

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

December 14, 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), Amy Steliga (On-Site Manager).

CALL TO ORDER: The meeting was called to order at 6:34 p.m. by the President via Zoom.

RESIDENTS' FORUM: Patrick Prisco Ct.8; Lori Derkay Pool Committee Co-Chair and Ct. 12 Court Rep; Joy Bickelhaupt Ct. 10; Jay Yianilos Editor, The Glen Echo.

Amy Steliga reported that her transition to On-Site Manager has gone smoothly and she looks forward to meeting and working with everyone in the Glen.

BOARD MEETING MINUTES: 12.14.21.01 MOTION. Moved to approve the minutes of the Nov. 4, 2021 Organizational Meeting. Motion passed unanimously.

BOARD MEETING MINUTES: 12.14.21.02 MOTION. Moved to approve the minutes of the Nov. 9, 2021 Board meeting as amended. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President: The President greeted the new On-Site Manager, Amy Steliga, and he was pleased that her transition has been smooth. He noted long-term improvements in the coming year and future such as water intrusion, plans for fence replacement and e-vehicle charging stations. He also reported that the Landscape Committee should be reorganized in January.

Vice-President: The Vice-President encouraged residents to be vigilant and to lock cars since vandals continue to enter cars and look for money. He noted that his car had been vandalized recently. He also reported that there have been entries into patios from outside. The President asked the editor of The Glen Echo to run another article on the car vandalism throughout Fairlington.

Treasurer: **12.14.21.03 MOTION.** Moved that beginning in 2022, all expenses billed by Cardinal Management concerning the employment of any onsite manager who is a Cardinal employee be posted to Account 51137 Management Onsite. Motion approved unanimously.

12.14.21.04 MOTION. Moved to amend the budget for 2022, as shown in the attachment in Exhibit C and copied to the December 2021 Management Report, to allow for the employment of a fulltime onsite manager. Motion passed unanimously.

12.14.21.05 MOTION. Moved to approve the end-of-year 2021 bonus for Nelson [Ordonez] and Maria [Castro] [the on-site staff] of two weeks of 2021 salary, to be charged to the year 2021. Motion passed unanimously.

12.14.21.06 MOTION. Moved to approve the budgeted 2022 1.3% pay increase for Nelson [Ordonez] and Maria [Castro] [the on-site staff] beginning with the first paychecks in 2022. Motion passed unanimously.

12.14.21.07 MOTION. Moved to require management to ensure that the \$52,800 payment from Comcast received in November 2021 will be posted as a 2021 credit to net worth Account 25500 Reserve/Replacement and on the asset side of the balance sheet, as a debit to whatever account is used to hold funds that are available to be invested by Morgan Stanley. Motion passed unanimously.

12.14.21.08 MOTION. Moved to approve Professional Grounds, Inc. to remove sod, to grade and re-sod along the sidewalk at 3605 S. Taylor St. to allow water to “sheet off” into the common space at cost of \$1,629.34 (Account 61557 Landscaping Non-contract). Motion passed unanimously.

12.14.21.09 MOTION. Moved to approve the purchase of a copy of KOFAX Power PDF Editor for Jay Yianilos, Editor of The Glen Echo, not to exceed \$400.00. Motion passed unanimously.

He also reported that the trash fee increase by Capitol Services is due to Arlington County’s increase and thus is a valid increase.

He questioned the On-Site Manager if all the projects to be included are included in the project list for contractors and also asked her to review the list of projects to not include owner responsibility items. The Manager asked the On-Site Manager to deal with Kolas Contracting, Inc. (Kolas) directly about this.

The Manager suggested that repeated use of Kolas has resulted in bid rejections by other contractors. She also suggested that deciding to use Kolas for most relevant work is fine as long as their work continues to be high level and we don’t waste time with the bidding process.

The Treasurer also reported about the water seepage at 4170 S. 36th St. Restoration Engineering, Inc. (REI) sent recommendations. This is an owner’s responsibility except for the front window wells and suggested giving the owner the recommendations of REI but questioned REI’s dismissal of a sump pump. The President noted that moving water out of and away from the Glen is of great importance and proposed to discuss REI’s proposals in the January meeting. The Management Agent suggested an in-person meeting with REI in January with the President, Treasurer, On-Site Manager and Management Agent in attendance.

At-Large Member: The At-Large Member welcomed the On-Site Manager and noted that they will meet to have him teach her about the back side of our website.

Secretary: The Secretary thanked Angela Donatelli for helping with and typing the Annual Meeting minutes.

COMMITTEE REPORTS

Pool Committee: The Co-Chair reported that Atlantic Pools has completed repairing the leaks in the baby pool. The issue of international lifeguards for 2022 is still unknown; but, if they are not permitted, the Glen and Atlantic will begin recruiting as soon as possible.

E-Vehicle Charging Committee: The Vice-President reported that the committee will be meeting soon. He noted that a few other associations have installed a few stations but those have the advantage of larger parking lots or lots that lend themselves to easier access; Fairlington Commons has one operating for residents and is working on another to include non-residents as a way to make a profit for paying for the station. The Vice-President noted that the committee is looking at the possibilities for individuals' stations as well as common-use stations.

Fence Committee: The Vice-President reported that there is more interest in getting replacement done sooner rather than later; but, materials and labor costs are very high now – they have been comparing costs of recent (past 5 years or so) replacements in Fairlington. The committee will study possibly replacing sections at various times starting with those that are in worst conditions. Perhaps using reserve funds and different materials may be the better way to proceed. The President and Vice-President noted that there will be a lot of planning and learning in order to go forward with the project.

MANAGEMENT REPORT

The On-Site Manager reported that REI (Restoration Engineering, Inc.) will inspect the tree roots causing dangerous walking in the Court 12 parking lot this week and HEMAX (Hemax Construction Services & Landscaping LLC) will inspect the drainage issue at 3562 S. Stafford St. Ct. 12 when there is a heavy rain.

The Treasurer asked the Manager whether she had determined, based on investment maturity information provided by Morgan Stanley, the amount of available reserve funds that may be invested in accordance with the investment guidelines adopted at the September 2020 Board meeting. She responded that she would complete her research of reserve expenditure needs and let Morgan Stanley know how much it may invest.

NEW BUSINESS

12.14.21.10 MOTION. The President moved to approve a contract with Professional Grounds, Inc. for \$1,308.12 to remove a large tree and grind out the stump and to plant six shrubs at 3541 S. Utah St. Motion passed unanimously.

Miscellaneous

Joy Bickelhaupt of Ct. 10 discussed a variance request she will be submitting and the Management Agent told her the variance process. Joy asked if the Board presents any support for resident complaints about criminal activity in the Glen by a Glen resident. The Vice-President noted that the police are to be notified and proof of activity should be given to the police. Joy reported that the police have been notified and appeared several times. The Management Agent noted that if Glen policies are being

violated/abused, Joy may send supporting documentation to the On-Site Manager, who will review the documentation and have the Board and Management Agent discuss the issue(s). The Management Agent noted that once the documentation is received, there will be no discussion between the Board and/or Management Agent and the complainant.

EXECUTIVE SESSION

12.14.21.11 MOTION. Moved to go into executive session at 07:35 p.m. Motion passed unanimously.

The Board reconvened in regular session at 07:48 p.m.

ADJOURNMENT- The meeting was adjourned by the President at 07:49 p.m.

Respectfully submitted,

Susan Hunchar, Secretary

The next scheduled meeting of the board is January 11, 2022 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.