

**Fairlington Glen Council of Co-Owners**  
**NOTICE OF MEETING**  
**November 12, 2020 – 7:00 p.m.**  
**(Registration at 6:30 pm.)**  
**Virtually Online: [Zoom.us](https://zoom.us)**  
**Meeting ID: 824 5205 6984**  
**Passcode: 5244**

You are hereby notified that, pursuant to Article III, Section 4 of the Bylaws of Fairlington Glen Council of Co-Owners and state health regulations related to the COVID-19 virus, the 2020 Annual Meeting will be held online at the above date and time. The meeting will be chaired by Charlie Robbins, President of the Fairlington Glen Council of Co-Owners. The purposes of the online meeting will be:

(1) To record the presence of a quorum and the results of voting on: (a) whether the minutes of the 2019 annual meeting will be approved; (b) the proposed budget for calendar year 2021, (c) the election of two directors the Board; and (c) a poll of the members concerning the placement of lawn chairs in the common areas; and

(2) To give all our members an opportunity to discuss with the newly elected Board anything of interest to them concerning the operation of, and life in, the Glen.

See the next page below for instructions on logging into the meeting and registering.

A quorum consisting of over 25% of ownership interests is necessary to conduct business. All co-owners are strongly urged to participate by e-voting or to appoint proxy holders to represent their interests.

#### **VOTING**

Because this will be an online meeting, owners will not be able to attend the meeting in person and vote there as they could do in the past. You may vote electronically, or you may submit the enclosed proxy by mail before the meeting. **You do not need to mail a proxy if you vote electronically.** If one unit responds in multiple ways (e-voting, proxy, or attending the meeting), only the latest vote will be counted. If there is no quorum or the budget is not approved, we will have to arrange additional meetings.

**E-VOTING:** You may vote electronically **until the evening of Wednesday, November 11, 2020**, by accessing the website **[https : //vtnw. com/go/FG/](https://vtnw.com/go/FG/)** and entering the unique code mailed to you by Vote-Now.com.

**PROXY:** This announcement also includes a proxy that empowers a designee to cast the voting interest of a co-owner or to indicate votes to be cast by the secretary. ***The Board of Directors will be holding a drawing sponsored by Cardinal Management Group, Inc. to award a \$25 Visa gift card to two homeowners who vote by proxy and two homeowners in attendance (virtually).***

If you wish to vote by proxy, you can drop off your proxy at the maintenance office 24 hours prior to the meeting or you must mail the proxy to Cardinal Management at the address below. If you mail the proxy to Cardinal, it must **arrive no later than Monday, November 9, 2020**, at:

Fairlington Glen Council of Co-Owners  
ATTN: Rebecca Rosario  
Cardinal Management Group, Inc.  
4330 Prince William Parkway, Suite 201  
Woodbridge, VA 22192

**RULES:** The Annual Meeting will be conducted in accordance with parliamentary procedures as described in Robert's Rules of Order.

## **INSTRUCTIONS FOR LOGGING INTO THE MEETING AND REGISTERING**

- 1) Please Visit [Zoom.us](https://zoom.us) online**
- 2) Click Join A Meeting**
- 3) Enter Meeting ID: 824 5205 6984**
- 4) Passcode: 5244**

**\*You may also register in advance of the meeting.**

**Fairlington Glen Council of Co-Owners**  
**ANNUAL MEETING**  
Online Via [Zoom.us](https://zoom.us)  
Meeting ID: 824 5205 6984  
Password: 5244  
Thursday, November 12, 2020, 7:00 p.m.  
(Registration Begins at 6:30 p.m.)

**AGENDA**

1. Call to Order by the Pre-Meeting Glen President Charlie Robbins
2. Introduction to the Pre-Meeting Board Members
3. Appointment of Parliamentarian
4. Announcement of Who Verified Quorum and Results, Where the Evidence of Quorum and Votes May Be Inspected, and for How Long
5. Proof of Notice of Meeting and Quorum
6. Pre-Meeting President's Report – Charlie Robbins
7. Pre-Meeting Treasurer Summarizes and Answers Questions About 2021 Budget -- Maynard Dixon
8. Committee Reports
9. Voting results announced for 2021 Budget, Board Candidates, and 2019 Annual Meeting Minutes
10. Introduction to New Board Members
11. Award Four \$25 Gift Cards
12. Question and Answer Period
13. Adjournment

**PROPOSED MONTHLY ASSESSMENT SCHEDULE**

<b>Unit Type</b>	<b>% Ownership</b>	<b>2020</b>	<b>2021</b>
Arlington	.00379	\$536	\$554
Barcroft (I)	.00243	\$344	\$355
Barcroft (E)	.00250	\$354	\$365
Braddock (I)	.00195	\$276	\$285
Braddock (E)	.00202	\$286	\$295
Clarendon (I)	.00297	\$420	\$434
Clarendon (E)	.00304	\$430	\$444
Dominion	.00351	\$497	\$513
Edgewood (I)	.00263	\$372	\$384
Edgewood (E)	.00270	\$382	\$395

**Fairlington Glen Council of Co-Owners**  
**Annual Meeting**  
**Thursday, November 12, 2020**  
**Proxy**

Unit Address: \_\_\_\_\_ Model \_\_\_\_\_ Inside \_\_\_\_ End \_\_\_\_

I/We, the co-owner(s) of the unit above, hereby appoint \_\_\_\_\_ as my/our proxy to represent me/us at the Annual Meeting of the Fairlington Glen Council of Co-Owners, scheduled to be held on Thursday, November 12, 2020, at 7:00 p.m. (registration begins at 6:30 p.m.) online via Zoom, and any adjournment thereof. I affirm that this person is (a) my spouse or other family member, (b) my/our tenant, or (c) an eligible co-owner. If no name is indicated above, then the Secretary shall be my/our proxy.

If the proxy is someone other than the Secretary, then the proxy shall vote (1) in accordance with my/our votes indicated below or (2) if no votes are indicated below, then the proxy shall have the discretion to cast my/our vote(s) as he/she sees fit. If the proxy is the Secretary, and I/we do not designate my/our votes below, then the proxy shall be counted for quorum purposes only.

**Votes**

1. Shall the proposed budget be adopted? Yes \_\_\_\_ No \_\_\_\_

2. Election of the Board of Directors. Vote for no more than two. Voting for more than two candidates will cause all votes to be disallowed.

Maynard Dixon \_\_\_\_\_

Susan Hunchar \_\_\_\_\_

William Layer \_\_\_\_\_

[Write-In] \_\_\_\_\_

3. Shall the draft 2019 Annual Meeting minutes be approved? Yes \_\_\_\_ No \_\_\_\_

4. Should the Board of Directors develop a rule that would allow lawn chairs to be placed overnight in front of units during the warmer months of the year? The development process would consider details such as dates, style, location, number of chairs, and the adjustment of the landscaping contract to provide for such chairs and to pay the landscaper for any added work connected with them. The new Board would likely appoint a committee to work-out these details, including whether we should increase our landscaping budget to cover any costs incurred by the presence of chairs during mowing.

Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_  
Co-Owner Signature                      Co-Owner Name (print legibly)                      Date

\_\_\_\_\_  
Co-Owner Signature                      Co-Owner Name (print legibly)                      Date

Only one co-owner is required to sign and date this form. No witness is necessary. This proxy may be revoked at any time by the co-owner(s) by physically retrieving the proxy, or by otherwise communicating the revocation to the presiding officer.

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**  
**BUDGET NOTICE**  
**Thursday, November 12, 2020 – 7:00 pm Online Via [ZOOM.us](https://zoom.us)**  
**(Registration Begins at 6:30 pm)**

October 2020

The Fairlington Glen Board of Directors submits for your approval the 2021 draft budget for Fairlington Glen. The proposed 2021 budget calls for an increase in dues revenue of 3.3%. To preserve the Glen's high value and quality of life into the future, we must add funds for the part-time onsite manager that we hired this year, continue to add to reserves, and pay the increasing cost of maintaining aging assets. A detailed explanation of this budget and why additional reserves are needed was circulated in the August newsletter, which has been posted to our web site.

Because we must meet online due to COVID-19, voting will be different than it was in the past, when we could vote in-person or turn-in proxies at our meetings in the Fairlington Community Center. This year, instead, we will have to vote *before* the online annual meeting. Here is how it will work:

- (1) first, vote online or by proxy by the required deadlines; and
- (2) on November 5, 2020, log-in to annual meeting at 6:30 pm to register. The meeting will begin at 7:00 pm. Hear the results of the voting and to dialog with each other. **Visit [Zoom.us](https://zoom.us), enter Meeting ID: 824 5205 6984, Passcode: 5244 to join the meeting.**

\*More detailed instructions on how to vote are included in this package.

Voting online is user friendly and efficient. Each unit has a unique code — shown in the Notice of Meeting — that will allow you to vote using the web site <http://fairlingtonglen.vote-now.com>.

When you vote online, you may choose to associate one or more e-mail addresses with your account. This information will be used to update our "official" contact information, maintained by Cardinal Management. You may change your official contact information at any time during the year by contacting Candace Lewis, of Cardinal Management, at [c.lewis@cardinalmanagementgroup.com](mailto:c.lewis@cardinalmanagementgroup.com).

***The Board of Directors will be holding a drawing sponsored by Cardinal Management Group, Inc. to award a \$25 Visa gift card to two homeowners who vote by proxy and two homeowners in attendance (virtually).***

This letter is the only Glen-wide communication you will receive via the postal service. Other information about Fairlington Glen (including minutes from the 2019 Annual Meeting, minutes from all Board meetings, current and past issues of the *Glen Echo* newsletter, and most forms) can be found on our new website at [www.fairlingtonglen.com](http://www.fairlingtonglen.com). The Board also periodically sends out emails via the Glen Alert system. If you are not receiving these email messages, please sign up now. There is a link with instructions at the bottom of our website.

*Maynard H. Dixon*  
*Glen Treasurer*

**PROPOSED BUDGET 2021 + FEE SCHEDULE**

<b>MANAGEMENT</b>	<b>ACCOUNT</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>ACCOUNT</b>	<b>NAME</b>	<b>Balance After Audit</b>	<b>Budget</b>	<b>Budget</b>
	<b>INCOME</b>			
30100	Assessment Income	1,651,296.00	1,698,527	1,754,089
30270	Interest	53,191.72	44,594	52,655
30290	Bad Debt Recovery	0.00	1,482	1,652
30171	Late Fees	1,175.00	1,666	1,612
30190	Pool Income	429.00	325	368
30260	Misc. Income	0.00	80	80
	Subtotal (30171, 30190, 30260)			
	<b>Total Income</b>	<b>1,706,091.72</b>	<b>1,746,674</b>	<b>1,810,456</b>
	<b>ADMINISTRATIVE and MISCELLANEOUS</b>			
51020	Postage	0.00	311	244
51030	Office Expense	2,341.00	1,780	2,071
51031	Copying/Printing	0.00	2,072	1,453
51050	Training & Education	0.00	31	100
51250	Entertainment & Social	203.15	60	100
51500	Misc. Expense	1,752.95	1,945	2,185
51550	Misc. Administrative	4,447.39	4,814	5,232
51110	Auditing, Taxes, and Accounting	7,050.00	7,150	7,250
51090	Legal Fees	12,602.89	17,500	17,500
51092	Legal Fee Reimbursement	(798.00)	(2,625)	(2,450)
51120	Management Fee	77,554.56	79,106	66,781
51125	Management Schedule B	6,875.96	9,435	8,282
51000	Telephone & Related	4,098.85	3,692	4,313
	<b>Total</b>	<b>116,128.75</b>	<b>125,271</b>	<b>113,061</b>
71050	<b>INSURANCE</b>	<b>78,286.37</b>	<b>79,279</b>	<b>86,193</b>
	<b>EMPLOYEES</b>			
51137	Management On-Site			30,576
61420	Maintenance Payroll	98,454.39	97,614	101,777
61301	Fed. FICA Tax	5,988.93	6,052	8,206
61308	Fed. Medicare Tax	1,400.66	1,415	1,919
61302	VA Unemployment Tax	17.59	22	175

61303	Fed. Unemployment Tax	83.99	84	168
71070	Group Insurance [Health]	26,864.88	27,617	29,300
61300	Payroll Administration	6,969.27	7,181	9,742
61360	Uniforms	196.10	450	800
61431	Temporary Help	3,100.00	5,500	5,500
	<b>Total Payroll</b>	<b>143,075.81</b>	<b>145,935</b>	<b>188,163</b>
	<b>UTILITIES</b>			
71030	Electricity	9,700.66	10,000	10,100
71010	Water/Sewer	190,194.19	189,679	196,083
	<b>Total Utilities</b>	<b>199,894.85</b>	<b>199,679</b>	<b>206,183</b>
	<b>POOL COMPLEX</b>			
61150	Pool Contract	39,117.00	39,899	41,350
61145	Pool Repair and Maintenance	5,874.96	10,080	8,974
61156	Pool Furniture	1,751.85	1,600	1,750
51258	Pool Committee	2,141.48	2,700	2,500
	<b>Total Pool Complex</b>	<b>48,885.29</b>	<b>54,279</b>	<b>54,574</b>
	<b>LANDSCAPING</b>			
61180	Landscaping Maintenance Contract	69,638.53	69,639	71,110
61188	Tree Service [after 2018 -- work related to maintenance and reserve projects]	2,580.00	3,000	3,000
61557	Landscaping Non-Contract	33,600.80	37,000	41,000
61570	Landscape Replacement [Damage from Contractor Negligence or Weather]	6,154.38	3,500	4,166
	<b>Total Landscaping</b>	<b>111,973.71</b>	<b>113,139</b>	<b>119,276</b>
	<b>REPAIRS &amp; MAINTENANCE</b>			
61310	Exterior Painting	93,823.94	90,270	113,233
61284	Carpentry	57,531.86	30,406	40,589
61200	Property Repairs	24,235.28	32,000	32,000
61460	Roof Repairs	9,729.50	31,514	35,071
61010	Vehicle Expenses	771.70	965	952
61247	Playground Equipment	136.88	10,400	2,000
51106	Professional Fees	52,124.00	34,881	15,227
	<b>Total Repairs &amp; Maintenance</b>	<b>238,353.16</b>	<b>230,436</b>	<b>239,072</b>
61370	<b>DAMAGE CLAIMS</b>	<b>25,538.30</b>	<b>28,848</b>	<b>9,825</b>
	<b>SERVICES PROVIDED MAINLY BY CONTRACT</b>			

61240	Exterminator	3,728.00	3,490	3,395
61581	Snow Removal	8,465.94	9,077	9,047
61250	Trash Removal	68,216.08	68,839	68,953
	<b>Total Contracts</b>	<b>80,410.02</b>	<b>81,406</b>	<b>81,395</b>
50400	<b>BAD DEBTS EXPENSE</b>	<b>1,258.00</b>	<b>3,453</b>	<b>3,179</b>
	<b>INCOME TAX ACCOUNTS</b>			
71140	Income Taxes	<b>12,137.00</b>	<b>9,365</b>	<b>15,270</b>
95000	Provision for Income Taxes			
	<b>TOTAL EXPENSES</b>	<b>1,055,941.26</b>	<b>1,071,090</b>	<b>1,116,191</b>
	<b>RESERVE CONTRIBUTIONS</b>			
90000	Replacement Reserve	631,956.00	631,955	648,480
90005	Replacement Reserve Interest	42,021.46	35,229	37,385
	Contingency Reserve Accounts Used			
90032	--Transfer to Reserves Phase II			
90061	--Contingency Reserve	8,400.00	8,400	8,400
	<b>Total Reserve Contributions</b>	<b>682,377.46</b>	<b>675,584</b>	<b>694,265</b>
	<b>GRAND TOTAL EXPENSES</b>	<b>1,738,318.72</b>	<b>1,746,674</b>	<b>1,810,456</b>
	<b>BALANCE OF INCOME AND USES OF INCOME ( - DEFICIT)</b>	<b>(32,227.00)</b>	<b>0</b>	<b>0</b>

### PROPOSED FEE SCHEDULE

Unit Type	% Ownership	2020	2021
Arlington	.00379	\$536	\$554
Barcroft (I)	.00243	\$344	\$355
Barcroft (E)	.00250	\$354	\$365
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Clarendon (E)	.00304	\$430	\$444
Dominion	.00351	\$497	\$513
Edgewood (I)	.00263	\$372	\$384
Edgewood (E)	.00270	\$382	\$395



## Fairlington Glen Board Candidate Profile Maynard H. Dixon, Jr.

### Fairlington Glen Activities (1974 - Present):

Resident since 1974. Court representative — court 3 in 1980's and court 16 since about 2002. Chaired the Court Representatives Group (2006-2010). Chaired Committee on Voting Procedures, which developed rules for voting at Glen annual meetings (2008). Finance Committee (2011). Edited the *Glen Echo* (2011). Served on the Board as Treasurer since 2011, seldom missing a meeting.

### Board Service (2012 - Present):

As Treasurer, I have prepared and explained in detail budgets, emphasizing the augmentation of our reserves. Reorganized the budget to make it easier for Glen co-owners to audit expenses using the ledgers and the invoice records. Developed an easy-to-use budget and dues computation spreadsheet. Board contact person for annual audits. Checked invoices each month to ensure that expenses were valid and posted to the proper accounts. Worked extensively on the 2013 and 2018 reserve studies. Active on maintenance committee. Authored comprehensive Glen Maintenance Manual. Oversaw online storage of Glen archives under Microsoft SharePoint. Developed computerized staff work log, parking spaces plat, and system for tracking Glen violations with photo links to cloud storage.

### Where We Should Go from Here:

Maintenance. The Glen should continue to make aggressive use of preventive maintenance, especially for painting, in order to keep small problems from developing into bigger ones.

Reserves. The Glen's reserves currently fund only about 33% of its replacement cost needs. When the Glen was redeveloped as a condominium in 1974, it inherited roof, sewer lateral, and brick assets that were already 25 years old. The Glen inherited no replacement reserves from the developer and, until recently, had no organized plan bring reserve levels up to accrued depreciation. (Inadequate reserve funding is common to all the Fairlington communities, but the Glen's position has been improving and now compares quite favorably as to association reserves per unit.)

I would like to see the Glen gradually move toward, and eventually attain, full funding of its replacement reserves. Full funding would avoid the sudden, large dues increases or special assessments that would otherwise be necessary to avoid asset degradation as the Glen continues to age. Full funding can be a selling point for home buyers. It can also act as an insurance policy in the event of natural or man-made disaster. Full funding gradualism is a realistic goal, according to the Glen's 2018 reserve study.

The Glen should continue to avoid investing its reserves in speculative financial assets.

Landscape. The Board should take special care to recruit and support a Landscape Committee chair who is willing to learn about landscaping in the Glen and able to plan-out a budget and live within it. The Glen should continue its current policy of preserving existing trees unless there are disease or safety problems.

The most controversial landscaping and aesthetic issues should be decided, as much as practicable, by impartial and accurate polling of the community.

## CANDIDATE PROFILE 2020

Name: Susan N. Hunchar	Phone: 703-402-3228 (cell)
Address: 4327 36 <sup>th</sup> St. South	E-Mail: shunchar@hotmail.com

### **Fairlington Glen or Other Fairlington Village Experience:**

I have lived in Fairlington Glen Court 10 since Nov. 1986. A Board member from Nov. 2012 to Nov. 2015, I served as At-Large Member, Secretary and Vice-President. While Secretary in 2014, I was Board liaison with the Tot Lot Committee for the new tot lot that was installed in 2014.

I was the Court 10 Representative to the Buildings & Grounds Committee (B&G), the predecessor of the Court Representatives Committee, from 1987–2002 and I co-chaired B&G from mid-1996-2002. I and two other residents revised and edited the Glen Handbook in 1999 and 2015.

### **Relevant Background:**

A librarian and information analyst from 1968–2000, I specialized in law, business, economics and international finance and development information and research. My career was with the US government (Dept. of Defense, Federal Trade Commission and Dept. of Justice Antitrust Div.), the International Monetary Fund and the World Bank. I managed multicultural staffs as well as budgets.

### **Strengths You Would Bring to the Board:**

I have excellent organizational skills and am detail-oriented. Team-building and customer service are also my strengths. I am a team player and have high expectations of myself and others for accomplishing tasks and duties. My experience in project, contract and personnel management will be helpful and I believe it is important for our Board to communicate with residents.

## CANDIDATE PROFILE

Name: Wm. Layer

Phone: 703-933-9197

Address: 4110 36<sup>th</sup> St South

E-Mail: wlayer@aol.com

Fairlington Glen or other Fairlington village experience:

Presently VP Glen Board

Relevant background:

Licensed real estate agent, New York

Senior staff officer USAR

As a candidate, what strengths would you bring to the Board?

Past experience, knowledge of design. Member, National Building Museum, Member, National Trust for Historic Preservation

Hands-on experience in historic restoration

## **DRAFT\_ROUND 1**

# **FAIRLINGTON GLEN COUNCIL OF CO-OWNERS Annual Meeting Minutes Fairlington Community Center November 7, 2019**

**ATTENDEES:** Charlie Robbins (President), William Layer (Vice President), Jeremy Wiedemann (Secretary), Maynard Dixon (Treasurer), TJ Doyle (At-Large Member), Candace Lewis (Cardinal Management), and approximately 16 co-owners.

### **CALL TO ORDER AND INTRODUCTION OF BOARD**

The President called the meeting to order at 7:02 p.m. It was established that a quorum (30.165%), defined as at least 25%, was present by proxy, electronic vote and in person. The board was introduced.

### **APPOINTMENT OF THE PARLIAMENTARIAN**

Maynard Dixon was appointed parliamentarian. Robert's Rules of Order would be followed.

### **PROOF OF NOTICE OF MEETING**

The President reported that the notice of the annual meeting of the Fairlington Glen Council of Co-Owners was mailed on or about October 21, 2019, to all co-owners of record in accordance with the Virginia Condominium Act.

### **SELECTION OF INSPECTORS OF THE ELECTION**

Susan Hunchar and Jay Yianilos were appointed Inspectors of the election.

### **PRESIDENT'S REPORT**

The President reported that the Glen had stayed on budget and avoided major disasters while continuing to perform maintenance on our aging infrastructure and contributing to reserves. The President noted that the severe swings in weather continue to drive unexpected landscape repair work. The President also talked to some of the cultural changes we are experiencing from scooters on the sidewalk to significant rise in real prices and demand thanks to all the new employers who have announced they are moving into the area. In closing, the President reiterated that Arlington, Fairlington, and the Glen continue to be a great place to live.

### **2019 BUDGET PRESENTATION**

The Treasurer summarized the board's proposed budget for 2020 and explained why he believes the Glen should continue its progress toward fully funded reserves. The Treasurer explained the planned 2.8% increase in association dues and showed how the board was able to keep it at this level (which is similar to the prior year). The Treasurer also announced that the 2019 update to the reserve study will be available in the documents section of the website and thanked co-owner Bill Worsley for his contributions to this important document.

### **PRESENTATION OF BOARD CANDIDATES**

The President named himself as the one candidate for the one vacant board position.

## **VOTE ON 2020 BUDGET, CANDIDATES and 2018 MINUTES**

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

### **COMMITTEE REPORTS**

Lori Derkey reported that she and Carol Goodloe would be the new co-chairs of the Pool Committee. Lori noted that there would be a meeting of the Pool Committee on November 20, 2019 to discuss the proposal to install a new semi-permanent shade structure at the pool.

Joey Seich reported that the Website has been updated to reflect changes and new documents that the board continues to generate. The board used this as an opportunity to thank Joey for the work she put into building and up keep of the new Fairlingtonglen.com website.

The President thanked the B-Building Renovation Committee for the work they did in investigating and implementing updates to all of the B-Buildings in the Glen.

A resident raised a question on the scope of the Maintenance Committee (which the board is trying to actively stand up). The Treasurer answered that the Maintenance Committee will be responsible for surveying the shared structures for potential repairs, managing the existing projects list, prioritizing the on-site staff's duties, and evaluating repair contracts prior to work and results of the contracted activities after the work.

A resident raised a question about what can be done to enforce the Glen Handbook Rules Violations they observe. The Treasurer explained that residents can communicate with either a court rep or to the management agent directly and noted that contact information for all reps and the management agent is available in the contacts section of the website.

A resident raised a question about the importance of fully funding reserves. The Treasurer and the Secretary explained to the resident that, when an association's reserves are fully funded, they will be sufficient to enable it to replace all depreciable assets at the end of their useful lives.

### **OLD BUSINESS**

None reported

## **VOTE ON THE 2020 BUDGET, CANDIDATES AND THE 2018 MINUTES**

The President announced the results of the vote for the 2020 budget, board of directors and approval of the 2018 annual meeting minutes.

- 1) The 2020 budget was approved by a vote of 28.303% of voting interest (97% of votes cast)
- 2) Charlie Robbins was elected by a vote of 28.263% of voting interest (95% of voted cast)
- 3) Minutes of the 2018 annual meeting were approved by a vote of 29.233% (97% of votes cast)

The meeting was adjourned by the President at 7:57 p.m.

Respectfully submitted,

Jeremy Wiedemann

Secretary