

**DRAFT**

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**  
**July 14, 2020 Board Minutes**  
**Online via Zoom**

**ATTENDEES:** Charlie Robbins (President), William Layer (Vice President), Maynard Dixon (Treasurer) joined 6:36, Jeremy Wiedemann (Secretary), TJ Doyle (At-Large Member), Vicky Moore (on-site manager), and Candace Lewis (Cardinal Management).

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

**ENVIRONMENTAL UPDATE:**

The management agent communicated that a long-term settlement plan was finalized between the Glen and TBR Associates that included a monitoring plan and \$75,000 in legal fee reimbursement. The President asked that the management agent follow up with the Environmental Attorney on the expected timing of the reimbursement.

**RESIDENTS' FORUM:**

Residents attending: Susan Hunchar (court 10), Tina Collier (court 3), Hannah Lipps (court 10), and Seth Theuerkauf (court 6).

No matters were raised to the board during the resident's forum.

**BOARD MEETING MINUTES:**

**7.14.20.01 Motion.** Moved to approve the meeting minutes from the June 9, 2020 board meeting. Motion passed unanimously.

**BOARD MEMBERS' REPORTS:**

President –

The President noted this has been a stressful time over the past month as impacts of the COVID pandemic continue to cause hardships for people in our neighborhood and around the world. Overall things are going well in the Glen. Statewide Virginia is starting to show an uptick of cases which is being driven up by the coastal regions, as Northern Virginia's cases have remained constant or declined.

Vice President –

The Vice President had connectivity issues and thus did not have an update.

Treasurer –

The Treasurer had a number of items for consideration and voting:

**7.14.20.02 Motion.** Moved to approve the proposed 2021 Budget shown in Exhibit C of the Management Report, to be published in the August Glen Echo and then voted by the community via the November 5, 2020 annual meeting process. Motion passed unanimously.

**7.14.20.03 Motion.** Moved to approve the planning calendar, which is Exhibit D of the meeting packet. Motion passed unanimously.

The Treasurer asked the management agent to attempt to reserve a room for the annual meeting, and the management agent responded that the county is not currently accepting reservations for any facilities. The management agent also communicated that it would be possible to hold the annual meeting virtually based on information she received from legal counsel.

**7.14.20.04 Motion.** Moved to approve the updated onsite manager job description in Exhibit E of the meeting packet. Motion passed unanimously.

**7.14.20.05 Motion.** Moved to approve the Fennerty variance for a kitchen remodel at 4254 S. 35<sup>th</sup> St. Motion passed unanimously.

The Treasurer requested that the management agent and onsite manager solicit bids for a motion-sensor light to address the recent unwanted activities (gates vandalized and bikes stolen from patios) behind court 4.

The Treasurer asked the management agent to ask our accountant, Goldklang, to provide its final report on the audit of 2019 and its updated tax basis letter, for publication on our website and storage in the electronic records repository.

The Treasurer asked the management agent to have the Cardinal Accounting Team review some of the earlier 2020 monthly invoice files as he was seeing blank pages beginning at page 172 in the March 2020 and April 2020 files.

Secretary –

The Secretary communicated that the governor had announced earlier today that Virginia schools would be starting two weeks later than planned and would be 100% virtual through the month of October, which was in contract to Arlington County's initial plan to allow families to choose a hybrid in-person/virtual or 100% virtual learning approach.

At-Large -

The At-Large Member noted that the website signup mechanism for the pool has been performing well and been well received by residents. The At-Large Member continues to frequently update the Glen website ([fairlingtonglen.com](http://fairlingtonglen.com)) to ensure it as a good tool for communicating current information to residents.

## **COMMITTEE REPORTS:**

Pool

The Secretary gave the update for the pool committee. The committee is working to safely expand the number of residents who can use the pool – initially phase one allowed for 4 people at a time and initially in phase two, the committee was allowing for 16 users per slot. The committee plans to expand to 20 people per slot, will continue to monitor the usage and ensure it remains safe, and is considering another expansion, if it can be done safely. The pool committee has also expanded the number of times residents can sign up for weekly slots to use the pool. Pool slots are currently for 1 hour and 15 minutes and residents can reserve them online one day at a time five times a week (an expansion over the previous 4 times a week). The Glen pool committee has also been

helping to share our findings and opening information with other Fairlington association pool committees, who are also opening their pools in an attempt to communicate best practices.

## Landscape

Landscape chair Tina Collier gave her report to the board. Tina noted that the committee is doing well and has been meeting regularly with David from the primary lawn contractor, EE, to come up with a plan to address neglected tree and edge trimming and some of the other backlogged contracted services. The committee submitted a list of trees to the county that pose a potential risk or that appear “sick.” The committee also plans another round of trimming for trees on Glen property.

## Court Representatives

The President communicated that there had been an instance of vandalism in court 4 with one gate damaged, other gates entered, and two adult bicycles stolen. Due to this episode, the board is working at the request of the court 4 court rep to look into the feasibility of installing a motion light to deter future potential intruders.

## Maintenance

Seth Theuerkauf gave an update on his progress with a largescale project to clean the Glen’s slate roofs. Seth shared results of a roof survey he conducted that found roughly a third of the slate roofs in the Glen are in “poor” condition, half were in “good” condition and the remaining 1/6 are in “okay” condition. He also updated the condition of the demonstration roof that EcoTek cleaned, reporting that it still looks very good after roughly four months of additional time and wear. In the near future Seth plans to create a plan to test a “home owner grade” cleaner on a few overhangs he noted while conducting the survey. Seth also plans to reach back out to the contractor, EcoTek, to ask about an itemized quote that would allow the Glen to prioritize the work and split it over time. The Treasurer thanked Seth for the work on this and said that he would like to start some of this work beginning early in 2021.

The Treasurer reported that a new version of the maintenance manual has been released with more details on the handling of cables and wires. He is also actively working on a section to address the removal of paint from brick which will be published in the future.

## Website

No update

### **MANAGEMENT REPORT:**

The management agent brought forward a common area use permit for approval.

**7.14.20.06 Motion.** Moved to approve a common area use permit for an inflatable slide in court 15 at 4244 S. 35<sup>th</sup> on 7/24/2020 10AM - 5PM. Motion passed unanimously.

The onsite manager reported the paint contractors Kolas are ahead of schedule and hope to finish painting courts 13-16 around 7/22. The Kolas team plans to put fliers on doors to work with residents about scheduling time to paint front doors.

The onsite manager reported that the Tot Lot has a number of rotten and soft timbers. The onsite staff is able to do the work but is not having any luck getting the timbers they need and continue to look for the proper materials.

The onsite manager reported that G&V has finished the stump removal work they contracted to do and she plans to follow up with them on the plan for seeding any areas that were included in the contract. Tina Collier (Landscape chair) asked that we wait until the fall to reseed these area – the onsite manager planned to look at the contract and check with the vendor, but does not think that will be an option if they do the re-seeding.

The onsite manager reported that she is working with a locksmith on obtaining quotes for replacing both locks on the pool gate (front and rear).

## **NEW BUSINESS**

None reported.

## **OLD BUSINESS**

None reported

## **Miscellaneous**

The board approved a lighting replacement contract.

**7.14.20.07 Motion.** Moved to approve a contract for \$6,319.02 with PSE to retrench and replace carriage light lines in court 11. Motion passed unanimously.

## **EXECUTIVE SESSION**

**7.14.20.08 Motion.** Moved to go into executive session at 7:22p.m. Motion passed unanimously.

The board reconvened in regular session at 7:51 p.m.

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

**ADJOURNMENT:** The meeting was adjourned by the President at 7:53 p.m.

The next scheduled meeting of the board is Tuesday, August 11, 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