

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

May 13, 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), and Crystal Williams (Portfolio Manager, Cardinal Management).

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

RESIDENTS' FORUM:

Residents attending: Maren Smith (Court 3), Susan Hunchar (Court 10), Mike Schneider (Court 5), Jay Yianilos (Glen Echo Editor).

Maren Smith (Court 3) requested the Board revisit the possibility of allowing bike storage in the basements of B-buildings and asked to initiate a process for consideration. The President invited Ms. Smith to resend her original request and note any changes, promising to add it to the next Board meeting agenda. Ms. Smith agreed and confirmed she would send the email to the President and the On-Site Manager for distribution. The Treasurer offered to visit the basement space with another Board member to better understand the request, and Ms. Smith agreed to host.

BOARD MEETING MINUTES:

05.13.25.01 Motion. Moved to approve the meeting minutes from the April 8, 2025 board meeting. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President –

The President reported that the winter is now behind us and we are well into the spring season with lawncare and spring plantings resuming. He encouraged residents to contact the Landscape Committee with any requests or concerns. He noted upcoming community-wide improvement projects including painting of Courts 1-4 and 13-16, parking lot repairs, and future patio fence replacements. The President emphasized the importance of watching for notices to avoid disruptions. He also issued a call for community volunteers to support ongoing initiatives—particularly the planned fence replacement project that is currently in the early-stage planning phase, as well as a Chair for the Court Rep Committee. He also reminded residents that volunteer involvement helps control costs and ensures the success of Fairlington Glen's amenities and operations.

Vice President –

The Vice President thanked Cardinal Management for managing multiple ongoing projects and highlighted the growing strain on Board members due to limited volunteer support. He noted frustration from residents about project timelines and the overall lack of community engagement with Glen activities despite our large community. The Vice President expressed concern about the difficulty in recruiting new Board members and the lack of interest shown in recent surveys regarding formats for Board meetings. Lori Derkay suggested using the upcoming pool party to engage residents directly and

proposed signage and messaging through court reps to recruit volunteers. Jeremy supported the idea. The Secretary recommended adopting sandwich boards before meetings, as done in another community, to boost visibility and participation at Board meetings.

Treasurer –

a. Accounting Adjustment - Inter-Equity Transfer Resolution

05.13.25.02 Motion. Motion to direct Cardinal Management: (1) to make the accounting adjustment required by our June 2024 resolution on the net worth side of our balance sheet; but (2) on the asset side of our balance sheet, to avoid multiple bank transfers by postponing any transfer of funds between our operating and contingency bank accounts until we know which overall (net) direction funds will be moving after we approve a similar resolution reflecting the results of the audit of 2024.

The Treasurer explained that: (1) we make this type of adjustment every year and that it usually goes smoothly; but (2) the auditor reported that Cardinal Management failed to implement this resolution in 2024. He opined that Cardinal needs to take care to implement our accounting resolutions. He further noted that Cardinal's accounting department is responsible for this, not our On-Site Manager, Amy Steliga.

Motion approved unanimously.

b. Maintenance Scheduling Resolutions; a Related Budget Amendment:

Extra Painting and Related Carpentry

05.13.25.03 Motion. Motion to resolve that: (1) Courts 1-4, originally scheduled for painting in 2026, will be painted in 2025 along with Courts 13-16; (2) no courts will be batch contracted for paint in 2026; and, accordingly, (3) no funds for painting-related carpentry will be budgeted for 2026. Painting would resume in 2027 with the painting of Courts 5-8.

The Treasurer explained that batch painting and related carpentry work (carpentry work that is identified by the painters) that was initially planned for 2026 will be done in 2025. Unplanned spot painting and carpentry work will still be allowed in 2026, if it is needed.

Motion approved unanimously.

c. Budget Amendment to Fund the Extra Painting and Related Carpentry

05.13.25.04 Motion. Resolved that, to finance an unbudgeted expansion of painting to include Courts 1-4 during 2025, and the extra carpentry that is likely to be required by this expansion, the Treasurer is authorized to ask management to rescind not more than three monthly budgeted contributions to replacement reserves of \$54,631.33 each = $[\$655,576 \text{ (annual contribution to Account 90000 Replacement Reserve)}] / 12$.

The Treasurer explained that this is needed to finance the work expansion without greatly diminishing our contingency reserve or using our replacement reserve to fund operating expenses. The elimination of batch painting during 2026 will create will enable our 2026 budget to replace the reduced 2025 replacement reserve contributions.

Motion approved unanimously.

d. Roofs

05.13.25.05 Motion. Motion to resolve that the proactive roof maintenance work scheduled for 2026 in Courts 5-8 will be postponed until 2027.

The Treasurer explained that we no longer need to do a 4-court proactive batch roof repair job every year. We have cycled the entire Glen several times since 2016, so our major catch-up work has been completed. Thus, we should postpone the next cycle involving Courts 5-8, which was originally scheduled for 2026. Our program of proactive identification of future problems is still a good idea, but we do not need to do it every year. Moreover, the engineering expertise needed to identify future problems, to spec the work for bid, and to bid the work, and to supervise has become increasingly expensive in relation to the cost of the work that has been identified. This postponement will give the Treasurer time to negotiate a new fee arrangement with the Glen's existing engineering consultant that lessens their fee by better identifying the work that needs to be done.

Motion approved unanimously.

Secretary –

05.13.25.06 Motion. Motion to approve the earlier email vote for Dominion Paving to provide a no-cost 'ColorPave' coating on the damaged alleyway between Courts 12 to 13 that provides emergency access to the pool. Motion approved unanimously.

05.13.25.07 Motion. Motion to approve the earlier email vote for Rose Paving to provide parking lot maintenance services for Courts 3, 5, 10, 12, 13, and 16 in 2025. Motion approved unanimously.

05.13.25.08 Motion. Motion to approve Fairlington FINS' use of the Glen pool to host the annual swim program. Motion approved unanimously.

05.13.25.09 Motion. Motion to deny the earlier email vote for the Court 3 landscape variance for sodding of the right-side lot median. Motion denied unanimously.

05.13.25.10 Motion. Motion to approve the earlier email vote for Ecotek softwashing of the roofs and painted wood surfaces in Courts 1-4. Motion approved unanimously.

05.13.25.11 Motion. Motion to approve the earlier email vote for Concrete Jack's community-wide sidewalk repairs proposal. Motion approved unanimously.

The Secretary inquired about the status of the revised painting proposals for Courts 1-4 and 13-16 to include use of improved materials and processes. Cardinal Management indicated that revised proposals would be shared over email in the coming weeks with the Board when they are available.

The Secretary communicated that due to changing personal circumstances, he will have to step down from his position on the Board. He indicated his commitment to remaining on the Board until the election is held in the fall.

At-Large -

The At-Large Member reminded the Glen that pool notifications will be going out soon. He noted that some neighbors in Court 6 were unaware of community updates because they were not receiving emails—either due to never signing up, receiving them but

redirecting them to their junk mail folder, or having unsubscribed. The At-Large Member encouraged residents to talk to their neighbors and ensure they're on the community email list, as staying informed will be important in the coming months. Interested individuals can sign up on the Fairlington Glen website.

COMMITTEE REPORTS:

Pool

Lori Derkay (Chair) provided an update from the Pool Committee. The Glen pool is scheduled to open on Saturday, May 24 at 10am, with full lifeguard staffing and an upcoming orientation for them. Recreational passes will be hand-delivered to each unit, and preparations for opening are on track following a review of outstanding items by Carol Goodloe, Lori Derkay, and Amy Steliga. Molly Haines is coordinating private swim lessons, and Kate Schneider is managing private pool party reservations, available for a \$25 fee. Residents can now pay online through the Glen Member Portal, with instructions to be posted soon. The Community Pool Party is set for June 21, and the Committee is requesting donations of gently used toys or a playhouse for the baby pool area.

Landscape

No update.

Court Representatives

No update. The President reiterated his previous call for a Chair for the Committee, noting the requirement that the Chair be a co-owner in the Glen.

Safety

No update.

Maintenance

No update.

E-Charging

E-Charging Committee Member Mike Schneider provided an update on progress toward planning for possible installation of EV charging stations in Courts 4 and 7. After the Board approved obtaining quotes, Arlington County requested more details, particularly about property boundaries—specifically whether certain sidewalks belong to the county or the community. Depending on this determination, plans may need to be adjusted to install chargers directly in parking spaces with protective bollards, or to consider alternative locations. Mike and Seth Theuerkauf discussed the pros and cons of different placements, including visibility, aesthetics, safety, and cost related to electrical setup. Mike is awaiting clarification from the county within the next two weeks and is also reviewing zoning regulations, easements, and parking space requirements. He confirmed receipt of updated plats and parking data from the Treasurer to support ongoing discussions with the county. The Board expressed appreciation for Mike's efforts and hopes to finalize a direction soon.

Fence

The Board discussed the stalled progress of the Fence Committee. The Vice President confirmed he had previously provided a task list to the hired part-time project manager with Cardinal Management, but is unable to take a lead role given existing commitments. The Board explored whether the On-Site Manager or other volunteers could step up, and the Treasurer offered to speak with the On-Site Manager directly. The Secretary suggested issuing a call for volunteers in the newsletter, emphasizing that the project cannot move forward without community support. The President stressed the importance of getting started with specifications and planning, even if actual work is deferred, as the project will require significant time and careful coordination. The Board acknowledged the structural soundness of most fences but agreed that a long-term plan is necessary due to aesthetic concerns and gradual deterioration. The Glen Echo Editor volunteered to help draft a newsletter blurb to seek new volunteer support for the work.

MANAGEMENT REPORT:

Cardinal Management continues to coordinate with the unit co-owner in Court 5 that experience a house fire, as well as the immediate neighbors, to navigate the response and recovery. Cardinal Management will continue to coordinate directly with the Board.

OLD BUSINESS

No update.

NEW BUSINESS

No update.

EXECUTIVE SESSION

05.13.25.12 Motion. RB File No. 654727. Motion to deny the owner's settlement proposal and to proceed with judicial foreclosure against the property.

Motion approved unanimously.

05.13.25.13 Motion. RB File No. 654758. Move to proceed with the third option presented on p.6 of counsel Marissa B. Kelberman's memorandum dated May 8, 2025.

05.13.25.14 Motion. Motion to revoke pool passes for the following co-owners due to delinquent balances of homeowner assessments: 69FGLN300405, 69FGLN211604, 69FGLN301202, 69FGLN201301.

The Board reconvened in regular session at 7:43 p.m.

ADJOURNMENT: The meeting was adjourned by the President at 8:11 p.m.

The next scheduled meeting of the Board is Tuesday, June 10, 2025, at 6:30 p.m. The meeting will be held virtually via Zoom.

Respectfully submitted,
Seth Theuerkauf
Secretary