

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

January 12, 2021 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), Lorraine Robinson (Cardinal Management).

CALL TO ORDER: The meeting was called to order at 6:31 p.m. by the President via Zoom.

RESIDENTS' FORUM: Tina Collier (Court 3, Landscape Committee Chair); Seth Theuerkauf (Court 6); Mike Wells (Court 8; Court Representative Chair); Ellen McDermott (Court 14); Jay Yianilos (The Glen Echo editor)

Ellen McDermott reported a possible attempted break-in on S. Stafford St. this morning (Jan. 12, 2021). Police were called. Ellen will notify the Board and Candace if she has more information.

Mike Wells – see Court Representatives Committee Chair

Seth Theuerkauf asked for guidance concerning county building permits, variance, structural engineer reports and other items and timing for a kitchen renovation. The Vice President gave him basic process information and will speak with Seth privately about details.

Jay Yianilos suggested that the Board and committee chairs send him meeting and activity notices to include in The Glen Echo. The Board complimented Jay on the January issue being referenced in a Facebook post about Glen information.

BOARD MEETING MINUTES:

01.12.21.01 Motion. Moved to approve the meeting minutes from the December 15, 2020 Board meeting. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President: The President was very pleased about getting through holidays and having nice decorations. The trying times continue with civility and understanding with neighbors and hopes these continue with the trying times ahead of us. He explained the County COVID-19

vaccine situation and advised paying attention to acting quickly to get an appointment for vaccine. He is looking forward to Spring possibly relieving stresses of COVID and thanked the community for preserving congeniality.

Vice-President: The Vice-President complimented Jay Yianilos for the January The Glen Echo and a Facebook posting about using The Glen Echo and the website for information. He commented that the Glen has returned to post-holiday time.

Treasurer: The Treasurer asked the Management Agent if the Resale Disclosure document now includes the portions of the Bylaws pertaining to owner responsibility that were approved for inclusion at the November 10, 2020 Board meeting. The Management Agent will check.

01.12.21.02 Motion. Moved to approve revised proposal from Ekotec for soft washing certain roofs and wood trim in Courts 1-5 for \$18,298 that was included in Management Report Exhibit D. Motion passed unanimously.

Water drainage proposals as mentioned in the Management Report Exhibit E require more information and study. Areas are common areas: behind 4317 S.36th St. Court 10 and Tennis Court, behind Maintenance Shed & Office 3546 S. Stafford St., in front of 4103-4111 S. 36th St. Court 4, behind 4244-4240 S. 35th St. Court 15. The issue has been tabled until the Feb. 2021 meeting.

Secretary: The Secretary reported that Thora Stanwood (Court 2) is updating the Welcome Package.

She asked about the status of Court 10 parking lot repairs and was told that Court 10 is included in the parking lot replacements to be discussed with REI later this month. The Treasurer commented that, as in 2010, there is the possibility of denial by the County, but that the County afterwards approved the replacement of Court 14.

At-Large Member: The At-Large Member is pleased that residents are using the website and The Glen Echo for information. He recommended that Glen residents subscribe to the Arlington County Alert system and other county social media to keep current with County announcements that affect residents.

COMMITTEE REPORTS

Pool Committee: The Vice-President reported that the new pool gate locks had not yet been received. The Management Agent will contact REI about the order.

The Management Agent reported that Atlantic Pools had requested some information and it was provided. The Management Agent suggested exploring ways to market the pool and recruiting lifeguards. She will provide labels and envelopes for the 2021 activity passes to the Committee.

The President suggested that Atlantic Pools be asked to let us know what we can do to help as soon as possible in order to support their work.

Landscape Committee: Chair reported that she has winterized the plants that have not yet been planted and that three people responded to the article in the January The Glen Echo asking for volunteers for the committee. The new members are Joy Bickelhaupt (Ct. 10), Rachel Meituen (ct. 5) and Alan Bow, Jr. (Ct.1). There are four upcoming projects for the Spring including perennials and spring flowers.

The Board and Management Agent presented the responsibilities of the committee and emphasized the importance of licensed vendor proposals for Board approval. The Committee is responsible for the discretionary budget aspects such as plantings and the Onsite Manager is responsible for the contractual aspects such as mowing, etc. being done by Professional Grounds (ProGrounds), our new contractor. The President asked the Chair to report to the Onsite Manager any shortcomings of ProGrounds she notices.

Court Representatives Committee: Chair asked for status of actions reported concerning toys being left outside overnight in common areas and damage to trees in Court 8. The Onsite Manager will contact the Court Rep, Barbara Dean for information and report back to the Board.

Maintenance Committee: Chair had nothing to report.

The Vice President asked about reporting dangerous county sidewalks. The Management Agent reported best to report via the county's website.

MANAGEMENT REPORT

As of January 5, 2021 there were 24.15% of Fairlington Glen's owners with offsite addresses.

The group insurance package with NFP was renewed in January 1, 2021 for \$2651.98 per month and noted that during this year the onsite staff coverage will be reduced due to the end of their dependent coverage.

The FHA recertification will be renewed in May. Legal counsel will start the renewal process. Recertification will now be every three years instead of every two.

UNFINISHED BUSINESS:

01.12.21.03 Motion. Moved to approve the revised paint specifications including the new caulking material for Courts 1-4, as shown in the attached Appendix. Motion approved unanimously.

NEW BUSINESS:

01.12.21.04 Motion. Moved to approve Maynard Dixon & Jeremy Wiedemann as bank signers on the Reserve Account. Motion passed unanimously.

MISCELLANEOUS:

Tina Collier (Court 3) asked about having touch up painting of new trim in B Buildings. Onsite Manager reported that touch ups are being done by onsite staff.

EXECUTIVE SESSION:

01.12.21.05 Motion. Moved to go into executive session at 7:12 p.m. Motion passed unanimously.

The board reconvened in regular session at 7:42 p.m. No motions from the executive session required ratification.

The Board will continue to study legal and other aspects of electric vehicle charging stations in the Glen.

The Glen's attorney(s) clarified that the Fairlington Glen owns the triple tennis court; that there is an easement agreement with Fairlington Meadows giving the Glen the right to have an amenity on their part of their property; the Glen is responsible for maintenance and upkeep; the tennis courts are for use of the Glen and its residents and use by the Meadows could be allowed if the Glen Board wished to do so; that they/he does not believe the Meadows has responsibility in regard to contributing to the Glen reserve fund for the amenity; as to who owns the part in the middle and what are their rights, the area was originally platted as a street

but a street was never approved/constructed by Arlington; so, technically the County but any efforts (in their opinion) to “vacate” the street at this date are not worth the trouble.

Per the original Dedication (see pg 3 of the “Original Dedication and Easement Reservation”), the original owner of what would become Fairlington reserved for itself and its successors a portion of the property (Fairlington Section 1) that would later become Fairlington Meadows for play and recreation. The Dedication was essentially agreeing that the streets and roads would be public. The reservation of the right to use the area (including the street) was until the County decided to construct the portion of South 35th Street that originally was platted to exit into Seminary Road (now Quaker). Obviously that never happened.

This easement area was specifically excluded (“less and except”) from the Master Deed of the Meadows (see pg 58 of the Meadows Master Deed) and specifically added to the Master Deed of the Glen (see pg 51 of the Glen Master Deed).

And on pg 21 of the Meadow Master Deed the Easement area is denoted.

It is unclear why the original owners or subsequent developer did not modify the boundary lines but the guess is that they believed that the express references in the Master Deeds of both condominiums addressed the same sufficiently.

ADJOURNMENT: Meeting was adjourned by the President at 7:43 p.m.

Respectfully submitted,

Susan Hunchar, Secretary

The next scheduled meeting of the Board is February 9, 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.

Exclusions

- **PVC Surfaces.**
- **Stainless Steel or Terne-Coated Grey Steel Roof Metal** – This group of courts has some of this newer roof metal, and some of it may have been improperly painted in the past. Any such metal that has been painted will have any loose red paint scraped-off the metal and nothing else done:
- **Factory Coated Red Flashings.**
- **Bakelite Gutters and Down Spouts.**
- **Black Vinyl Shutters.**
- **Vinyl-Covered Window Frames and Sills.** If they have been improperly painted in the past, scrape off any loose or peeling paint and do nothing more.
- **Aluminum Capping Where Original Factory Paint Is Not Peeling.** Where the original factory paint is not peeling and paint was improperly applied in the past, gently scrape-off any loose or peeling paint and do nothing more.

Surface Preparation

- **All surfaces:**
All surfaces must be dry before painting.

In order to proceed to the painting of any surfaces, remove oil, dirt, mildew, dust, chalk, and any foreign material or other contaminants that would adversely affect adhesion or appearance.
- **Exterior wood surfaces:**
Loose, peeling or improperly bonded paint to be hand-scraped, clawed, or sanded. Edges of remaining old paint to be lightly sanded. No surface to be power-sanded, burned, or dry-sanded.

Surfaces will be solvent-washed and, where necessary, power-washed.

All bare, weathered, chalky, or eroded surfaces, to be primed, using an exterior wood-penetrating alkyd/oil primer.
- **Testing of doors:**

Wooden doors will be tested to determine whether the surface was last painted with oil-based or latex. If the paint was latex, the doors will be primed with an oil-based primer before being painted with oil-based paint.

- **Front doors of B buildings:**

Prior to painting, the front doors of the apartment buildings (B buildings) at the following addresses will be thoroughly sanded down and spackled as necessary to fill holes and gouges, and primed with an oil-based primer:

Court 1	3501 front door
Court 2	3537 front door 3545 front door 3551 front door
Court 3	3563 front door 3571 front door 3581 front door
Court 4	4123 front door

- **Concrete window wells:**

Loose or peeling paint to be scraped off. Any surface dirt to be removed that would adversely affect adhesion of paint.

- **Black metal surfaces:**

Metal window well grates to receive a wiping primer coat of Penetrol before finish coat.

- **Roof metal:**

Bare roof metal that is to be painted (see Exclusions) to be primed first with appropriate primer.

- **Caulk:**

No caulk to be applied over old failing caulk. Remove deteriorated caulk or sealant and reapply superior quality elastomeric latex caulk, such as perhaps Big Stretch. Allow minimum of 6 hours before painting.

Finish Coat

- All surfaces (wood, concrete, black metal, roof metal) to receive one coat of paint.
- Exterior front and back doors – color to match existing color, unless co-owner requests a different color that is on the approved color list (color chart attached).

- B-Building Common Front Door and Interior Unit Front Doors – color to match existing color.
- Metal window well grates to be painted using dip tray method.

Identifying Rotten Wood Sections for Carpentry Contractor or Owner

- Rotten wood -- except on wooden windows, frames, and sills – is to be painted black, measured, and specifically described on a list to be provided to Cardinal Management and the designated Glen official(s). Repair carpentry work to be performed, and separately billed to the Glen, by a carpentry contractor to be selected by the Glen.
- Rotten wood on wooden windows, frames, and sills will be painted blue (a different color because the replacement of these structures is an owner responsibility).

General Conditions

- Work to be done in suitable weather. No paint to be applied when the temperature is below 50 degrees Fahrenheit or when relative humidity exceeds 80% on day of application.
- All paints to be delivered to the job site in the original, unopened containers, plainly marked with proper designation of the product.
- Work shall not begin before 8:00am and must cease by 6:00pm, unless otherwise directed by Cardinal Management or designated Glen official(s).
- Contractor to coordinate door painting with residents and provide at least two Saturday opportunities for access.
- Workers must avoid walking on the slate roofs to prevent damage to the slates and snow guards.

If any type of lift (aerial, scissor, etc.) is to be used, OSHA standards must be followed. The lift cannot be driven over grassy areas unless driven over planks to spread the weight and decrease the damage to the Glen's grounds. A permit from Arlington County must be obtained to park the lift on the county streets overnight.

If ladders are to be used, they may be left on the Glen's grounds if properly secured.

- All trash and debris to be cleaned up and removed from Glen property daily.

- Contractor to coordinate work with Cardinal Management and designated Glen official(s).
- Cardinal Management and contractor to coordinate on written notices to residents and site foreman shall distribute to buildings as they are scheduled for surface prep and painting.
- Site foreman must be on-site at all times when work is performed. He must be able to communicate clearly with Cardinal Management, the Glen's on-site staff, and designated Glen official(s). His cell phone number must be made available to Cardinal Management, the Glen's on-site staff, and designated Glen official(s).

Types and Brands of Paint and Caulk to be Used

- **Doors** –
 - Exterior oil-based paint (Gloss).
 - For permissible colors, see “**Finish Coat,**” above.
- **Exterior wood surfaces** –
 - Exterior oil-based paint (Gloss).
- **Roof metal** –
 - Rust-inhibiting Direct-to-Metal (DTM) paint, matching existing paint type.
 - Color: dark red.
- **Black metal surfaces** –
 - Rust-inhibiting Direct-to-Metal (DTM) alkyd black enamel (Gloss).
- **Concrete window wells** –
 - Match existing white paint type.
- **Caulk** - superior quality elastomeric latex caulk, such as perhaps Big Stretch.

Fairlington Glen
Approved Front & Back Door Colors

Benjamin Moore Paint #

Dark Red	P22-4B (quart)		PM-16 (country redwood)
		0	
	RX	x 16.0000	
		0	
	BB	x 5.0000	
		2	
	RD	x 4.0000	
	W	0	
	H	x 8.0000	
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Forest Green	P24-4B (quart)		2047-10 (forest green)
		0	
	OY	x 1.5000	
		2	
	TG	x 0.0000	
		0	
	RD	x 11.0000	
	W	0	
	H	x 7.0000	
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Pale Green	P24-2B (quart)		474 (mistletoe green)
		1	
	OY	x 3.5000	
		0	
	BK	x 15.7500	
		0	
	TG	x 4.5000	
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Light Brown	P22-2B (quart)		(shop fawn)
		0	
	OY	x 27.0000	
		0	
	RX	x 5.0000	
		0	
	BK	x 13.0000	
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Dark Brown**P24-4B (quart)**

HC-71 (hasbrouck brown)

	0	
OY	x	11.0000
	0	
RX	x	16.5000
	1	
BK	x	0.0000
W	0	
H	x	22.0000

Black**P24-4B (quart)**

PM-9 (black)

	0	
OY	x	5.3750
	2	
BK	x	3.0000
	0	
OG	x	10.1250
W	0	
H	x	12.5000