

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**  
**December 11, 2012 Board Minutes**  
**Held at the Fairlington Community Center**

**ATTENDEES**

Jay Yianilos (President); Keith June (Vice President); Maynard Dixon (Treasurer); Susan Hunchar (At Large member); Laura Knapp Chadwick (Secretary); Terry McGuire (Cardinal Management); and Karen Conroy (Cardinal Management).

Glen Co-owners: Corey Love (Court 2 and Landscape Chair); Michelle Woolley (Court 2); Elizabeth Leovey (Court 3); Bozena Giza (Court 4 and Court 4 representative); John Macy (Court 13)

**CALL TO ORDER**

The meeting was called to order at 7:02 pm by Jay Yianilos

**Agenda Item 1: Residents' Forum**

Michelle Woolley made a request to plant a shrub in front of her house at 3543 S Stafford. Fairlington Glen Landscape Chair Corey Love responded directly and suggested the resident submit a landscaping request form and attend the Spring Landscape Walk-through, likely to be scheduled for a date in March.

Elizabeth Leovey inquired about the Arlington Tree Canopy Fund and if it will be continued by the county in 2013. The Treasurer suggested Corey Love speak with Alison Trimble about the program and recommended that Elizabeth attend the previously discussed Spring Landscape Walk-through. Elizabeth also indicated a desire for a replacement tree for a white pine, which was felled during a large snow storm. Elizabeth also discussed an ongoing internal plumbing issue and related discussions with Karen Conroy of Cardinal Management.

Bozena Giza addressed the Board and Cardinal Management concerning an overdue plumbing bill that dates back to September 2011 and expressed her displeasure with the assessment and Cardinal's handling of the situation. The Secretary proposed tabling further discussion of the matter until the new Board has a chance to review the emails and records submitted by Bozena. The President said the Board will address the matter at its January 2013 meeting.

**Agenda Item 2: President's Items**

**12.11.12.01 MOTION**

Moved to approve the minutes of the November 7 meeting of the Board. Motion passed unanimously.

The President explained that the minutes from the November 7 Annual Meeting were available for board review, but did not require a motion for approval at the current meeting.

#### **12.11.12.02 MOTION**

Moved to approve a variance for kitchen renovation and alterations to a non-load bearing wall at 3540 S Stafford Street as approved by Greg Lukmire, Variance Coordinator. Motion passed unanimously.

#### **12.11.12.03 MOTION**

Moved to approve a variance for kitchen renovation and alterations to a non-load bearing wall at 3582 S Stafford Street as approved by Greg Lukmire, Variance Coordinator. Motion passed unanimously.

#### **Agenda Item 3: Treasurer's Report**

The Treasurer discussed the upcoming audit and emails with Karen Conroy about accounting issues. He noted that an account has been opened with Wells Fargo and that \$55,000 had been recently transferred from our Vanguard account to Virginia Commerce Bank to allow payment of our bill from Walls for roofing work.

#### **Agenda Item 4: Management Report**

The Treasurer led a review of the Project List, which is included in the Management Report. Status updates on each project were provided by the Treasurer, President and Cardinal Management. With regard to the first project – overgrown patios – the Treasurer proposed the creation of a confidential “Violations List” in order to track action taken on reported violations of Glen bylaws. The President moved to approve the list, but the Secretary objected, citing concerns about the need for such a list. Discussion ensued about the proposed list and how reported violations are received and handled by the Board and Cardinal.

#### **12.11.12.04 MOTION**

The President made another motion to approve the creation of the “Violations List;” all Board members except for the Secretary voted in favor.

Other projects included on the Project List were then discussed including: the replacement of lower part of all parking signs; the clogged pipe connecting the two man-holed drain basins behind Court 16, leaving one basin full of water because it cannot drain; replacement of degraded cement manhole cover in Court 10 with metal one; installation of a small fence between bus stop and triple tennis courts; on-site crew to repair stoops that they are able to repair; monitoring of painting contractor to enforce terms of contract; status of mossy stains repair work on roofs; and the Reserve Study in 2013.

Further discussion of the Management Report proceeded, including the sewer cap, mulching and snow plowing contracts.

#### **12.11.12.05 MOTION**

The President moved to formally approve the snow plowing contract previously approved by the Board over email. Motion passed unanimously.

The Board then began a discussion about the proposed lighting project in Court 4 and the two options and estimates presented by PSE.

**12.11.12.06 MOTION**

The President moved to formally approve a contract with PSE in the amount of \$1,371.56. Motion passed unanimously.

**Agenda Item 5: Miscellaneous**

Landscape Chair Corey Love proposed that the Spring Landscape Walk-Through be scheduled for Saturday, March 23 at 9:00am and that requests for plantings be due by March 16.

The President noted the need for a Court 7 and 8 representative since the position is currently vacant.

The Secretary inquired about issues related to the use of the pool by Fairlington Fins swim club and concerns about ADA compliance. The President will email the Secretary an article about the issue.

The President discussed membership in the Community Associations Institute.

The At Large Member suggested the creation of welcome packs for new residents and co-owners. Discussion then ensued about court representatives in general; how to encourage new volunteers; and the Board's goals for 2013.

**12.11.12.07 MOTION**

Motion to designate Margaret Windus as Fairlington Glen Archivist. Motion passed unanimously.

**12.11.12.08 MOTION**

Moved that the Board go into closed session at 8:43 pm. Motion passed unanimously.

**12.11.12.09 MOTION**

Moved that the Board return to open session at 8:55 pm. Motion passed unanimously.

The meeting was adjourned at 8:57 pm.

The next scheduled meeting of the Board is Thursday, January 17, 2013 at 7:00 pm in the Fairlington Community Center.

Respectfully submitted,  
Laura Knapp Chadwick, Secretary