

(DRAFT)

**FAIRLINGTON GLEN COUNCIL OF CO-OWNERS
September 8, 2009 Minutes
Held at Fairlington Community Center**

ATTENDEES

Robert Patrician, President; Charlie Robbins, Vice President, Margaret Windus, Treasurer; Kathy Clatanoff, Secretary; Terry McGuire (Cardinal Management). James Campbell, At Large was not present

Glen Co-owners:

Paula Matthews, Court 10; Hal Vorhies, Court 3.

CALL TO ORDER

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

Agenda Item 1: Residents' Forum

Hal Vorhies asked for clarification on the voting procedure for the annual meeting. Budget amendments must be received by September 15, and there will be a residents' forum at the pool on the evening of September 16 to answer questions regarding the budget and the voting process. We will be e-voting this year for the first time.

Agenda Item 2: President's Items

9.08.09.01 MOTION

Moved to approve the minutes of August 11, 2009.

Motion passed unanimously.

Bob discussed the difficulty in finding people interested in joining the Board. He will write a letter to try and generate more interest.

Margaret distributed discs to each board member with searchable pdf records of all of the pool reconstructions, including the complete set of instruction manuals. Disc 1 is the manuals, disc 2 the blueprints, and disc 3 has everything else. The cost for the set was \$507. Margaret has assembled historic information from Glen records, which she recommends also be scanned into searchable pdf files at a cost of \$821.

9.08.09.02 MOTION

Moved to approve the expenditure of \$1,328 to Edge Digital Group.

Motion passed unanimously.

Agenda Item 3: Landscape

Amanda Deringer, the chairperson of the Landscaping Committee, was not able to attend. Kathy Clatanoff reported on the Fall walk-thru which took place on August 29. One issue for the Board which came up was the large mulberry tree behind 3576 S Stafford (Wilson). The roots are destroying the patio – it is nearly impossible to use the back half of the patio now. We do not believe that the problem can be solved except by removing the tree, which could easily cost over \$2,000. It was agreed that we would solicit bids for the removal, but at the same time, talk to other affected residents to be sure this is what they want.

9.08.09.03 MOTION

Moved to approve out-of-contract work for Environmental Enhancements as defined by the Fall walk-thru not to exceed \$1,000.

Motion passed unanimously.

The new contract for landscaping services has been sent out for bids. We would like to have three bids; at this time, we have two firms which have indicated they will be submitting bids and we are still attempting to contact Living Color. Completed bids are due back by September 28.

Paula asked about reconstruction of the patio area behind Court 10 following the extensive sewer work. Normally, the landscaping would be returned to its former condition, but if the residents would prefer some stepping stones or a walk-way, we can consider it.

Agenda Item 4: E-Voting

Although he could not attend the meeting tonight, James has been in contact with Vote-Now and is satisfied that with a few more modifications we will have a good workable system for e-voting. The point was made by our attorney that an e-vote is a ballot, not a proxy, and should be treated as such.

Agenda Item 5: Glen Operations and Processes

A list of topics for discussion (attached) was presented, many of which address communication within the Glen and between the Glen and the Management Agent. Paula discussed the way that the Pool Committee operates, everyone agreeing that it is one of the most efficient and successful Committees in the Glen.

Agenda Item 8: Management Report

Terry reported that Leslie Engelking and Nova Painting had worked out their procedures for coordinating painting with carpentry.

A contract has been signed with Dominion Paving (as approved last month) to replace the 3 patios damaged in the recent sewer construction. As soon as the weather permits, the patios should be replaced. The fences can then be returned and the landscaping work can be done.

Gutters may be contributing to the problem of rotting wood in some areas. Terry will look into caulking or other solutions. It would be ideal if Nelson and Maria could do some of the routine repair.

Because of vacation and other scheduling issues, some of Cardinal's clerical work for the Glen fell behind in August. They will be caught up this week.

9.08.09.04 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.

9.08.09.05 MOTION

Moved that the Board return to open session.

Motion carried unanimously.

9.08.09.06 MOTION

Moved to refer to counsel the problem of a homeowner interfering with contractors.

Motion carried unanimously.

9.08.09.07 MOTION

Moved to refer accounts 2101 and 3124 to attorneys for 10 day demand letters.

Motion carried unanimously

9.08.09.08 MOTION

Moved to adjourn.

The motion carried unanimously. The meeting was adjourned at 9:30 pm.

The next scheduled meeting of the Board is the second Tuesday, October 13, 7:30 pm, at the home of Bob Patrician, 3546 S Stafford, in Court 11.

Respectfully Submitted,
Kathy Clatanoff, Secretary

**FAIRLINGTON GLEN
BOARD OF DIRECTORS
Tuesday, September 8, 2009
7:30 pm
FCC—3308 S. Stafford St.**

- 1. Residents' Forum**
- 2. President's Items (Bob Patrician)**
Minutes 8 11 09.doc
- 3. Landscape (Amanda Deringer)**
Status Report
- 4. E-Voting (James Campbell)**
Status Report
- 5. Glen Operations and Processes (Bob Patrician)**
Glen Operations and Processes 9.8.09.doc
(Open-ended discussion of interactions among the Board, management company/agent, on-site staff, contractors, committees/coordinators, and the condominium community.)

GLEN OPERATIONS AND PROCESSES

Agenda Item: Open-ended discussion of interactions among the Board, management company/agent, on-site staff, contractors, committees/coordinators, and the condominium community.

Objective: To maximize the interactive functioning of all these groups while minimizing miscommunication.

Community Actors

- **Community Communication**
 - Glen Echo
 - Web site
 - Yahoo
 - Bulletin Board
 - E-mail
 - Meetings/Forums
- **Committees/Coordinators**
 - CRG--maintenance lists, emergency preparedness, welcome packages, etc.
 - Landscape
 - Pool
 - Other recreation committees
 - Variance
- **Contractors**
 - Cardinal oversight
 - On-site monitors—when appropriate, who
 - Communication with Board and community
- **On-Site Staff**
 - Roles and responsibilities
 - Cardinal interaction with
 - Community interaction with
- **Management Company/Agent**
 - Management Reports/Feedback
 - E-mail/phone/letters
 - Roles of various people at Cardinal
- **Board**
 - Roles of Board members
 - Interactions with professionals (legal, engineers, insurance, etc.)
 - Expenditure approval
 - GLEN ECHO/Website/Yahoo/E-mail