

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
November 14, 2023 Board Minutes
Online via Zoom

ATTENDEES: Charlie Robbins (President), Jeremy Wiedemann (Vice President), Maynard Dixon (Treasurer), Seth Theuerkauf (Secretary), TJ Doyle (At-Large Member), Amy Steliga and Candace Lewis (Cardinal Management).

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

RESIDENTS' FORUM:

Residents attending: Susan Hunchar (Court 10), Lori Derkay (Court 13), Ellen McDermott (Court 14). Jay Yianilos, former resident, also participated.

Lori Derkay asked for an update on the shooting incident that occurred within the community in late October. The President offered to address her question within his portion of the Board Members' Reports.

BOARD MEETING MINUTES:

11.14.23.01 Motion. Moved to approve the meeting minutes from the October 10, 2023 board meeting. Motion passed unanimously.

UPDATE FROM REI:

Tim Cork from REI joined early in the meeting to discuss the Court 2 paving project and concerns related to project costs. Tim shared that the recent contract with ProPav included paving the parking lots in Courts 1 and 2. The contract provided an allowance for removal of 'unsuitable soils' from below the parking lot area and replacement with an appropriate fill material that can adequately support the parking lot—the allowance amounts for the contract were determined by REI. Tim shared that the work completed in Court 1 exhausted the unsuitable soils allowance in the contract due to the large amount of unsuitable soils (i.e., red clay) found underneath the parking lot in Court 1. For Court 2, an even larger quantity of unsuitable soils were found that required additional funds beyond the original estimated allowance. Tim also shared that ProPav would be returning on November 15th to lengthen the three parking spaces that were not paved to the requested specifications. He shared that given the request to extend those parking spots beyond the original specifications that there would be a change-order. The President asked that all additional costs be captured within a single change-order.

The Board requested additional due diligence be conducted by REI (i.e., soil core samples) ahead of future parking lot projects to ensure bids are accurate and to avoid future cost overruns. The Board also asked that—where appropriate and necessary—REI ensure that future parking lot plans account for extension of parking spot dimensions beyond their current sizes to accommodate modern vehicles.

BOARD MEMBERS' REPORTS:

President –

The President communicated that since the last Board meeting in October, we have held the Fairlington Glen Annual Meeting. At the Annual Meeting, the Glen community voted to: approve the budget for the coming year, elect two members to the board (Maynard

Dixon—serving as Treasurer and Seth Theuerkauf—serving as Secretary), and approve the minutes of the previous years' meeting.

The President also described plans in the coming year to research and review improved HOA insurance policy options. While the Glen has a policy in-hand that represented the best available at the time, the Board seeks to explore options that may provide better terms and costs.

The President raised recent security concerns that have faced the community—including a recent robbery at the Bradlee Shopping Center and the shooting incident that occurred in late October within the Glen community. He stated that the Glen's Security Committee is working to identify solutions that can support safety and security of the Glen community. Regarding the shooting incident—the Board continues to closely monitor the situation and is working via our legal counsel to understand possible options and actions that the Board could take. The Board also continues to cooperate and communicate with the Arlington County Police Department. The President directed the Glen community to the Arlington County Police Department's website for additional information.

Vice President –

The Vice President communicated that he is aware of concerns that continue to emerge throughout the community related to the late October shooting. The Vice President is planning a meeting of the Security Committee in the coming weeks. The meeting will likely be virtual.

Treasurer –

The Treasurer had several motions for voting, approval, and ratification:

11.14.23.02 Motion. Motion to approve the health care package for our two onsite employees in Exhibit E of the Management Report. Motion passed unanimously.

The Treasurer explained that the \$27,541.68 cost was virtually unchanged from last year and \$1,600 under our \$29,145 budget for 2024.

11.14.23.03 Motion. Motion to approve the tax policy resolution, proposed by Goldklang Group and reproduced in Exhibit F of the Management Report. Motion passed unanimously.

The Treasurer explained that this will help us to justify using a more favorable Glen tax form and that we have approved similar motions in the past.

The three motions below were to approve our budgeted 2024 compensation for Amy Steliga (a Cardinal employee) and our own two employees and our budgeted end-of-year bonus for our own two employees:

11.14.23.04 Motion. Motion to accept the continued employment of Amy Steliga, an employee of Cardinal Management Company, as the Glen's dedicated onsite manager during 2024 and to reimburse Cardinal over the year for what we have budgeted for this expense = \$103,391 = [\$79,531.20] [1.30], where:

(a) \$79,531 = intended base salary = [\$75,600 (2023 base salary)][1.052 (2024 budgeted pay raise)]; and

(b) 1.30 is the ancillary employment costs and benefits increase factor agreed-to by Cardinal and the Glen in 2022.

Motion passed unanimously.

The treasurer explained that we budgeted Amy the same 5.2% pay raise for 2024 that we budgeted for our own two employees.

11.14.23.05 Motion. Motion to approve an end-of-year 2023 bonus for Nelson Ordonez and Maria Castro of two weeks of 2023 salary, to be charged to the year 2023. Motion passed unanimously.

11.14.23.06 Motion. Move to approve the budgeted 2024 pay increase of 5.2% for Nelson Ordonez and Maria Castro, beginning with the first paychecks in 2024. Motion passed unanimously.

The Treasurer explained that this is the same percentage raise that we budgeted for their Supervisor, Amy Steliga.

Secretary –

The Secretary communicated that there were several earlier email votes that that needed approval.

11.14.2023.07 Motion. Moved to approve the Atlantic Pool Contract renewal for 2024-2026, in the amount of \$59,500. Motion approved unanimously.

11.14.2023.08 Motion. Moved to approve the PSE Additional Fixture and light pole proposal in the amount of \$5,391.50. Motion approved unanimously.

11.14.2023.09 Motion. Moved to approve the ProGrounds shrub removal/replacement proposal, in the amount of \$5,536. Motion approved unanimously.

11.14.2023.10 Motion. Moved to approve the Kolas Carpentry Cycle Proposal Courts 9-10, in the amount of \$12,789. Motion approved unanimously.

11.14.2023.11 Motion. Moved to approve the Damage Claim Reimbursement allocation of funds for 4252 S 35th St, in the amount of \$4,925.49. Motion approved unanimously.

The Board discussed a new initiative to make all Glen contracts available via the secure portion of the Fairlington Glen website. Specifically, co-owners can view contracts and board packages by visiting the Association's website at www.fairlingtonglen.com, navigating to the "Residents" tab, and selecting "Homeowners Login." Once signed into the Association's secure website, navigate to "Community Information" and select "Documents." Select a folder to view the available documents within it.

This new platform will ensure all co-owners have ready access to these documents, including access to an archive of past contracts.

Contracts associated with Motions 11.14.2023.07 – 11.14.2023.10 are located on the secure portion of the Glen website and can be accessed using the instructions above.

At-Large -

The At-Large Member had nothing to report.

COMMITTEE REPORTS:

Pool

No update

Landscape

Landscape chair Susan Hunchar shared that a recent campaign to remove and replace dead or dying shrubs throughout the community was completed last week. She urged residents near the new plantings to water them at least 2x per week. The President requested management seek a proposal for work to address landscaping concerns between Courts 15-16.

Court Representatives

No update

Safety

Safety Committee chair Jeremy Wiedemann will be planning a virtual meeting in the coming weeks.

Maintenance

Maintenance Committee chair Maynard Dixon described the effort to work with REI to update the Glen plat. The Maintenance Committee chair seeks input from the Board and other community members to develop and refine the plat.

E-Charging

No update

Fence

No update

MANAGEMENT REPORT:

Amy Steliga described work by PSE to repair lights that were previously non-functional near the Glen pool area. PSE fixed the issue which was related to the breaker and all lights are now functional. Amy described the upcoming work in Court 2 to move the curb back by 3 feet for the three affected parking spaces. The work is scheduled to begin on Wednesday, November 15th and to be completed by Friday, November 17th.

The Vice President asked about when PSE would complete installation of the additional lamps throughout the community. Amy shared that the work would be

completed by the end of November. The Vice President indicated that at least one lamp near Court 14 had not been replaced and needs to be.

The Secretary asked if any extra lamps had been purchased for any future replacements that may be needed. Amy indicated that no 'surplus' lamps had been purchased, and the President asked that management seek a proposal for 10 of the smaller lamps and .5 of the larger lamps.

OLD BUSINESS

CAI Equality Pledge - Candace Lewis briefly described the CAI Equality Pledge. The President requested more time for the Board to review and evaluate opportunities for practical implementation of what is described in the Pledge.

NEW BUSINESS

CareFirst Renewal Packet. Voted on during the Treasurer's Board Member's Report.

Deferred Assessment Resolution. Voted on during the Treasurer's Board Member's Report.

Corporate Transparency Act. Provided to the Board for information only.

Pickleball Nets. The Board provided guidance on timing of set-up and seasonal break-down of the triple court pickleball nets. Specifically, the Board advised management to put nets away in mid-December through mid-February, with maintenance staff setting the nets up during periods of mild weather throughout the late winter/early spring season.

MISCELLANEOUS

None Reported.

EXECUTIVE SESSION

11.14.23.12 Motion. Moved to go into executive session at 7:49 p.m. Motion passed unanimously.

The board reconvened in regular session at 8:24 p.m.

11.14.23.13 Motion. Motion to move to approve \$800/month payment plan request for Account #69FGLN300405. Motion passed unanimously.

ADJOURNMENT: The meeting was adjourned by the President at 8:26 p.m.

The next scheduled meeting of the board is Tuesday, December 12, 2023, at 6:30 p.m. The meeting will be held virtually via Zoom.

Respectfully submitted,

Seth Theuerkauf
Secretary