

MEADOWS MESSENGER

Winter 2013
Vol. XXVI, No. 1

News from the Board

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Personnel

As we enter the New Year, the Board has personnel changes to announce to the community.

New Personnel

Tony Rouhani,
Community Management Corporation (CMC)
Property Manager

Dwayne Frazier,
Community Management Corporation (CMC)
Assistant Property Manager

Tim Lee,
Fairlington Meadows On-Site
Property Manager

our CMC contract and worked with the Board.

Finally, we introduce our new on-site, Maintenance Manager, **Tim Lee**. Tim began working here on March 5, and is a most welcome addition to the Meadows team. He has a solid background in property maintenance and possesses strong mechanical skills. Previously, Tim worked for Arlington County, at a hospital, and for several apartment properties.

We extend our thanks to Steve Burcham for providing part-time assistance during the transition period. We wish him well in his business ventures.

2012 Council of Co-Owners Meeting

The Annual Meeting of the Council of Co-Owners was held on October 17 at the FCC, with approximately fifty members of the community in attendance. The meeting began with welcoming remarks, introductions and presentation of the night's agenda.

Budget

The State of the Association was discussed at length by individual topic, and the Board was very pleased to be able to present a proposed Budget that included an increase of only 2.8% after five years of 3.4% increases.

First, we would like to welcome **Tony Rouhani** as our new Property Manager with CMC. Tony also serves as CMC's Vice-President and Condominium Division Director.

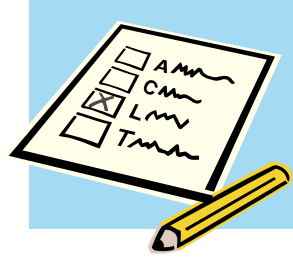
Next is **Dwayne Frazier**, our new Assistant Property Manager. We first met Dwayne at our November meeting, when he observed and took copious notes about the conduct of our Association.

Many thanks to Christa Brady, former Condominium Division Director, who temporarily oversaw



Committee reports were made by:

- Asser Guirgues (Pool Committee)
- Diane Thurber (Committee of Court Chairs)
- Ed Girovasi and John Stack (Recreation Committee Co-Chairs) were not in attendance, but were acknowledged for their work over the past year.
- Chuck Edwards and Judi Garth (B&G Committee Co-Chairs) were unable to present due to the quorum issue. (See Quorum Issue).



Quorum Issue

The Annual Meeting started with approximately 20% of the 50+% proxies needed to formally approve decisions made at the meeting including acceptance of the 2013 budget

Despite a formal mailing from CMC with postage prepaid proxy cards, posting on the website, electronic filing option, article in the Messenger, multi-media Homeowner Link reminder, and personal canvassing by Court Chairs – a quorum was not reached until 8:45 PM.

To achieve the 2012 quorum, Chuck Edwards, Judi Garth and Dave Carro volunteered to canvas the neighborhood during the meeting, knocking on doors to collect a sufficient number of signed proxies.

The Board extends sincere thanks to Chuck, Judi, and Dave as well as those who turned in their proxies by deadline. The Board also re-emphasizes the critical importance of each proxy in conducting the business of the community.

When the 2013 request is made this fall, the Board asks that every neighbor fulfill his/her responsibility to ensure that his/her proxy is submitted on time.

Paint Cycle

The 2012 painting cycle included Courts 1, 2, 11, 12 and 13. Middeldorf performed well. The Board received very few complaints.

One big concern was that their plywood and equipment might become projectiles during the hurricane, but everything remained safe and secure.

Jose and Steve did an admirable job of keeping ahead of the painters with fence repairs.

The painting contract has been executed for the fall. The courts to be painted this year are 3, 14 and 15. Fences in these courts were stained during the previous cycle.

Hurricane Protection

Before Hurricane Sandy, many residents covered their window wells with makeshift covers, such as black plastic bags, pieces of plywood, and tarps. Rocks, bricks, hoses, and buckets were used to hold the items in place. It is understood that this was done as an emergency precaution; however, some of the materials are now trash in the bushes. Be aware that the grounds contractor will be instructed to remove anything that appears to be trash during the spring cleanup.

Home centers and some hardware stores sell appropriate window well covers, either pre-fabricated "bubbles," or flat pieces of Plexiglas that can be cut to size. Either of those options would better preserve the village's curb appeal.

Board Elections

The terms of three Board members expired at the conclusion of the Annual Meeting.

Current Board members **Jacqueline Maguire** and **Paul Cinquegrane** each ran for an additional term.

Resident, **Mary Ellen Finigan** volunteered to have her name placed on the ballot. In addition to being Editor of the Meadows Messenger and the Court Chair in Court 13, Ms. Finigan presented an impressive professional resume to the Board.

All three candidates were voted in by acclamation.

Current Board members will retain their respective positions, and Ms. Finigan will assume the position of 1st Vice President, replacing **David Andrews**.

Dr. Andrews served on the Board for nine years. He had an excellent record of meeting attendance and thoughtful participation, and we thank him for his service.

Parking Lots

Brothers Paving started the project to repair cracks and address re-striping / re-stenciling in the parking lots after a two-day delay due to inclement weather. The company used larger stencils for marking the spaces, so the numbers are easier to read. They also applied appropriate amounts of filler and were careful to avoid spills.

After months of getting the contract in place, work was completed with few issues. Most residents moved their vehicles, as requested, which gave the contractor full access to the lots allowing for successful job completion.

Many thanks to the Court Chairs who helped with this effort. In addition to two distributions of fliers, some even took extra steps to alert neighbors to changes in the project schedule. Their teamwork and extra initiatives enabled success.

Note: A second sign has been installed in the parking lots that have two entrances in order to comply with the County's requirements regarding such signage.

Trash and Recycling

Capitol Services is our trash and recycling contractor. They provide six-day-a-week pickup, including most holidays, plus a curbside "Big Pick-Up" on the first Saturday of the month. To facilitate their work, place your trash out for collection **ONLY** at the appropriate times.

Recycle! Hold on to your recyclables and place them out for the Wednesday collection, rather than tossing them into the trash. Also, keep "Freecycle," in

mind. It is a great recycling option where everything is free!

Items intended for Big Pickup should be placed at the curb no earlier than 24 hours prior to the scheduled date (first Saturday of the month).

Items placed out at other times (such as the mattress left leaning against the street light on a recent Tuesday) only serve to detract from the appearance of the village. It is also unfair to the hauler, given that we have a regular date set for this type of disposal.



Remember . . . It is strictly forbidden to leave construction debris of any kind for trash pick-up. Actions of this nature violate our contract. Residents are responsible for handling the disposal of demolition and construction materials that are associated with work on their units.

Hazardous materials should be taken to the County's recycling facility on Glebe Road. The facility accepts such materials from 9:00 a.m. to 3:00 p.m. on Saturdays and by appointment Monday through Friday. Check the County's website for complete information. Some stores, such as Best Buy, also accept electronics for recycling.



Important Reminders

Water and sewer rates have increased 43.4% since 2005. Arlington County calculates "water in equals water out." That is how the community is billed. Sewer usage is "water out" and sewer rates are *four times* those of water rates! Please be conscious of your water usage and conserve whenever possible. A good place to begin is to repair any leaky faucets or toilets.

There is a **72-hour limit for continuous parking in unmarked, un-reserved spaces.** This rule is intended to ensure fair and equal access to those spots. Be courteous of your neighbors and do not store your second vehicle in those spaces.

Residents of **B-Buildings**, who store items on the basement level, must maintain items in a neat and orderly fashion. Stored materials cannot interfere with passage through the hall or doorways or with access to water shut-off valves or electrical panels. No hazardous materials may be stored in the basement under any circumstances.

The Association subscribes to "**Homeowner Link Elite**" **emergency notification service**, which provides telephone, e-mail, and text announcements to members. About half of all residents are registered. The Board would like to see 100% participation. The Association pays the annual fee, and there is no additional charge to individual

residents. The registration form can be found on the website.

Important information is regularly posted on the **Fairlington Meadows website**. Check it frequently.

The **approval process for renovations**, including replacement windows and other home improvements, has been streamlined. It is no longer necessary for a resident to present his/her project at a monthly Board meeting. Requests now can be submitted and approved electronically.

Residents contemplating home improvement projects should consult the website first for pertinent guidelines and general direction. Pursuant to the Master Deed, any project costing in excess of \$1,000.00 requires prior Board approval.

The Board reviews and approves approximately six to ten projects per month.

It is much easier to work within the parameters of the rules than to discover later that improper work needs to be redone. (A sale was delayed in September 2012 when a serious violation was discovered during the resale inspection.)

It also is important that the Board is aware of where and what renovation work is being undertaken, so they can be sure the structural integrity of the buildings is not compromised, and monitor contractor behavior.

The **on-site maintenance crew** is assisted when residents report issues. If you believe you have a clogged gutter, or if you notice a sidewalk light has burned out, put a note in the shop mail slot or call and leave a message on the Fairlington Meadows answering machine.

All homeowners should have an **HO-6 insurance policy** for their personal property and betterments to their units. This was never more evident than when lightning struck one of our buildings over the summer.

Do not place **improper materials into the drains** – human and pet waste only! It has been necessary to snake sewer lines a number of times recently. Items found to be clogging the pipes included cloth, dental floss, cigarette butts, feminine hygiene products, and baby wipes. Even items labeled “flushable” should be disposed of in the trash, not in the toilets. If you employ a cleaning service, please discuss this with them.



The Board would appreciate residents' help with **cable issues**. If you request a new installation or repair, please refer to the Service Agreement between Comcast and the Association, which can be found on the web site. Exhibit A sets forth the guidelines for proper cable installation.

Residents are the front-line defense in ensuring that the guidelines are followed. Too often cable boxes are left askew with wires hanging out; cables are improperly attached to the buildings; temporary cables are draped across or through fences and left unburied for weeks on end. (See B&G Project in this newsletter.)

Refrain from **leaning items on the signs at court entrances**, especially during recycling and Big Pickup. The signs are easily damaged and quite expensive to replace (\$600.00 each). The same holds true for bushes, trees, and interior light poles, particularly when movers or contractors are involved.

In early December, a **car** was **stolen** out of a court on S. Stafford Street. Fortunately, the vehicle was recovered; however, it had considerable damage. If you see anything you believe to be suspicious anywhere in the community, contact the police immediately.

In Closing . . .

While many tasks around the community are handled by the management company, the maintenance staff, contractors, and volunteers, residents have responsibilities to the community. Essential needs include timely payment of condo fees; respectful treatment of contractors; and courtesy towards volunteers and volunteer committees.

Condo fees are critical to securing required services; carefully negotiated, often costly, contracts keep the community well maintained; volunteers make substantial contributions of time and energy to sustain the environment we enjoy. When your cooperation or assistance is requested on behalf of the community, please provide it.

The Board wishes everyone well. Help us make 2013 a great year for all.

Respectfully submitted,

John Thurber, Board President

Buildings & Grounds (B&G) Update

By Chuck Edwards & Judi Garth,
Co-chairs

Roles and Responsibilities

The Committee

The Buildings and Grounds Committee coordinates all grounds plantings, (annuals, perennials, trees and shrubs) as well as landscape and building maintenance projects in Fairlington Meadows. The committee also advises the Board on the annual budget for these areas. If you see folks with clipboards looking at trees, B Building hallways, and over patio fences, these are likely B&G Committee members assessing needs in the community.

The common area landscaping which includes the flower-beds in front of your home is overseen by the Buildings and Grounds Committee. The common areas belong to the community not to individual homeowners.

As much as B&G wants everyone to be pleased with the landscaping in the village, especially that which is in front of one's own home, it is not possible to consult with each homeowner on planting projects. In making decisions, the Committee does work closely with Somerset, our grounds contractor, as well as tree specialists and other landscaping companies who are experts in their fields.

Although differences of opinion may arise between homeowners and the Committee, we ask you to understand that we make decisions that we feel are in the best interests of the community as a whole.

Homeowners

The B&G Committee reminds the community of the Rules of Conduct related to buildings and grounds that residents are obliged to follow.

They are found in the Residents Manual, Appendix A, Article VII.

Two of those rules are the following:

Section 7, **Patios**, (a) which states:

"The interior of the patios must be kept free of high weeds, trash, and any odorous or unsightly objects that would constitute a hazard or nuisance. If this occurs, and after due notice to the unit's residents and owner no action is taken, the Board may cause the offensive objects to be removed and disposed of, at the sole expense of the unit owner."

We are also concerned with trees and shrubbery that hit the patio fence, the building and/or roof, causing damage. All of us should understand that the appearance of our patios affects our neighbors and that vegetation that damages any structure results in an expense for all of us.

Section 8 **Plantings in Common Areas** states:

"Written approval from the Board or its designee must be obtained prior to planting any tree or shrub, enlarging any mulch or flower bed, establishing any new bed within the common areas...and such approval must be exercised within six (6) months. Any plant, tree, shrub, or flower planted in the common areas automatically becomes common property and comes under the jurisdiction of the Buildings and Grounds Committee."

These rules are designed to protect the entire community by keeping a uniform appearance throughout.

Projects

With the beginning of spring, it's time to ready the Meadows for the new growing season. Our lawns contractor, Somerset, has **cleaned the beds and grounds** and completed putting down mulch. Somerset will also trim numerous hollies throughout the village. These are hollies that are hitting buildings causing damage or blocking sunlight into homes. In addition to this work, Somerset will also restore lawns and flower beds where sewer line work was done last year. We waited to allow time for the soil to settle.



The committee is planning a small **planting this spring** with any major work to be done in the fall. This spring we will continue improvements at the Stafford circle with the installation of summer flowers. We are able to do this as a result of our yard sale last fall and with a resident's generous donation to our flower fund.

Committee members recently surveyed the hallways of the **27 B Buildings** in the Meadows, focusing on the condition of the carpets and painting needs to walls, doors, and trim. The mailboxes were assessed in 2012.

With the Board's approval, the committee is looking at carpet and mailbox replacement as ongoing projects. Painting will be completed for those B buildings on the painting cycle.

The Buildings and Grounds Committee is working to improve the appearance of **Comcast's television cable installations** on the Fairlington Meadows grounds. The Committee is starting with the repair of cracked terminal box covers and covers that leave the inside wiring exposed. Recently installed "temporary" cables that need to be buried will also be placed on the Comcast repair list.

Residents spotting box cover problems or exposed cables that are unsightly or are potential tripping hazards, can report them to the B&G Co-chairs:

c-d@comcast.net
judigarth@comcast.net

Owners and residents having cable work performed should check the Meadows website for the cable installation criteria to which Comcast has agreed and insist that the installer follow them.

The criteria can be found on the Fairlington Meadows website under Documents.

Exterior Architectural Criteria, Section F - "Installation of Television or Media Cable"

Comcast Service Agreement" Exhibit A, "Guidelines for Cable Installation" (July 1, 2008) (pp. 9-10)

Contracts and Agreements

Lawns. During the growing season, Somerset is contracted to **mulch** the trees and shrubbery, **apply controls for crabgrass and other weeds** and **fertilize** the lawns in the spring and fall.

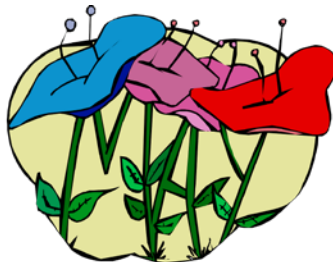
Other services include: pruning the shrubbery three times and the ornamental trees once. In late summer, there is an application to control insects and disease. In the early fall, the lawns will be aerated and seeded. In late fall, Somerset will remove leaves three times.

As in the past, the B&G committee will decide when the contractor will **mow** based on the weather. In addition, the **sidewalks will be edged** with every other mowing and weeding will be an ongoing project. This is the third year we have worked with Somerset as our lawns contractor and we are pleased with their work.

NOTE:

Residents are not authorized to provide direction to contractors related to Building and Grounds work. If cause for concern arises, contact: Tony Rouhani, CMC Property Manager or Dwayne Frazier, CMC Assistant Property Manager. They can be reached at: 703-631-7200.

Street Trees. Arlington County recently spent several days pruning dead branches and limbs and thinning out the large trees along Stafford Street. This keeps the trees healthier and allows sun to reach areas where grass will not grow. Any resident who notices a branch or limb dangling from a street tree should immediately contact Chuck or Judi to have it removed



Spring Guidance

Think **RESPECT**

Respect your neighbors: Play outdoors in back common areas only; keep your patio free of tall weeds, containers with standing water (mosquito magnet), and unsightly junk and clutter.

Effort:

Join a committee and plan events; follow the rules of conduct.

Socialize:

Meet your neighbors; let them know when you're going to be away so they can keep an eye on your place.

Paper and plastic bags:

Keep these items out of the recycle bins

Exterior front water faucets:

Turn them on and ensure they are working so that trees and shrubs can be watered during hot weather.

Clean-up after your pets:

Scoop that poop. Throw the bag in a trash container.

Trash:

Put out mornings only - Monday through Saturday.

Be a Good Meadows Neighbor.

The common areas belong to all of us. If each of us does our part the Meadows will continue to be the beautiful place it has been for the last 39 years.

Where to put garden waste?

As you are cleaning out dead plants and preparing your patio garden for spring flowers, **do not put this debris outside your back gate.** Maintenance crew members, Tim and Jose, are not responsible for disposing of those

clippings. Place all garden waste in plastic bags and put the bags out front for regular trash pickup.

Tired of Squirrels and Crows Opening the Trash Bags?

Try spraying the bag with window cleaner or rubbing alcohol. Double bag or freeze meat, poultry, fish, bones, and other food stuff that attract animals before putting in trash bag.

Always put trash out in the morning, not the evening. When the bags are ripped open, the trash crew picks up the larger items that spill out, but cannot be expected to pick up bits and pieces (bottle caps or q-tips). If you notice small items on the lawn, help keep our community looking tidy by removing them.

Interested in maintaining the beauty of the Meadows?

Join the B&G Committee!

We welcome new members and interested residents at our meetings on the **first Wednesday of each month**. All meetings **begin at 7:30 p.m. and end by 8:30 p.m.** It's a fun and satisfying way to get involved in your community. Gardening knowledge is not required! Check the Meadows website for the next meeting location.

Pool Notes

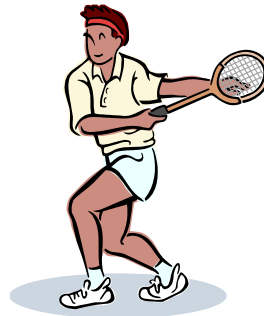
New Pool Committee Needed

The Board is looking for new members to join the Pool Committee. The pool is one of our most attractive amenities. Having an active Pool Committee in place to oversee daily

operations is essential to a successful season. If you would like to know more about this volunteer opportunity, please contact a member of the Board.

Pool prep begins in March. In fact, the contract for this year is already in place. The Board will remain the main point of contact with the pool contractor.

The Board would like to thank last year's Pool Committee Chair, Asser Guirgues, and his wife Lindsey, also a member of the Committee, for their service. The Guirgueses will be moving soon. The Board wishes them all the best.



Tennis Anyone?

By Ed Girovasi

Tennis season has arrived!

Reserved play begins on **Saturday, May 4, 2013** and will continue every weekend **through Sunday, September 29, 2013**.

WEEKENDS: A sign-up sheet will be posted by 7:30 am each Saturday and Sunday. Residents 16 years or older may reserve a court for one hour by printing their full name and unit number on the sign-up sheet. There is a limit of one hour per unit per day. If the person who signed up for the court doesn't commence play within ten minutes after the hour, he/she will forfeit the court to those present.

WEEKDAYS: Court time is available on a first-come, first-served basis. Two players must be present to establish their place in line when waiting for a court. One player alone cannot hold a place in line.

Before starting play, set the bulletin board clock to indicate your starting time and place your ID card (recreation pass) in the corresponding holder. **If you fail to indicate your starting time OR fail to display your ID card in the holder, you must vacate the court at the request of waiting players.**

After one hour (singles), you must vacate the court if others are waiting to play. Doubles play may continue for two consecutive hours, **provided** that two residents have their ID cards on display.

REMINDER: Our tennis courts were resurfaced last summer—a considerable investment by the community. Please help us maintain the integrity of the new surface by using the courts for **ONE activity – TENNIS**.

ALL OTHER ACTIVITY IS PROHIBITED.

Players must wear TENNIS shoes or athletic shoes with NON-MARKING SOLES. Improper use may result in forfeiture of recreation privileges (including access to the pool). Please respect these rules so that we obtain the maximum return on our investment—years of enjoyment with minimal wear and tear.

CONTACT:
Ed Girovasi (703) 931-3735
John Stack (703) 379-7245

Community Directory

Correspondence

Address to Fairlington Meadows
Board of Directors
c/o Community Management
Corporation

Board Meeting Notes

See the Fairlington Meadows
website, the community bulletin
board at the pool house, or
contact Dwayne Frazier.

Towing Requests

A-1 Towing of Northern VA
Tel: (703) 979-2110

Board of Directors

John Thurber, President

Mary Ellen Finigan, 1st Vice
President

Lisa Farbstein, 2nd Vice
President

Paul Cinquegrane, Treasurer

Jacqueline Maguire, Secretary

Meadows Messenger Editor

Mary Ellen Finigan
me.finigan@verizon.net

Property Management

Community Management
Corporation
4840 Westfields Boulevard
Suite 300
Chantilly, VA 20151
Tel: (703) 631-7200

Toni Rouhani, Property Manager
Dwayne Frazier, Assistant
Property Manager
dfrazier@cmc-management.com

On-site Maintenance

Tim Lee, Manager
Jose Rameriz, Assistant
Tel: (703) 820-6799

Visit Fairlington Meadows online at:
www.fairlington.org/meadowsindex.htm

Mailing Address:
