

July 2009

TO: Fairlington Glen Co-Owners and Residents

FROM: Bob Patrician, President, Board of Directors

RE: Comcast Cable Installations

Over the last several months, the Glen has negotiated with Comcast over guidelines for the installation of cable service in the Glen. Our goal is to avoid sloppy installations where wires are highly visible to your neighbors and the rest of the community.

Comcast will give copies of the guidelines to its employees and contractors before doing work in Fairlington Glen.

With this memo, the Board is providing a copy to you as well. We ask that you review these guidelines and follow them in your dealings with Comcast personnel when they come to your home.

Comcast will notify us when work is scheduled so that the results can be checked to insure conformance with the guidelines. If an installation is not consistent with these guidelines, it will be redone.

If the installer has violated the guidelines at the direction of the resident, the resident will be billed by Comcast for the cost of the additional work.

There may be a difference of opinion as to whether the violation occurred at the direction of the resident. My suggestion is to review these guidelines, be sure of how the installation should be done according to our agreement and then go over the installer's plans before he or she begins the work.

There have been problems with B-Buildings (apartment buildings), and with upper units in particular. The guidelines call for cables to be run as close to the downspouts as possible. Comcast has a list of all B-Buildings in the Glen.

We will not enforce these guidelines on existing cable installations, though we expect that they will guide both reinstallations and new installations in the future. We do, however, intend this agreement and guidelines to help us to insure that our cable infrastructure will be reliable, safe and unseen.

Thank you for helping us keep the Glen an attractive place to live.

GUIDELINES FOR CABLE INSTALLATION

- The Company agrees to follow the guidelines for cable installation within Fairlington Glen. The Company's contractors and subcontractors will be given copies of these guidelines prior to doing any work in Fairlington Glen.
- The Association will provide copies of these guidelines to all owners and residents of Fairlington Glen and will instruct them not to request installation not in conformance with the guidelines. The Company's contractors and subcontractors will decline to do any work requested by owners and residents that is not in conformance with the guidelines.
- The Company's contractors and subcontractors will notify the Association's property manager prior to cable installation on Fairlington Glen property and will provide an address where the work is to be done. The on-site maintenance personnel will oversee the installation of the cable to ensure compliance with these guidelines. If work is to be done on weekends, arrangements will be made to have an Association representative available for oversight.
- Any damage caused to the grounds as a result of cable installation will be repaired at the Company's expense. Damage assessment and recommended remedial actions required will be made by the Association's Buildings and Grounds Committee or Board of Directors.
- Cables on the exterior of the units will be cut to fit. No excessive looping of cable or excess cable length is permitted.
- In the situations where conduit tubes are used to enclose the cable, the tube shall not extend more than four (4) inches above the surface of the ground. The Company permits the Association to trim back tubes that extend more than four (4) inches above the surface of the ground as long as no damage is done to the cable. The Company permits the Association to paint the tubes to color match the adjacent fences.
- Cables will be inserted into the back face of the building at or near ground level but no higher than one foot above the ground. The point of insertion may be within the enclosed patio. The only exception to this above provision is for Braddock units in "B" buildings. Installation of cables in the side or front walls of the buildings is not permitted. There are no exceptions to this provision.
- The Association will provide the Company with a list of the Braddock units and the B-Buildings. Exhibit B to this Agreement provides the description Fairlington Glen B-Buildings and the list of B-Building addresses.

- Installation of cable on Braddock units will be in accordance with the following provisions:
 - Cable will be run vertically up the back wall of the building. There will be no excessive loops, droops of excess cable length or unnecessary angles in the cable installation.
 - The cable will be run as close to the drainpipes as possible to make the cable as least visible as possible.
 - Cables will not be attached to the drainpipes.
 - Cable attaching staples will be installed into the mortar only and the staples will be as small and non-destructive as possible.
- All permanent cable leading up to the buildings will be buried.
- Only black cable will be used for all cable installation. Colored cable is acceptable only for temporary service.
- Temporary cable line laid on the ground will not be left in place for more than thirty (30) calendar days.
- All holes made in the buildings will be tightly grouted around the cable. Black plastic hole-cover caps are permitted.
- It is permissible to attach cable couplings to the base of the fence posts, but no higher that six inches above the ground. Couplings are not to be attached to any other part of the fences or to the buildings. Cables attached to buildings above six inches above ground level are permitted only for access to Braddock units.
- The Company must remove all visible abandoned cables. This includes cables above the ground, attached to the buildings, and at the service junction pedestals.
- Any new or replacement junction pedestals will be located behind the buildings. The Company must maintain all junction pedestals in a neat and professional manner. This means that loops or tangles of cable will not be permitted and that the pedestals shall have covers that hide the cable connections completely.

REMEDIAL ACTIONS

- As soon after signing this agreement as possible, the Company will send a crew through the Association's property and remedy as many of the existing violations of the above guidelines as possible. This process shall be coordinated with the Association's liaison.
- Particular attention will be paid to the junction pedestals and the abandoned cables protruding from the ground, and coiled lengths of cable attached to the fences.