FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
November 11, 2025 Board Minutes
Online via Zoom

ATTENDEES: Charlie Robbins (President; Presiding), Jeremy Wiedemann (Vice President), Maynard Dixon (Treasurer), TJ Doyle (At-Large Member), and Amy Steliga (On-Site Manager, Cardinal Management).

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

RESIDENTS' FORUM:

Residents attending: Mike Schneider (Court 5), Susan Hunchar (Court 10), Lori Derkay (Court 12), Dianne Altuna (Court 13), and Jay Yianilos (Glen Echo Editor).

No comments.

BOARD MEETING MINUTES:

11.11.25.01 Motion. Moved to approve the meeting minutes from the October 14, 2025, board meeting as presented. Motion passed unanimously.

BOARD MEMBERS' REPORTS:

President –

The President thanked everyone on the Board and in the community for their support for the Annual Meeting. He was thankful that we were able to achieve a quorum without any issues this year.

There is one vacancy on the Board. The call is open for volunteers to step forward and join the Board. For more information, please contact Onsite Manager Amy Steliga.

He is looking ahead to projects for 2026, and the fence replacement project will be the big one.

Vice President –

The Vice President thanked Court Representative Group (CRG) Chair Dianne Altuna for bringing back the CRG. He appreciates the efforts and communications already being made, and he believes the CRG will be leaned on to assist with communications during the fence replacement process. He also suggested a newsletter article for the next issue that will promote the dates for leaf removal in the Glen.

Treasurer –

11.11.25.02 Motion. Moved to approve the budgeted staff holiday bonuses (2 weeks of 2025 salary to be paid in December 2025), existing cell phone allowances, and our budgeted salary increases of 2.7% for each employee. Motion passed unanimously.

11.11.25.03 Motion. Moved to approve asking Cardinal Management to approve our budgeted 2.7% increase in the base salary and benefits paid to our dedicated Onsite Manager, Amy Steliga, for 2026. Motion passed unanimously.

11.11.25.04 Motion. Moved to ratify the earlier unanimous email vote to approve a previously circulated tax year 2025 audit package from Goldklang Group, with a base fee of $10,200.

The Treasurer explained that we probably forgot to ratify the prior email vote last spring. He also asked management to include the approved package in its next monthly report.

11.11.25.05 Motion. Moved to approve the renewal of the CareFirst Blue Cross Blue Shield health care package for our two onsite staff members in the amount of $36,630.96. Motion passed unanimously. The Treasurer explained that the cost was $498.04 below our 2026 budget and that benefits remain unchanged.

The Treasurer asked management to include the approved package in its next monthly report.

1. The Treasurer reported that he had discussed with Cardinal's Glen Account Manager Crystal Williams our attempt to establish the Vanguard index fund account required in Part II of our new investment guidelines. According to the Treasurer, he and Ms. Williams agreed that she should seek the assistance of a broker – solely for the set up – so she can avoid using Vanguard's cumbersome automated (no live body) account set up process.

2. The Treasurer and our Onsite Manager, Amy Steliga, led a discussion of the results of the painting in Courts 13-16 (Ploutis) and Courts 1-4 (Kolas). She reported that Ploutis completed its work in Courts 13-16, all punch list items in those courts had been resolved, and that this project can be removed for the Task List. Ms. Steliga further reported that Kolas was continuing to work on Courts 1-4. She also noted that neither contractor was leaving paint on the brick but that there was much paint on the brick throughout the Glen that was left over from prior years' work. The Board members informally agreed with her proposal to solicit bids for the removal of paint on brick.

3. The Treasurer told the Board that Ms. Williams had informed him that Cardinal is still working on proposing a fee for its entry of water usage data into the usage tracking spreadsheet that was designed by former Glen co-owner Bill Worsley.

Secretary – *although there is nobody in this position, this is where the Board takes action to ratify prior email votes.*

11.11.25.06 Motion. Moved to ratify the earlier unanimous email vote to approve a contract with Culbertson Company for entry stair replacement at 3543 A&B S. Stafford Street (Court 2) at a base cost of $11,992.

11.11.25.07 Motion. Moved to ratify the earlier unanimous email vote to approve a contract with ProPave in the amount of $86,435 for Court 8 parking lot replacement.

11.11.25.08 Motion. Moved to ratify the earlier unanimous email vote to approve a three-year contract for landscape maintenance with Shenandoah Landscape Services in the amount of $110,000.04 for 2026 and a max of 4% increase for 2027 and 2028.

11.11.25.09 Motion. Moved to ratify the earlier unanimous email vote to approve the snow removal contract with Shenandoah Landscape Services for the 2025-26 season.

At-Large –

No update.

COMMITTEE REPORTS:

Pool

The Pool Committee will not meet again until March 2026.

Landscape

Fall planting has wrapped up.

Court Representatives

The Court Representatives Group (CRG) will not meet again until January 2026.

Safety

No update.

Maintenance

No update.

E-Charging

E-Charging Committee Chair Mike Schneider thanked the Board for signing the approved contract with Dominion Energy. We are now waiting for their work schedule and detailed plan. With approved permits, this may take 3-6 months.

Fence

No update.

MANAGEMENT REPORT:

No additional update.

OLD BUSINESS

No update.

NEW BUSINESS

The Board entertained a discussion to possibly cancel the December 9, 2025, monthly meeting. Amy will check with the Board by the end of November to determine if there is any urgent business pending and whether there is anything urgent requiring Board action. Then, a decision will be made.

MISCELLANEOUS

No update.

EXECUTIVE SESSION

11.11.25.10 Motion. Moved that the Board move into Executive Session at 7:03pm. Motion passed unanimously.

The Board reconvened in open session at 7:19pm.

11.11.25.11 Motion. Moved to ratify the acceptance of counsel's recommendation as regarding action in their account number Rees Broome 654758. Motion passed unanimously.

ADJOURNMENT: The meeting was adjourned by the President at 7:20pm.

The next scheduled monthly meeting of the Board is on Tuesday, December 9, 2025, at 6:30pm. The meeting will be held virtually via Zoom.

Respectfully submitted,

Jay Yianilos