

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

August 13, 2024 Board Minutes

Online via Zoom

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

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

RESIDENTS' FORUM:

Residents attending: Paul Bismarck (Court 2), Deborah Sanchez (Court 8).

Paul Bismarck raised a concern about inconsistent review of pool passes by the lifeguards when checking in residents at the pool. The Board expressed gratitude to Paul for raising the concern and that it would seek a resolution through the Pool Committee and the Glen's pool contractor.

Deborah Sanchez expressed interest in the Glen advancing the patio fence replacement project. The Board indicated that it would be exploring paid support for project design and management given no indications of interest in volunteer support from Glen residents. The On-Site Manager indicated that Cardinal Management has the ability to provide project management services that could potentially provide this support. The Board has requested a proposal from Cardinal Management for consideration.

BOARD MEETING MINUTES:

08.13.24.01 Motion. Moved to approve the meeting minutes from the July 9, 2024 board meeting. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President –

The President communicated that the Glen has thankfully experienced no major incidents in 2024, and that we continue to operate within our budget. The Glen continues to be challenged by rising costs of insurance for the HOA master policy. The Board expects costs to increase further in the coming year, however, we also are exploring options to determine if costs can be reduced.

The Glen is also building up to our Fairlington Glen Annual Meeting, scheduled for November 7, 2024 at 7PM.

The President shared that the hot weather has created many opportunities for residents to enjoy the pool, but thankfully we have not experienced as many severe weather events as we have in past summers.

Vice President –

The Vice President indicated that there has been interest in the Fence Committee and good progress with the EV Charging Committee. For the Glen-wide patio fence

replacement project, the Vice President indicated that the Fence Committee has expressed interest in seeing the project move forward, but there has not been any individual that has offered to Chair the Committee or to facilitate start-up of the project. The Vice President indicated that we will likely need to hire a dedicated Project Manager to design and oversee the project in order for it to move forward. One concern that will need to be addressed early is landscaping-related issues—specifically trees within patios or adjacent to patios that will require trimming before fence work can happen.

The Secretary concurred and agreed that a Project Manager would likely be needed in order to see forward progress on this project. The Treasurer shared that he uploaded the fence specifications from their last replacement in the late-1990s to the confidential portion of the Fairlington Glen website. The Treasurer agreed that a Project Manager or Supervisor would be needed for the project, particularly for the construction-related work.

The On-Site Manager indicated that Cardinal Management provides project management services and could provide a proposal for support for this effort. The On-Site Manager also indicated that she herself and on-site staff would also contribute to overseeing the project once it is underway, and could provide additional support, as needed. The Board requested a proposal for further consideration from Cardinal Management for provision of project design and management services for the patio fence replacement project.

Treasurer –

08.13.24.02 Motion. The Treasurer moved to amend the Glen’s Maintenance Manual as follows to address a concern raised by co-owner Shirin Wertime (Court 12) about contractor employee working conditions during bad weather, after agreeing to management’s suggestion to change contractor to maintenance contractor so as to exclude the pool contractor, whose employees usually work during the heat of the summer:

When management determines that a maintenance contractor is working on a non-emergency project during extreme weather, management will advise the contractor that: (1) as far as the Glen is concerned, the project may be delayed until weather conditions improve; and (2) the contractor should take care to observe any workplace regulations that touch upon work during extreme weather to ensure the health and safety of its employees. In determining whether a project is an emergency project, management may need to consult with technicians and affected residents. Management will notify the Board when a contractor delays a project pursuant to advice offered under this provision.

Motion approved unanimously.

The Treasurer discussed his plan to organize a meeting with Glen engineers at REI to discuss a new study of parking lot work to be done in 2025 after completion of the work done in 2023-2024 under REI’s 2022 study. There were no objections to the Treasurer’s plan.

Responding to the Treasurer, management advised that: (1) our insurance renewal cycle would be considered at our September 2024 meeting; and (2) while she has no information on the extent of any premium increase, she shared the Treasurer’s optimism that it would not be as large as it was in 2023. Cardinal Management indicated that the Board would be presented with our HOA master policy renewal quote from our broker

(USI) in September, and that our new policy (once approved by the Board) would become effective on October 1, 2024.

Further responding to the Treasurer, management advised that: 1) Morgan Stanley could not attend this meeting to discuss modifying the Glen's investment policy to improve returns on a portion of our reserve funds; but (2) she would renew her attempt to set-up such a meeting.

Secretary –

The Secretary shared that a neighbor recently expressed interest in resuming in-person Glen Board meetings with some regularity. The Secretary presented a few options for consideration, including holding one in-person meeting in the near future and gauging resident attendance as a metric for considering additional future in-person meetings, or considering quarterly or bi-annual in-person meetings. The Treasurer indicated that the Fairlington Community Center can be challenging to schedule with and that in-person meetings could present an additional logistical challenge for participation by Board members. The President recommended the Board consider holding an in-person meeting after the upcoming Annual Meeting that will occur in November 2024 as a means to gauge interest in additional future in-person meetings.

The Secretary shared that the Glen-wide trash can replacement project is officially complete. The Vice President and Secretary were able to haul the ~1,000 lbs of old trash cans to the metal recycler with a \$50 U-Haul rental trailer versus using a third-party contractor to haul them away, saving the Glen ~\$1,000. The Secretary shared this to highlight that volunteer work can meaningfully reduce costs to our community and benefit our budget.

The Secretary expressed interest in use of AI-based tools to more efficiently draft Glen Board meeting minutes. The Secretary will follow-up with the On-Site Manager to determine if the Glen's Zoom account has the ability to generate a meeting transcript.

At-Large -

The At-Large Member thanked Jay Yianilos for all of his work on the Glen Echo Newsletter as Editor, and he thanked the On-Site Manager for pushing out important messages to the community through the website. The At-Large Member shared that several emails would be circulated to the community soon regarding the upcoming Glen Forum and Annual Meeting.

COMMITTEE REPORTS:

Pool

Pool Committee Member Kate Schneider shared an update on the pool season:

- The pool has been running smoothly.
- The Pool Committee will look further into the issue of consistent checks of pool passes.
- On the week of July 22nd, the Glen hosted the FINS neighborhood swim team. The lifeguards reported that it was challenging to oversee the pool and that they requested having additional adult supervision for next year.
- Appreciation received by Glen residents for early lap swimming on Tuesdays and Fridays and the extra evening hours on Friday and Saturday.
- The pool season is starting to move towards wrapping up.

- Request for an article in the upcoming newsletter to thank our lifeguards.

Landscape

Landscape Committee Chair Joy Bickelhaupt provided an update. The Chair is working closely with Amy on several projects. One project includes improvements to the corridor between Courts 15 + 16. The Glen received a bid to do the work for about \$2700, approximately \$1000 less than the original bid received previously.

The Committee also continues to explore use of clover to fill in ground cover—including upcoming efforts in September to get clover growing in bare areas. The Committee has received several requests for tree plantings and replacements of dead bushes.

The Committee has also identified areas where ivy is growing on fences and buildings. The Committee would like to include a notice in the upcoming newsletter and/or another community-wide communication channel, and also specific targeted messages to co-owners alerting them to the need to remove vines. The President indicated that for vines growing on common property, the on-site crew can remove vines—they just need to be reported to management.

The Treasurer asked about the status of improving the Glen's King Street buffer. The Chair indicated that she will soon turn her attention to this area.

Court Representatives

No update.

Safety

The Vice President noted that several signs at intersections leaving the Glen have been updated to 'No Right Turn On Red,' and that residents should be aware of and heed these new signs.

Maintenance

No update.

E-Charging

E-Charging Committee Member Mike Schneider has developed an extensive cost worksheet that takes into account cost values from the Meadows' recent e-charging installation project, electricity costs, and potential use levels for the chargers by residents in the Glen. The intent behind this effort is to provide reasonably sound estimates of costs and potential cost recovery for the Glen of installation of e-chargers. The Treasurer expressed interest in understanding if any revenue generated would be taxable. The Secretary suggested the Committee explore securing formal proposals for installation of e-chargers to have real figures available to understand potential costs of e-charger installations. The Secretary also requested the Committee provide a presentation of the results of the cost estimation effort to more holistically understand anticipated costs and opportunities for cost recovery.

Fence

No update beyond those provided in reports above.

MANAGEMENT REPORT:

The On-Site Manager had nothing additional to add to the on-site report.

The Glen's FHA renewal expires at the end of September, and Legal Counsel is working on the renewal. One ask this year that hasn't been asked in the past was whether the Glen has any restrictions on rentals. The Glen's current rental rate is 26%, and previous recommendations were that the rental rate not exceed 25%. It is possible that the Glen may receive a request for a rental restriction in order to maintain our FHA certification. The Board and Cardinal Management do not wish to pursue this and would seek to avoid pursuing any rental restriction. The Vice President shared that Parkfairfax recently lost their FHA certification due to major structural problems with several buildings as a cautionary, local example. Cardinal Management indicated that the Glen thankfully is well-positioned with our regular maintenance policies, strong financial position, and sound policies, so there is reason to be optimistic that this will not be an issue.

OLD BUSINESS

The President requested an update from the On-Site Manager regarding the deteriorating concrete surface of the recently resurfaced emergency access alleyway to the Glen pool. The On-Site Manager indicated that per REI's review of the damage to the alleyway, they believe the damage is caused by overfinishing of the concrete (i.e., poor workmanship) and not due to use of ice melt. REI is working to complete the report and will be providing it to the paving contractor, Dominion, requesting them to address the defects.

NEW BUSINESS

None.

MISCELLANEOUS

Cardinal Management shared that the Glen Board is required to comply with the recently passed Corporate Transparency Act, as do all community associations in the US. The President shared that we can include a note in the upcoming Call for Glen Board Candidates regarding the requirement of all Board members to comply with the Corporate Transparency Act.

EXECUTIVE SESSION

No update.

The board reconvened in regular session at 8:13 p.m.

ADJOURNMENT: The meeting was adjourned by the President at 8:13 p.m.

The next scheduled meeting of the board is Tuesday, September 10, 2024, at 6:30 p.m. The meeting will be held virtually via Zoom.

Respectfully submitted,

Seth Theuerkauf
Secretary