

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**

**October 14, 2020 Board Minutes**

**Online via Zoom**

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

**CALL TO ORDER:** The meeting was called to order at 6:39 by the President via Zoom. The meeting day was shifted from Tuesday to Wednesday due to schedule conflicts.

**ENVIRONMENTAL UPDATE:**

There was no environmental issue update.

**RESIDENTS' FORUM:**

Residents attending: Susan Hunchar (court 10), Tracy Van Atta (court 8), Patrick Prisco (court 8), Ellen McDermott (court 14), Seth Theuerkauf (court 6), and Mike Wells (court 7).

Susan Hunchar (court 10) asked about the status of the plan to reconstruct and repave the parking lot in court 10. The management agent said REI has a contract to solicit bids for the project.

Patrick Prisco (court 8) asked about the ability to change the bylaws to transfer all responsibility for remediating a sewer backup to the association. The President and Treasurer communicated how changing bylaws would require a change to the master deed which would require a supermajority vote from all co-owners. The Treasurer also defended the bylaws as they are now written. The management agent and board also recommended Mr. Prisco speak to the court rep for court 8 to ensure that all residents sharing the same sewer main are aware of the backup and are careful not to put any objects except for toilet paper into the sanitary sewer.

Tracy Van Atta (court 8) asked if there was any work being done to improve the privacy hedges along King Street. The management agent and the Secretary communicated that several of the landscape contractors participating in the pre-bid walkthrough offered multiple suggestions for addressing trees dying. The landscape chair has also reached out to both Arlington and Alexandria for potential assistance with handling run off from King Street as an abundance of water seems to be part of the problem.

**BOARD MEETING MINUTES:**

**10.14.20.01 Motion.** Moved to approve the meeting minutes from the September 8, 2020 board meeting. Motion passed unanimously.

**BOARD MEMBERS' REPORTS:**

President –

The President communicated that the Glen continues to survive as we go through this complicated time and we continue to expect that more people will be working and schooling at home for the foreseeable future.

The President reminded the community that the annual meeting will be coming up in November and although the meeting will be virtual this year, we still need owners to vote online so we can reach a quorum. The meeting date has been moved to Thursday, November 12<sup>th</sup> at 7 PM via Zoom. Meeting information is available on the Fairlington Glen website <fairlingtonlen.com>. Finally, the President reminded everyone to vote in the national and local elections coming up on Tuesday, November 3<sup>rd</sup>.

Vice President –

The Vice President was absent from the meeting.

Treasurer –

The Treasurer had several motions for voting, approval, and ratification:

**10.14.20.02 Motion.** Moved to approve the snow removal contract with NVM Contractors which was included as exhibit C in the management report. Motion passed unanimously.

**10.14.20.03 Motion.** Moved to approve the carpentry contract with Kolas as presented in the management report exhibit D in the amount of \$20,800. The board also instructed the management agent to work with Kolas to determine the best path forward to repair the additional columns that were not included in the original bid (court 16 4318 and 4320 35<sup>th</sup> Street). Motion passed unanimously.

**10.14.20.04 Motion.** Moved to approve an annual contract with Covenant Pest Management in the amount of \$2,975 plus any additional spot work as approved, as shown in management report exhibit E. Motion passed unanimously.

**10.14.20.05 Motion.** Moved to ratify the earlier online vote to move forward with the Ecotek Proposal to soft clean roofs and painted surfaces in courts 1-5 next spring prior to painting in the amount of \$17,000. Motion passed unanimously.

**10.14.20.06 Motion.** Moved to approve a motion to have Morgan Stanley invest reserve money directly back into laddered CDs as prior CDs have come to full maturity and not been reinvested. *The management agent shall call, and send a formal letter to, our account executive at Morgan Stanley admonishing him to study the liberalized investment guidelines that were approved at our September 2020 Board meeting and to proactively and periodically cooperate with the Glen's management (initial computation) and Treasurer (final sign-off) to ensure that the funds that are permitted to be invested under this resolution -- funds exceeding (\$150,000 + what will be needed to meet contracted obligations in the near future) – are actually invested.* Motion passed unanimously.

**10.14.20.07 Motion.** Moved to approve a revised Handbook (revisions listed in the preface) that clarifies rules and includes additional blanket variance clauses. Motion passed unanimously.

**10.14.20.08 Motion.** Moved to ratify the earlier online vote to allow the annual meeting to be held online and adjust the proxy and voting procedures to a virtual model due to the pandemic. Motion passed unanimously.

Secretary –

The Secretary communicated that there was a variance application that needed approval.

**10.14.20.09 Motion.** Moved to approve the variance for 3542 S. Stafford kitchen renovation. Motion passed unanimously.

The Secretary also noted that the online ballot has been corrected now on his phone to allow co-owners to choose two candidates for the upcoming board election.

At-Large -

The At-Large Member explained that he will continue to communicate via online email blasts to ensure we reach quorum.

### **COMMITTEE REPORTS:**

Pool

The Secretary noted that the pool has been closed, covered, and winterized and the premium account services with signup.com have been suspended so the association will not continue to be billed while the pool is not in use. The management agent noted that an external shed will be assembled outside to store gas containers as the smell inside the maintenance building has been more than the exhaust fan is able to remove.

Landscape

Landscape chair Tina Collier was not in attendance and the management agent gave an update on the current bid submission period underway. Last week several landscape company reps were onsite for a pre-bid walkthrough of the Glen's grounds and a Q&A session prior to submitting bids. The bid submission period is scheduled to end October 22<sup>nd</sup> with the Landscape committee reviewing and clarifying any bids with the management agent prior to presenting consolidated materials and a recommendation to the board by November 10, 2020.

Court Representatives

Court Rep chair Mike Wells reported that there were no incidents or complaints directed to the group this month. The President noted that he plans to reach out to the court rep chair with messaging for them to share with co-owners reminding them to vote online or by mail prior to the annual meeting.

Maintenance

Maintenance committee member Seth Theuerkauf noted that he plans to continue to formalize the roof survey, which shows the slates in need of cleaning, as this is needed when planning future work. The Secretary communicated that there has been more graffiti showing up around the Glen and the management agent said that the onsite staff has materials to remove this and will continue to be on the lookout for new marks.

Website

No update

**MANAGEMENT REPORT:**

Ben Mengstab the new onsite manager began working this week and will have a set schedule beginning next week. The Treasurer asked if there would be any changes required to the accounting systems with the new manager and the management agent stated no changes are necessary.

**10.14.20.10 Motion.** Moved to hire former co-owner Jason Yianilos to create the Glen Echo newsletter at a rate of \$150/month for one year. Motion passed unanimously.

**NEW BUSINESS**

The Treasurer will be creating a survey for the installation of a security light and will work with the new onsite manager to get this circulated to co-owners in court 4.

**OLD BUSINESS**

None reported.

**Miscellaneous**

None Reported.

**EXECUTIVE SESSION**

**10.14.20.11 Motion.** Moved to go into executive session at 7:38 p.m. Motion passed unanimously.

The board reconvened in regular session at 7:55 p.m.

There were no items from executive session requiring ratification.

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

The next scheduled meeting of the board is Tuesday, November 10, 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