

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**  
**September 10, 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), Candace Lewis (Portfolio Manager, Cardinal Management), Jason Yianilos (Editor, Glen Echo Newsletter).

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

**RESIDENTS' FORUM:**

Residents attending: Lori Derkay (Court 12), Michael Schneider (Court 5).

Lori Derkay asked about the door painting cycle and the On-Site Manager communicated that Kolas would be on site Thursday and Friday and would be willing to change door colors to those previously approved in painting specification and maintenance manual for anyone who wished to have their door painted a different color, or would be repainting doors to the existing color.

**BOARD MEETING MINUTES:**

**09.10.24.01 Motion.** Moved to approve the meeting minutes from the August 13, 2024 board meeting. Motion passed unanimously.

**BOARD MEMBERS' REPORTS:**

President –

The President communicated that the Glen continues to operate within our budget while completing planned tasks prior to the end of the calendar and budget year.

The President thanked the Pool Committee for an outstanding season and also the contractor Atlantic Pools for a successful season, as we come to the end of summer.

The Glen is also building up to our Fairlington Glen Annual Meeting, scheduled for November 7, 2024 at 7PM and Vote Now packets should be finalized and mailed to residents (and sent electronically) by early October.

The President noted that we held the annual community forum the previous week, via Zoom, and the budget presentation explained the details of our upcoming dues increase.

Vice President –

The Vice President asked about the specifics of the delivery of the Vote-Now packets and the management agent communicated that the current plan is to mail the packets out on October 4<sup>th</sup> via both USPS and E-mail to all co-owners. The agent also noted that the packets are now finalized and will be sent to the President for one final review.

The Vice President also noted the lack of community participation at the annual community forum meeting with only four co-owners calling in, in addition to the five

board members on the call. The President noted that this is also in line with the lack of volunteering we have experienced in the community.

Treasurer –

The Treasurer had a few remarks on the new layout of the management report

- He appreciated how the work order list was put into a computer table and likes how this output from the Cinc system displays.
  - The onsite-manager noted that she can now enter all work orders into this system as received and run reports on the status of the requests.
- The Treasurer noted that the former “exhibits” are referred to as “tabs” and he could not see the tabs as he could before
  - The On-Site Manager noted that the tabs are available in the PDF navigation bar in the document and offered to look at this with the Treasurer, who noted that it may be due to the PDF viewing software he uses and noted he would investigate and reach out if he needed more help accessing this information.

The Treasurer noted that the renewal packet for the master insurance policy had been received by the board prior to the meeting. It was decided that the board would take more time to review this and then plan to vote electronically and ratify that vote in the October meeting.

Secretary –

The Secretary thanked the Vice President for recording the meeting minutes for this September 2024 meeting.

The Secretary brought forward the following two electronic votes to be ratified tonight:

**09.10.24.02 Motion.** Moved to ratify the electronic vote to distribute the REI findings to Dominion regarding the chipping of the alleyway between courts 12 and 13. Motion passed unanimously.

**09.10.24.03 Motion.** Moved to ratify the electronic vote to extend the pool hours during the final two weeks of the season. Motion passed unanimously.

The Secretary asked about the status of the prior months decision to have Cardinal Management begin a process to look for a qualified project manager to PM the Fence replacement project. The onsite-manager noted that the answers to the questions they had to start the project had been received and the plan was to create a proposal by Friday, September 13, 2024.

The Secretary noted he found some loose bolts on the Tot Lot. The On-Site Manager plans to have the on-site staff address those as soon as possible. Also the On-Site Manager plans to work with All-Rec to schedule a formal inspection of the playground site and structures as this is due. When the company has completed the inspection they will issue a report that covers any findings and remediation tasks required.

The Secretary asked about the status of the FHA Renewal work. The Management Agent noted that she has been working with Council on this and so far all information has been received and she hopes to report back on this shortly when additional information is available.

At-Large -

The At-Large Member shared that several emails would be circulated to the community soon regarding the upcoming voting and Annual Meeting.

## **COMMITTEE REPORTS:**

Pool

Pool Committee Chair Lori Derkay shared an update on the pool season:

- Hours have been extended into the weekday for the final two weeks of the season
  - Wednesday 9/11 12-7PM
  - Thursday 9/12 Closed
  - Friday 9/13 3-7PM
  - Saturday 9/14 10-7PM
  - Sunday 9/15 10-7PM (final day of the pool season)
- Lori noted that the season was very smooth and consistent and noted that the guards were very consistent throughout the season and the whole operation was managed very well.

Landscape

No committee report. The On-Site Manager noted that work is underway to repair the walkway between courts 15 and 16.

A proposal is in the works for regenerative pruning and trimming of trees on buildings which should be to the board by the end of the month.

Also a proposal is underway for some needed “fill in” plantings throughout the community.

Court Representatives

No committee report. The Vice President noted that a meeting was planned for 9/24/24 at 6:30 PM as the Fairlington Community Center in person.

Safety

No update.

Maintenance

No update.

E-Charging

E-Charging Committee Member Mike Schneider had audio issues with Zoom but was on to present some of the ideas and options for moving forward with possible installation. The committee plans to meet with Dominion on 9/25/24 at 10 AM to help do a feasibility study of some possible areas where chargers may be installed. Mike plans to come back next month with additional information.

Fence

The Vice President communicated that the information from the last fence replacement in 1997/98 has been uploaded to the members section of the Glen Website.

**MANAGEMENT REPORT:**

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

The On-site Manager also reiterated that the Fence PM proposal would be coming to the board electronically before the next meeting.

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**MISCELLANEOUS**

None.

**EXECUTIVE SESSION**

No update.

The board reconvened in regular session at 7:39 p.m.

**ADJOURNMENT:** The meeting was adjourned by the President at 7:40 p.m.

The next scheduled meeting of the board is Tuesday, October 8, 2024, at 6:30 p.m. The meeting will be held virtually via Zoom.

Respectfully submitted,

Jeremy Wiedemann  
Vice President