

# Fairlington Commons Council of Co-Owners

3367 South Wakefield Street  
Arlington, Virginia 22206

September 12, 2011

## September Minutes of the Fairlington Commons Board of Directors

The monthly Fairlington Commons Board of Directors meeting was held on Monday, September 12, 2011, at the Fairlington Community Center, 3308 South Stafford St., Arlington, VA.

Board President John Sinks called the meeting to order at 7:15 p.m. Besides the President, others attending were Vice President Noah Greenblatt, Treasurer Jim Sharpe, Secretary Arvy Myers, At-Large Member Hugh Baumgardner, and Cardinal Management's representative and Commons property manager Terry McGuire. The following candidates running for Board positions also attended: Kristi Dudash, Robin Davis, and Jon Rose. A fourth candidate, Margaret Shannon, was unable to attend because of job-related commitments. Co-Owners Nils Omsted, Michael Abad-Santos and Sue Grossman, and Co-Owner and Pool Manager Bernie Weaver also attended.

### **June and August 2011 Board Meeting Minutes:**

A motion was unanimously approved to accept approval of the June meeting minutes. This action had been deferred until now to allow Board members Greenblatt and Sharpe to discuss several suggested edits. Minutes from the August Board meeting were also unanimously accepted.

### **Highlights:**

Reserve Fund Status: President Sinks provided a summary of Commons' reserves status. The exact amount of reserves was difficult to ascertain from the Cardinal management report. After researching the issue with the Treasurer, it was determined that there is approximately \$267,000 in reserves, which is appropriated as follows:

- Approximately \$162,400 in the Unrestricted Reserve Fund
- Approximately \$85,600 earmarked for Paving the Restricted Reserve Fund
- Approximately \$12,500 earmarked for Pool White Coating in the Restricted Reserve Fund
- Approximately \$6,600 earmarked for the Tennis Court in the Restricted Reserve Fund

President Sinks had received a reply from Darryl Payne at Cardinal earlier in the afternoon, but had not had an opportunity to study it closely. Cardinal did report that a bank error caused the August deposit to restricted reserve funds not to be made.

Co-Owner Issues: Co-Owner Nils Omsted brought several maintenance issues to the Board's attention prior to the meeting. Co-Owner Michael Abad-Santos provided the Board with a summary of maintenance-related problems at 4657 S 34<sup>th</sup> Street and the lack of responsiveness from Cardinal Management.

- Abad-Santos originally requested Cardinal to investigate for a possible crack in the foundation of his unit in March 2011. No action was taken despite numerous phone call and e-mail messages. In mid-August following a sewer backup, the interior walls of a portion of the basement were removed and a foundation crack was discovered.
- Mark Avon assessed the unit, and it was determined that underpinning of the unit is the likely remedy for the issue. Besides a bid from Avon, two additional bids are being solicited. Meanwhile, Cardinal Management will contact Mark Avon to determine if the existing crack can be temporarily patched until bids can be obtained to award a contract to resolve the issue.
- If three bids are substantially the same in analysis and proposed solution, the President is authorized to award a contract in the interest of expediting the process. If discussion is needed, he will call an emergency meeting.
- Regarding the sewer lateral issue, the initial diagnosis was that the County main was the problem. The County has subsequently said that the problem was not in their line, although the problem was relieved after they flushed their line. Commons Plumber Billy Anderson has been authorized to scope the sewer lateral.

Sewer Laterals: Three laterals have been identified for immediate assessment by Kesterson Plumbing with Commons Plumber Billy Anderson. The locations to be assessed are 4693 S 34<sup>th</sup> Street, 3367 S Wakefield Street, and 4657 S 34<sup>th</sup> Street. Cardinal will check with Kesterson Plumbing about any warranty that accompanies lateral relining. 4693 S 34<sup>th</sup> Street was relined approximately 7 years ago.

The Board awaits proposals for an engineering study on the status of sewer laterals throughout the Commons. The Board requested from Cardinal Management information regarding analyzing Commons' sewer laterals earlier this year.

Storm Damage: Cardinal Management presented a list of units that sustained storm damage since August 28, 2011. The list is expected to grow in the next couple days as residents report damage to Cardinal.

Pool Report: Co-Owner and pool manager Bernie Weaver reported that the pool is closed for the winter. Treasurer Jim Sharpe expressed thanks to Bernie for all of the work he does to keep the Commons pool in excellent operating condition. Bernie expressed thanks to Kathy Spitz and Andrew Brodhead for their help throughout the summer. The end of year pool party was also a success thanks in part to Arnie and Kathy Malin.

Terry McGuire asked if the pump room water incursion issue intensified during the recent rains. Bernie reported that there had been little to no change, but that water still enters the pump well through the pump well wall. Terry stated he would dispatch Desert Dry to assess the water incursion problem in the pump room.

Tree Pruning: In August, the Board unanimously passed a motion to authorize Cardinal Management to contract with AAA Tree Removal Service for up to three days of tree pruning throughout the community, provided that there has not been a substantial price increase from last

year. Terry McGuire noted that he did not follow up on this, but would provide AAA's pricing for review by the Board by Sept. 16.

Grounds Competition: The Board again discussed with Terry McGuire the Board's desire to send a Request for Proposals (RFP) to a number of grounds contractors by mid-September so that a new grounds contract can be awarded by the end of the year (when the current contract expires). The RFP will include both grounds maintenance and snow removal, but will request that each prospective bidder make separate proposals for grounds maintenance and snow removal.

Concrete Request for Proposals: Cardinal Management will prepare an RFP for concrete work throughout the Commons. Board Members identified a number of sidewalks in need of repair or replacement in early August. Terry McGuire will send the Board a draft RFP for review by September 16<sup>th</sup>. The Board will complete its review by September 20<sup>th</sup>. Cardinal will mail the RFP to five prospective bidders by September 22<sup>nd</sup>. Proposals will be due to Cardinal by October 15<sup>th</sup>.

Fences: Terry McGuire reported that he received bids from two companies for fence and gate replacement. He awaits two additional bids—from Long Fence and Alaska Fence. Treasurer Sharpe noted that cedar gates on fences installed two years ago behind 3359 S Wakefield St. do not match the color of the pine fences themselves and therefore suggested that pine be considered, rather than cedar, for future fence replacement. Pine gates were installed on fences throughout the Arbor last year, he said, and they present a nice appearance. He also noted that cedar gates cost more than pine gates. President Sinks noted that pine has not been used for gates because it weighs more, which results in more frequent maintenance requests to adjust the gates. He also noted that the color difference is not significant after the fences and gates age. Treasurer Sharpe requested that Cardinal obtain prices for pine and cedar gates from prospective bidders. All proposals are due by Sept. 30.

Deck: The Board unanimously approved a motion to contract with Patrick McCloskey to replace the deck at 3290 S Utah Street provided the cost does not exceed \$5,000.

Investment Policy: The Board unanimously passed a motion to approve the Commons Investment Policy. A copy of the policy is available at:  
<http://fairlington.org/commonsdocuments.htm>.

Annual Meeting: President Sinks provided a summary of expectations at the October Annual Meeting for the Board candidates in attendance. During the discussion, it was noted that the meeting was scheduled for October 10<sup>th</sup>, which is the day that Columbus Day is observed. Arlington County confirmed the reservation at the Fairlington Community Center, but in the event it is closed to observe the federal holiday, the meeting will be moved to the next available date. Notices will be sent to all Co-Owners if the meeting date is changed.

Board Concerns With Cardinal Management: Treasurer Sharpe outlined the Board's concerns with the lack of responsiveness of Cardinal Management regarding the operation of Fairlington Commons. He expressed his desire to leave the Commons in good hands when he departs the Board next month, and has concerns about the future Board's ability to manage the Commons in light of the lack of responsiveness/lackluster service received to date by this Board from Cardinal. Board members expressed their concerns in a letter to Cardinal Management in mid-August.

Terry McGuire acknowledged the concerns and stated he did not disagree with the claims the Board presented in the letter. Terry said that Cardinal will strive to improve their service, and this will be aided by an additional employee who reports at the end of September to assist Terry with his management responsibilities.

Board candidate Jon Rose said he had given second thought to his candidacy and, having done that, announced that he was withdrawing his name from consideration.

The Board moved into Executive Session at 9:00PM. No actions requiring Board action were identified.

The Board moved out of Executive session at 9:10 PM. .

President Sinks adjourned the meeting at 9:11PM.

Respectfully Submitted,

//signed//

H. Arvy Myers  
Secretary