

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

January 11, 2022 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 6:30 p.m. by the President via Zoom.

RESIDENTS' FORUM: Jamie Clark Ct. 14; Lori Derkay (Pool Committee Co-Chair and Ct. 12 Court Rep); Florence Ferraro (Ct. 5 Court Rep); Ellen McDermott (Ct.14 Court Rep); Angela Donatelli Ct. 6; Jay Yianilos, Editor of The Glen Echo

Jamie Clark of Court 14 reported that her unit has a cracked dormer window and some wood rot around windows. She has been in touch with the On-Site Manager but was attending the meeting to become familiar with the process and to ask about time frames. The On-Site Manager will follow up with her.

BOARD MEETING MINUTES: 01.11.22.01 Motion. Moved to approve the minutes of the Fairlington Glen Board of Directors meeting on December 14, 2021. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President: The President reported that the Glen has had some tree damage from the snowfall and we are at the mercy of contractors for cleanup work because some have priority work for the state. He reminded all to stay safe and well in this cold weather. The Corona virus is increasing and he asked that residents follow instructions. He also noted that residents should be careful about pipes freezing! He reported that he appreciates all the residents helping during difficult times.

Vice-President: The Vice-President praised the On-Site Staff for their fantastic work during the heavy snowfall and their ability to get to the Glen in the snow. Tireless hours, the lack of extra help and broken machinery made for extra work for them. He thanked the On-Site Manager for all her work, also. The plowing contractors did a lot of work to keep our parking lots clear.

He did notice that most trees recovered as the snow fell from the trees. The tree work will be late but residents should understand that this was a major snowfall and they should stay away from the downed trees/limbs. The President noted that our On-Site Staff will not be taking down large limbs or any trees so they do not get injured and residents should not do that, either. We are hiring contractors to do this work safely.

Treasurer: The Treasurer noted that in past years the On-Site Staff has sometimes been able to reduce the cost of tree damage by doing some preliminary cutting of downed trees or hanging branches, thereby leaving less work for the contractor.

01.11.22.02 Motion. Moved to approve the proposal in Management Exhibit D by CCA Floors and Interiors (CCA Floors) to clean the B-Building common areas, priced at \$6,605.00. Motion passed unanimously.

01.11.22.03 Motion. Moved to approve the painting specifications in Management Exhibit G for the painting of Courts 5-8 in 2022. Motion passed unanimously.

01.11.22.04 Motion. Moved to authorize Cardinal to ask legal counsel to send a demand letter to Verizon requesting reimbursement for the damaged pipe in the Task List. Motion passed unanimously. The Treasurer noted that the Management Agent might start with a phone call to Verizon letting them know about this.

The Treasurer noted that the revised landscape contract with \$93,828 exceeds our budget of \$88,208 but our contingency funds can handle the increase. He asked the Management Agent whether Morgan Stanley had received the information needed to allow it to determine the amount of our liquid reserves that may be invested in CD's, and she responded that she would check into this. The Treasurer asked about not receiving the financials portion of the pre-meeting package. The Management Agent reported that the financials part of the management report will be distributed before the end of January 2022 when the end-of-the-year adjustments are completed.

Secretary: 01.11.22.05 Motion. Moved to ratify the earlier email vote that unanimously approved the variance request of Doug Bennett for a basement sump pump at 3611 S. Taylor St A2. The requested variance to drain the sump pump to the "nearby downspout" was denied but the Board approved a substitute: (1) a separate, dedicated extension of the drain line to the border between the mulch and the grass; or alternatively, if the owner believes that the drainage would be improved or less costly to maintain, (2) the owner may apply for a variance to bury the extension, run it to a point where the drained sump will not flood a sidewalk, and attach a pop-up outlet cap bordered by rocks for identification and protection. Motion passed unanimously.

01.11.22.06 Motion. Moved to ratify the earlier email vote that unanimously approved the variance request of Garrison & Emily Foster to install a kitchen island and associated changes at 3519 S. Utah St. Motion passed unanimously.

01.11.22.07 Motion. Moved to approve the variance request of Sarah & Yuri Arkin to install a bathroom exhaust fan vent at 4150 36th St. South. Motion passed unanimously.

At-Large Member: The At-Large Member noted that the snowstorm was a good example of news put on the website to keep people informed and that the website can be a handy valuable source of information. The President thanked the At-Large Member for all his time and effort on our website. The Treasurer asked if he had gotten the revised Fairlington Glen Handbook showing the correct Glen address on the cover page, and he responded that he had posted it to our website. The Management Agent asked the Treasurer if he had forwarded the revised budget to the At-Large Member for posting on the website and the Treasurer will forward that immediately.

COMMITTEE REPORTS

Pool Committee

Pool Committee and Atlantic Pools, Inc. (Atlantic) are starting to plan for the 2022 pool season. Atlantic is starting to approach international guards for our pool and some are responding. If there are new travel restrictions as we get closer to pool season, we will recruit local lifeguards. Atlantic will submit a proposal for purchase and installation of a handicap lift for the pool after the Board decides the type to purchase. The Chair asked The Glen Echo editor starting with the February issue to reserve a half-page for an ad from Atlantic to secure some local guards. The editor agreed. The Chair requested to have a contingency fund to attract guards if needed.

01.11.22.08 MOTION. The Board approved unanimously the additional \$1000 incentive to attract guards if needed.

The President asked if there had been any damage from the snowstorm and the On-Site Manager noted that the On-Site Staff had checked everything around the pool and found no problems. The Chair thanked the On-Site Staff for all they do.

Landscape Committee is in the process of re-organization and will meet on Jan. 13 at 7pm. The President noted that he hoped to have a full report to the Board by the Secretary for the February meeting.

Maintenance Committee – The Vice President reported that Seth Theuerkauf has started to look at the upcoming Ecotek power washing. Seth met with the On-Site Manager to explain the communication problems of last year and she noted that she did an inspection of Courts 6-8, wrote the request for proposal (rfp) and the proposal is pending.

E-Vehicle Committee – The Vice President reported that the committee will start to meet again and noted that the On-Site Manager would be an addition to the committee. He noted that the committee is putting together a short-term project by which the Glen will have one shared charger and a long-term project whereby residents may install their own chargers. Angela Donatelli noted that there is a challenge to historic assets concerning charger infrastructure visibility and noted that we live in an historic district so we have to be aware of the issue. The President and Vice President thanked her for bringing that to our attention.

Fence Committee - The Vice President reported that the committee has to identify our current fences to determine what is really needed such as full replacement, partial replacement and to look at other fences to see what proposals and other options might be of interest. The President noted price increases on most raw materials and construction efforts and noted that perhaps other communities have had to use lower-cost items and that is reflected in their fences. The prices might require that the Glen replaces in sections rather than full replacement at once. The Treasurer noted that we may have to do small changes instead of draining our reserves. The President asked if we need a formal material survey of existing fences to determine actual physical material of the fences. The Chair said not physical but probably aesthetic. He has a spreadsheet that can break down good/bad areas and noted that top pieces need to be replaced because squirrels run and nibble on them. Rotted pieces can be replaced but the price of individual pieces vs whole replacement has to be determined. He would like to start with an inventory and note very bad conditions. The On-Site Manager will work with the committee to find problem areas. Seth Theuerkauf researched wood that was used and found that it our pieces have a physical half-life of 25 years remaining. The Treasurer suggested improving drainage under the fences to prevent rotting in the ground as an interim measure.

MANAGEMENT REPORT

The Management Agent reported that the 2022-23 planning calendar has been issued and asked the Board to provide a list of additional information or corrections for the next meeting.

The On-Site Manager reported that Kolas carpentry repairs will begin Jan.12 due to earlier bad weather and notices have gone out to Court 1. The tree root investigation in the Court 12 parking lot is progressing. The Pro Pave Inc. and Hemax Construction Services & Landscaping proposals have been sent to REI for their review and will be sent to the Board when REI replies. The missed sidewalk repair in Court 10 near 4317 should be repaired by Pro Pave soon.

The Court 12 Court Rep, Lori Derkay, asked the Secretary if the Secretary would brief the Board about the email from Mary Bley of Court 12 that afternoon concerning the buried tree roots under the Court 12 parking lot. The Secretary had not yet read the email so Lori noted the problems caused by dead roots of a tree that had been removed several years ago or roots coming from a live tree on S. Stafford St. Suggestion was that an arborist should be consulted. The Management Agent reported that a professional engineer did look at the situation and submitted a report. She also noted that if there is a trip hazard or similar situation on our property that is created by a County owned tree, we have a right to take appropriate remedial action. The Treasurer agreed, noting that the Glen freely removes roots from County owned trees that are clogging its sewer lines.

NEW BUSINESS

01.11.22.09 MOTION. The President moved to renew the new landscape proposal as presented. Motion passed unanimously.

EXECUTIVE SESSION

01.11.22.10 MOTION. Moved to go into executive session at 7:28 p.m. Motion passed unanimously.

The Board reconvened in regular session at 7:37 p.m.

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

Respectfully submitted,

Susan Hunchar, Secretary

The next scheduled meeting of the Board is Feb. 8, 2022 at 6:30 p.m. and it will be a virtual meeting.