

## **FAIRLINGTON GLEN COUNCIL OF CO-OWNERS**

**January 14, 2025 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), Crystal Williams, Candace Lewis and John Adams (Cardinal Management).

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

### **SPECIAL TOPIC:**

John Adams, Special Projects Coordinator with Cardinal Management, was brought under contract by the Board to provide support for initial fence replacement planning activities. John shared his extensive background in managing large-scale projects for communities. The Treasurer offered John the project file from 1997 when the fences were last replaced which contains all of the fence specifications and other key information from their past replacement. The Treasurer recommended the Glen require any future contractor construct an initial mock-up or demo project prior to the start of the overall fence replacement project. The Treasurer also recommended that we build the fences with adequate ground clearance to minimize wood rot and further recommended that we not enlarge the footprint of patios by building around trees. The Vice President introduced some of the challenges we anticipate—including landscaping and patio concrete/hardscape modifications that may impact fence replacement. John recommended early communication with Glen Co-Owners to head-off challenges, including recommendations around using the Glen Echo newsletter and website to communicate project status – as well as using additional web meetings for communication.

### **RESIDENTS' FORUM:**

Residents attending: John McKennan (Court 12), Lori Derkay (Court 12), Dianne Altuna (Court 13) and Michael Schneider (Court 5). Dianne discussed a challenging situation she encountered wherein a neighbor was injured during the recent winter weather event and she was unable to obtain any emergency contact information for the individual. Dianne inquired about developing a voluntary emergency contacts database for residents of the Glen to help in emergency situations like the one she encountered. The President recommended the On-Site Manager research options to generate a voluntary database or other mechanism to capture and safely manage emergency contacts for Glen residents. John McKennan (Court 12) volunteered to assist the Fence Committee.

### **BOARD MEETING MINUTES:**

**01.12.24.01 Motion.** Moved to approve the meeting minutes from the November 12, 2024 board meeting. Motion passed unanimously.

### **BOARD MEMBERS' REPORTS:**

President –

The President expressed appreciation for the management company and supporting contractor's response to recent weather challenges and encouraged everyone to stay safe

during the upcoming cold weather. He also highlighted the planning work underway for the fence replacement project, which is expected to be a significant undertaking. The President further shared that the Glen continues to operate smoothly and within our budget.

The President also announced the need for a new chairman for the Court Representatives Committee, as current Chair Mike Wells is stepping down, and encouraged interested homeowners to apply. Requirements to serve as Chair include being a co-owner in the Glen and formal approval by the Board. He also mentioned the need for volunteers to fill vacant Court Representative positions.

#### Vice President –

The Vice President expressed concern about the future of insurance markets, particularly in light of the recent wildfires in California and the potential for increased insurance costs. He highlighted the reinsurance treaties that companies have, which could lead to higher insurance costs for communities like the Glen. The Vice President recommended preparing for potential escalations in premium costs at our renewal in September.

The Vice President also praised the On-Site staff and our contractors for their hard work in the cleanup process following the recent winter weather. He also encouraged residents to remain aware of the risk of snow and ice falling from roofs when leaving their homes following winter weather events.

#### Treasurer –

The Treasurer announced that REI has finished its reserve study. The Treasurer will have it uploaded to the public portion of our website, along with the final version of the new plat that was prepared along with study.

The Treasurer noted that, in Tab 6 of its Management Report, Cardinal Management announced that, pursuant to our contract, it is increasing our basic management fee by 2.7%, the yearly increase in the BLS's CPI-U consumer price index as of November 2024. He reported that he checked this figure on the BLS website and verifies that it is accurate.

The Treasurer announced that, in our February, March, and possibly also April 2025 Board meetings, we will be considering proposals to change our investment policy to allow investments in securities earning greater long-term returns than those earned by laddered CD's.

**01.12.24.02 Motion.** As recommended by our tax consultants in Tab 5 of the Management Report, the Treasurer moved as follows: *“That the Glen elect to apply all or part of our excess assessment income to the following year’s assessments and that such final amount be approved at the Board’s discretion.”* The Treasurer noted that we pass the same resolution every year. Motion passed unanimously.

While discussing the painting of Courts 1-4, the Treasurer observed that, by email circulated before the Board meeting but too late to be included in the Management Report, Steve Kolas, a paint contractor, provided a list of primer, paint, and paint mildew-additive materials that he believes will give us better results for both wood and metal. The Treasurer urged us to determine whether their use would be cost effective - by comparing alternate bids, i.e., bids based on (a) the use of these new materials and (b) the use of the materials we have been using. The Treasurer explained that, if the

cost with these new materials is significantly greater, we may want to avoid them and, instead, step up the pace of our program to replace degraded wood with PVC. The best way to proceed, according to the Treasurer, would be as follows:

(1) Approve the existing specs as-is (no changes in their paint types yet).

(2) Then ask our bidders for three bid prices: (i) one based on the materials we have been using; (ii) another based on use of the anti-mildew primer, paint, and paint mildew-additive for *both metal and wood*; and (iii) a third based on the use of these materials for *wood only*.

(3) If the choice after the comparative bids is clear, quickly amend our specs for these new materials and proceed to use the revised specs for bidding the paint work for 2025.

(4) If more analysis is necessary or we are just not sure, proceed anyway under the existing specs. We can continue our analysis indefinitely into the year, but we have a limited window of time to begin the work required this year.

**01.12.24.03 Motion.** Hearing no objections to this procedure, the Treasurer then moved to approve our existing painting specifications for Courts 13-16 in Tab 2 of the Management Report, subject to change if the Glen decides to use new paint and primer this year. Motion passed unanimously.

The Board informally agreed with the Treasurer's suggestion that Amy be tasked with procuring a wood/roof softwashing bid for Courts 1-4, the courts that will be painted in 2025.

Secretary –

The Secretary requested the On-Site Manager further review explore options for addressing the cracking found on the recently replaced concrete service road to the Glen pool. The On-Site Manager indicated she would work to identify concrete repair options and durable coatings that would seal the concrete to prevent future damage.

**01.12.24.04 Motion.** Motion to approve Rose Paving proposal in the amount of \$42,350.30 for asphalt paving repairs at courts 4, 6, 7, 8, 9, 11, and 14. Motion approved unanimously.

**01.12.24.05 Motion.** Motion to approve staff holiday bonuses, cell phone allowances, and 2025 salary increases. Motion approved unanimously.

**01.12.24.06 Motion.** Motion to approve the cancellation of the December 2024 Board meeting. Motion approved unanimously.

At-Large -

The At-Large Member shared thanks with the On-Site Manager, Staff, and landscaping contractor for the great work during the recent winter weather and great communication with the community. The At-Large Member offered support for communications with the community regarding future activities and announcements from the Fence Committee, including potentially holding a town-hall style meeting via Zoom.

## **COMMITTEE REPORTS:**

### Pool

Pool Committee Chair Lori Derkay asked the President about outcomes from the recent Joint Fairlington Presidents meeting where he had been requested to ask about other Fairlington communities taking on the duty of hosting private swim lessons. The President noted that the recent meeting was cancelled, but that he would bring up the topic at the next meeting.

### Landscape

The Landscape Committee Chair was absent. The On-Site Manager shared that remaining 2024 funds were able to be appropriately used for community-wide plantings just ahead of the winter weather. The On-Site Manager shared that she planned to meet with the Landscape Committee Chair soon to get a plan in place for 2025.

### Court Representatives

No update.

### Safety

No update.

### Maintenance

No update.

### E-Charging

E-Charging Committee Member Mike Schneider presented a one-page summary of the Dominion Energy charging program, detailing the cost, equipment, and lease-to-own options. He also discussed the potential return on investment for the community and the results of Dominion's feasibility assessment conducted for the Glen which identified seven potential locations for installation, with varying levels of difficulty. The Board agreed to include the information from the one-page summary in the next newsletter, with the option to include a chart for easier understanding. The President recommended Mike contact Jay Yianilos (Glen Echo Editor) for further discussion on the content for the newsletter content.

### Fence

No update beyond those provided in reports above.

## **MANAGEMENT REPORT:**

Candace Lewis introduced Crystal Williams, who will be replacing Candace in her property portfolio management role at Cardinal Management in support of the Glen.

The On-Site Manager provided the update that the tot-lot swings had been replaced and a new pickleball net would be ordered soon.

## **OLD BUSINESS**

The Board discussed the possibility of resuming in-person Board meetings, with the President expressing openness to the idea but emphasizing the need for community interest. The Treasurer suggested conducting a poll to gauge interest before proceeding. The On-Site Manager and the Vice President discussed the possibility of a hybrid meeting, with the Vice President expressing confidence in its feasibility. The President agreed to proceed with a poll to determine community interest in in-person or hybrid meetings. The poll will ask if there is enough interest in the community to hold an in-person or hybrid meeting, with a qualifier that attendees should come if they say yes. The On-Site Manager was tasked with developing the poll to be reviewed by the Board ahead of sharing with the community.

The On-Site Manager discussed a need for a new computer given a recent transition of Cardinal Management to newer server technology that necessitates newer software. The Board recommended the On-Site Manager obtain a cost estimate for a new laptop and to look into options to purchase the laptop through Cardinal's IT department to ensure compatibility. The Treasurer also suggested updating the in-office computer to Windows 11 or purchasing a new one if it couldn't be updated.

## **NEW BUSINESS**

None.

## **EXECUTIVE SESSION**

None.

The board reconvened in regular session at 8:23 p.m.

**ADJOURNMENT:** The meeting was adjourned by the President at 8:23 p.m.

The next scheduled meeting of the Board is Tuesday, February 11, 2024, at 6:30 p.m. The meeting will be held virtually via Zoom.

Respectfully submitted,

Seth Theuerkauf  
Secretary