

(DRAFT)

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

April 8, 2009 Minutes

Held at Fairlington Community Center

ATTENDEES

Robert Patrician, President; John Fuller, Vice President; Margaret Windus, Treasurer; Kathy Clatanoff, Secretary; Jasper Thomson, At-Large; Terry McGuire (Cardinal Management).

Glen Co-owners: Dave Sherman, Alan Bow, and Amanda Deringer. Will and Regina Smith joined at 8pm. Fred Peratt from Environmental Enhancements also arrived 8pm.

CALL TO ORDER

The meeting was called to order at 7:30pm by Bob Patrician.

Agenda Item 1: RESIDENTS' FORUM

Maynard Dixon was not able to attend, but sent information on two items:

- Emergency Survey. We are going to distribute an improved version of the survey form in August for anyone who might not have filled in the form last year or who might want to make changes. We expect to be able to provide the board with the resulting information in a list organized by Court.
- Violations List. As chair of the CRG, Maynard would like access to the violations list (other than confidential items). The purpose is to track progress on items reported by the Court Reps.

Agenda Item 2: APPROVAL OF MINUTES

4.08.09.01 MOTION

Moved to approve the minutes of March 5, 2009.

Motion passed unanimously.

Agenda Item 3: PRESIDENT'S REPORT

- Fairlington FINS has requested use of the Fairlington Glen pool for one week, July 27 – 31, 2009 from the hours of 3:30 – 5:20 pm Monday through Thursday and one Friday night from 6:00 to 7:30pm.

4.08.09.02 MOTION

Moved to approve the Fairlington FINS request.

Motion passed unanimously.

- The (new) main drains in the pool do not meet newly revised guidelines, and so must be replaced. This was voted on by email but earlier in the month.

4.08.09.03 MOTION

**Moved to confirm approval of a contract to spend an additional \$3520 to replace the drains in the pool.
Motion passed unanimously.**

- The pool contractor, CURL, mistakenly signed off on a door width for the renovated pump room which did not accommodate the width of the new sand filter system. After much discussion by those on the committee, it is suggested that a filter system using a different technology, paper filters, be purchased for both the main pool and the baby pool. This is a more environmentally sound system, saving a significant amount of water over the course of a season, although at the present time the annual maintenance cost is higher than the originally planned sand filtration system.

4.08.09.04 MOTION

Moved to confirm approval of a contract with CURLS to spend an additional \$3440 for a paper filter system for the pool.

Motion passed unanimously.

- Dave Sherman presented a report on the status of the pool complex renovation. It is nearly complete, with the fencing scheduled to come down in time to begin landscaping work. Dave emphasized the energy efficiency of the design. Kathy reported that the landscaping plan for the pool area is progressing on schedule. The entire Board expressed their gratitude to Dave for his commitment and hard work in seeing this complicated project through.
- Apparently Comcast has not yet signed the agreement on installation guidelines. Bob has instructed our attorney to pursue the matter.

Agenda Item 5: LANDSCAPING

Going out of agenda order to accommodate those who have joined the meeting to discuss landscaping:

- Amanda Deringer has volunteered to chair a landscaping committee. The proposed Charge for a landscaping committee has been circulated via the Glen Echo and no changes were proposed. Amanda, Will and Regina, and Fred Peratt all agreed that it was workable.

4.08.09.05 MOTION

Moved to confirm Landscape Committee Charge (attached).

Motion passed unanimously.

- Fred emphasized that he expected to work closely with the new committee, which should provide a forum for communication between the community and the contractor. Bob thanked Amanda on behalf of the Board and the entire community for taking on this responsibility.
- Pesticide Policy: Language for an “opt-out” policy as suggested by the landscaping work group was discussed. As with the red reflector policy, the management agent will maintain the list and coordinate information on addresses with the landscape contractor. This should be included in the April Glen Echo.

4.08.09.06 MOTION

**Moved to confirm an “opt-out” form for pesticide use as revised by Will and Regina Smith (attached).
Motion passed unanimously.**

- Will Smith presented a proposed scope of work for the landscaping contractor, with pricing provided by Environmental Enhancements. It was agreed that we will complete 2009 working cooperatively under the existing contract, and the newly formed landscaping committee will then consider the proposed scope of work as they develop their 2010 budget request.

Agenda Item 4: TREASURER’S REPORT

- A schedule for further work on sewer laterals was circulated to the affected courts.
- The 2008 Annual Financial Report will be circulated to the community via the April Glen Echo.

4.08.09.07 MOTION

**Moved to approve the 2008 Annual Financial Report (attached).
Motion passed unanimously.**

4.08.09.08 MOTION

**Moved to approve Goldklang, Cavanaugh & Associates PC as the auditor and tax accountant for Fairlington Glen for fiscal year 2009 at a cost of \$5,450 and 2010 at a cost of \$5,750.
Motion passed unanimously**

Agenda Item 6: MANAGEMENT AGENT REPORT

- A contract for repairing the concrete in the alley behind courts 6 and 7 and for sidewalk repairs and replacement will be developed by Cardinal Management later in the Spring.
- Investigations into e-voting are continuing.
- Our errant painting contractor appears to have moved to Houston. We will re-bid the contract.
- We have resolved the issue of payroll taxes, and the small remaining obligation will be paid by April 23.
- The recent experience with a plumbing emergency was clarified. The Glen bears no financial responsibility as a result of emergency assistance on the part of the management agent. All financial obligations are consistent with established Glen policy. The management agent obtains and on occasion coordinates services, usually for after hours emergencies, as a part of their 24 hour service obligation. The Board thanked Terry for this clarification.

4.08.09.09 MOTION

Move to adjourn. The motion carried unanimously. The meeting was adjourned at 9:15 pm

The next scheduled board meeting will be held on Thursday, May 7 at 7:30pm.

Respectfully Submitted,
Kathy Clatanoff

**FAIRLINGTON GLEN
BOARD OF DIRECTORS**

April 8, 2009

7:30 pm

FCC—3308 S. Stafford St.

- 1. Residents' Forum**
- 2. Board Meeting Minutes**
Minutes 3 5 09.doc
- 3. President's Items (Bob Patrician)**
FINs Approval 2009.doc
Confirm Est_4430_FairGlen MainDrain2009.doc
Comcast Implementation (Guidelines for Cable Installation.pdf)
Pool Complex Renovation Update
- 4. Treasurer's Report (Margaret Windus)**
Sewer Lateral Work 2009.pdf
Annual Financial Report 2008.doc
- 5. Landscaping (Bob Patrician)**
Landscape Committee Charge 3.5.09.doc
Policy on Pesticide Applications for 2009.doc
Landscape Specifications
- 6. Management Report (Terry McGuire)**
Action List 4.1.09
Policy Resolutions No. 03-1 and 07.1.pdf

LANDSCAPE COMMITTEE

The objective of the Landscape Committee is to assure that the Glen's landscape is maintained in an attractive, high quality manner that is environmentally sensitive and complements the entire community. In furtherance of this objective, the committee:

- Guides the implementation of long-range landscape plans for the improvement of the common areas (all areas except those within patios)
- Proposes standards to the Board for landscape maintenance of the common areas
- Works with the management agent and contractors in planning landscape work throughout the year
- Monitors the implementation of landscaping efforts, and
- Communicates regularly with the community about landscape efforts.

The committee holds regular open meetings and also reaches out to the community in other ways (e.g. GLEN ECHO articles, e-mail, distribution of notices, coordination with Court Reps) to hear the views of co-owners and keep them informed of landscape activities.

The committee works closely with the Board to implement landscape policies and recommends policy changes. While the committee facilitates discussion of policies and practices, it is the Board that is ultimately responsible and to whom residents should turn when differences of opinion or problems arise. The Board is open to all views, and will make decisions based on what is appropriate in a condominium environment with jointly-owned common areas.

**FAIRLINGTON GLEN
POLICY ON PESTICIDE APPLICATIONS FOR LANDSCAPING PURPOSES
2009**

As required by the amendment passed at the 2008 Annual Meeting, in evaluating the appropriate pesticides to be applied for landscape purposes (on trees, lawn, shrubs) in the Glen in 2009, a three-tiered system will be used. Pesticide approaches that fall in the first tier (biologically safe pesticides) will be those initially considered for application. Only if an appropriate tier 1 pest removal approach is unavailable or inappropriate for use in a particular instance will a tier 2 (low toxicity pesticide) be considered for application. Only in an exceptional case of infestation, when even a low-toxicity pesticide is unavailable or inappropriate, will a tier 3 (higher toxicity pesticide) be considered. [In no case will a Tier 3 pesticide be of a Toxicity Category I or II, as rated and listed in EPA's National Pesticide Information Center.]

If, in such exceptional cases, you would like to opt out of such application, please fill in the information below and return this form to Regina Smith at 3525 S. Utah St. in Court 9 by April 30, 2009. She may be reached at 703-578-1076 or via e-mail at willregina@verizon.net. These forms will be retained by Cardinal Management Group, Inc., the Glen's management company.

The Board has reminded our contractors that they must notify the community before they apply any pesticides.

PLEASE PRINT

Name of Co-Owner(s): _____

Address: _____ Court # _____

Phone Number(s): _____

Signature and Date: _____

**Please return by April 30, 2009, to
Regina Smith, 3525 S. Utah St.**

ANNUAL FINANCIAL REPORT TO CO-OWNERS

During 2008, as shown on the accompanying table, the Glen had a budget surplus of \$36,551, which will be available as a contingency for the future. Areas where expenses were significantly lower than budgeted included payroll, administrative expenses, and water/sewer. Reduced water usage, which we reported in the January GLEN ECHO, bodes well for future water budgets if such reductions continue while rates climb upward. Payroll was lower than budgeted because we had provided for a possible part-time administrative person after Ricky Solares retired. As it turned out, we were able to work well with our reduced staff of two.

Interest income was lower than expected because of the dramatic reduction in interest rates during the year. However, we were able to set aside nearly \$200,000 in 4% CDs before rates went down. Other reserves had to be kept liquid because of major efforts planned in pool complex renovation and sewer relining. We relined 13 sewer laterals in 2008 and partially replaced one. In 2009, we will reline the remaining 17 laterals, completing lateral relining or replacement for all 56 buildings of World War II vintage.

Our other major effort using reserve funds in 2008 was planning for and beginning renovation of the pool complex. This includes enhanced workspace, a storage room, new pool bathrooms and guardroom, resurfaced pools, a new pool pump, and a new entrance and social space. Most pool complex construction costs occur in 2009, as construction began only in mid-November 2008. As you read this report, building construction should be concluding. Landscaping of the pool entryway and perimeter will be the final step.

Replacement reserves in 2008 were increased by a contribution of \$410,000 and reduced by expenditures of \$285,668. At the end of 2008, we had a balance of \$481,603 in replacement reserves, \$158,160 in contingency reserves (with \$35,000 contributed in 2008), and \$81,566 in Other Members' Equity, resulting in Total Members' Equity of \$721,329. Our auditors were pleased with the level of our combined contingency reserve and Other Members' Equity (excess operating funds), which they recommend be 10 to 20% of annual assessments, a level we have now reached at 19.7%. We are not continuing contingency reserve contributions in 2009.

Contributions to replacement reserves in 2009 will be \$460,000. Planned 2009 reserve expenditures will take place in the first half of the year, with contributions in the second half replenishing our savings. In 2010, we will return to replacing Bangor and asbestos roofs (the pool roof was done in 2009). We will also begin work on site drainage problem amelioration.

The Board appreciates your participation in the many volunteer activities that help the Glen do its business. Volunteer labor is highly valued and saves us substantially over what our assessments would otherwise be. Thank you.

Margaret L. Windus, Treasurer
for the Fairlington Glen Board of Directors

FAIRLINGTON GLEN FINANCIAL REPORT FOR CALENDAR YEAR 2008

<u>INCOME</u>		
	<u>Budget</u>	<u>Actual</u>
Assessments from Co-Owners	\$1,217,511	\$1,216,422
Interest	30,000	22,527
Other	1,000	1,520
Total Income	\$1,248,511	\$1,240,469
<u>EXPENSES</u>		
Management	67,584	61,934
Legal, Audit, Tax, Other Professional Fees	33,700	40,102
Insurance	64,770	64,652
Administrative	22,365	12,702
Payroll and Related	112,171	89,495
Utilities	196,000	175,994
Painting and Decorating	57,320	50,111
General Repairs	34,900	38,589
Snow Removal	6,200	3,634
Swimming Pool	49,267	45,030
Trash Removal	62,220	62,334
Grounds Maintenance	65,714	65,722
Landscaping	26,000	36,596
Bad Debt Expense	-0-	5,646
Income Taxes	5,300	6,377
Total Expenses	\$803,511	\$758,918
Net Income before Contribution to Reserves	\$445,000	\$481,551
Contribution to Reserves	(445,000)	(445,000)
Net Income	-0-	\$ 36,551