

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
December 12, 2023 Board Minutes
Online via Zoom

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

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). Jay Yianilos, former resident, also participated.

BOARD MEETING MINUTES:

12.12.23.01 Motion. Moved to approve the meeting minutes from the November 14, 2023 board meeting. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President –

The President communicated that the community has had a challenging time in the past few months, but that we have advanced successfully through these issues. We remain on-budget and are tracking well for the upcoming fiscal year. We have nearly finished the pole light replacement program throughout the community, with the exception of: (a) one remaining light to be replaced in Court 14; (b) two pole light wiring issues near the pool that we are working to address; and (c) the pending purchase of several spare fixtures for future replacements, should we need to do so.

The Board continues to navigate the incident in Court 3. Arlington County has completed its investigation and processing of the incident with no further action. Given the sensitive nature of the incident, the Board has taken on the issue and is addressing it confidentially with the homeowner through legal counsel. The Board will provide further updates to the community when it is appropriate to do so. Overall, the Glen is in a good position as we move into 2024.

Vice President –

The Vice President was absent, but shared a few notes ahead of the meeting via email. Electric vehicle charging stations have been installed at the Fairlington Community Center – including 6 total charging stations: 2 for county vehicles, and 4 for the general public. One unusual issue is that the 4 charging stations for the public are not marked as only for EVs – anyone can currently park in those spots whether they are charging or not.

Treasurer –

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

(1) **12.12.2023.02 Motion.** Motion to instruct Management **(a)** to reallocate \$88,812 from *Account 25620 Reserve Contingency* to *Account 30410 Members Equity/Retained earnings* ; and **(b)** on the asset side of our balance sheet accounts, to transfer the same amount from our contingency fund bank *Account 12000 CIT Market – 9191* to our operating fund bank *Account 10000 CIT Operating – 5461*. Motion approved unanimously.

Explanation: Due to the late, unexpected, and unbudgeted increase in insurance costs, we underbudgeted insurance cost by \$88,812 = \$215,920 [new insurance package for 2024] - \$127,108 [2024 Budget]. If we were to attempt a late change in the 2024 budget to account for the increased insurance cost, the result would be either: (a) a larger, 2024 dues increase of 7.62% to cover the increased insurance cost (rather than the budgeted 2.8%); (b) a reduction in essential operating expenses or replacement reserve contributions during 2024; or some combination of (a) and (b) for 2024. Rather than absorb the full effect of the increased insurance cost during 2024, the best course of action is to use our contingency fund to absorb the increase during 2024 and postpone the dues increase needed to replenish our contingency fund until 2025. This are several advantages to this approach:

(a) It will give the members of our community ample notice of a larger-than-usual dues increase in 2025 so they we will have more time to prepare for it.

(b) An immediate rate increase sufficient to recover an additional \$88,812 might be premature because we may succeed in finding a lower-rate carrier for at least part of 2024.

(c) We can avoid a hasty and unplanned reduction in essential operating expenditures during 2024.

(d) Because the interest earned on reserve account with Morgan Stanley considerably exceeds the interest being earned on our more liquid contingency fund at CIT Bank, it makes more sense to fund the increase from contingency than by decreased contributions to replacement reserves.

(2) The Treasurer's draft newsletter article on the insurance cost problem in the Management Report was informally approved.

(3) The Board informally resolved to vote on the \$3,360.00 ProGrounds bid improvements to the alley between Courts 14 and 15 at the January 2024 meeting. Meanwhile, the Treasurer will circulate the bid for further review.

(4) The Treasurer announced that, before the January Board meeting, he will be asking our onsite manager to report on bidding and scheduling the parking lot sealcoating and striping work mentioned in the Task List.

(5) The Glen's Portfolio Manager, Candace Lewis, substituting for Onsite Manager Amy Steliga, agreed to ensure that the final versions of contracts that are uploaded to the members-only portion of our website are marked with the date of approval by the Board.

(6) The Board informally agreed to accept a future proposal from Cardinal Management whereby Candace Lewis, our Portfolio Manager, will reduce her attendance at our Board meetings in exchange for a fee reduction by Cardinal. The proposal will be incorporated into Cardinal's January presentation of the fee changes that are allowed under its contract with the Glen.

Secretary –

The Secretary communicated that there was one earlier email vote that needed approval.

12.12.2023.03 Motion. Moved to approve the paving project change order in the amount of \$39,395.60. Motion approved unanimously.

At-Large -

The At-Large Member had nothing to report.

COMMITTEE REPORTS:

Pool

No update.

Landscape

Landscape chair Susan Hunchar shared that the project to finish smaller plantings where needed throughout the Glen was recently completed. Looking forward to January 2024 when the Landscape Committee will meet and start out the new year.

Court Representatives

No update.

Safety

No update.

Maintenance

No update.

E-Charging

No update.

Fence

No update.

MANAGEMENT REPORT:

No update.

OLD BUSINESS

CAI Equality Pledge – The President provided a brief background on the purpose of the CAI Equality Pledge. The process to implement the Pledge involves distributing the document to the community, including an announcement on whether the Board would be considering adopting it, explaining its importance, reviewing and discussing the principles of the Pledge at an open meeting of the Board, soliciting input from co-owners,

and holding a Board vote to adopt the Pledge. The President stated that the Pledge is not legally binding, nor does it change the Glen's by-laws. Rather, it would serve as a tool to describe principles the Board could consider in its decisionmaking. The Board supported moving forward with the process.

NEW BUSINESS

No update.

MISCELLANEOUS

None Reported.

EXECUTIVE SESSION

12.12.23.04 Motion. Moved to go into executive session at 6:57 p.m. Motion passed unanimously.

The board reconvened in regular session at 7:15 p.m.

ADJOURNMENT: The meeting was adjourned by the President at 7:17 p.m.

The next scheduled meeting of the board is Tuesday, January 9, 2023, at 6:30 p.m. The meeting will be held virtually via Zoom.

Respectfully submitted,

Seth Theuerkauf
Secretary