

## FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

May 11, 2021 Board Minutes

Online via ZOOM

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

**CALL TO ORDER:** The meeting was called to order at 6:32 p.m. by the President via Zoom.

**RESIDENTS' FORUM:** Lori Derkay (Court 12 and Pool Committee Co-Chair); Carol Goodloe (Court 10 Rep and Pool Committee Co-Chair); Tina Collier (Court 3 and Landscape Committee Chair); Ellen McDermott (Court 14 Rep); Ernesto Castaneda (Court 15); Mike Trimble (Court 15); Liz Finos (Court 16); Florence Ferraro (Court 4 Rep); Angela Donatelli (Court 6); Jay Yianilos (The Glen Echo editor).

Mike Trimble presented a repeated request for landscaping behind the side of Court 15 next to Court 16 to reduce or eliminate a major drainage problem. Drains were put in years ago and are maintained. Pavers have been tried to no avail. The Management Agent presented the steps to be taken when there is a drainage situation: contact the maintenance office (Ben, Nelson and Maria) and the Onsite Staff will attempt to unclog the drain; if the drain is not clogged, management then engages Restoration Engineering, Inc. (REI) to assess the situation and then gets bids for the work to correct the situation. Mike, Ernesto Castaneda and Liz Finos added that the general landscape issues in that area need to be addressed. The President stated that REI will be contacted to assess the drainage in the area.

Florence Ferraro has azalea bushes that need to be planted but she has an injury that prevents her digging. The Landscape Chair offered to plant the bushes since the Onsite Staff are involved in other major projects.

### BOARD MEETING MINUTES:

**05.11.2021.01 MOTION:** Moved to approve the minutes of the April 13, 2021 Board meeting subject to correction of the text of the earlier email vote and ratification concerning the Earth Day event proposed by the Landscape Committee to read 'and a drawing of four \$25 Home Depot gift cards' not 'six \$50 Home Depot gift cards'. The motion passed unanimously.

### BOARD MEMBERS' REPORTS:

**President:** The President continues to be pleased that residents are coping with demands of the coronavirus and is pleased that preparations are being made for the pool opening. He noted that there will be more outdoor activity with the arrival of Spring and asked that residents be considerate of adults and children and that parents be mindful of their children. He asked that residents work together, consult our handbook about what is permitted in common areas and ask a Board member or management about those issues. He said we will try to keep our community looking attractive as always.

**Vice-President:** The President reported on behalf of the Vice-President. The President said the pool report would be covered by the Pool Committee. He reported that the Vice-President is organizing committees for some issues including a fence committee to look ahead at a replacement program when needed, to keep track of the current condition of our present fences and implementing a program by which we can enhance and improve our fences. The President emphasized that replacement will be a very costly budget item. Another committee will explore installing front door locks on B Buildings to include advisability of installing a door lock, best way, etc. Volunteers and chairpersons are needed for both projects. The President wished the Vice-President good luck with the endeavors.

**Treasurer:** The Treasurer asked the President to make a motion concerning a change order for the paving contract concerning extending the width of the three parking spaces at the closed end of the Court 13 parking lot in order to accommodate the size of modern vehicles.

**05.11.2021.02 MOTION:** Moved to prepare a change-order to our paving contract to accomplish widening the three parking spaces at the closed end of the Court 13 parking lot (1) requesting a price estimate from the contractor and (2) making sure the Glen can afford the additional cost. Motion passed unanimously. The Onsite Manager will work with REI on this issue.

**05.11.2021.03 MOTION:** Moved to [approve the Kolas bid of \\$119,892.00 for painting Courts 1-4, subject to their incorporation of the actual language of our specifications into the contract before we sign it.](#) Motion passed unanimously.

The Treasurer stated that an accounting issue with account 61420 Maintenance Payroll is holding up the audit and asked the Management Agent to provide information. In particular, he suggested that the final 2020 balance in that account was significantly overstated, perhaps because of possible inclusion of payments that should have been posted to Account 51137 Management Onsite. The Management Agent responded that the issue is being handled by several units and discussions are being held.

The Treasurer also stated that the completion of the budget draft is held up due to confusion about how the Glen is accounting for expenses that are reimbursed to Cardinal Management for the employment of its Onsite Manager. The Management Agent responded that this issue is also held up because it is a larger issue than expected and people in different areas of Cardinal are involved.

He also thanked the Onsite Manager for his estimate of the 2022 uniforms budget.

The Treasurer asked the Onsite Manager the status of the exposed cables belonging to Verizon and Comcast. The Onsite Manager reported that, on the day before, Comcast was burying lines behind Court 12 and hit a Verizon line. They put a rush order in for repair and service was restored shortly. The Management Agent reported that, on May 10, 2021, Comcast began to bury lines and cover cables as required under their contract.

**Secretary:** No report

**At-Large Member:** No report

## **COMMITTEE REPORTS**

**Pool Committee:** The Co-Chairs reported that activity passes and letters are ready to be distributed. A continuing concern is the shortage of lifeguards especially since international lifeguards are still not permitted to travel. Atlantic Pool Service continues to recruit to ease the shortage and may be forced to limit lifeguard time. The Co-Chairs will work to find support for the shortage and will ask the Court

Representatives Chair to have Court Reps spread the word that we are hiring lifeguards. It was pointed out that 1 hour 45 minutes in the guard chair is a long time in the heat and thus the pool company may have to decrease that and have shorter pool times.

**Landscape Committee:** The Chair reported that the Committee is still active with planting and residents want/need help. Some committee members don't have time or strength to dig and hired help is very expensive at \$60/hr/person. The budget is substantial since she has had savings when purchasing materials. The President asked the Chair to fill in the photinia along the Quaker Lane fence. The President asked if it would be useful to recruit residents to help with planting and the Chair would like to have help. She mentioned that Jay had an article in The Glen Echo that resulted in a few interested residents; but, most have busy lives and not much free time for landscape work. Alan Bow, Jr. has been helping her after work. The President said that they will discuss offline about getting residents involved. The Chair is not pleased with Professional Grounds, Inc. (ProGrounds), the new landscape contractor. Angela Donatelli reported that she has contacted the Onsite Manager to help him with the statement of work on what the contract reads. The Treasurer questioned that the fee for hired workers to dig holes is \$60/hr each and the Management Agent responded that all possible companies/ workers must have licenses and insurance resulting in the cost per hour. The Chair will approach other companies that have not been approached about their fees and ask for proof of insurance and licenses. The Chair reported having complaints to her about the landscape company. The Management Agent stated that complaints should be forwarded to the Onsite Manager. The Management Agent also stated that the new contractor needs some time to get acclimated to the Glen.

The Pool Committee Chair asked to have the landscape contractor trim back the bushes along the pool fence. The Onsite Manager will contact the contractor.

**The Glen Echo:** The Editor will speak with the Pool Chairpersons about additional advertising sources for lifeguards.

## **MANAGEMENT REPORT**

The Onsite Manager had no information in addition to his monthly report.

The Management Agent had no information in addition to the circulated Management Report.

## **NEW BUSINESS**

### **Miscellaneous**

Florence Ferraro of Ct. 5 expressed interest in joining the new B Building Door Lock committee and will contact the Vice-President.

## **EXECUTIVE SESSION**

**05.11.2021.04 MOTION:** Moved to go into executive session at 7:30 p.m. Motion passed unanimously.

The Board reconvened in regular session at 7:41 pm.

**05.11.2021.05 MOTION:** Moved that as the Board awaits the results of the new B Building committee concerning front door locks, to grant the co-owners of 3501 S. Stafford St., a B unit, permission to prepare and submit a variance request to the Board to include approval of all four co-owners to pay for an exterior door lock, installation and maintenance of the lock and provide the appropriate code(s) to the Glen maintenance staff as well as any county emergency entity that requires it. Motion passed unanimously.

**05.11.2021.06 MOTION:** Moved to send violation V3036 to legal counsel for enforcement. Motion approved unanimously.

**ADJOURNMENT** - The meeting was adjourned by the President at 7:46 pm.

**The next scheduled meeting of the Board is June 8, 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.**