

**DRAFT**

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**

**February 14, 2023**

**Board Minutes**

**Online via ZOOM**

**ATTENDEES:** Charlie Robbins (President), Jeremy Wiedemann (Vice President), Maynard Dixon (Treasurer), Susan Hunchar (Secretary), TJ Doyle (At-Large Member); Amy Steliga (Onsite Manager), Candace Lewis (Management Agent)

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

**Residents:** Angela Donatelli (Ct. 6; Landscape Cmtee. Finance Officer); Lori Derkay (Ct. 12 Ct Rep; Co-Chair Pool Cmtee); Ana Aizcorbe (Ct. 13; Landscape Cmtee); Jay Yianilos (Editor, THE GLEN ECHO)

**02.14.2023.01 MOTION.** Moved to approve the minutes of the December 13, 2022 Board Meeting. Motion passed unanimously.

**RESIDENTS FORUM**

Angela Donatelli of Ct. 6 reported a sewer odor in her basement by the water closet and asked if this might be related to the Ct. 7 project which is directly behind her unit. Angela and the Onsite Manager will discuss by phone. Lori Derkay (Ct. 12 Ct. Rep) reported a request from a resident reminding residents that personal items should not be left on the sidewalks so that people do not fall.

**PRESIDENT:** The President noted that there have not yet been any major problems in 2023; a good year so far and moving at the pace we hoped. He also hopes the good weather stays. We remain on budget and spending has been as expected with no financial crises. We are holding sufficient reserves so that we can plan maintenance and issues that can be problems with an aging infrastructure. The cost of material and labor have increased but we are addressing this well. He noted that our plumbing was installed at a very early date and has aged. He noted that nothing except toilet tissue should be flushed down toilets and nothing should be pushed down drains in order to prevent clogged drains. Replacing pipes is very expensive. He reported that the Corona virus has resulted in higher costs and shortages of labor and materials. Auto thefts in parking lots have continued with catalytic converters and airbags being prime targets. Wheels, rims and tires are also being stolen in our area.

The Quaker Lane photinia hedge has become susceptible to various diseases but there are no

cures. The hedge is an agreement between the County, the Meadows and the Glen. The County pays for the trees and the planting; the Glen and the Meadows maintain the trees. The County will remove the present trees and will replace them in the Glen area with mixed evergreen trees in the Spring. The Glen recently signed the usual agreement with the County. Our Onsite Manager, Amy Steliga, will be executing the agreement managing the pruning and care of the trees with our landscape company. Alan Bow has volunteered to be Landscape Committee liaison with the President concerning the Quaker Lane project. The President thanked the Landscape Committee for assisting with this project.

The King Street hedge continues to be a challenge and will be a focus this Spring for the Landscape Committee.

The President noted that there is evidence of only slight accumulations of water on the basketball court after rain. The basketball court work has been successful.

**VICE-PRESIDENT:** The Vice-President asked if a reserve study is due this year. The Treasurer replied that there will be a reserve study this year and that Restoration Engineering, Inc. (REI) would probably be hired again and the Treasurer will have a background proposal in March. The Treasurer and he discussed the water lines involved in common areas and feeder lines for residents. Angela Donatelli asked if large tree removals might be included in the reserve study since removing a tree is expensive. The Treasurer replied that those had never been part of the reserve study but will consider it. The Vice-President thanked all who were involved in the recent sewer problem in Ct. 6.

**TREASURER:** The Treasurer noted that there is a schedule at the back of the Maintenance Manual for distributing flyers, including one for reminding residents what not to put into toilets, and reminded Management to have the flyers circulated accordingly.

**02.14.2023.02 MOTION.** Moved to adopt the following schedules for painting and related carpentry for 2023-2025: Courts 9-10 in 2023, Courts 11-12 in 2024, and a resumed 4-court cycle with Courts 13-16 in 2025. Motion passed unanimously.

**02.14.2023.03 MOTION.** Moved to adopt the painting specifications in Management Report Exhibit E. Motion passed unanimously.

The Treasurer emphasized that the painting and related carpentry specs for 2023 are for Courts 9-10 only, rather than Courts 9-12 that would be included in our usual 4-court cycle. He noted that he has been discussing with the Board the need for a delayed cycle of painting and carpentry that would take 3 years to do what we would ordinarily do in 2 years. He maintained that this is needed in light of maintenance costs that are rising faster than the salaries of the federal workers who live in the area. He explained that needed spot work would continue Glen-wide. The savings will enable the Glen to tame dues increases and maintain reserve contributions without significantly affecting maintenance.

He noted that attention should be on errors in Kolas' specifications, addresses, proposals, etc.

**SECRETARY: 02.14.2023.04 MOTION.** Moved to ratify the variance request of Ji Chen & Michele Cona Chen of 4312 35<sup>th</sup> St. S for interior renovations. The required notarized copy has been provided. The retroactive application is for a kitchen remodeling and removal of the wall between the kitchen and dining room. Motion passed unanimously.

**02.14.2023.05 MOTION.** Moved to ratify the variance request of Susan and Daniel Shapiro of 4210 36<sup>th</sup> St S A1 on Jan. 11, 2023 for a basement egress window. Motion passed unanimously.

**02.14.2023.06 MOTION.** Moved to ratify the variance request of Ct. 8 B Building owners of 3611 S. Taylor St. (Doug Bennett et al) on Jan. 30, 2023 for a lock on the front door. Motion passed unanimously.

**02.14.2023.07 MOTION.** Moved to ratify the variance request of Regina and Will Smith of 3525 S. Utah St. Ct.9 on Feb. 8, 2023 for a hand railing. Motion passed unanimously.

**02.14.2023.08 MOTION.** Moved to ratify the Ekotek softwash proposal for Courts 9-12 for \$10,975. Motion passed unanimously.

**02.14.2023.09 MOTION.** Moved to ratify the Concrete Jack pool deck trip hazard concrete lift repair proposal for \$11, 683. Motion passed unanimously.

**AT-LARGE MEMBER:** As a resident of Ct. 6, he thanked Amy, Maria and Nelson for their work concerning the recent sewer problem. He also thanked Jay for providing the text of the “DO NOT FLUSH” items and asked that the reminder be circulated and on our website.

**POOL COMMITTEE:** The Co-Chairperson thanked the Board for approving the deck work that needs to be done before the pool opening. She also thanked the Onsite Manager for getting proposals in a timely manner; Atlantic Pools, Inc. is working on some repairs now. This is the last of the three-year contract with Atlantic and Atlantic will present a renewal proposal in April. The Treasurer noted that he will need the financials by June 1. The Pool Committee will have its first planning meeting for 2023 pool season meeting in March.

**LANDSCAPE COMMITTEE:** The Secretary reported that a Chairperson has not been identified.

An arborist from G&V Tree and Landscaping will do an inspection of Glen trees (not including owner trees) to identify dead/dying trees that need to be removed. The President suggested that the County street trees be checked by the G&V arborist if there is time.

The Committee will ask the County to check street trees since several overhang our roofs taking off a shingle or two or other possible damage.

Courts 6 and 12 each had trees that suffered from scale in 2022 and were pruned heavily on Feb. 8 to establish new growth for the cost of \$600.

The Quaker Lane Photinia hedge was pruned the week of Feb. 6 as per the agreement with the County.

Cleanup Day will be the last Sat. in April or the first Sat. in May.

#### **E- CHARGING COMMITTEE:** No report

The President noted that recently Bank of America (US) is the first US bank providing e-charging loans for vehicles and now includes loans for chargers with the vehicles. He also reported expanding infrastructure along Rt. 50 toward the Chesapeake Bay Bridge at a Wawa business that was installing at least 10 Tesla e-charging stations. At the upcoming Presidents Meeting he will ask if other presidents have seen expansion of e-charging stations locally or elsewhere.

Angela Donatelli mentioned that the federal “inflation reduction act” of 2021 provides States with funds for electric vehicle charging stations - people will see more charging stations in the future.

#### **MISCELLANEOUS:**

Jay Yianilos found the original version of the flyer used for alerting residents about toilet tissue being the only item to be flushed in our toilets. The President thanked him for all his work on the newsletter.

#### **MANAGEMENT REPORT:**

Action Item Updates:

- o REI Masonry Update –Stoop replacements are ongoing in court 2. Court 5 work is expected to begin in the next couple of weeks. Work has started.
- o Courts 5-8 Carpentry Repairs – Kolas reported this work as complete. Management is inspecting and will release the final payment upon confirmation of completion.
- o Courts 1-2 Paving – REI has completed fieldwork and engineers are currently working on the design phase of the project. They anticipate the bidding process to begin in mid-March.
- o Trash Signs – Trash signage has been posted in each court.
- o Pickleball Court Behind Court 7 – We have issued Bishop’s deposit, and anticipate work on this to begin in May, weather permitting (night temperatures must reach 50+ degrees).
- o Court 7 Sewer Line Repair – Board approved Dwyer’s proposal for sewer line repairs. This project is pending County permit. Permits are in place and work is scheduled for the 21 st .

- o Pool Concrete Repairs – The Board and committee approved a concrete lift repair proposal from Concrete Jack, via email vote. Scheduling pending.
- o Reserve Study Update – Management has reached out to REI for a proposal.
- o Lamp Replacements – PSE provided Management with two proposals, one for plastic based fixtures, and one for metal. These were sent to Maynard, and once the Board decides on the preferred material, management will get two additional bids.
- o Courts 9-12 Softwashing – The Board approved Ecotek’s softwash proposal for courts 9-12 via email. This work is scheduled tentatively for March 27<sup>th</sup>.

**New Business:** None

**Miscellaneous Business:** None

**EXECUTIVE SESSION: 02.14.2023.10 MOTION.** Moved to go into Executive Session at 7:22pm. The Board reconvened in regular session at 7:42pm.

The Treasurer noted that if large work such as tree care and removal needs to be done, we will have funds to do it. The Management Agent and the Treasurer will have a conversation about tree removal financing.

**ADJOURNMENT:** The meeting was adjourned by the President at 7:44 p.m.

Respectfully submitted,

Susan Hunchar, Secretary

The next scheduled meeting of the Board is March 14, 2023 at 6:30 p.m. via Zoom.