

Fairlington Meadows Buildings & Grounds Committee

Operational Protocol

- **Meetings.** Regular meetings are held monthly and advertised in advance through the association's newsletter and on the web site. Due to vacation and holiday schedules of members, the July, August, and December meetings are optional.
- **Membership.** Residents who are interested in issues related to buildings and grounds are encouraged to become members of the Committee.
- **Decisions.** The Committee makes decisions by majority vote or consensus, whichever the Committee agrees upon.
- **Funding.** The Committee's funds are allocated by the Board of Directors. Any allocated funds which are not used in a given annual cycle are carried over to the Building and Grounds Committee's reserve fund.

Purview/Responsibilities

- **Grounds Maintenance Contract.** When considering the renewal or replacement of the grounds contractor, the Committee will advise the Board of Directors in advance and work with management to provide input into bid specifications in an effort to obtain competitive bids for the grounds contract.
- **Arborist.** The Committee makes recommendations to the Board regarding the employment of an arborist or other plant specialist to provide expert advice on plant, tree, lawn, shrub, or other grounds-related issues.
- **Care of Lawns, Trees, Shrubs.** The Committee will work with the representative of the contractor on seasonal treatments for lawns, trees, and shrubs to ensure their maintenance and health.
- **Grounds Plantings.** The Committee will solicit requests from residents for items such as plant removals, replacements, and additions. Committee members may also make recommendations for landscaping. All requests submitted by residents must be in writing. The Committee will conduct an assessment of each request, usually during a "walk around," to which the grounds contractor may be invited. Proposals for spring and/or fall plantings must be made in a timely fashion to ensure planting at the

proper times. Residents will be advised by the Committee of the action taken on their requests.

- **Upkeep of new plantings.** Residents will be advised of new plantings and asked to assist in their care. Proper watering techniques will be explained.
- **Tree pruning/removals.** Periodic assessments of pruning needs will be made as a result of recommendations from the village arborist or suggestions from the Committee, the grounds contractor, and residents. Tree maintenance will be conducted at the appropriate time for the individual plant. Residents affected by pruning or removals will be notified of such work through the management agent and/or the newsletter.
- **Common Property.** The grounds are common property and fenced-in patios are limited common property. Common property and limited common property are subject to the Fairlington Meadows Rules of Conduct which are a part of the Bylaws. Residents of units with fenced-in patio areas may landscape that space, as provided in the By Laws and Rules of Conduct, which states: “You may plant what you wish in your patio, but if it grows above the fence line the Board can require you to remove it or trim it back. Determine the projected size of a plant at maturity before planting to avoid the problem of it spreading into other patios or into the common areas later.” See Section 8 of the Rules of Conduct for additional planting guidelines. All other areas are common property and may not to be altered by residents.
- **Plantings in Common Areas.** 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, or hanging flower pots on fences, and such approval must be exercised within six 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. Any private beds that are not maintained by the resident will be removed, and the area restored to grass. Flowers may be planted in existing mulch beds adjacent to one’s own unit without permission, providing they are harmonious with existing shrubs and are maintained in a neat and orderly state. Residents may not plant vegetables in the common area beds in the fronts of the buildings. Vines, whether they originate within the patio or elsewhere, are not allowed to adhere to the privacy fences nor to any exterior building surface.
- **Flower Beds.** Residents who desire to maintain a flower bed adjacent to their unit (but outside the existing mulch bed) must submit a request in writing to the

Committee. The Committee reserves the right to remove the bed if the resident does not maintain it to community standards.

- **Individual Resident Plantings.** Residents who would like to plant a shrub or perform landscaping on common property at his/her own expense must receive permission from the Committee in advance. Anything so planted automatically becomes the property of Fairlington Meadows.
- **Vegetables.** Vegetables are permitted to be planted inside fenced-in patio areas only. They may not be planted in the front, side, or rear of the units or on any other common property.