

# Guide to Life in Fairlington Meadows



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*Note: The Board of Directors offers a sincere thank you to long-time resident Frona Adelson for working to update this "Guide to Life in Fairlington Meadows." (2019)*

## Chapter 1: Introduction to Fairlington

The Fairlington name is derived from the original Fairfax County and today's [Arlington County](#). Fairlington comprises approximately 3,500 units laid out on 300 acres. It was built between 1942 and 1945 by the Defense Homes Corporation at a cost of \$35 million and intended as priority housing for senior military officers and government officials, especially those who worked at the nearby Pentagon. At the time, Fairlington was the nation's largest housing development and provided much needed housing for defense workers who poured into wartime Washington.

In 1946, when the federal government was required to sell all businesses which were in competition with private industry, Fairlington and neighboring Parkfairfax, also built by Defense Homes Corporation, were sold to private investors.

During the late 1950s and through the 1960s, Fairlington declined and fell into a state of disrepair. In the early 1970s, CBI Fairmac announced plans for a large-scale condominium conversion, and began a transformation that cost nearly \$100 million. The result is a single large condominium association called Fairlington Villages, which is located on the northwest side of I-395 and is commonly referred to as North Fairlington, and six smaller condominium associations (Fairlington Meadows, Arbor, Commons, Glen, Green and Mews), which are all located on the southeast side of I-395.

In 1801, the Commonwealth of Virginia deeded a large portion of Fairfax County to the federal government to form the western third of the diamond that would become the District of Columbia. By 1846, when the federal government decided it would never need any of the land that had been Virginia, residents of the area voted to rejoin the Commonwealth of Virginia as Alexandria County. In 1870, the City of Alexandria defined its political borders, and the remainder of the property came under Alexandria County control. Approximately 50 years later, to avoid confusion over the two "Alexandrias," the County changed its name to Arlington, taking the name from Arlington House, which is located at the top of Arlington National Cemetery and is the former home of Confederate General Robert E. Lee.

[A detailed history of Fairlington is posted online.](#) The entire Fairlington area is listed on the National Register for Historic Places.



[Fairlington Meadows](#) consists of 342 residential units on 22 acres with 57 residential buildings located in 15 courts. The condominium association has a swimming pool and kiddie pool, a basketball court, two tennis courts and a playground, and is located adjacent to the Fairlington Community Center and Park on the southernmost tip of [Arlington County](#), Virginia.

There are 10 different layouts of residential units in Fairlington Meadows and they are named after areas within the county. The 10 units are called Braddock, Braddock End, Barcroft, Barcroft End, Edgewood, Edgewood End, Clarendon, Clarendon End, Dominion and Arlington. Today, Fairlington's attractive garden setting and tree lined streets create a quiet, tranquil atmosphere just minutes from downtown Washington. Although there is always turnover among residents, the community is remarkably stable.

## Chapter 2: The organizational structure of Fairlington Meadows

### Council of Co-Owners

Owners of units in Fairlington Meadows, by virtue of their purchase, become voting members of the Council of Co-owners, with the right to vote at all membership meetings. The general membership meeting is held annually in October. Special meetings can be called by the Board at other times, if the need arises, pursuant to Article III, Section 3 of the Bylaws.

Each co-owner should have a set of condominium documents consisting of the [Master Deed](#) and Exhibits, Plat, and [Bylaws](#). It is each owner's responsibility to review these documents and to comply with them at all times. The Bylaws are attached as Appendix A. The [Master Deed](#) is posted online. The [Plat](#) is posted online.

### The Board of Directors

The [Bylaws](#) provide that the Council of Co-owners elect five persons to the [Board of Directors](#), and that these persons (volunteers) fill the offices of President, Vice President, Secretary and Treasurer, and any assistant officers as in their judgment may be necessary. Appendix C contains a listing of current Board members names and their contact information.



### The Management Company

The [management company](#) and the Board of Directors are responsible to the Council of Co-owners, and carry out the administration and maintenance of the budget, the physical plant and the common areas of Fairlington Meadows. Appendix C and the web site list the name, address and telephone number of the management company (currently [Community Management Corporation or CMC](#)), as well as the names of the [management company representatives](#). Routine requests for maintenance and repairs to building exteriors, grounds, patio fences, outdoor lighting and B-building hallways should be directed to the [Fairlington Meadows maintenance team](#) during normal working hours at [FairlingtonMeadowsShop@gmail.com](mailto:FairlingtonMeadowsShop@gmail.com) or 703-820-6799.

The management company also maintains a [24-hour answering service for emergencies](#). Maintenance and repairs within the confines of individual units and patios are the responsibility of unit owners.

It is very important that the management company and the Board of Directors be able to contact by mail, email and telephone, each resident owner, non-resident owner and resident renter. It is everyone's individual responsibility to keep this information current and on file with the management company in the event of an emergency. According to Article VI, Section 5 of the Bylaws, the Board of Directors has authority to grant the right of entry to individual units to an authorized representative of the Board in the event of an emergency, regardless of whether the co-owner is present.

If you are a non-resident owner and employ an agent to manage your unit, please provide the management company with the name, address and telephone number of your agent, the name and address of where to send notices of Council of Co-Owners meetings, and the name and address of the party who is responsible for the condominium fee. The management company and Board of Directors must know whom to contact regarding changes in the condominium fee, any delinquencies or confusion in payments or issues with tenants that may arise.

Ours is a shared responsibility, and if you become aware of something that requires attention, please [contact the management company](#) to report the problem.

### Fairlington Citizens Association (FCA)

The [Fairlington Citizens Association \(FCA\)](#) is a civic association organized in 1976 to represent Fairlington's interests in local government matters and is recognized by [Arlington County](#) as an official body. The FCA publishes the monthly All Fairlington Bulletin, distributed to all residents in both North and South Fairlington. Information about the FCA is available on its website [www.fca-fairlington.org](http://www.fca-fairlington.org).

## Chapter 3: Volunteer committees

Condominium ownership and living works well when residents of the community volunteer and contribute. Participation on a [committee](#) is an excellent and rewarding way to contribute to the community. Residents are encouraged to attend committee meetings to see how the committees function.

### Building and Grounds Committee

The [Building and Grounds \(B&G\) Committee](#) is a very active committee in Fairlington Meadows. The Committee coordinates all plantings and landscaping of the common areas, recommends building maintenance projects, and advises the Board on the annual budget covering these areas. Meetings are held monthly and interested residents may [contact the Committee Chairpersons](#) for additional information. More information is posted on the Fairlington Meadows web site.

### Swimming Pool Committee

The [Swimming Pool Committee](#) acts as the liaison to the swimming pool maintenance and service contractor to guarantee safe and efficient operation of the pool. In addition, members schedule and organize social events at the pool throughout the swim season. The Pool Committee submits recommendations to the Board for its annual budget. Residents interested in serving on this committee should contact the Committee Chairperson listed in Appendix C. [The rules governing the use of the pool](#) are posted online. In May each year, Court Chairpersons will issue [Recreation Cards](#) to residents. To enter the pool, a signed Recreation Card must be presented. [More information is posted on the Fairlington Meadows web site.](#)



### Recreation Committee

The Recreation Committee monitors operation of the tennis courts, basketball court and playground, and recommends a budget necessary for operating and maintaining these facilities. The rules governing the use of the tennis courts can be found [online and in Appendix G.](#)

### Court Chairpersons Committee

[Court Chairpersons](#) are often the first point of contact for new residents, and they can answer most questions about the Meadows community. Prior to the pool opening in late May, Court Chairpersons distribute applications for the Recreation Passes to the residents in their courts. They also maintain an email list of court residents to pass along important information from the Board of Directors. A [current listing of Court Chairpersons](#) is available online.

### Ad-hoc Committees

From time-to-time the Board of Directors will seek volunteers in the community to serve on an ad-hoc committee whose charge is one specific topic of interest. These committees usually have a short life ranging from several months to a year and provide research and recommendations to the Board of Directors on a given topic. Once the ad-hoc committee has finished its assigned task, the group disbands.

## Chapter 4: Condominium fees and unit resale

### Fees, resale and due process

Condominium ownership has advantages, responsibilities and restrictions. For example, as condominium owners, we are able to leave the completion of many chores to a professional management company or contractor such as mowing, exterior maintenance (ex. painting and roof repair) and snow removal. As a condominium owner however, you might not be able to do everything you would like to do to your individual unit because condominium ownership means that your unit is jointly owned by 342 individual owners. Rules govern the behavior and actions of residents. The information provided in this guide is based on the [Meadows Bylaws and Rules of Conduct](#) and is intended to promote a safe, beautiful and well-maintained community for all residents.



### Condominium Fees and Payment

Monthly [condominium assessments](#) provide the operating funds necessary for common services such as landscaping, trash collection, recycling, snow removal, water and sewer usage (our largest expense), legal counsel, pool operation, payment of the Association's master insurance policy, repairs to the common areas, and savings (reserve accounts) for future major repairs and capital improvements. Condominium fees represent an apportioned share of the common expenses, and are due at the management office on the first day of each month with a grace period extending to the fifth of the month. Payment may be made by check or by prearranged electronic debit each month.

Owners with outstanding [condominium fees](#) balances will be assessed a late fee for each month the account balance is

delinquent, as provided in the Bylaws. Delinquent condominium fees may cause a lien to be placed against the unit in question and may affect resale. Current condominium fees are posted online.

### Unit resale

Owners who intend to sell their unit must contact the management company for a resale statement. Commonwealth of Virginia law requires that a resale statement be provided to potential buyers of condominium units before the contract is signed. Should a certificate of insurance be required in connection with the mortgage loan, have the purchaser contact the management company for assistance.

Owners who are planning to sell their units must contact the management company to schedule a resale inspection. The Meadows maintenance team will come to the unit and conduct an inspection to ensure that the unit is in compliance with the rules and regulations of Fairlington Meadows. For example, if a tree located in a patio is too tall or if the windows are not in compliance with the architectural guidelines, those issues will be noted during the inspection and placed in the unit file. Any issues of non-compliance must be addressed by the owner prior to the sale of the unit. If not addressed, the new unit owner must address the issues to bring the unit into compliance or risk action by the Board to compel the owner to comply.



## Chapter 5: Due Process

The Meadows Board adopted a “[Due Process Resolution](#),” which is an administrative process to assist the Board in enforcing the rules of the Association. It allows the Board to impose monetary fines against a co-owner for non-compliance with the governing documentation of the Association. [Appendix L](#) explains the complete process and is available online.

## Chapter 6: Insurance

Fairlington Meadows Condominium Association carries a [master insurance policy](#), which provides liability coverage for the Association and certain property coverage for the buildings and commonly owned property. Should fire, water, or other insurable hazard damage your unit, notify the management company immediately. In the event of a fire, call 911 and then call the management company.

The Association's insurance policy has a \$10,000 deductible per occurrence. As a unit owner, you are responsible for the deductible applicable to a loss to your unit, up to the full \$10,000. The Board, therefore, recommends that as part of your individual homeowner's insurance policy that you obtain coverage for your potential share of this deductible.



The master property insurance coverage for Fairlington Meadows does not cover unit improvements, betterments, additions or alterations made subsequent to conveyance from the developer to the original owner. For example, if a unit owner upgrades the kitchen, bathroom, or the basement by removing paneling and installing drywall or if an attic is converted into a living area, the new cabinetry, walls, floor and other improvements will not be covered by our master insurance policy, subject to the insurance terms and deductible. The coverage will only apply to costs associated with bringing the unit back into the same condition as it was originally constructed in the 1970s. With that in mind, owners may want to be sure that the insurance for their unit includes coverage for betterments.

Our Association policy does not cover property in your unit not considered to be a structural improvement; therefore, you should obtain your own insurance to cover your personal

property, such as furniture, clothing, electronics and other belongings. If you are a resident owner, please note that a HO-6 insurance policy is recommend. Coverage for your potential share of the Association's \$10,000 deductible can also be obtained through a HO-6 policy. Renters should consider a HO-4 policy, which will cover their personal items. Both policies include liability coverage, which is needed for accidents which may occur within your unit.

The Master Deed for Fairlington Meadows requires that unit owners inform the Board of any improvements costing more than \$1,000. This requirement exists for purposes of appraising the entire Meadows Condominium property to provide for full insurance coverage. It also helps ensure that unit owners are complying with various construction policies specific to Fairlington Meadows.

[Appendix J](#) is posted online and consists of a checklist to help unit owners to inventory their property for the purpose of keeping a record of internal structural improvements. The checklist itself is not sufficient documentation for insurance purposes, however it is a good method for owners to track the improvements. In the event of a loss, these records will be helpful in proving the existence and value of improvements made to a unit.

If you have coverage of real property on your current homeowner's policy to cover the structural improvements now currently covered by our Association's policy, the Board advises against dropping that coverage without first checking with your insurance company. The Meadows insurance policy can be terminated with only 30 days' notice to unit owners prior to the end of the coverage year. If the Board is forced for unforeseen reasons, to select an insurance carrier that does not cover these improvements then unit owners may be left without proper insurance coverage.

## Chapter 7: Safety information

### Personal Protection

Co-owners are responsible for the interior security of their individual unit. Owners may want to consult security professionals or locksmiths to discuss any special security enhancements that they may want to consider.

There are no master keys to individual units. Residents may want to consider giving a key to a trusted friend or neighbor in the event of a lock-out or an emergency. Leaving a spare car key while traveling might also be a good idea in case your vehicle needs to be moved off the street or from your assigned parking space during your absence.

### Smoke Detectors

Fairlington Meadows B-buildings are equipped with smoke detectors in the exterior hallway on each floor. These detectors are required by law and are checked and maintained by our on-site maintenance crew. Residents of B-buildings should not remove the smoke detectors or the batteries, nor tamper with them in any way. Tampering or disabling a smoke detector is a violation of the Fire Prevention Code and classified as a Class One Misdemeanor that is punishable by a fine or jail, or both. If a hallway smoke detector signals a beep at regular intervals, it may be indicating the need for a new battery. If that is the case, contact the Fairlington Meadows maintenance team. Someone will come check on the smoke detector and replace it or replace the battery.

All individual unit owners bear the responsibility for installing and maintaining smoke detectors inside their units.

Smoke detectors are strongly recommended to be installed on each floor of the interior of a unit. A smoke detector can save your life by alerting you to smoke in the beginnings of a fire. Develop an escape plan, one with two ways out of every room, especially bedrooms. Arrange for an outside meeting place to be able to account for all occupants.

The National Fire Protection's standard on household fire warning equipment requires smoke detectors outside each sleeping area and on each level of the home, including the basement. Detectors that are hard wired into the home electrical system should be installed by a qualified electrician. Because smoke rises to the ceiling, that is where your detectors should be placed--on a ceiling at least four inches from the nearest wall or high on a wall four to 12 inches from the ceiling. Detectors should not be placed near an interior door. In general, put your detectors in the path you think smoke would take if it were heading upstairs toward your bedrooms where the majority of fire deaths occur. Position detectors so they are not sensitive to cooking fumes or other air movement.

For units that are rented, Section 15.1-29.9 of the Fire Prevention Code states that at the beginning of each tenancy and at least annually thereafter, the owner of the unit shall furnish the tenant with a certificate that all required smoke detectors are present, inspected, and in good working order. Interim testing and maintenance of smoke detectors in rented units shall be the responsibility of the tenant; however, the owner of the unit shall be obliged to service or replace any malfunctioning detector within five days of receipt of written notice from the tenant that such detector is in need of service or replacement. For questions about the enforcement of this law, contact the [Arlington County Fire Marshall](#).



## Chapter 8: Architectural changes

### Internal architectural changes

Although you own your unit, anything which could affect the other units is controlled by the Fairlington Meadows Board of Directors, which represents the community at large. If an internal change is expected to cost more than \$1,000, owners must submit a written request for any such modification of their unit to the Board and allow 30 days for review and reply, although



routine requests typically only take a few days for Board review. Examples of common internal architectural changes include remodeling of kitchens, bathrooms, basements and laundry rooms. Painting and carpeting/flooring do not require Board review.

Guidelines have been established for contractors who are conducting work on Association property. Please review and share the [contractor guidelines](#) with your contractor prior to their commencing any work, so there is no question of what is expected. These detailed contractor guidelines can be found at on the Fairlington Meadows web site [here](#).

### External Architectural Changes

Fairlington Meadows has been designated as an historic neighborhood. The Meadows Board desires to continue the physical character of the Meadows to honor its historical provenance. In an effort to preserve a consistent, high quality

appearance and to assure compatibility among improvements, the Meadows Board of Directors adopted [exterior architectural guidelines](#) that address the design of such items as exterior entrance lighting, exterior doors, storm doors, installation of railings, installation of TV or cable systems, porch and patio surfaces and other exterior amenities. Shutters are provided and maintained by the Association.

Window boxes, attic exhaust fans and skylights are prohibited as unit owners are not permitted to breach the exterior of the buildings in any way. These detailed [guidelines](#) are located on the Fairlington Meadows web site.

### Window replacement

Owners wishing to install [replacement windows](#) must first obtain approval from the Board of Directors. No exterior woodwork may be altered, removed or capped by the replacement installation. If an owner elects to replace one window on one side of their unit, then every window on that side must be replaced with the same make and model. Additional details available [online](#).

### Patios, common areas and landscaping

The open spaces on our property are known in our Bylaws as “general common elements” and the patio areas are known as “limited common elements.” The latter are for the exclusive use of the residents of the attached unit but are not their private property.

## Chapter 9: Outdoor life in Fairlington Meadows

### Patios

Residents may plant what they wish in your patio, but if it grows above the fence or against the building the Board of Directors can require that it be removed or trimmed. Residents should determine the projected size of a plant at maturity before planting to avoid the problem of it spreading into other patios, into the common areas or affect the fence.

Residents may build a doghouse, storage shed, etc. for use in a patio as long as such structure is 18 inches from the fence and in no way attached to the fence or building, does not extend above the top of the highest part of the fence, and is maintained in a state of good repair. Residents may also construct/redesign their patio surface, however please keep in mind that any structure or resurfacing of the patio area that is likely to exceed \$1,000 in cost needs to be presented and reviewed by the Board of Directors prior to the start of the project, as outlined in the By-laws.

Residents are not to let weeds grow uncontrolled in their patio areas or use them as a place to collect broken items, debris or trash. If this occurs, the Board will direct the unit owner to properly maintain the patio area or after due notice, will have the work done and bill the co-owner of the unit for this service.

Residents are responsible for properly disposing of patio trimmings. Patio trimmings are not to be placed in the common area. Disposal of these trimmings in your household trash as described in the [Meadows Bylaws in Article VII, Section 6, of the Rules of Conduct](#). Bulk items for trash may be disposed of during the regular bulk trash pick-up, which is scheduled to take place the first Saturday of each month.

### Common area landscaping

Lawns, trees and shrubs add much to the attractiveness of the Meadows community. To protect this valuable asset, signs are not permitted to be attached to trees in any way for any reason. If you wish to donate a tree or shrub for planting in the common areas, please contact the [Buildings and Grounds Committee](#) before purchase to get Committee input and approval. It is important to integrate all plantings into the overall landscape design. Planting bedding flowers in front of your unit in existing beds is permitted and does not require special permission. "Private" flower beds can be installed adjacent to a rear fence, pending Buildings and Grounds Committee review. Private beds that are not maintained by the resident will be removed and the area restored to grass. Residents may not plant vegetables in the common area or in the front of the buildings.

Residents who desire to maintain a flower bed adjacent to their unit not a part of an existing bed must submit a request, in writing, to the Buildings and Grounds Committee. Fairlington Meadows maintains the trees, shrubs and lawns through a contract with a landscaping firm. Unit owners who want trees to be trimmed or new trees plants should contact the Committee. Trees and shrubs growing within patios are the responsibility of the owner of the unit. Trees and shrubs are not to exceed 25 feet in height, are not to touch the bricks, fences, windows, gutters or roof of the building. Any tree, shrub, or flower planted in the common areas automatically becomes common property and comes under the jurisdiction of the Buildings and Grounds Committee. See Section 8 of the Rules of Conduct for additional planting guidelines.

Please brush off shrubs after a snowfall because the weight of the snow will damage them. Remove snow from shrubs using an upward motion as it will cause them less damage. After an ice storm, leave ice on the plants and allow the ice on plant materials to melt slowly. Use calcium chloride or sand or a mixture on porches and walkways. Do not use salt on sidewalks or porches. Salt can cause damage by breaking down the mortar between the bricks. Salt that gets into the soil also is destructive to the environment.



## Common area etiquette

In accordance with the By-laws, in Appendix A, [Section VI, Article 9](#), no bicycles, baby carriages, toys or other personal property may be left unattended on sidewalks, lawns, bushes, porches, or in the hallways or on the stairs of B-buildings, or elsewhere in any common areas. The only exception is in the basements of B-buildings in which personal articles, except flammable liquids and other explosives, may be stored in the basements of B-buildings by the residents of that building, provided the articles remain neat and orderly and do not interfere with passage through halls and doorways or with access to water valves or electrical controls.

The By-laws also stipulate ([Appendix A, Section VI, Article 10](#)) that only casual play activity is permitted on the front lawns and no objects shall be thrown into or around the parking courts or cars. With that in mind, play activity is best conducted in the rear of the courts away from cars.

## Playground

A playground for young children is located adjacent to the swimming pool. Children should be accompanied and monitored by a responsible adult when using the playground. Please extend courtesy to nearby residents and keep noise levels at an acceptable level. It is unacceptable for children to use bikes, skateboards, roller skates or rollerblades while on the playground equipment. The playground is for Meadows residents and guests. The playground closes at dark.

A Little Free Library is connected to the playground. This Little Free Library is a Fairlington Meadows free book exchange. Take a book, leave a book.

## Pets and Pet Courtesies

In accordance with [Arlington County laws](#) and the [Meadows Bylaws](#), residents are required to keep pets on a leash at all times when in the common areas and to pick up all solid waste deposited by the animal. This waste should be placed in a closed bag in one of the trash containers in our common areas. Do not put the waste into the storm drains as the water from these drains runs into the Potomac River and then into the Chesapeake Bay. Please do not allow your pet to urinate on the black lamp posts or on the trees, shrubs, or bushes because the acid in the urine corrode the posts and kills the plants. The resultant costs of electrical repairs and plant replacement are ultimately reflected in condominium fees.



If your pet is confined to your patio, please make sure it does not become a nuisance to neighbors. Do not leave a barking dog or howling cat on the patio. Dispose of pet excrement in patios daily. If bathing your dog in the bathtub, please use a filter to collect the hair as the hair may clog and damage the sewer lines.

A dog park is located in Fairlington at 3191 S. Utah Street. There are numerous other dog parks in Arlington. Details can be found [here on the Arlington County web site](#).

It is illegal to trap wild animals in the Commonwealth of Virginia. Contact the [management company](#) or the [Fairlington maintenance team](#) to report problem animals.

## Noise

We live close together in the Meadows, an average of 15.5 families per acre, and we must be mindful of noise. Music, televisions, family disagreements, and dog barking travel through walls and floors easily. Keep in mind even when outdoors that neighbors are always close by. If you live in an upstairs Braddock unit in a B-Building, realize that noise may disrupt residents below. A loud stereo can be annoying so please do not put speakers directly on the floor. Those who live in lower floor Barcroft units in a B-Building should be equally mindful of noise that might travel upward.

## Trash Removal

Fairlington Meadows currently has trash collection every morning except Sunday typically between the hours of 7 and 10 a.m.

If trash service is not accomplished or if you miss the morning collection, retrieve your trash and place it out the next scheduled collection date. No trash of any kind is to be placed outside the night before a pick-up. Place trash on your front porch, sidewalk or other hard surface.

On the first Saturday morning of each month, a bulk trash pick-up takes place. Residents may dispose of their large bulk trash items by placing them curbside on the Friday before the first Saturday of the month for early-morning pick-up by the contractor who removes trash. Otherwise, removal from the property of such items as washers/dryers, hot water heaters, toilets and other bulk items should be made a part of the agreement with the company from which you purchase new items. See Article VII, Section 6, of the Rules of Conduct for specific rules on trash removal. Construction debris is to be removed by the contractor, not disposed of in household, bulk item trash or left by the community trash receptacles.

Please help keep our grounds clean and neat and avoid littering. Trash and recycling cans are provided in heavily foot trafficked areas for litter and pet waste; do not use these containers for household trash.

## Recycling

[Recycling](#) bins are placed at court entrances on Tuesday and Thursday mornings and are collected by our trash hauler on Wednesday and Friday mornings. Bins are for plastic items, metal items and paper items, all of which should be clean and free of food contamination. If you find yourself wondering about an item not listed, it's a good idea to follow the rule: "When in doubt, leave it out." Please attempt to secure items on windy days so they do not blow away and become litter in the community. Additional details about [what is and is not accepted for recycling](#) is available online.

Arlington County has [recycling drop off centers](#) in North and South Arlington. These are located at 2700 S. Taylor Street (Open Monday through Saturday and closes at 9 p.m.) and at the corner of North Quincy and Washington Boulevard (Open every day and closes at 11 p.m.)

Household Hazardous Materials (HHM) that should not be thrown out or recycled may be brought to a drop off facility located at the [Water Pollution Control Plant](#) at 3402 S. Glebe Road. (The HHM entrance is at 3155 S. Fern Street.) Saturday hours are 9 to 3 p.m., or weekday drop offs may be scheduled by calling (703) 228-6832.

For additional information regarding HHM and other general recycling information in Arlington County, please visit the [County's web site here](#).

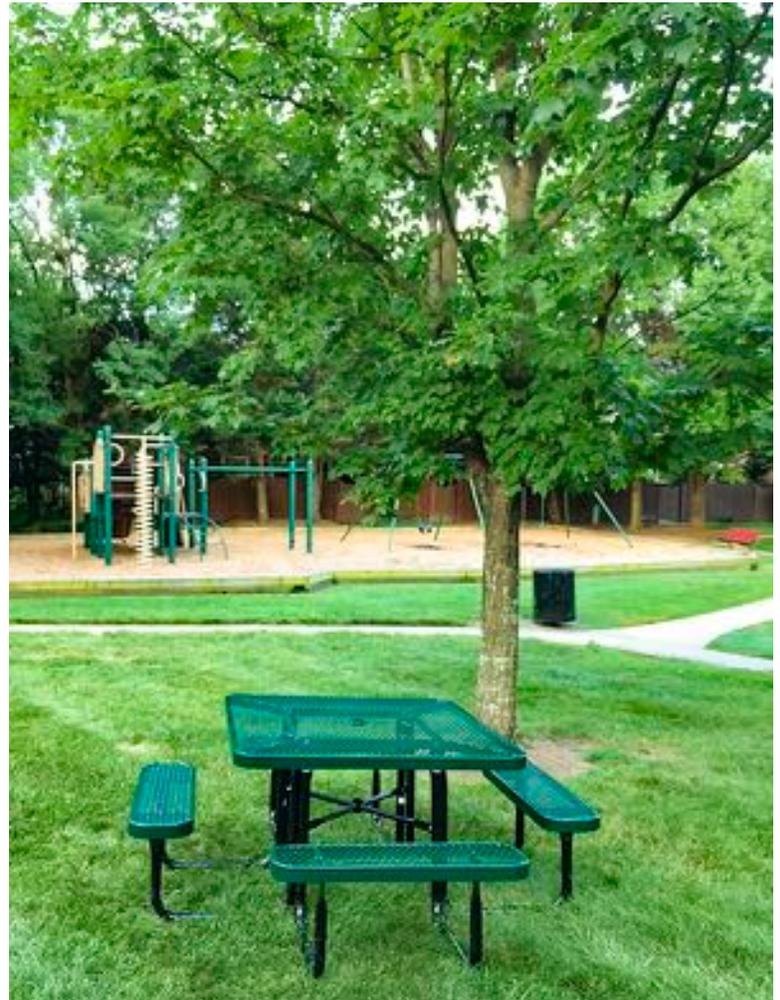
## Sign Posting

In 2007, the Board adopted a policy related to [the display of signs](#) in Fairlington Meadows. It may be viewed online. The Fairlington Meadows Bylaws state that other than "For Sale" and "For Rent" signs, no other signs, may be displayed in windows or doors, attached to dormers, walls, fences, and trees or placed in any common areas. Small signs (less than 10 square inches) displayed in a window are exempt from this rule. No signs shall be permitted that contain obscene or offensive messages. The posting of signs shall be limited to the first floor of a unit.

No signs that advertise products, services, or businesses are permitted in the common areas. No political signs are permitted in the common areas. Political signs placed in windows must comply with the size limitations outlined in the policy referenced above. Security system signs are permitted as long as they are stand-alone and do not exceed five inches by five inches. Only one security sign per unit is permitted to be placed in the common area in the flower bed in front of the unit so as not to interfere with mowing of grass.

## No smoking policy

A [no smoking policy](#), is in place and is entitled "Smoking prohibitions in common areas." Generally, there is no



smoking of cigarettes, cigars, or pipes in the common areas of B-Buildings, on any shared front porches, in or around the pool, tennis courts, basketball court, playground, benches or picnic tables. Our detailed smoking regulations are available [online](#).

## Parking

[Vehicles parked](#) in Fairlington Meadows courts must be in working order or are subject to towing. [Parking](#) is allowed only in designated spaces and each vehicle is to occupy only one space with one vehicle. Unmarked spaces may be used by residents, guests and contractors for a maximum of three consecutive days. The detailed vehicle and parking regulations are available [online](#).

## Swimming Pool

The primary purpose of the [pool rules](#) is the safety and well-being of all Fairlington Meadows residents and guests who enjoy the pool during the summer. The lifeguards are hired to protect swimmers and enforce the rules. Everyone within the pool enclosure is asked to review and abide by these rules. [Recreation passes](#) are needed for entry to the pool enclosure. Smoking is not permitted. Our detailed pool regulations and rules are available [online](#). The [pool hours](#) and [social events calendar](#) are posted online each season.



## Tennis Courts

Use of the tennis courts is limited to playing tennis and pickleball. All other activities are prohibited to protect the playing surface. Tennis season runs from May through September during which time a sign-up sheet will be posted to ensure equitable time on the courts for residents. In the off-season, play is on a first-served basis. There will be no reservations. The [tennis regulations](#) are available online.

## Yard Sales

Individual yard sales are not permitted anywhere on Meadows property due to increased traffic, limited parking availability, and the potential for damage to the common property. If you would like to sell items through a yard sale, consider participating in the annual North Fairlington spring yard sale held in the parking lot of the North Fairlington Community Center.

## Chapter 10: Home maintenance

Unit owners are responsible for the maintenance and upkeep of their units in a state of good repair. So, what exactly are the boundaries of a unit for which a unit owner is responsible?

The [Master Deed](#) defines the horizontal boundaries (i.e., floors, ceilings, attic, roof) and the vertical boundaries (walls) that are the responsibility of the unit owner. To paraphrase the Master Deed, it generally states that the unit owner's property extends to the outside of the brick and paneling/drywall and just under the slate in the attic as well as the plane of the underside of the lowest floor slab and the plane of the underside of the exterior surface of the roof shingles and/or other exterior finish of the roof. In addition, unit owners are responsible for the plane of the outer surface of the exterior walls, which do not separate family units and the plane of the center line of the walls that do separate family units. Owners also are responsible for windows, window frames, doors, door frames and trim on exterior walls and patios, patio steps and stoops.

### Floods and water/sewage issues

If your unit floods or has a sewage backup, the first step is to contact the [Fairlington Meadows management company](#), so that the company can get a plumber on the site immediately to begin initial clean up. Next, contact the [Fairlington Meadows maintenance staff](#) at 703-820-6799 or by email at [FairlingtonMeadowsShop@gmail.com](mailto:FairlingtonMeadowsShop@gmail.com). If during regular business hours, Meadows maintenance staff will come to your unit for validation so that you can file a claim for emergency plumbing services and initial clean up. You should also contact your home insurance company.

[Procedures dealing with floods and sewage back-ups](#) is posted online.

In general, if sewage backs up into a unit as a result of problems with the common element sewer laterals, the Association will pay for emergency plumbing services and initial cleanup of the affected unit including disinfection procedures. The Association will not pay for costs related to flooding as a result of ground water penetrating through basement windows, utility penetrations, foundation walls or floors, because the Master Deed specifically defines those areas as being the responsibility of the unit owner.

### Cable/FIOS/Satellite TV

Over the years, the Meadows Board has been working with [Comcast](#), [Verizon](#), and satellite providers of TV and Internet services to negotiate access and easement agreements concerning the installation of required cable and wires throughout the Meadows. In the interest of protecting the integrity and appearance of our buildings and common areas, the Board developed a set of criteria for such installations, which were forwarded to these providers including Comcast and Verizon.

Residents who want to contract for TV and internet service should contact the provider directly.

Comcast and Verizon are authorized to install cable TV, internet, and VOIP phone providers using fiber optic or cable lines leading from above or below ground junction boxes into the back wall of buildings. They are allowed one entry into each unit. B building, second story installation must use the Meadows supplied conduit to route the cable to the second-floor entry point. No other external cables are permitted.

If you demand a good, clean installation from Comcast or Verizon personnel, you will get it. With that in mind, do make sure that they perform the work correctly as explained above and to your satisfaction so that you do not incur a fee if they need to return. If you live in Fairlington Meadows and you have a concern about the workmanship in or adjacent to your patio or building as it relates to both Comcast and Verizon, contact the provider directly and copy the Meadows Board to make them aware.

[Arlington County has responsibilities as it relates to cable TV services](#). The Arlington County [Cable Administration Office](#) within the Department of Technology Services provides oversight and administration of the cable television franchise certificates with Verizon and Comcast. The Cable Administrator administers the relationship between cable TV providers and Arlington County in accordance with their franchise agreements. Responsibilities include ensuring that the cable providers meet the requirements and financial obligations stated in the franchise agreements with the County and monitoring and regulation of the cable TV provider customer service standards. The Cable Administration Office is also responsible for responding to inquiries and complaints about cable service.

The Arlington County Board has also commissioned an advisory group to advise them about cable services in Arlington. The Information Technology Advisory Commission (ITAC) is a group of Arlington citizens appointed by the County Board to provide advice on various technology issues, including the cable TV system.

Complaints with service inside a unit need to be taken up directly with the cable provider. Complaints about cable service in the common areas should be as specific as possible so that any follow-up by Arlington County or the cable company allows them to

go directly to the specific problem address. Including photographic evidence with a complaint is also helpful. Individuals can file a complaint with [Arlington County](#) online or via email at [ArlCable@ctcnet.us](mailto:ArlCable@ctcnet.us).

Other helpful cable-related information:

- [Verizon](#), 1-888-553-1555
- [Comcast/Xfinity](#), 1-800-934-6489
- [Arlington County Cable TV Consumer Rights](#)
- Arlington County has a [contractual agreement with Comcast](#) that is posted online.

### **Water valves and consumption**

Water shut-off valves are located directly beneath each plumbing fixture. Unless modified by renovations, the main shut-off valve in townhouse units is the large valve located near the ceiling in the furnace area. In B-buildings (Braddock and Barcroft units), the main shut-off valves for both units is located in the basement storage room or near the ceiling of the furnace area in the lower Barcroft unit. Locate all valves when you first move in to be prepared to turn off the water in an emergency.

Water consumption in Fairlington Meadows is metered collectively and is included in the condominium fees. It is the largest expense in the annual budget. All residents share in the responsibility to use water wisely. During dry periods or when there are new plantings, residents should water the shrubs by placing a hose at the base of the plant. There is no need to water the lawns. If the lawns turn brown/yellow or go dormant due to a dry spell, they will be revived to green after a rainfall, so there is no need to waste water by watering lawns.

Please refer to [Appendix K](#) for proper watering techniques and ideas on water conservation both inside and outside your home.

### **Water Penetration**

Much has been learned over the years about water intrusion.

Water detection devices are available from various companies and window well covers have proven useful.

In basements, inspect paneling, molding, carpet, and carpet padding adjacent to exterior walls for signs of water intrusion such as soft spots in wood or wet carpet or padding. If you see signs of damage, try to locate the cause. Remove the paneling and look at the concrete foundation. Check the concrete block for cracks or holes and patch as necessary. Consider painting the concrete foundation surface with a waterproof sealant. Inspect basement windows for signs of water damage such as water marks on walls. Ensure that windows seal tightly and that caulk is flexible. All such repairs are the sole responsibility of the unit owner. Any basement remodeling project should include these inspections and/or repairs.

When not open for ventilation, it's a good idea to keep storm windows closed. This saves money on electric bills and prevents the possibility of water entering the unit when it rains. The storm window frame traps water on the sill, and because of the aluminum tracks, a crack exists between the frame and the window sill where water can get behind the wall and between the brick and plaster. This can cause damage to the plaster in the immediate area or allow water to accumulate in the basement. In B-buildings, water damage can occur in the lower Barcroft unit. Of note, keep the "weep holes" in window sills clear to allow water to drain.

The water pipes connected to your washing machine are under constant pressure. Have them checked by a licensed plumber and replaced if necessary.

### **Sewers and sewage pipes**

The terra cotta sewer lines that serve Fairlington Meadows were installed in 1943. The sewer lines were relined to help prevent future problems however; the sewer lines still remain easily penetrable at weak points by tree roots. Given their age and construction materials, residents must be careful to avoid sewer backups and resulting expensive plumbing repairs.

Each of the buildings in Fairlington Meadows has a single sewer lateral that feeds into the Arlington County sewer system. In a building containing three or more townhouses, for example, the sewer line runs the length of the building. The line leaves the building at the center unit and runs toward the County system at the street. This configuration causes the center unit to have a lower floor with a higher ceiling in the basement. Sewer backups will, therefore, impact the center unit first. Owners of the center unit may want to purchase a sewer backup rider for their homeowner insurance policy. A backup will sometimes be preceded by slow toilet flushing or a sour odor from the floor drain(s). In the event of a sewer backup, contact the property management company and the Fairlington Meadows maintenance team immediately. A plumber will be sent to locate and

repair the problem and connect you with a water extraction company to help with clean up. Do whatever you can to keep the water contained. If you have sewer backup insurance, contact your agent to file a claim.

Most backups are caused by the flushing of items such as sanitary napkins, “disposable” diapers or wipes, paper towels, tissues, feminine hygiene products and prophylactics. Other offending items include pre-moistened towelettes, napkins, cloth rags and dental floss. Please use the trash for these items. The toilet should only be used for human and pet waste and toilet paper.

What goes into kitchen sinks also can impact plumbing. Grease is a problem that affects plumbing. Since grease buildup clogs sewer laterals, the best method for disposal is to collect grease and other cooking and food oil in a can or jar, then seal the container and dispose of it in the trash.

## Winterizing

Winterization is the responsibility of unit owners and renters. The following winterizing tips can prevent unnecessary repair bills which can result from damage caused by a hard freeze.

The water supply to the outside faucets should be shut-off in the late fall. Unless modified by a renovation, the shut off valve for the patio spigot is located under the kitchen sink and the front outdoor faucet shut off is near the ceiling in the furnace area. After shutting these valves, garden hoses should be disconnected, and outside spigots opened. This will allow for expansion and prevent burst pipes caused by freezing. Some unit owners wrap or cover the spigots during the winter months as an additional layer of insulation. Water lines in attics are particularly susceptible to freezing since many of them run along outside walls. Maintaining a minimum household temperature of 55 degrees (60 degrees in upstairs Braddock units) will decrease the possibility of frozen pipes. This is especially true when units are vacant for a period of time. In B-buildings, a burst pipe could mean damage to both the upstairs and downstairs units.

[Contact the management company](#) immediately if you experience a burst water pipe. Never turn the heat off completely during winter months.

To increase warmth and reduce heating bills, you may wish to block sources of drafts. Check for gaps under exterior doors and weather stripping around doors and windows. Keep storm windows and doors closed. For basements without storm windows, consider taping the inside edges or using plastic storm windows available at local hardware stores. The attic door may also be a source of heat loss. Consider installing a second, insulated door above the attic stair mechanism or install weather stripping around the attic door to create a better seal.

Cold air may enter the kitchen through the exhaust fan vent. Cold air may also enter through electric outlets along exterior walls. The electric plastic safety plugs can be popped into unused outlets to help prevent air from entering through the electrical outlets.

Adding additional insulation to the outer walls and ceiling is an option to consider when remodeling.



## Chapter 11: Information specific to renters

Although renters may not vote at meetings of the Council of Co-Owners, the Meadows Board of Directors urges renters to participate actively in the community. Renters are invited to join any [committee](#), and unless a landlord has imposed restrictions, have the same rights to enjoy the swimming pool and tennis courts just like resident owners. However, please note that either the renter or the owner of a unit may use these facilities, but not both.

Renters, like resident owners, must observe all [Fairlington Meadows Bylaws and Rules of Conduct](#). A violation of the rules is a violation of the lease and can be grounds for terminating a lease. This is a standard provision of rental units in all condominium associations. The Board of Directors may withhold or suspend pool privileges, parking privileges or other recreational facility privileges for a violation of the Meadows Bylaws or of any regulations, including failure of the unit owner to pay the monthly condominium fee.

Renting a condominium unit is not as simple as renting an apartment. Renters in Fairlington Meadows have to deal with the owner of the unit, the owner's agent if there is one, the management company and the Meadows Board of Directors. Here are a few ground rules for renters in our condominium community:



- Discuss the terms of your lease and review your responsibilities with the owner of your unit or with the owner's agent when you first sign your lease.
- For interior repairs, call the owner or the owner's agent.
- For external repairs, contact the management company for Fairlington Meadows. Such maintenance or repairs include a roof leak, a sewer backup, maintenance of the common areas, and maintenance of parking lots.

## Chapter 12: Appendices

Appendix A: [Bylaws and Rules of Conduct](#)

Appendix B: [Map of Fairlington Meadows](#)

Appendix C: [Fairlington Meadows Directory](#)

Appendix D: [Parking Regulations](#)

Appendix E: [Towing Procedures \(Removed 10/6/10\)](#)

Appendix F: [Pool Rules](#)

Appendix G: [Tennis Rules](#)

Appendix H: [Recycling](#)

Appendix I: [Replacement Window Guidelines](#)

Appendix J: [Checklist for Recording Interior Improvements](#)

Appendix K: [Watering Techniques and Water Conservation](#)

Appendix L: [Due Process](#)

Appendix M: [Rules for Recreation Facilities](#)

