

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**

**October 11, 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 absent.

**CALL TO ORDER:** The meeting was called to order at 6:30 p.m. by the President via Zoom.

Tim Trimmer (President) and Eric Hildreth (Account Manager) of Professional Grounds presented the current issues of their business and reasons for fee increases again this year. They hope to continue with the Glen in 2023 with an 8.58% increase. Labor, equipment parts, trucks, and fuel costs are the major factors.

**RESIDENTS' FORUM:** Lori Derkay (Ct. 12 Court Representative and Co-Chairperson of the Pool Committee); Connie Francis (Ct. 14 and Landscape Committee); Thora Stanwood (Ct. 2); Mary Hanson (Ct. 2); Patricia Matthiew (Ct. 15); Ellen McDermott (Ct. 14); Jay Yianilos, (Editor, The Glen Echo)

Tim Trimmer and Eric Hildreth presented the current issues of their business and reasons for fee increases again this year. They hope to continue with the Glen in 2023 with an 8.58% increase. Labor, equipment parts, trucks, and fuel costs are the major factors.

Patricia Matthiew reported that the brickwork on the back of her unit was not addressed during the present work being done. The On-Site Manager has inquired about the issue and is waiting for responses from Culbertson Brick Company and REI (REI Engineering). The Treasurer noted that the Glen can do an add-on if necessary.

Thora Stanwood asked about the three Court 2 front stoops still not having been renovated and if Culbertson Company of Virginia is doing the renovation. The On-Site Manager reported that the County has been very slow issuing permits and will notify Thora when Culbertson is scheduled to arrive.

Connie Francis continued with her concern about the perchloroethylene (PCR) issue and the device installed by ECS Mid-Atlantic adjacent to the rear of her home being moldy and damp for more than a year as is the brickwork on both walls of the corner where it is installed. There have been several things done to help identify the causes to no avail and it is difficult to identify how to handle this issue since there has been no harm inside her unit. The Management Agent noted that this is not a Fairlington Glen issue since the problem is confined to the owner's areas of responsibility under our governing documents. The President asked Connie to report any changes to the problems to the Management Agent or the President.

Jay Yianilos reported that if the next monthly meeting is on Nov. 8, he will not be at the meeting because he will be working at the Fairlington Community Center polling place. The President mentioned moving our monthly meeting to a different date or having it at the Annual Meeting instead; discussion will continue later.

**BOARD MEETING MINUTES: 10.13.2022.01 MOTION.** Moved to approve the minutes of the September 13, 2022 Board Meeting. Motion passed unanimously.

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

**President:** The President reported that the Glen has gotten through the year well and thanked the Treasurer and others involved with keeping the Glen on budget and also the Pool Co-Chairs for the wonderful pool sessions. The next biggest challenge is the Annual Meeting on Nov. 3 and he asked that everyone encourage other owners to submit their ballots so that quorum is reached early.

**Vice-President:** The Vice-President asked if all email versions of the Annual Meeting documents were sent to those who have provided an email address and the Management Agent reported that they had been and the paper version was also sent to them. It was noted that both versions were sent to all owners last year. The Treasurer suggested that people should check their spam files and putting that on our website. The paper version is sent via mail and mail has been slow. The President asked the Management Agent when quorum reports will start to be sent to the Board in order to determine if we will need to do extra work. The Management Agent responded that it will be next week or the week after.

The Vice-President noted that there has been more crime; much of it is crime of opportunity such as car doors left unlocked and people going through cars and a catalytic converter was stolen from a resident's car parked in the parking lot. He suggested reminding residents to lock cars and keep valuables out of sight. He mentioned that if people have been considering using Ring cameras, now is a good time. He noted that people should stay vigilant. The President supported the concerns of the Vice-President and urged people to call the police if someone sees a theft in progress.

#### **TREASURER:**

**10.13.2022.02.** Moved to approve the revised Maintenance Manual that will be in the "Confidential" portion of our website. Motion passed unanimously.

**10.13.2022.03.** Moved to approve the proposal to purchase at Lowe's a new John Deere tractor and a snow blower for \$5100 including tax and to be charged to Reserves. Motion passed unanimously.

**10.13.2022.04.** Moved to approve NVM Paving & Concrete's proposal for snow removal in Proposal G of the Board Package. There is no change in the per-unit charge. Motion passed unanimously.

The Treasurer asked that the On-Site Manager or the Management Agent contact REI for a proposal for our next reserve study in 2023.

The Treasurer inquired as to which board members are liaison to which committees:

Court Representatives – President; E-Charging Vehicles – Vice-President; Fences – Vice-President

Landscape – Secretary; Maintenance – Treasurer; Pool – Vice President; Website – At Large Member

The Vice-President noted that the Fence Committee and E-Charging Committee need representatives.

The Treasurer noted that in anticipation of the Courts 1 and 2 parking lot reconstructions in the coming year, decisions should be made concerning the strips between the parking lot edge and sidewalks. There was discussion about the grass strips problems of the 2021 reconstruction of the Court 10 parking lot. The On-Site Manager has designed a questionnaire for the owners of Courts 1 and 2 to vote for their choices. The Management Agent questioned asking residents how they want the grass strips. The President noted that we are asking for opinions and nothing has to be binding.

**Secretary: 10.13.2022.05 MOTION.** Moved to ratify the earlier unanimous email vote for the variance request of David Ruse and Andrea Ruse of Ct.15 at 4232 35<sup>th</sup> St. South for (1) renovation of current attic space into a bedroom and a bathroom and (2) partial renovation of the kitchen to include removal of existing non-loadbearing wall between the kitchen and dining room and to remove the load-bearing wall between the kitchen and living room. Motion approved.

**At-Large Member:** Absent

## **COMMITTEE REPORTS**

**Pool Committee** – Summary of what happened this year and several recommendations for 2023. Overall, it was a very successful pool season and the Committee appreciates the Board support.

New/revised issues instituted in 2022 were well received:

1. Installation of a chairlift.
2. Reduction in age for unaccompanied children from age 12 to age 10.
3. Updated signage for displaying rules and food areas.

Hosting the FINS group the last week of July was appreciated by the Fairlington Community. Community. We will continue to have the life guards conduct swim tests for children wishing to swim and play in the deep end of the pool. We will ensure there is better communication around the use and schedule of

having two lap lanes available. Several private pool parties during regular pool hours were successfully held. We fine-tuned the procedure and the process ran very smoothly. Overall, we had a very successful pool season. Get new furniture and other expenditures under the 2022 budget.

End of contract with Atlantic is 2023 and we will ask for renewal and will be happy to for next 3-yr contract. Vice-President suggested going with Atlantic, they've been excellent. Do due-diligence and get one or two others but continue to work with Atlantic Pools. The President suggested to make inquiries about what they would propose for a fall-along contract for three years.

A walk-thru showed a few things to be repaired or refurbished. The Vice-President noted large pieces of concrete shifting that should be checked and ask for cost of old vs new. The Management Agent noted two tripping places that need to be checked and there may be utilities' wires may be under the areas. The Co-Chair will set up a meeting with the Management Agent and REI to discover engineers that work in pools. The Management Agent suggested Mosaic Engineering and others if not REI.

**Landscape Committee** – The Secretary reported for the Landscape Committee Co-Chair. The Committee is in the process of obtaining a proposal for the removal of dead or dying plants and their replacement with appropriate native plants in high priority areas identified by the Committee with input from residents. The Committee will provide the proposal to the Board via email under separate cover.

**10.13.2022.06 MOTION. Moved to approve the purchase of native plants to replace dead or dying plants or filling in an obvious plant gap for \$4000.00. Motion approved.**

The Committee is developing a native plant policy to guide plantings in common areas.

The Committee will be meeting on October 19th at 7:00pm via Google Meet (calendar invitation forthcoming) to discuss the development of a native plant policy, work to be done this year and to begin preparing for next year

**Court Reps Committee** – The Chair was out-of-town. The President reported that he has spoken with the Chair to have the Committee active in preparation for the Annual Meeting.

**E-Charging Committee** – The Vice-President reported that Dominion Power has a program with reimbursement for multi-use chargers but this entails being reimbursed after the Glen funds were used. The Vice-President noted that it requires a lot of time and effort to just get started on the research. Multi-family chargers are expensive to acquire and we have to decide how we will fund any chargers. The President noted that it will be until the preparation for the 2025 budget to start having an actual firm proposal for the budget and will require a lot of work.

Several issues were discussed: why we haven't started to install a charger; being careful as to which company is used; once you put a station in a parking space, can anyone use it; a line of credit could be acquired by the community if that approach is desired; and in order for an individual unit to install a charger, the unit's electric panel may need to be upgraded at a significant cost.

**MANAGEMENT REPORT - nothing to report**

**NEW BUSINESS**

The On-Site Manager reported that the Board has to decide about renewing the contract for 2023 for Professional Grounds, Inc. The President and Secretary reported they would like to review the proposal and contract for several more days and have an electronic vote in about 10 days. The Board tabled the decision on renewing the 2023 contract pending further examination by the Board.

**Miscellaneous – nothing to report**

**EXECUTIVE SESSION 10.13.2022.07 MOTION.** Moved to go into Executive Session at 7:25 p.m. Motion passed unanimously. The board reconvened in regular session at 7:57 p.m.

**ADJOURNMENT:** The meeting was adjourned by the President at 8:00 p.m.

Respectfully submitted,

Susan Hunchar, Secretary

**The next scheduled meeting of the Board is November 8, 2022 at 6:30 p.m. via Zoom**