

(APPROVED)

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

July 6, 2009 Minutes

Held at Fairlington Community Center

ATTENDEES

Robert Patrician, President; Margaret Windus, Treasurer; Kathy Clatanoff, Secretary; Terry McGuire (Cardinal Management).

Glen Co-owners:

Maynard Dixon, Court 16; James Campbell, Court 3; Charlie Robbins, Court 13

CALL TO ORDER

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

Agenda Item 1: Election of New Directors

There are now two vacancies on the Board, as John Fuller recently died and Jasper Thomson has moved out of the Glen. Bob spoke for a few moments about John Fuller. He will be missed by all of us in Fairlington Glen. It was suggested that we place a marker in the circle near his house, similar to one already there.

James Campbell and Charlie Robbins have volunteered to join the Board until the vacant seats can be filled at the next regularly scheduled election, in November.

7.06.09.01 MOTION

Moved to approve James Campbell and Charles Robbins as interim directors of the Fairlington Glen Board.

Motion passed unanimously.

It is noted that James will fill the at-large seat vacated by Jasper, and Charlie will fill the Vice President's seat vacated by John.

Agenda Item 2: RESIDENTS' FORUM

Maynard Dixon reported that the Court Representatives have had two meetings, and the group is working quite well. Court 5 now has a representative. The group expects to participate in the fall walk-through with the landscaping committee.

Agenda Item 3: PRESIDENT'S ITEMS

7.06.09.02 MOTION

Moved to approve the minutes of June 4, 2009

Motion passed unanimously.

Meeting Dates: It is agreed that the regular meetings of the Board will change to the second Tuesday of the month. Accordingly, the next meeting will be on August 11.

Bob and Margaret accompanied Comcast on a walk-thru of the Glen, and a set of installation guidelines have been agreed. A memo to the community asking that all residents comply with the guidelines is attached, and will be circulated shortly.

Variance Requests:

The resident in Court 7 with a window air conditioner was notified that window air conditioners are not permitted and it has been removed. The resident was told he could request a variance, but that it was not likely to be approved.

7.06.09.03 MOTION

Moved to approve a variance request for kitchen renovations at 4210 S 35th St, subject to county permit and inspection requirements.

Motion passed unanimously.

7.06.09.04 MOTION

Moved to approve a variance request for kitchen renovations at 3569B S Stafford, subject to documentation, county permit, and inspection requirements.

Motion passed unanimously.

A resident has asked that the large tree behind courts 11 and 12 be trimmed. Kathy and Margaret recently walked through the back areas of each court, looking for trees and shrubs which should be trimmed away from the buildings. That particular tree was not noted, but it can be checked again. The walk-thru resulted in two lists, which are attached, one for letters to co-owners noting problems within their patio areas, and one for action by the Glen. Terry will follow-up.

Agenda Item 4: ANNUAL MEETING VOTING PROCESS

7.06.09.05 MOTION

Moved to approve Policy Resolution No. 09-1, as amended.

Motion passed unanimously.

Agenda Item 5: MANAGEMENT REPORT

Concrete repair is ready to go out for bids, we should expect 3 proposals for the August meeting.

7.06.09.06 MOTION

Moved to approve bid from NOVA painting company in the amount of \$73,292 for painting courts 1, 2, 3, and 4. Carpentry work is additional.

Motion passed unanimously.

Terry will pursue options for carpentry work to be done independently of the painting.

Electronic voting for our 2009 annual meeting is a very real possibility. The sample which was demonstrated for the Board is reasonable, but did not include a budget and did not use proportional votes. Terry will inform the vendor that a budget will also be included, and James will explore the questions of proportional voting and an incomplete or inaccurate data base directly with the vendor.

We should expect to hear a presentation on Insurance at the August meeting.

7.06.09.07 MOTION

Moved that the Board go into closed session to discuss personnel matters and consider the personal liability of unit owners to the unit owners' association, consistent with Sec. 55-79-75C of the Condominium Act of Virginia.

Motion carried unanimously.

7.06.09.08 MOTION

Moved that the Board return to open session.

Motion carried unanimously.

7.06.09.09 MOTION

Moved to re-institute interrogatories for account 2013-01 if required payment is not received by the due date.

Motion carried unanimously.

7.06.09.10 MOTION

Moved to adjourn.

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

The next scheduled meeting of the Board is Tuesday, August 11, 7:00 pm, at the FCC.
(Note that this is the newly scheduled day).

Respectfully Submitted,
Kathy Clatanoff, Secretary

**FAIRLINGTON GLEN
BOARD OF DIRECTORS
Monday, July 6, 2009
7:30 pm
FCC—3308 S. Stafford Street, Room 103**

1) Election of New Directors

2) Residents' Forum

3) President's Items (Bob Patrician)

Minutes 6 4 09.doc

Meeting Dates

Comcast Status

Air Conditioner Request

Ct. 11-12 Tree

4) Annual Meeting Voting Process (Bob Patrician)

Policy Resolution No. 09-1.doc

5) Management Report (Terry McGuire)

Concrete Repair

Wood Repair, Courts 1-4

Painting, Courts 1-4

E-Voting, Annual Meeting

Insurance 2009-10

**Survey of Fairlington Glen Back Patio Areas
Trees Overhanging Roofs and Gutters
Condo Responsibility**

June 30, 2009

Walk-thru by Margaret Windus & Kathy Clatanoff
(Note this does not cover areas in front of units)

Court 3

Entrance – Newly planted tree not doing well?

3569A – **Glen** tree at side of unit should be trimmed away from the building

3579 – 2 **Glen** trees on side of unit are dead, should be removed

3583 – **Glen** tree by a/c units should be removed

3585 – **Glen** tree at side of unit should be trimmed back from window and building

Court 6

4158 – **Glen** large (hemlock?) at front corner of building should be trimmed off roof

Court 10

4321 – **Glen** pine tree should be trimmed away from building (by play ground)

Court 11

4227 – **Glen** tree in front corner should be trimmed away from building

Court 12

? – **Glen** tree, very large, with cables, should be trimmed away from building

Court 14

4210 – **Glen** tree should be trimmed back from roofs of two units

Court 15

Next to swings – **Glen** bushes are unsightly (mostly dead?), should be heavily trimmed

Courts 1, 2, 4, 5, 7, 8, 9, 13, 16

No issues noted

**Survey of Fairlington Glen Patios
Trees Overhanging Roofs and Gutters
Co-Owner Responsibility**

June 30, 2009

Walk-thru by Margaret Windus & Kathy Clatanoff

Court 1

- 3503 – **patio** tree should be trimmed back from window and wall
- 3513B – **patio** trees should be trimmed back from roof – overhang onto 2 units
- 3517A – **patio** branch should be trimmed back from top of gate
Ivy removed from offset wall of adjoining unit
- 3523A – **patio** tree should be trimmed back from roof
- 3523B – **patio** tree is pushing against the fence – move fence or remove tree?

Court 3

- 3581A1 -- **patio** (oak?) tree should be trimmed back from roof, also from 3579 adjoining

Court 5

- 4110 – **patio** dead tree against house and fence should be removed
large mulberry in patio should be trimmed away from fence and building
- 4124 – bicycles, other items stored outside patio should be removed
- 4126 – **patio** extremely large tree is on roof, breaking fence, should be removed
- 4128 – **patio** two trees growing against building wall should be removed

Court 6

- 4146 – **patio** mulberry tree is on the roof, should be trimmed back

Court 7

- 4200 – **patio** tree should be trimmed back from the roof
- 4204A1 – **patio** tree is breaking fence, move fence or remove tree?
- 4206 – **patio** tree should be trimmed back from wall of 4208

Court 8

- 3603 – **patio** tree should be trimmed back from building and window

Court 10

- 4315 – **patio** tree should be trimmed back from roof, window
- 4317-A1 – **patio** large tree should be trimmed away from roof and gutter

Court 11

- 4219 – **patio** tree should be trimmed back from roof and building, ivy removed

Court 12

3574 – **patio** tree should be trimmed back from the building
Ivy should be removed from the building

Court 13

3518 – **patio** ivy should be removed from the building
3522 – **patio** ivy should be removed from the building

Court 14

4206 – **patio** 2 trees should be trimmed back from the roof
Ivy should be removed from the building

Court 15

4252 – **patio** ivy (Va creeper?) should be removed from the building
4270-A1 – **patio** tree should be trimmed back from the building
Trim ivy

Court 16

4300A-2 – **patio** ivy should be removed from the building

Courts 2, 4, 9

No issues noted

FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

POLICY RESOLUTION NO. 09-1

ANNUAL MEETING PROCEDURES

WHEREAS, Section 55-79.75 (A) and Section 55.79-77 (D) of the Virginia Condominium Act provide that notice of an annual meeting shall be provided at least twenty-one (21) days in advance and that votes may be cast pursuant to a proxy or proxies duly executed by on behalf of a unit owner;

WHEREAS, Article III, Section 4, of the Bylaws of the Fairlington Glen Condominium Council of Co-Owners ("Council) provides that the Secretary, or other Board designee, mail a notice of each annual meeting, stating the purpose thereof as well as the date, time and place where it is to be held to each co-owner at least twenty-one (21) days before such meeting;

WHEREAS, Article IV, Section 2, of the Bylaws of the Fairlington Glen Condominium Council of Co-Owners provides that the Board of Directors shall have the power and duties necessary for the administration of the affairs of the Council and may do all such acts and things as are not by law or by the Bylaws directed to be exercised and done by the Co-owners; and

WHEREAS, the Board believes that it is in the best interest of the Council to establish a formal process detailing certain procedures governing the annual meeting and the budget adoption process.

NOW, THEREFORE, be it resolved that the Board of Directors does hereby adopt the following policy:

INITIAL ANNUAL MEETING PACKET

Approximately (8) weeks before the annual meeting, the Board will distribute to eligible co-owners an initial annual meeting packet containing: (1) the proposed budget; (2) any explanatory material; (3) draft minutes of the prior annual meeting; and (4) other proposed agenda items. The initial packet will not include proxies.

In the cover letter for the initial annual meeting packet, the Board will: (a) announce a deadline or deadlines (which shall be at least two (2) weeks from the date the initial annual meeting packet is distributed) for submission of (1) proposed amendments to the budget, (2) other proposed agenda items, and (3) candidates for the Board. Proposed amendments to the

budget will address the proper amount to be spent on a particular line item rather than the question of whether the Glen should be engaged in a particular activity, the manner in which that activity is conducted, or other non-budget issue. The stated deadline will be strictly observed and no budget amendments will be submitted after such deadline. Candidates for the Board must be eligible co-owners and have indicated, in writing by a deadline established by the Board, a willingness to serve on the Board. Board nominations may be made from the floor where there are more vacancies than candidates.

ANNUAL MEETING NOTICE

Approximately four (4) weeks before the annual meeting (but in no event less than twenty-one days before the meeting), the Board will distribute the formal annual meeting notice detailing the date, time, place and purposes of the annual meeting and containing a proxy form allowing owners to vote on the budget proposed by the Board, any timely proposed amendments, the election of directors, and other motions, if any, that the Board may place before the Council. If amendments to the budget have been timely proposed, the Board will include statements of reasonable length (to be determined by the Board) from the proponents of the amendments and statements from the Board stating its positions on the amendments.

VOTING PROCEDURES

Election of directors shall be by plurality vote with the candidates receiving the greatest number of votes being elected and, in the event the vacancies are for differing length terms, the longer terms shall go to the candidates receiving the most votes (in order). All other decisions shall require approval of a majority of the voting members present in person or by proxy, with the exception of changes to by-laws, which shall require a vote of sixty-seven (67) percent of voting members present in person or by proxy.

The Chairperson (the President unless otherwise designated by the Board) shall preside over the meeting, appoint inspectors of election if deemed necessary, and make procedural determinations. Roberts Rules of Order shall be the parliamentary authority to be used at the meeting.

RESOLUTION ACTION RECORD

Duly adopted at a meeting of the Board of Directors held on July 6, 2009.