

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

July 8, 2025 Board Minutes

Online via Zoom

ATTENDEES: Charlie Robbins (President), Maynard Dixon (Treasurer), Seth Theuerkauf (Secretary), and Amy Steliga (On-Site Manager, Cardinal Management). TJ Doyle (At-Large Member) was absent. Jeremy Wiedemann (Vice President) arrived at 6:45PM.

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

SPECIAL PRESENTATION: John Adams (Cardinal Management, Project Management Specialist) presented the latest draft of the patio fence specifications. The Treasurer inquired about several details, described further below in the Treasurer's report. The next step is for the Project Management Specialist to finalize the specifications for Board review and approval.

RESIDENTS' FORUM:

Residents attending: Carol Goodloe (Court 10), Lori Derkay (Court 12), Dianne Schmidt (Court 3), Susan Hunchar (Court 10), Mike Schneider (Court 5), and Jay Yianilos (Glen Echo Editor).

BOARD MEETING MINUTES:

07.08.25.01 Motion. Moved to approve the meeting minutes from the June 10, 2025 board meeting. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President –

The President reported that Glen operations remain smooth with no notable incidents and expenditures are on track, with a solid budget prepared by the Treasurer for the upcoming year. He noted harsher weather this year with high temperatures and storms, reminding residents to stay prepared for hurricane season. He noted that a chronic need for volunteers persists, especially for the Landscape Committee, special project support (e.g., Fence Committee), and leadership of the Court Rep Committee. Overall, he expressed optimism for the year ahead and gratitude for the community's support.

Vice President –

The Vice President reported that the pool season has been excellent and thanked Lori Derkay, Pool Committee Chair, for her and the Committee's great work. He noted that several projects are ready to begin around the Glen, with appreciation for the On-Site Manager Amy's work, and highlighted progress with the Fence Committee. He expressed optimism about sharing more information with the community as these efforts move forward and had no further updates.

Treasurer –

1. The Treasurer moved for approval of the draft budget in Tab 2 of the Management Report for submission to the community for vote at the November 2025 annual meeting. The Treasurer noted that:

a. The Budget includes \$2000 for a new long-term savings fund for landscape projects. He advised the Landscape Committee to use this fund to plan for expensive, long-term projects, such as perhaps sodding, ground sloping, and swail filling.

b. The proposed reserve contributions would be based on our latest reserve study.

07.08.25.02 Motion. Motion approved unanimously.

2. The Treasurer advised that he had circulated draft investment guidelines, prepared with the assistance of Bill Worsley, to implement the Board's decision to allow the investment of reserve funds in a common stock index fund. The draft was circulated too late to be included in the July 2025 Management Report, but the Treasurer asked management to include it in the August 2025 Management Report, for a vote at the September 2025 Board meeting.

3. The Treasurer asked onsite manager Amy Steliga whether she has learned how to use the water use spreadsheet database that was developed by former resident Bill Worsley. She responded that, with the assistance of Mr. Worsley, she is now able to use it, although she might need some more help from him later. The Treasurer then reminded the Board that, because our owners do not pay for their own water use, the monitoring of spikes in court water use is the only way we can detect the presence of water leaks or wastage inside units that are unoccupied or occupied by persons unable to monitor usage. After explaining the importance of this task, the Treasurer asked her to continue to approach Cardinal Management about adding the monitoring of water use to our contract with them. She responded that she would continue to do this.

4. Discussion of the Fence Project with the Project Manager hired by the Glen:

a. After noting that the draft specifications proposed a bottom ground clearance of 2-3 inches, the Treasurer proposed that a larger clearance may be needed because owners tend to allow built-up debris to block drainage. He then asked whether a larger clearance of 3-4 inches would more adequately allow water to drain and thereby better protect fences from wood rot. After discussion, the consensus was to keep the proposed clearance of 2-3 inches (the same as in our 1997 fence project) in order to keep pets from digging their way under and out of the fences.

b. After discussion, the consensus was to approve the Treasurer's suggestion that a provision be added directing that the existing footprint of the fences not be enlarged—for example, to build around trees—unless there is a physical need to do this and the Board consents.

c. The Treasurer opined that the cap rails have always seemed to need the most maintenance, with warped boards and loose nails. In response, the Project Manager agreed to investigate whether we can specify caps that would last longer, with perhaps different wood and screws instead of nails.

Secretary –

The Secretary inquired with the On-Site Manager about the recent slate tile repair work completed in Courts 1-4, in particular asking about the quality of work completed by The Durable Slate Company and our engineering support firm, REI. The On-Site Manager noted that REI has been very communicative and on-top of issues, and that their oversight has been very valuable despite their high fees. The Treasurer and

President noted that REI adds expertise and capability, but that we need to manage their rising costs.

The Secretary also inquired about upcoming painting work in Courts 12-16, and Courts 1-4. The On-Site Manager noted the painting will be completed in September.

07.08.25.03 Motion. Motion to approve the earlier email vote for the REI Court 8 Lot Proposal. Motion approved unanimously.

07.08.25.04 Motion. Motion to approve the earlier email vote for the updated Fairlington Glen Landscape Manual. Motion approved unanimously.

07.08.25.05 Motion. Motion to approve the earlier email vote for the Rees-Broome Payment Plan for File No. 654727. Motion approved unanimously.

At-Large -

No report.

COMMITTEE REPORTS:

Pool

Lori Derkay (Chair) provided an update from the Pool Committee. The Chair reported that the June 21st pool season kick-off party was a major success with an estimated 175 attendees, the largest turnout to date, and thanked Jay for newsletter coverage that helped highlight the event. She noted two cracks in the baby pool were promptly repaired by Atlantic, with no further issues observed and a full inspection planned post-season. Private swim lessons have been going well aside from weather-related rescheduling.

Landscape

The On-Site Manager reported that community-wide pruning was recently completed, and she and the Landscape Committee Chair will now assess each court for removals and replanting, with new plantings planned for early fall due to the summer heat. Canopy tree pruning to remove deadwood and clear branches from buildings is scheduled for the week of July 21, along with a broader ornamental tree inventory and several ivy-removal pilot projects, including areas between Courts 6-7 and near Court 12 by the pool.

The Board discussed how to handle overgrown bushes, agreeing to continue routine shaping and address window-blocking shrubs based on resident requests, reinforced through a newsletter reminder, rather than adopting a blanket trimming policy, though updated standards may be added to the Landscape Manual. Safety concerns, such as dead limbs on oak trees in Court 6, will be addressed in the upcoming tree work. Court reps and additional volunteers remain critical for flagging issues, especially in rental units where owners may not be present.

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 reported he is still awaiting a response from Dominion, which typically operates on a month-long turnaround, and expects to have more information soon. He has not yet prepared the requested recap but plans to provide both that and a quote, or at least preliminary details, by next month's meeting.

Fence

No update beyond that provided above.

MANAGEMENT REPORT:

The On-Site Manager reported on several upcoming projects. Seal coating will take place the week of July 14 in Courts 3, 5, 10, 12, 13, and 16, with notices distributed to residents and reminders planned through a Glen Alert to ensure vehicles are moved. Tree pruning is scheduled for the week of July 21, and sidewalk repair work will also begin that week, requiring some parking spaces to be cleared. Previous notices have been well received, and the Board noted appreciation for residents' cooperation in avoiding towing.

OLD BUSINESS

The President inquired about the status of the previous resident request for clarification on storage within B-Building basements. The Secretary and Vice President noted that they planned to meet with the resident to review the basement and specifics of the request and would offer the Board a proposed solution.

NEW BUSINESS

EXECUTIVE SESSION

The Board entered Executive Session at 7:26pm and reconvened in regular session at 7:34 p.m.

ADJOURNMENT: The meeting was adjourned by the President at 7:35 p.m.

The next scheduled meeting of the Board is Tuesday, September 9, 2025, at 6:30 p.m. The meeting will be held virtually via Zoom.

Respectfully submitted,

Seth Theuerkauf
Secretary