

# FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

## October 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).

**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-Chair); Michael Wells (Court 7 Court Representative and Court Representatives Group Chair); Carol Goodloe (Court 10 Court Representative and Pool Committee Co-Chair); Ernesto Castaneda (Court 15); Maren Smith (Court 3); Andrew Davnie-Easton (Court 1); Jay Yianilos (Editor, The Glen Echo).

Maren Smith (Court 3) requested the Board reinstitute the storage of bicycles and strollers in the B Building basements for all B Building residents. The Treasurer explained that all items except wheelchairs used by residents were disallowed several years ago because residents were storing more than bicycles and strollers and walls were being scratched. The County Fire Marshall advised that a possible fire hazard existed with so many items in storage. The President suggested that Ms. Smith send an email to the Onsite Manager about her request and the Board will consider it. The Management Agent noted that Ms. Smith should get the support of all the unit owners of the building.

**BOARD MEETING MINUTES: 10.12.21.01 MOTION.** Moved to approve the minutes of the September 14, 2021 Board meeting. Motion passed unanimously.

#### **BOARD MEMBERS' REPORTS:**

President: The President reported that the Glen had a successful summer and year thus far. He noted that the recent heavy rain storms caused problems and said that the coming winter may have heavier precipitation if not snow. The Glen is taking steps to address winter weather. Maintenance of the pools is being done and our financial status is excellent. Annual meeting ballots are going out to owners and he noted that U.S. Mail processing has changed from 1 to 2 days to up to 5 days. He suggested that owners encourage others to not delay in submitting ballots – by mail or electronically.

Vice President: The Vice President noted that the Glen communicates changes to rules and other information in the monthly newsletter, The Glen Echo, and on our website at <https://fairlingtonglen.com>.

Treasurer: The Treasurer asked the Management Agent if we have received a lump sum payment from Comcast for renewal of their agreement. The Management Agent replied that we should have it by Dec.

He stated that there have been reports that Kolas Painting, Inc. has not marked rotted wood in Courts 1-4 in preparation for painting and some work in other courts. The Onsite Manager reported that he is checking Courts 1-4 as well as adding a few others and will send the complete list to Kolas.

He asked the Management Agent if annual meeting materials have been sent via the postal service as well as by email and she reported that both went out.

**10.12.21.02 MOTION.** Moved to approve the accounting resolution and explanation below: Management is instructed – (a) reallocate \$107,820.44 from Account 20410 Members Equity to Account 25620 Reserve Contingency; and (b) on the asset side of our accounts, to transfer the same amount from our operating fund bank account to our contingency bank account. Motion passed unanimously.

*Explanation: Each year, we do an inter-equity accounts transfer to ensure that we have adequate funds in our operating bank account but not more than needed. The \$107,820.44 is our overall budget surplus for 2020. When we have a loss, we move funds in the opposite direction.*

Secretary: No report.

At-Large Member: In response to Ms. Smith's comment about not finding Handbook changes, the At-Large member will make a section on the website to list changes to our Handbook. The Treasurer added that changes to Handbooks are listed in the preface of the revised versions.

## **COMMITTEE REPORTS**

Pool Committee: The Co-Chair reported that the committee will meet on Oct. 21 to recap the 2021 season and make recommendations for 2022. She noted that if the Board has any changes to recommend, they should be given to either Co-Chair before Oct. 21. They will review pool rules and submit any recommended changes to the Vice President before the 2022 season. Atlantic Pool Service, Inc. has started the contracting procedure for fixing the baby pool.

Landscape Committee: The President reported that the Board hopes to have a new Chair before the next meeting.

Court Representatives Committee: The committee met in September but there were no major issues. The Chair reported that the false emails from the fake Glen President continue to be sent and the Chair warned attendees to not open any of the emails. Chris Bell is the new Court Rep for Ct 8 and they have discussed the position. The Chair thanked the Onsite Manager for a recommendation for a Ct 11 Rep, Alex Anderson. The Chair will have the court reps send/distribute reminders about the annual meeting and voting. The Treasurer suggested that Court Reps check for window well covers and suggest to residents to put a small piece of wood under the cover to have the covers slant away from the building. He also noted that the Onsite Staff will cut covers for a fee. The Chair noted that he has an extra piece of plexiglass for window well covers if anyone is interested.

## **MANAGEMENT REPORT**

The Management Agent thanked the At-Large member for posting the final audit for 2020 on the website. She also reported the following:

Homeowner's insurance – information about insurance and contact info are on the website.

Annual meeting documents have been mailed and emailed.

Spot maintenance and repair work by James R. Walls Contracting Company for Courts 13-16 is scheduled to begin on Oct. 19. Walls expects that the work will take 2-3 weeks per court. A lot of information about the work is on the website.

The Federal Housing Administration (FHA) has renewed the Glen's FHA certification.

Renewal of the group health insurance for the onsite staff is approaching and the cost should be lower since their dependents are at the age they will no longer be covered.

A secure website for documents is available from Cardinal Management allowing the Onsite Manager to update and maintain information. Cardinal will waive fees after the \$500 payment for set up as long as the Onsite Manager enters and maintains it. Co-Owners will be able to access a lot of information not available to the public. The verification of users was explained by the Management Agent. The At-Large member sent a chat message saying that he would like a demonstration. The Court Reps Chair sent a chat message saying that he suggested that a contractor list be retained on the secure side.

**10.12.21.03 MOTION.** Moved to approve the use of the Cardinal Management information and document system (FrontSteps) and a one-time payment of \$500.00 for the use of the system and no additional fees if used by the Onsite Manager. Motion passed unanimously.

The Treasurer asked whether the audited, unrounded account balances for the audit of 2020 have been posted on the Glen website along with the text of the final audit report. The At-Large member will post them.

## **NEW BUSINESS**

Ground/Landscape contract renewal - The Onsite Manager noted that weeding is a major concern and there were complaints by some residents about poor weeding by Professional Grounds, Inc. (ProGrounds). We require hand weeding and recent heat and rains resulted in weeds growing back faster than usual. Since we do not approve of chemicals, we will have weed issues. He and the Management Agent said the company is responsive to our complaints and are onsite on time.

**10.12.21.04 MOTION.** Moved to renew the landscape contract with Professional Grounds, Inc. Motion passed unanimously.

## **Miscellaneous**

**10.12.21.05 MOTION.** Moved to approve the variance request of Ernesto Castaneda and Lesley Buck for a radon vent with external exit at 4284 S. 35<sup>th</sup> St. Ct. 15. The Co-Owner was asked to have the white external pvc pipe inserted into a white false downspout. Motion passed unanimously.

## **EXECUTIVE SESSION**

**10.12.21.06 MOTION.** Moved to go into executive session at 7:24 p.m. Motion passed unanimously.

The Board reconvened in regular session at 7:58 p.m.

**10.12.21.07 MOTION.** Moved to reimburse the owner of 3513 B S. Stafford St. **with** a check for \$5343.37 to compensate for: (1) two-thirds (2/3) of the cost of pre-repair water damage remediation; and (2) the cost of an engineering report on ways for the Glen to help to minimize future water intrusion damage. Motion passed unanimously.

**ADJOURNMENT** The meeting was adjourned by the President at 7:59 p.m.

Respectfully submitted,

Susan Hunchar

**The next scheduled monthly meeting of the board is November 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.**