

DRAFT

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

July 12, 2022 Board Minutes

Online via ZOOM

ATTENDEES: Charlie Robbins (President), Jeremy Wiedemann (Vice President), Maynard Dixon (Treasurer), Susan Hunchar (Secretary), Amy Steliga (On-Site Manager), Candace Lewis (Management Agent); TJ Doyle (At-Large Member) was not in attendance.

CALL TO ORDER: The meeting was called to order at 6:31 p.m. by the President via Zoom.

RESIDENTS' FORUM: Jim Heileman (Ct. 12 and Landscape Committee); Ana Aizcorbe (Ct. 13); Lori Derkay (Ct. 12 Court Representative and Co-Chairperson of the Pool Committee); Jay Yianilos (Editor, The Glen Echo)

Lori Derkay reported a resident suggested that dryer lint should be added to the list of "do not throw into the toilet" items. The President asked that the item be added to the list and that the new list be put on our website and asked Jay Yianilos to include it in the next issue of The Glen Echo. She reported that there has been a homeless man on King Street behind the fence of Fairlington Arbor. The President addressed several issues: where is the right of way; which county covers the area involved and is the Arbor interested in pursuing the subject. He will speak with the Arbor President for information. The President noted that the man spends a lot of time at Bradlee Shopping Center. The Vice President noted that it's not the Glen matter; perhaps the Arbor should adjust the area concerned. He also suggested it would be a good topic for the next Presidents' meeting.

Jim Heileman agreed that the person is on the Arbor property and debris on the King St. area has increased greatly and needs to be addressed and questioned why it continues. The Treasurer noted that the border between jurisdictions is always difficult. He suggested that Libby Garvey might be a good contact to assist in the matter.

BOARD MEETING MINUTES: 07.12.2022.01 MOTION. Moved to approve the minutes of the June 14, 2022 Board meeting. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President: The President reported that we've done a good job getting thru Spring with Covid and that the pool is open, operating and the center of Glen activity. He thanked the Treasurer for his great job preparing the 2023 budget for the annual meeting and thanked the On-Site Manager, On-Sight Staff and the Management Agent for keeping us clean, working and within budget.

Vice-President: Painting and masonry work has begun; lots of work in the neighborhood. He thanked the On-Site Manager for handling problems that arose and asked residents to be patient with the on-going work. He reported that the porta-potty location at the end of the driveway between Courts 6 and 7 is excellent. He has asked the On-Site staff to fill in cracks in the pickleball court since the cost of resurfacing would be expensive. The pool is fantastic, the guards are very good and residents have come together and resolved some matters.

Treasurer: The Management Agent reported that the tax return will be available for the Treasurer's signature. The Treasurer requested an updated list of approved variances from the Management Agent and/or the On-Site Manager to add to his pdf file. The Treasurer reported on the 2023 draft budget during the New Business part of the meeting.

Secretary: 07.12.2022.02 MOTION. Moved to ratify the June 15, 2022 unanimous email vote for the launch of the Frontsteps website for co-owners to access secure documents and their homeowner accounts. Motion passed unanimously. She announced that Mary Stephens, a Landscape Committee Co-Chair, has resigned from her position and hopefully will continue to work with the Landscape Committee. The President added that Mary had attended the Quaker Lane tree border meeting recently.

At-Large Member: The At-Large Member was not in attendance.

COMMITTEE REPORTS

Pool Committee – The Co-Chair reported that early lap swimming has begun. She thanked the on-site staff for fixing several things at the pool. The County Health Dept. inspected the pool and found cracks on the top step of the pool that need to be fixed for next season. The repair work will be paid out of Reserves and the Committee will get estimates. The Committee will meet on July 25 to assess how things are going and what needs to be tweaked. The Co-Chair noted that everything is moving smoothly. The President thanked the Co-Chairs and committee members for efforts to keep things running smoothly and noted that the pool is the mainstay of social activities of the Glen in the Summer.

Landscape Committee – The Secretary is the Board liaison to the committee and reported that there is some planting being planned but the budget has to be consulted and planting will be done in the Fall. Work following the early Spring walk-arounds such as removing dead items will be done as much as possible during and after Summer.

E-Charging Committee – The Vice-President reported that a few residents are looking into the possibility of installing their own charging stations at their parking spaces.

MANAGEMENT REPORT

Management Agent – no report

On-Site Manager – The On-Site Manager reported having no report but some proposals for consideration.

The Vice-President reported that the On-Site Manager and he met concerning benches for the tot lot. They decided to not purchase any benches at this time. After consulting with a Pool Co-Chair, they decided to have a bench from the pool area moved to the bench area by the swings. The On-Site staff will build a wrap-around seat on the tree that had one before.

New Business

The Treasurer reported on changes that he recommended to the incomplete 2023 draft budget in Management Exhibit D. At the suggestion of the Vice President, he agreed to incorporate the changes into a final draft budget that would be attached to these minutes as an Appendix. The proposed dues increase would be 4.5%. The proposed budget and dues levels are shown in the Appendix.

07.12.2022.03 MOTION. Moved to approve the 2023 draft budget. Motion passed unanimously.

The On-Site Manager reported that Poison Ivy is in various parts of the Glen and she has received estimates from ProGrounds (approx. \$500) and Brightview (\$824.70) to apply the herbicide Triclopyr. The President requested that discussion of the use of an herbicide be done before the next Board meeting. The Vice-Chairperson noted that several years ago we had the problem and most of the areas involved are along the fence lines away from well-traveled areas so signs should prevent children and dog walkers from those areas. He suggested discussing at this meeting so as to decide now what to do instead of waiting. This was acceptable to the Board.

07.12.2022.04 MOTION. Moved to approve the ProGrounds proposal of approximately \$500.00 for the use of the herbicide Triclopyr to destroy Poison Ivy in areas of the Glen. Motion passed unanimously.

Discussion followed concerning four canopy trees needing pruning: one each in Courts 10 and 13 and two in the Tot Lot by G&V Tree Service, Inc., for a total of \$3950 for the four trees. Discussion centered on overspending the Landscape budget Account 61557 Landscaping Non-Contract. The Treasurer agreed to support exceeding the 2022 budget for this

account due to high need and an unusually tight budget for landscape this year; but he opined that we should not make a habit of this.

07.12.2022.05 MOTION. Moved to exceed the 2022 budget for Account 61557 Landscaping Non-Contract by \$1500 which will allow the pruning of four trees -- one tree in Courts 10 and 13 and two trees in the Tot Lot by G&V Tree Service, Inc. for a total expenditure of \$3950.00. Motion passed unanimously.

Miscellaneous: None

EXECUTIVE SESSION 07.12.2022.06 MOTION. Moved to go into Executive Session at 7:25 p.m. Motion passed unanimously.

The Board reconvened into regular session at 7:29 p.m.

ADJOURNMENT The meeting was adjourned by the President at 7:30 p.m.

Respectfully submitted,

Susan Hunchar

The next scheduled meeting of the Board is August 9, 2022 at 6:30 p.m. and the meeting will be held virtually via Zoom.

APPENDIX

PRELIMINARY DRAFT 2023 BUDGET FOR JULY 2023 BOARD MEETING

Average Dues Increase = 4.5%

MANAGEMENT	ACCOUNT	2021 After Audit	2022 Budget After Revision to Allow Fulltime Onsite Manager	2023 Budget
ACCOUNT	NAME			
	INCOME			
30100	Assessment Income	1,752,084.00	1,780,290	1,860,321
30270	Interest	31,917.50	32,808	43,252
30290	Bad Debt Recovery	0.00	2,095	1,833
30171	Late Fees	825.00	1,566	1,200
30190	Pool Income	0.00	368	368
30260	Misc. Income	1,760.00	50	1,760
	Total Income	1,786,586.50	1,817,177	1,908,734
	ADMINISTRATIVE and MISCELLANEOUS			
51020	Postage	55.00	115	100
51030	Office Expense	3,298.98	4,502	3,284
51031	Copying/Printing	1,611.44	1,069	1,160
51050	Training & Education	0.00	100	300
51250	Entertainment & Social	100.00	100	300
51500	Misc. Expense	3,020.16	1,156	1,996
51550	Misc. Administrative	4,497.58	5,087	5,038
51110	Auditing, Taxes, and Accounting	7,250.00	7,750	8,500
51090	Legal Fees	17,476.94	17,000	17,500
51092	Legal Fee Reimbursement	(8,929.70)	(547)	(2,800)
51120	Management Fee	66,388.56	67,716	67,584
51125	Management Schedule B	6,443.69	8,796	7,838
51000	Telephone & Related	4,390.97	4,020	4,391

MANAGEMENT	ACCOUNT	2021 After Audit	2022 Budget After Revision to Allow Fulltime Onsite Manager	2023 Budget
ACCOUNT	NAME			
	Total	105,603.62	116,864	115,191
71050	INSURANCE	103,418.50	112,301	118,587
	PERSONNEL			
51137	Management On-Site	26,754.55	75,442	98,280
61420	Maintenance Payroll	94,062.17	103,100	100,490
61301	Fed. FICA Tax	6,887.62	6,450	6,230
61308	Fed. Medicare Tax	1,398.61	1,525	1,457
61302	VA Unemployment Tax	80.63	14	41
61303	Fed. Unemployment Tax	105.42	68	105
71070	Group Insurance [Health]	30,685.50	21,104	24,278
61300	Payroll Administration	11,650.92	7,486	9,050
61360	Uniforms	0.00	367	620
61431	Temporary Help	500.00	6,000	5,200
	Total Payroll	172,125.42	221,556	245,751
	UTILITIES			
71030	Electricity	11,027.47	11,282	11,699
71010	Water/Sewer	198,745.12	200,245	204,738
	Total Utilities	209,772.59	211,527	216,437
	POOL COMPLEX			
61150	Pool Contract	43,500.00	47,850	50,700
61145	Pool Repair and Maintenance	9,285.16	8,564	9,232
61156	Pool Furniture	3,479.54	400	2,000
51258	Pool Committee	0.00	2,141	2,500
	Total Pool Complex	56,240.70	58,955	64,432
	LANDSCAPING			
61180	Landscaping Maintenance Contract	86,478.84	88,208	93,828

MANAGEMENT	ACCOUNT	2021 After Audit	2022 Budget After Revision to Allow Fulltime Onsite Manager	2023 Budget
ACCOUNT	NAME			
61188	Tree Service [after 2018 - - work related to maintenance and reserve projects]	0.00	3,000	3,000
61572	Special Projects/Improvements			4,000
61557	Landscaping Non- Contract	14,574.67	15,000	22,000
61570	Landscape Replacement [Damage from Contractor Negligence or Weather]	3,284.00	3,752	3,752
	Total Landscaping	104,337.51	109,960	126,580
	REPAIRS & MAINTENANCE			
61310	Exterior Painting	119,892.00	87,965	102,011
61284	Carpentry	14,660.30	30,788	29,147
61200	Property Repairs	19,310.85	35,127	16,563
61090	Maintenance Supplies			5,868
61460	Roof Repairs	60,642.71	26,966	44,081
61010	Vehicle Expenses	556.16	876	689
61247	Playground Equipment	239.76	5,455	1,850
51106	Professional Fees	23,150.00	8,000	14,016
	Total Repairs & Maintenance	238,451.78	195,177	214,225
61370	DAMAGE CLAIMS	12,766.43	12,359	11,512
	SERVICES PROVIDED MAINLY BY CONTRACT			
61240	Exterminator	3,280.00	3,607	3,616
61581	Snow Removal	8,068.26	9,047	10,955
61250	Trash Removal	69,418.25	69,643	74,371
	Total Contracts	80,766.51	82,297	88,942
50400	BAD DEBTS EXPENSE	52.00	2,825	2,065

MANAGEMENT	ACCOUNT	2021 After Audit	2022 Budget After Revision to Allow Fulltime Onsite Manager	2023 Budget
ACCOUNT	NAME			
	INCOME TAX ACCOUNTS			
71140	Income Taxes	6,437.00	6,889	9,083
95000	Provision for Income Taxes			
	TOTAL EXPENSES	1,089,996.06	1,130,710	1,212,805
	RESERVE CONTRIBUTIONS			
90000	Replacement Reserve	648,480.00	660,548	660,000
90005	Replacement Reserve Interest	25,214.83	25,919	34,169
	Contingency Reserve Accounts Used			
90032	--Transfer to Reserves Phase II			
90061	--Contingency Reserve	8,400.00	0	0
90062	Fund Prior Year Deficit [account used to amortize a lump sum payment from Cardinal into yearly payments that are to be posted yearly to replacement reserves]	1,760.00		1,760
	Total Reserve Contributions	683,854.83	686,467	695,929
	GRAND TOTAL EXPENSES	1,773,850.89	1,817,177	1,908,734
	BALANCE OF INCOME AND USES OF INCOME (- DEFICIT)	12,735.61	0	0

PROPOSED FEE SCHEDULE

The fee schedule in the table below is derived by taking the revenue to be raised from assessment income alone in 2023 (\$1,860,321), multiplying it by the ownership percentage of each model, dividing by 12, and rounding to the nearest dollar. Due to rounding, the percentage changes in assessments experienced by differing unit types may differ year-to-year from the overall average percentage change (4.5% in 2023), but the differences will not accumulate:

Unit Type	% Ownership	2022	2023
Arlington	.00379	\$562	588
Barcroft (I)	.00243	\$361	377
Barcroft (E)	.00250	\$371	388
Braddock (I)	.00195	\$289	302
Braddock (E)	.00202	\$300	313
Clarendon (I)	.00297	\$441	460
Clarendon (E)	.00304	\$451	471
Dominion	.00351	521	544
Edgewood (I)	.00263	\$390	408
Edgewood (E)	.00270	\$401	419