

DRAFT

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
Annual Meeting Minutes
Online via Zoom
November 10, 2020**

ATTENDEES: Charlie Robbins (President), Jeremy Wiedemann (Secretary), Maynard Dixon (Treasurer), TJ Doyle (At-Large Member), Candace Lewis (Cardinal Management), Ben Mengstab (On-site Manager), and approximately 10 co-owners. The Vice President, William Layer, was absent.

CALL TO ORDER AND INTRODUCTION OF BOARD

The President called the meeting to order at 7:00 p.m. Paper ballots have been verified by two members of Cardinal in addition to the management agent. The board was introduced.

APPOINTMENT OF THE PARLIAMENTARIAN

Maynard Dixon was appointed parliamentarian. Robert's Rules of Order would be followed.

PROOF OF NOTICE OF MEETING

The management agent reported that the notice of the annual meeting of the Fairlington Glen Council of Co-Owners was mailed on or about October 18, 2020, to all co-owners of record in accordance with the Virginia Condominium Act and showed an example of a mailed paper notice on the Zoom meeting.

SELECTION OF INSPECTORS OF THE ELECTION

As this was a virtual election, with online and mailed paper proxy voting, staff from Cardinal Management served as Inspectors of the election.

PRESIDENT'S REPORT

The President reported that the Glen has done a good job of dealing with a difficult situation that the Pandemic has presented. The President noted that it appears we will continue to have challenges in the near future. The President asked that we please continue to keep our children and residents safe. The President put a call out for volunteers within the community as the Glen has many things we hope to do in the upcoming year. The President also communicated that the Glen Handbook is a great resource to get information on the community. In closing, the President reiterated that the Glen continues to be a great place to live, despite these difficult times.

BUDGET PRESENTATION

The Treasurer summarized the board's proposed budget for 2021 and explained that budgeting for the onsite manager (a greatly needed asset) increased the overall budget by roughly 50% and why the Glen should continue progress toward fully funded reserves.

[Note: At the Annual Meeting for 2021 the Treasurer reported that the above sentence should be corrected to read "that budgeting for the onsite manager (a greatly needed asset) increased the maintenance budget by roughly 50%..."].

The Treasurer communicated that employee healthcare costs continue to put pressure on the budget along with the preventative maintenance which is a necessary front-loaded expense. Our 2021 budget will get us close to 34% reserve funding which is as good as any other community and we will avoid special assessments by continuing to contribute to reserves.

PRESENTATION OF BOARD CANDIDATES

The management agent communicated there were three balloted candidates for the two openings on the board, Maynard Dixon, Bill Layer, and Susan Hunchar. The management agent also communicated there were two write in candidates who received votes, Miranda (Joy) Bickelhaupt, and Melinda Johnson.

VERIFICATION OF VOTE

The 2020 vote was completely conducted online prior to the meeting and via mailed paper proxies. 40% of Glen co-owners voted in the election which was well above the 25% required to meet quorum.

COMMITTEE REPORTS

Pool Committee co-chair Lori Derkay reported the committee was very grateful to the community for following the rules that needed to be put in place to make this pool season work amid the pandemic. The committee and board and management agent are working to renew the pool contract with Atlantic Pools which should help minimize disruptions with opening the pool on-time for the 2021 season.

Maintenance Committee chair Seth Theuerkauf gave an update from the maintenance committee and noted that he is continuing to work with the company who will be doing the soft cleaning on finalizing the bid to clean wood and roofs.

The Secretary gave an update on the court rep committee noting that most communication has been through email and Mike Wells and the committee did a great job getting the votes required to achieve quorum.

OLD BUSINESS

None reported

VOTE ON THE 2021 BUDGET, CANDIDATES AND THE 2019 MINUTES

The President announced the results of the vote for the 2021 budget, board of directors, approval of the 2019 annual meeting minutes, and on the proposed lawn chair change.

1. The 2021 budget was approved by a vote of 36.7% of voting interest (90% of votes cast).
2. Susan Hunchar was elected to the board for a term of three years by a vote of 28.9% of voting interest (87.1% of votes cast).
3. Maynard Dixon was elected to the board for a term of three years by a vote of 25.2% of voting interest (75.8% of votes cast).
4. The minutes of the 2019 annual meeting were approved by a vote of 40% (100% of votes cast).
5. The majority of voting owners voted that lawn chairs should not be allowed on the common area grass by a vote of 16.9% (52.6% of votes cast).

Winners for the voting raffle sponsored by Cardinal Management included: Oscar Ruiz, Jason Ford, Conway Miller, and Miranda (Joy) Bickelhaupt.

The meeting was adjourned by the President at 7:38 p.m.

Respectfully submitted,

Jeremy Wiedemann, Secretary