

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
September 9, 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 Amy Steliga (On-Site Manager, Cardinal Management). 7:55PM departure of Treasurer.

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

SPECIAL PRESENTATION ON INSURANCE BY USI:

Jessica Knutsen from USI presented the Fairlington Glen 2025–26 insurance renewal, explaining that while the overall market remains difficult due to inflation and limited carrier availability, conditions have slightly improved since the major increase observed by the Glen in 2024. Despite a fire loss event in the Glen earlier in the year, Greater New York Insurance agreed to renew coverage with a competitive 15% premium increase—far better than many comparable communities facing non-renewals or triple-digit hikes. She highlighted the growing emphasis by insurers on maintenance documentation, reserve studies, and property inspections following the Surfside Condo collapse in Florida several years ago, noting that Fairlington Glen’s strong upkeep and reserves helped secure favorable terms. She recommended maintaining detailed maintenance data and potentially considering higher deductibles in the future to protect the community’s standing with its insurer. The Board unanimously approved renewal and agreed to explore longer-term strategies to manage costs and risk exposure before the next renewal cycle.

09.09.25.01 Motion. The Treasurer moved to approve the insurance package presented by our insurance broker USI in Tab 6 of the September 2025 Management Report. Motion passed unanimously.

RESIDENTS’ FORUM:

Residents attending: Lori Derkay (Court 12), Maren Smith (Court 3), Dianne Altuna (Court 13), Mike Schneider (Court 5), Joy Bickelhaupt (Court 10), and Jay Yianilos (Glen Echo Editor).

Maren Smith indicated she was interested in hearing the insurance update and hearing about the draft B Building storage policy.

BOARD MEETING MINUTES:

09.09.25.02 Motion. Moved to approve the meeting minutes from the July 8, 2025 board meeting as presented in the update provided by the Secretary. Motion passed unanimously.

BOARD MEMBERS’ REPORTS:

President –

The President reported that we are nearing the fall season, on the heels of a great pool season. We have faced several challenges this year, but the Glen remains on track with our budget. We are looking ahead to the winter and beginning to prepare for any challenging weather that may come with that season.

Vice President –

The Vice President reported that the Glen's insurance situation remains challenging – it is a major expenditure and has a risk of increasing considerably in the future. The Glen continues to explore opportunities for managing costs, but choices remain limited. The Vice President shared that previous research has indicated that USI is a very strong broker and considered by many as the best in the industry. The Board had a brief discussion on insurance options, with a discussion on benchmarking amongst other Fairlington HOAs.

Treasurer –

The Treasurer noted that he had intended to enquire about the progress of water use tracking but that he is postponing this until the October 2025 Board meeting, when Crystal Williams will discuss how this can best be done.

The Treasurer moved to add an additional provision to the fence replacement specifications circulated by e-mail on 9-5-25 (not in the Management Report), as follows:

The existing fence footprints will not be enlarged (for example, to build around trees) unless there is a physical need to do so (for example, to avoid utility lines) and the Board consents.

09.09.25.03 Motion. Motion approved unanimously.

Secretary –

09.09.25.03 Motion. Moved to approve the appointment of Dianne Altuna as Court Representative Committee Chair. Motion passed unanimously.

09.09.25.04 Motion. Moved to approve the Revised Maintenance Manual as provided by the Board Treasurer. Motion passed unanimously.

09.09.25.05 Motion. Moved to approve the Rose Paving Lot 15 proposal for a complete lot re-do. Motion passed unanimously.

09.09.25.06 Motion. Moved to approve the Kolas Courts 8 and 16 gutter repair proposals. Motion passed unanimously.

09.09.25.07 Motion. Moved to approve the 4109 36th St S kitchen variance. Motion passed unanimously.

09.09.25.08 Motion. Moved to approve the 3592 S Stafford St egress window and kitchen renovation variances. Motion passed unanimously.

The Secretary presented a draft variance procedure he developed for Board consideration to allow residents of the B Building to store items in designated basement areas, contingent upon unanimous consent from all residents. He explained that the policy was proposed in response to a co-owner's request and represents a reasonable option for the Board to evaluate. The Board will revisit and vote on the proposed variance procedure at its next meeting in October.

The Secretary also reaffirmed his decision to step down from the Fairlington Glen Board following the 2025 Annual Meeting, expressing gratitude for the opportunity to serve and for the collaboration of fellow Board members and residents. He confirmed that all relevant records and materials will remain organized and accessible to support a smooth transition and ensure Board continuity.

At-Large -

The At-Large Member noted that he would be working with the On-Site Manager to help secure quorum among co-owners for the Annual Meeting vote on Board candidates and the budget, utilizing all available communication channels to spread the word.

COMMITTEE REPORTS:

Pool

Lori Derkay (Chair) provided an update from the Pool Committee. The 2025 pool season concluded successfully, with positive feedback from residents and no major incidents. Attendance remained strong throughout the summer, and the committee expressed appreciation to residents for following pool rules and to management for timely maintenance and staffing support. Minor facility and equipment issues identified during the season will be reviewed for potential action before next year's opening. Overall, the committee characterized the season as smooth and well-managed, with plans to build on this year's success in 2026.

Landscape

The On-Site Manager provided a report on behalf of the Landscape Committee. She reported continued progress on seasonal maintenance and enhancement projects across the property. Routine work such as mowing, pruning, and mulching was completed successfully, and recent plantings are establishing well. The committee noted a few areas requiring additional attention—particularly selective replanting and drainage improvements—that will be evaluated for inclusion in upcoming maintenance plans.

Court Representatives

The Court Rep Committee Chair, Dianne Altuna, reported that her first meeting as Chair would be happening within the next few weeks.

Safety

No update.

Maintenance

No update.

E-Charging

E-Charging Committee Member Mike Schneider Mike Schneider briefed the Board on Dominion Energy's EV-charging program proposal: Dominion now treats each court/transformer as its own "site," so Fairlington Glen can install two single-port chargers in one court rather than one dual-port unit in two courts, though that slightly raises equipment cost (two ~\$12.5k units vs one ~\$16k). He shared Dominion's quote

for Court 4, with an estimated \$539/month for 10 years (no large upfront outlay beyond about \$500 in fees). Installation is expected 14–20 weeks after Board approval, pending Arlington County permits and easements (which have been prepped). Dominion’s program also includes maintenance for 10 years, and the Board could later pursue Court 7 as a separate site if desired.

Fence

No update.

MANAGEMENT REPORT:

No additional update.

OLD BUSINESS

No update.

NEW BUSINESS

None.

EXECUTIVE SESSION

The Board entered Executive Session at 8:20 pm and reconvened in regular session at 8:31 p.m.

ADJOURNMENT: The meeting was adjourned by the President at 8:31 p.m.

The next scheduled meeting of the Board is Tuesday, October 14, 2025, at 6:30 p.m. The meeting will be held virtually via Zoom.

Respectfully submitted,

Seth Theuerkauf
Secretary