

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

June 9, 2020 Board Minutes

Online via Zoom

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

CALL TO ORDER: The meeting was called to order at 6:32 by the President via Zoom.

ENVIRONMENTAL UPDATE:

The management agent read the following statement into the record:

Pursuant to Board direction, Fairlington Glen's environmental counsel has negotiated and, in March, arrived at a tentative final draft of an Environmental Covenant and separate Operations & Maintenance Plan with TBR Associates, the owner of Fairlington Centre. Fairlington Meadows has since also approved the tentative final draft of the documents. All parties are currently awaiting comment and feedback to the documents from the Virginia Department of Environmental Quality (DEQ). 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 TBR's 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 sometime in the summer of 2020. Final drafts of the documents will be available once all parties are in agreement with their terms.

The President asked the management agent to follow up with council about the need to file a nuisance suite against TBR Associates to preserve the Glen's legal right to reimbursement of legal fees.

RESIDENTS' FORUM:

Residents attending: Susan Hunchar (court 10), Tina Collier (court 3), Turner Houston (court 11), Sara Hamm (court 10), Pamela Rich (court 10), Hannah Lipps (court 10), Joy (court 10) Angela Donatelli (court 6), Lori Derkay (court 13), Joy (court 10), and Ellen McDermott (court 14).

Susan Hunchar from court 10 asked about the status for the paving project of the Court 10 parking lot, to which, the management agent replied that the project is currently out for bid. Susan also asked about the status of the completion of the painting work in Court 10 by Williams (the 2019 contractor), to which the management agent and onsite manager replied that a holly would need to be removed and residents would need to be comfortable with keeping their doors open. Ms. Hunchar confirmed that her and the neighbor impacted were comfortable with keeping their doors open and the onsite manager communicated that the bids for tree removal will be presented to the board shortly for e-vote so the work can be scheduled.

Turner Houston from court 11 asked when overgrown trees would be trimmed. The management agent responded asking the resident to reach out to the onsite manager with specific Glen owned trees that required trimming. The resident also asked about another neighbor owned tree, and the management agent asked the resident to reach out to the neighbor directly as resident owned trees not in violation of condo rules are not a board matter.

BOARD MEETING MINUTES:

6.9.20.01 Motion. Moved to approve the meeting minutes from the May 12, 2020 board meeting. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President –

The President noted this has been a challenging time the past month. Overall things are going well in the Glen and we are excited that we will be able to open the pool this season. We have some challenges within the Glen and continue to corporate to keep things positive here.

Vice President –

The Vice President was absent.

Treasurer –

6.9.20.02 Motion. Moved to approve the second draft of the 2019 Budget Audit Report. Motion passed unanimously.

6.9.20.03 Motion. Moved to approve the Glen Maintenance Manual for use by the board, staff, and volunteers. Motion passed unanimously.

6.9.20.04 Motion. Moved to approve the KGS brick and mortal repair proposal in the amount of \$2600 (plus a possible additional \$175 if deemed needed) with a condition that they follow the brick and mortal specifications in the Glen Maintenance Manual. Motion passed unanimously.

The Treasurer also commended the management agent and onsite manager about a well worded violation letter and asked they continue to follow that as a template.

The Treasurer communicated that it is important that the July meeting have a quorum as this is when we will vote on the 2021 budget. The Treasurer has circulated a detailed budget in Excel, a detailed explanation of the individual accounts, and a draft newsletter article explaining the 2021 budget, which, if the budget is approved, will be published in the August 2020 edition of the newsletter.

The Treasurer noticed a late payment charge plus interest in the amount of \$55.03 on a MasterCard invoice and asked the management agent to look into this.

Secretary –

The Secretary communicated that the bulletin board by the pool will continue to be updated along with the website to communicate current pool status and sign up information. The Secretary communicated that the meeting went well last month via Zoom and allowed us to continue getting business done.

At-Large -

The At-Large Member noted that the website address for the pool is fairlingtonglen.com/pool. Also, the At-Large Member communicated that the website will continue to be updated with all current news as we know more information. The President thanked the At-Large Member for all his work on managing and updating the Glen website.

COMMITTEE REPORTS:

Pool

The Secretary was joined by Pool Co-chair Lori Derkay to report on the status of opening the pool for the 2020 season. The Secretary communicated that the pool committee and the pool contractor, Atlantic Pools, will be following all guidance from Arlington County and the Commonwealth of Virginia. The pool will be open according to the Phase 1 guidelines – which means one swimmer per lane (4 total) with lap swimming only. We will be managing the use for phase one via a sign up tool, and more information will be communicated about this in the next two days, prior to the pool opening Friday, June 12th. The initial Phase 1 slots will be limited to 1 hour, with 45 minutes of swimming and 15 minutes for the guards to sanitize the common areas of the pool.

Moving forward the pool will be continuing to evolve as the rules change and plan to move to Phase 2 which allows for more people in the pool at a time, but is still very restrictive to the activities that can be performed while at the pool and the number of people will continue to be very limited. We plan to use an online tool for managing sign up of the slots available for phase 2.

The following of rules is imperative for us to remain open. If residents do not choose to follow the rules, we will be forced to close the pool. Lifeguards primary responsibility is keeping swimmers safe and they will not be enforcing social distancing.

In Phase 1 there will be no use of any furniture at the pool. In Phase 2 we are looking to allow individuals to bring their own furniture, which removes the burden of guards having to wipe down all furniture.

There will be no food allowed at the pool this year. There will be no guests allowed at the pool this year. There will be a “guest exception” for an adult replacing a resident to bring kids to the pool (an example would be a grandparent or a babysitter instead of a parent). There will be no parties at the pool this year.

Children will be able to use the pool, but this will be different from in the past as the rules from the commonwealth and county clearly state the pool is to be used for exercise and instruction. The splash pool will not be allowed to be open according to the phase 1 or phase 2 rules. Atlantic will be locking the wading pool to ensure it is clearly closed. Angela Donatelli asked why the wading pool could not be drained this year and Lori communicated that the pool continues to have to be maintained with chemicals and draining is not a good solution.

The tool the pool committee is looking at using [signup.com](https://www.signup.com) and this will be used on a day by day basis to sign up for the following day.

The management agent offered to forward information to the Secretary and pool committee outlining some details released today regarding requirements for opening pools.

Angela Donatelli asked about if an adult could accompany a young swimmer, even if the adult does not want to swim and the Secretary communicated that the adult could stay outside of the pool gate.

The pool committee wishes to thank everyone for their patience and flexibility this year and wants to remind everyone that they are swimming at their own risk each time they use the pool.

Landscape

Thora Stanwood has stepped down from the Landscape committee, and we would like to thank her for her efforts over the years. Tina Collier is the new Landscape chair and we are excited to have her and Angela Donatelli will be helping Tina manage the Landscape budget with the President as the board liaison to Landscape.

6.9.20.05 Motion. Moved to appoint Tina Collier as Landscape Chair and Angela Donatelli as the Landscape Financial Manager. Motion passed unanimously.

Tina communicated that she met with the VP of EE to go over the contract and see what is being done versus what was contracted. EE began pruning last year and will continue to prune more in coming weeks.

Tina would like to get approval to use organic weed control on sidewalks and in tree saucers as other Fairlington Communities and Arlington County do. The President asked that EE send more specific details via email what the agent is they plan to use and a detailed indication that this work is in scope of the current contract.

Tina communicated that she has been working with the onsite manager regarding the tree removal proposals for top priority tree removal on King Street and blocking the completion of painting. The Treasurer asked if the proposal has been transmitted to the board. The management agent will send the two proposals by G&V and HeMAX to the board for an email vote to move forward. The Treasurer also asked the Landscape chair to send her recommendation to the board of which proposal she recommends. There was some additional discussion on which accounts this work will be charged to and in what year the removal and replacement will be charged. Tina recommends the G&V bid.

Pamela Rich asked if arborists were brought in as was proposed last year. The Secretary communicated that multiple arborists have done reviews and analysis of soil. All activities have been done in accordance with the recommendations and advice of the arborists.

Tina reached out to the county arborist and is actively creating a list of trees with dead limbs and issues for them to address.

Tina plans to put together a team of volunteers to remove low limbs on tree canopies and have EE remove the limbs the next time they come to service the Glen. Charlie, Vicky, Candace, and Angela will have a phone call to go over these details.

Court Representatives

No update.

Maintenance

No update.

Website

No update.

MANAGEMENT REPORT:

All items were voted on and approved earlier. The Treasurer thanked the management agent and onsite manager for updating the projects list with all current details.

NEW BUSINESS

None reported.

OLD BUSINESS

The Treasurer asked the management agent to reach out to our account about the reserve report for members this year and the 2019 tax statements.

Joy a resident in court 10 asked about opening the splash pool if the guidance changes from the commonwealth and the pool committee will continue to monitor this.

Joy asked if there was a better way to manage the recycling efforts in the Glen. The President asked her to please get her ideas in writing and send them to the board for the next meeting. The Treasurer asked she also reach out to our contractor Capital to see if they can offer us any alternatives or ideas to make this better.

EXECUTIVE SESSION

6.9.20.06 Motion. Moved to go into executive session at 7:56p.m. Motion passed unanimously.

The board reconvened in regular session at 8:22 p.m.

The board has no items requiring ratification from the executive session.

ADJOURNMENT: The meeting was adjourned by the President at 8:24 p.m.

The next scheduled meeting of the board is Tuesday, July 14, 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