

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

April 13, 2021 Board Minutes

Online via ZOOM

ATTENDEES: Charlie Robbins (President), Jeremy Wiedemann (Vice President), Maynard Dixon (Treasurer) arrived at 6:46pm, 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 p.m. by the President via Zoom.

RESIDENTS' FORUM: Lori Derkay (Court 12 Court Representative and Pool Committee Co-Chairperson); Carol Goodloe (Court 10 Court Representative and Pool Committee Co-Chairperson; Seth Theuerkauf (Court 6 and Maintenance Committee); Tina Collier (Court 3 and Landscape Committee Chairperson); Ian Larsen (Court 10); Stephanie Carcione (Court 3); Tina Collier (Court 3 and Landscape Committee Chairperson); Andrew Davnie-Easton (Court 1), Stacy McGinnis (Court 11), Mary (Court ?), and Jay Yianilos (Editor, The Glen Echo).

Lori Derkay referred to public safety concerns of Mary Bley of Court 12 that had been sent to the Board pertaining to the drainage solution used recently in the court and questioned if there are other solutions such as using sod over the stones.

The President reported the drainage method used in Court 12 recently has been used in other areas of Fairlington including the Glen but that Mary's concerns are valid and the Board is looking into other practical and affordable solutions such as using sod over the stones.

Lori also pointed out two other large pooling areas in Court 12 and will walk those areas with the Onsite Manager.

Lori expressed her concern about parking during parking lot work. The President explained that only one parking lot will be done at a time.

Andrew Davnie-Easton noted that the yellow paint on curb no-parking areas is fading and cars are parking where they shouldn't. The President responded that the Glen will contact the county for parking enforcement. The Management Agent suggested waiting to get the painting done until after the parking lot replacement and resealing work is done. Andrew questioned the ability of committee chairs to manage contractor execution. The management agent responded that contract oversight is the responsibility of the management agent and on-site staff, not the volunteer chair. Andrew works in procurement and the Vice President suggested Andrew volunteer for Glen projects and Andrew responded that he is a new volunteer on the Landscape Committee and would be willing to help with basic contract management.

Seth Theuerkauf reported that on April 5 around 4:30 pm there was an individual drinking alcohol behind and between Courts 5 & 6. This was unusual and somewhat alarming because children play there. He noted that there has been more litter and empty alcohol bottles along that area. Seth suggested the need for new and more Private Property/No Trespassing signs throughout the Glen to discourage trespassing. The President asked Seth to contact the Onsite Manager with a list of spots that need to have signs replaced or added to the Glen. The President asked residents to not confront the person but to call the police and inform the Board of inappropriate behavior, trespassing, etc.

BOARD MEETING MINUTES:

04.13.21.01 MOTION: Moved to approve the meeting minutes from the March 9, 2021 Board meeting. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President: The President was pleased at how well we made it through the winter and grateful for the consideration residents are giving each other. The stress of the coronavirus epidemic was trying to get as many people as possible inoculated and build up immunity in our community. The strain will be with us for a while and asked that we remember we are neighbors and living together. He noted that the highlight of our summer will be the opening of the pool and enjoying it. He reported that we were extremely successful last year thanks to the pool committee and pool contractor. We can look forward to having the pool provide enjoyment like last year.

Vice President: The Vice President commended the Onsite Manager for having the Onsite Staff replace the deteriorating timber around the tot lot and swings. He also announced the formation of a committee he will chair concerning Glen fence replacement. Initial areas of interest include alternative materials, review of specifications, and available options. He asked the editor of The Glen Echo to have an article about it in the newsletter. The Treasurer will provide historical information on previous committees' actions. The President noted that the fence replacement will have a very significant budgetary impact.

Treasurer:

04.13.21.02 MOTION. To approve the signature of the two audit documents in the April 2021 Management Report Exhibit D: (a) the letter authorizing the engagement of Goldklang for the future audit of 2021 (\$7,000) and the preparation of taxes (\$500); and (b) the letter acknowledging management responsibilities. Motion passed unanimously.

04.13.21.03 MOTION. To approve the bid of Pro-Pave, Inc. (Pro-Pave) with work to conform to the bid solicitation specifications provided by Restoration Engineering, Inc. (REI): (1) to replace all three Courts 5, 10, and 13 in 2021, subject to only one of these courts being out of service at a time; and (2) to

do the recommended sealcoating work and related striping work in Courts 3, 12, 15, and 16. Motion passed unanimously.

The Treasurer requested that the Management Agent report on (1) to complete the audit of 2020, whether the final balance for Account 61420 Maintenance Payroll is overstated; (2) how the Glen is identifying and accounting for Cardinal's pass-through costs connected with the employment of the Glen's onsite manager; and (3) any changes in the Glen's basic management fee for 2021. The President asked the Treasurer to get estimated dates for each parking lot work as far in advance in order to give advance notice to residents of the affected courts. The Treasurer responded that he would do this. The Management Agent reported that she has asked REI for the AIA contract for the President's signature but that, when it comes in, the Board should take about a week to review it before it is signed.

Secretary:

04.13.21.04. MOTION. Moved to ratify the earlier email vote that unanimously approved the variance request of Hannah and Alex Anderson for renovation at 4237 S. 36th St. to include kitchen renovation, replacement of rear door with a window, addition of French doors with a canopy and removal of wall between kitchen and dining room. Motion passed unanimously.

04.13.21.05. MOTION. Moved to ratify the earlier email vote that unanimously denied the request of our landscape contractor, Professional Grounds, Inc. (ProGrounds) to use the pre-emergent herbicide Regal Star under the mulch in tree rings and plant beds. Motion passed unanimously.

04.13.21.06. MOTION. To ratify the earlier email vote that unanimously approved the Glen should pay for the interior damage in units caused by soft washing roof work. Motion passed unanimously.

At-Large Member: The At-Large member encouraged everyone to again use the website as the resource to get current information on our pool season and asked Jay Yianilos, The Glen Echo editor, to put an item in the newsletter about using the website. He also asked Jay to put an item in the newsletter asking if anyone who is familiar with working on the back end of websites would be interested in volunteering to help TJ with that on our website. The President emphasized using our website to get current info/news about what's going on in the Glen and the Handbook for standing info that doesn't change for day-to-day living in the Glen. The President thanked the At-Large member for all his work with our website.

COMMITTEE REPORTS

Pool Committee

Pool Co-Chairperson reported on current plans for this pool season. Atlantic Pools, our pool contractor, continues to advertise for and hire lifeguards. Saturday, May 29 is the planned pool opening day. The

committee follows VA and CDC guidelines and restrictions but continuously monitors for changes. The online reservation system will be used again and the Glen's website will be used to post pool information and updates. Time slots are being increased to 1.45 hours and our lifeguards will sanitize railings and bathrooms during the 15-minute break between sessions. Face masks will be required when entering the pool facility but are not necessary when in the water or when seated 10 feet apart. The baby pool will be opened this year with a limit of one family, residents may be able to use Glen pool chairs but must sanitize them, and there will be no parties, food or guests to begin the season. Some restrictions may be adjusted according to the county, state or CDC actions. New recreation passes will be distributed in mid-May. The Treasurer suggested that any purchases being considered for this or next year or so should be made this year because the 2022 budget will be tight.

The President thanked the Co-Chairs and committee for all their work and the Chair commended the Pool Committee.

Landscape Committee

Landscape Chairperson asked Andrew Davnie-Easton to send her his contact information to include him on the Landscape Committee.

The Chair reported the committee had a meeting about two weeks ago and discussed enhancing court entrances around most court signs with evergreens and perennials. Recently there was a big tree project - Richard's Tree Service removed 4 trees, and others planted 7 trees including 4 in the large pool planters. There was another large planting session covering bare spots and filling in. The Treasurer asked about the King St perimeter. The Chair noted that 3 small arbor-vitae were planted recently and the area will get more planting in the Fall. What is affecting the area still has not been determined. The Vice President asked if the trees planted in the pool pots will be kept in the pots for several years or replanted this Fall in other areas. The Chairperson replied that it is possible to move the trees but they were chosen because they are slow-growers, evergreen and don't shed. The Vice-President asked about filling in the large holes in the King St. area and the Chair replied that that area will be replanted with less-expensive trees than before to see if they survive.

Maintenance Committee

The member reported that the soft washing of roofs in Courts 1-5 resulted in the roofs looking great. The first-time work had challenges but that was to be expected but lessons learned such as walk through the contract with the contractor and walk through before the work starts the first day. He stated that the clean roofs improve the property values (appearance) and the outcome was very good. The Treasurer noted that the wood trim looks good and might include that in 2022 for Courts 6-8. The Landscape Chair said the mold and mildew on her wood are gone and looks like it was just painted. She asked if any areas of courts 1-5 plus 16 had any landscape damaged such as a Court 3 unit's gutter coming off and falling on the ground damaging grass. She said she will throw grass seed to bring back grass. The member explained the landscape probably should have been watered more heavily before and after the work to prevent any damage from the bleaching agent.

The Treasurer noted that the washing may make the roofs last an additional five years. The President considered it a success and said it should be continued. The Vice President asked about a complaint in Court 5 but he will look into it and report back. The President thanked the member for all that he did for the project.

The Glen Echo

The President asked the editor of the newsletter if he needed anything and the editor replied that he appreciated the information passed on during the meeting and looked forward to the copy of the pool committee report that the co-chair forwarded to him. The Treasurer noted that he will be sending the editor an article on wires and conduits in the Glen. The President thanked the editor for his work.

MANAGEMENT REPORT

The Management Agent had nothing to add to the monthly Management Report sent to the Board.

OLD BUSINESS

None reported

NEW BUSINESS

The President reported that the Onsite Manager is looking at alternatives for more signs to discourage trespassing in the Glen and will continue investigating.

MISCELLANEOUS

None reported

EXECUTIVE SESSION:

04.13.21.07 MOTION. Moved to go into executive session at 7:39 p.m. Motion passed unanimously.

The Board reconvened in regular session at 8:04 p.m.

04.13.21.08. MOTION. Moved that concerning the rotted window violation docketed as V0306, the management agent should proceed as follows: (1) Try to reach the owner one last time, first by phone and then follow-up by letter, informing the owner that he/she will have another month to contract the work, and copy us with the contract, before we send the matter to legal counsel; (2) Attached to the letter should be the rules covering window replacement in the most recent version of the Handbook on the website; (3) To help the owner to find a contractor, the letter should also suggest that he/she look in the All Fairlington Bulletin or ask Bill Worsley, a neighbor of the Treasurer, about a contractor reference. Motion passed unanimously.

04.13.21.09. MOTION. To ratify the earlier email vote that unanimously approved the Landscape Committee's scaled down request for an Earth Day event whereby families will complete a sign-up sheet for participation; families will do grounds cleanup around their own units bringing bags to the pool area for disposal and bringing old plant pots to the pool area for a "pot exchange"; and a drawing of four \$25 Home Depot gift cards to be completed at the end. Unfortunately, the restrictions imposed by the county in response to the coronavirus epidemic appear to make it impractical to carry out as envisioned. Motion passed with vote of 4-1. This motion was corrected to replace "a drawing of six \$50 Home Depot gift cards".

The Vice President asked if the parking lot work for the courts that are having blacktop & striping done will also be one court per day. The Treasurer responded that the contract addresses only the three that are having reconstruction done. The contractor said that they only do one court-at-a-time; but those having blacktopping and striping will be done later in the year and we will clarify the one-court-per day issue.

The Treasurer asked the Management Agent if the American Institute of Architects (AIA) contract will be forwarded to the President for signature. It was agreed that if there are no changes by the Glen by April 27, Management Agent will forward the contract to the President for signature.

ADJOURNMENT – The meeting was adjourned by the President at 8:14pm.

The next scheduled meeting of the board is May 11, 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.