asked that the co-owner resubmit their variance request with a picture indicating where the sump pump will drain (with no need to get the document re-notarized).

Secretary –

The Secretary communicated that the bulletin board by the pool was updated with the current information about the pool opening being delayed due to the COVID-19 restrictions and is currently an evolving uncertain situation.

At-Large -

The At-Large Member plans to update the older meeting minutes links that are not working in the next few weeks. The At-Large Member also plans to continue to keep the site up to date by keeping content in the news section current based on the evolving COVID-19 situation.

COMMITTEE REPORTS:

Pool

The Secretary reported that the committee plans to create and distribute 2020 pool passes once they have more information on how and when the pool will be opening. The management agent reported that the Pool Management Company is concerned about their ability to hire and train lifeguards. The Glen Pool Committee will continue to communicate the plan for opening to the board as more information is available. The President asked if the Pool Management Company would be able to use domestic guards and the management agent communicated several reasons why this will be difficult this year.

The Treasurer noted that the contract seems to stipulate that we would only pay half of the cost if the pool doesn't open and the management agent said this may not be exactly the case as there are several expenses beyond just labor of guards that would still need to be spent. The Treasurer observed that, at some point, the Pool Committee will need to make a decision on whether we will be opening the pool for the year, and the Secretary responded that this will be discussed with the committee.

Landscape

The President gave the Landscape committee update. The President communicated that the dead tree removal along King Street is planned as well as a contract in place to trim the photinia plants along Quaker Lane. The President also communicated that the normal lawn maintenance and trimming contract with EE is underway and going well.

The Treasurer asked if there were any contracts awaiting board approval and there were not any pending. The on-site manager followed up regarding the known situations with trimming required for painting and it does not appear any will be required. There is still a holly that needs to be removed for Williams to complete their work in Courts 9/10 and this will be followed up on this week.

Court Representatives

Mike Wells, the Court Representatives committee chair noted there was only one item this month that dealt with a sump pump and that was quickly resolved.

Maintenance

Seth Theuerkauf gave a quick update on the Ekotek test cleaning in Court 6. Overall, the results continue to be 80% better than it looked initially. One of the big takeaways from this test was that the company will need access to patios and that items on patios will need to be covered as this work is conducted on a larger scale.

The Treasurer communicated that the project list in the management report has all maintenance projects outlined and is a good resource for any co-owner interested in maintenance.

Website

No additional updates beyond what is in the At-Large Member's report.

MANAGEMENT REPORT:

The President communicated that earlier in the week a smoke alarm went off in the maintenance building. It ultimately proved to be a faulty alarm and the President complimented the management agent and onsite manager for their quick response and resolution of the situation.

The management agent communicated that 25.5% of owners are off-site owners (which accounts to 90 units in the Glen). The management agent also communicated that dues payments overall continue to be positive with less than a .5% of co-owners late.

The management agent communicated that the paint contractor Kolas is planning to wait until later in the summer to paint doors to hopefully avoid having contact with residents when everyone is home.

The President also asked the management agent to check into the water usage to see what kind of impact all residents home all the time is having on the water budget.

The Management agent communicated that Dwyer submitted a bid for a clogged drainage pipe between the tot lot and tennis court which will be included in next month's board package as the initial proposal is under the management threshold.

The Secretary asked if there was a plan to treat the grounds for mosquitos and the management agent plans to get some bids for this work throughout the common areas to present at a future meeting or through email

NEW BUSINESS

None reported.

OLD BUSINESS

None reported

EXECUTIVE SESSION

5.12.20.02 Motion. Moved to go into executive session at 7:43 p.m. Motion passed unanimously.

The board reconvened in regular session at 8:08 p.m.

The board has no items requiring ratification from the executive session but did want to communicate that the on-site staff will be returning to work the following week on a modified schedule (beginning Monday, 5/18/2020).

ADJOURNMENT: The meeting was adjourned by the President at 8:09 p.m.

The next scheduled meeting of the board is Tuesday, June 9, 2020, at 6:30 p.m. at the Fairlington Community Center – *as of the completion of these minutes the community center will be closed as part of Arlington County’s emergency response to the COVID-19 outbreak and the meeting will likely be held virtually again via Zoom.*

Respectfully submitted,

Jeremy Wiedemann
Secretary