

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

December 15, 2020 Board Minutes

Online via ZOOM

ATTENDEES: Charlie Robbins (President), Jeremy Wiedemann (Vice President), Maynard Dixon (Treasurer), TJ Doyle (At-Large Member), Susan Hunchar (Secretary), Candace Lewis (Cardinal Management), Ben Mengstab (Onsite Manager)

CALL TO ORDER: The meeting was called to order at 6:30 by the President via Zoom.

RESIDENTS' FORUM: Attendees: Jay Yianilos (The Glen Echo editor); Tina Collier (Landscape Chair; Court 3); Angela Donatelli (Court 6); Ms/Mr Davnie-Easton (Court1)

No issues were raised during the Residents' Forum.

BOARD MEETING MINUTES:

12.15.20.01 Motion. Moved to approve the meeting minutes from the November 10, 2020 Board meeting. Motion passed unanimously.

12.15.20.02 Motion. Moved to approve meeting minutes from the November 12, 2020 Board Organizational meeting. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President: The President was pleased with the successful annual meeting. He also noted that Glen residents continue to care about the Glen and their neighbors during these difficult times. He hopes that this continues as we progress into the end of Covid.

Vice-President: The Vice-President thanked Ben Mengstab , our Onsite Manager, for his finding appropriate locks for the pool gates and also for following up on many items this month for which residents are appreciative.

Treasurer:

12.15.20.03 Motion to grant the usual holiday bonus of two weeks salary to onsite staff, Nelson & Maria. Motion passed unanimously.

12.15.20.04 Motion to increase the salaries of Nelson & Maria by the budgeted 2% for 2020/2021. Motion passed unanimously.

12.15.20.05 Motion to revise 2021 budget item Account 61180 Landscape Contract Maintenance from \$71,110 to \$86,478 (including \$10,400 for photinia & tree trimming which is

now included in the Professional Grounds contract) and Account 61557 Landscape Non-Contract \$41,000 to \$25,632. Motion passed unanimously.

The Treasurer and Management Agent will meet in early January 2021 to discuss handling salary increases and bonuses for Cardinal employees working at the Glen and there will be an agenda item for the January 2021 Board meeting to discuss handling salary increases and bonuses for the Onsite Manager.

The Treasurer also requested a meeting with REI and the Management Agent in early January concerning the backlog of items for which REI is responsible. The Management Agent will schedule a meeting. Paving work, water-testing, gutter cycle, another tier of brickwork repair/replacement are still outstanding.

Secretary:

12.15.20.06 Motion to ratify the earlier online vote for a variance request for 3536 S. Stafford St. by Deborah Kyle and Jay Farrar for (1) conversion of attic space to a bedroom, bathroom and walk-in closet, (2) remodel kitchen and (3) installation of recessed lighting in living and dining rooms. Motion passed unanimously.

12.15.20.07 Motion to ratify the earlier online vote to approve the Travelers Insurance claim E958692 payout of \$8095.18 to Rebecca Young at 4216 S. 35th St. unit A2 for water damage caused by Unit B2's hvac system leak. Motion passed unanimously.

At-Large Member:

The At-Large member asked about the President's drafting a document explaining communication within the Glen to Glen residents and owners so that they know where to easily find information to answer some questions about Glen life. It will be one page/both sides: front page will have references to information sources such as the handbook, the website and court reps and side 2 will have the list of Glen contacts. Paper copies of this will be distributed door-to-door.

The At-Large member will investigate having a password-protected section on fairlintonglen.com for owners/residents only.

COMMITTEE REPORTS

Pool Committee: Jeremy Wiedemann

Ben and Jeremy have found new locks for the main pool gate and the back entrance that will accommodate those who need access. The pool was covered at the end of our season; so, debris is being kept out. Last year there were a lot of repairs/replacements done; so, this year should not have anything major beyond the typical annual work to open the pool.

Landscape Committee: Tina Collier

The large planting project was Dec. 9 and 10. Two outside workers planted 100+ shrubs. Most plantings were done at entrances to or between courts for attractive entrances. Concern was raised by the Management Agent and the Board about landscape budget overruns; remaining planting/beautification is halted until budget issues are resolved.

Court Reps Committee: Vice President reported

The Court Rep chair and court reps are doing a good job of communicating with residents.

Maintenance Committee: Treasurer reported

Onsite Manager to get estimate from Ecotek for soft-washing of roofs, wood including moldy wood in Courts 1-4 prior to the planned painting in those courts.

REI is to inspect for spot roof & gutter work needed in Courts 13-16. Management Agent suggested getting packaged bid to have that work done for Courts 1-4 as well as 13-16. Then a comparison will be made as to what should be done in 2021. Better pricing may be available for more units.

REI is to get bids for brick work.

MANAGEMENT REPORT

The Management Agent will be off during the holidays and Cardinal offices will close early on Dec. 24 and close on Dec. 25.

The Management Agent reviewed the snow work by NVM for our parking lots and by our onsite staff and additional outside help. Nelson coordinates the work and workers, there are enough supplies onsite and equipment has been checked. Nelson will have access to funds to pay outside help. Nelson's temporary helper, Julio, is not included in snow workers.

The Onsite Manager is expecting proposals for providing adequate drainage in various courts from Professional Grounds and Hemax Construction & Landscaping.

NEW BUSINESS - None

MISCELLANEOUS

President gave instructions for getting his signature on documents.

Secretary congratulated the Management Agent for two awards by the Washington Metropolitan Chapter of Community Associations Institute.

Secretary noted that there have been complaints about owners' contractors beginning work at 7:00 am. The Editor of The Glen Echo will be asked to have an item in the next issue.

EXECUTIVE SESSION -None

ADJOURNMENT - The meeting was adjourned by the President at 7:29 pm.

Respectfully submitted,

Susan Hunchar, Secretary

The next scheduled meeting of the board is January 12, 2021 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.