

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

December 13, 2022

Board Minutes

ATTENDEES: Charlie Robbins (President), Maynard Dixon (Treasurer), TJ Doyle (At-Large Member), Susan Hunchar (Secretary), Amy Steliga (On-Site Manager), Candace Lewis (Management Agent)

Jeremy Wiedemann (Vice-President) was absent.

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

RESIDENTS' FORUM: Laura and Chris Murray (Ct. 1); Jay Yianilos, (Editor, The Glen Echo)

BOARD MEETING MINUTES: 12.13.2022.01 MOTION. Moved to approve the minutes of the November 3, 2022 Organizational Meeting following the Annual Meeting. Motion passed unanimously.

BOARD MEETING MINUTES: 12.13.2022.02 MOTION. Moved to approve the minutes of the November 8, 2022 Board meeting with one typographical correction. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President: The President reported that things are going relatively well and with no significant weather incidents. He reported that Maria Castro of the onsite staff is on leave due to her knee operation and we look forward to her return. He noted that luckily there has not been a coronavirus (covid) outbreak in the area.

Vice-President: The Vice-President was absent.

Treasurer: The Treasurer reported that our projected interest rate has increased another \$2000.00 and this will increase our reserves. He reported that he may propose to stretch the next two years of batch-contracted painting, carpentry and wood mold spray (not roof mold spray) over three years to alleviate pressure on reserves and dues increases. He noted that he will discuss this with the Board before the year ends. We will continue to do needed spot work throughout the Glen whenever the need arises.

12.13.2022.03 MOTION. Moved to ratify the email vote approving the Bishop's Tennis, Inc. proposal for resurfacing the pickle ball court by Court 7 for the amount of \$11,730. Motion passed unanimously. The Treasurer noted for the record that the approved Bishop's proposal, and some optional add-ons that were rejected, appear in the November 2022 Management Report.

Secretary: The Secretary reported that the Landscape Committee is going along smoothly and she reported on that later.

12.13.2022.04 MOTION. Moved to ratify the revised Kolas Contracting, Inc. proposal for carpentry repairs in Courts 5-8 for \$22,961.00. Motion passed unanimously. During our November meeting, we approved a Kolas' worklist-contract costing \$20,825.00, subject to add-ons that would be voted by e-mail. Later in November, the Board, by e-mail vote, approved a revised contract that included the original worklist plus the requested add-ons, which added \$2,136.00 to the total cost, for a total cost of \$22,961.00.

12.13.2022.05 MOTION. Moved to ratify the Capitol Services of Va. proposal for trash removal and recycling for December 1, 2022–November 30, 2025 at \$6,240.84 per month for a total \$74,890.08 with 3% increases in the second and third years. Special pickups will be additional. Any adjusted rates will be effective when dump fee increases take effect. Motion passed unanimously.

12.13.2022.06 MOTION. Moved to ratify the Dwyer Plumbing, Heating, Air proposal for sewer line repairs with full rear patio replacement for a total of \$27,750.00 at 4204 36th St. South Court 7. Motion passed unanimously.

12.13.2022.07 MOTION. Moved to ratify the updated revised variance request of Ryan and Pamela Rich for a second attic skylight at 4333 36th St. South Ct. 10. Motion passed unanimously.

At-Large Member: The At-Large Member wished happy holidays for the attendees and thanked Jay Yianilos, editor of The Glen Echo, for always attending the meetings and making residents' and Board members' lives easier with the newsletter.

COMMITTEE REPORTS

Landscape Committee – The Secretary reported that the first round of native plantings were done and the Onsite Manager and she have been working with the native plant consultant for the Spring 2023 plantings.

MANAGEMENT REPORT

The Onsite Manager reported that the carpentry repairs will begin on Jan. 9, 2023 and stoop replacements will also begin Jan. 9 weather permitting. Residents have been notified of the work and notices have begun and will be continued as the work gets closer.

NEW BUSINESS - None

Miscellaneous – None

12.13.2022.08 MOTION. Moved to go into Executive Session at 7:06 p.m. Motion passed unanimously.

EXECUTIVE SESSION

12.13.2022.09 MOTION. The Board reconvened in regular session at 7:08 p.m.

12.13.2022.10 MOTION. Moved to ratify the modification to the sick leave allocation for our onsite employees by adding 14 days on the January 1, 2023 to each of their accounts. Ratification approved.

12.13.2022.11 MOTION. Moved to approve the end-of-year 2022 bonus for Nelson Ordonez and Maria Castro of two weeks of 2022 salary, to be charged to the year 2022. Motion passed unanimously.

12.13.2022.12 MOTION. Moved to approve the budgeted 2023 5.0% pay increase for Nelson Ordonez and Maria Castro beginning with the first paychecks in 2023. Motion passed unanimously.

12.13.2022.13 MOTION. Moved to accept Amy Steliga, an employee of Cardinal Management Company, as the Glen's dedicated onsite manager during 2023, in return for the Glen's reimbursement over the year to Cardinal of the Glen's budgeted \$98,220 = \$75,600 [2023 base salary] + .30(\$75,600), where (.30) is the ancillary employment costs and benefits increase factor agreed-to by Cardinal and the Glen in 2022. Motion passed unanimously.

ADJOURNMENT - The meeting was adjourned at 7:10 p.m. by the President.

Respectfully submitted,

Susan Hunchar, Secretary

The next scheduled meeting of the Board is January 10, 2023 at 6:30 p.m. The meeting will be held virtually via Zoom.