

**Fairlington Glen**  
**Board of Directors Meeting**  
**January 4, 2007**  
(4820 S. 31<sup>st</sup> St.)

**Draft #2**

Members Present: Bob Patrician, President; John Fuller, Vice-President; Margaret Windus, Treasurer; Jasper Thomson, At-Large; Alison Burns Trimble, Secretary

Others present: Beth Cousino, Management Agent, Cardinal; Ricky Solares, On-Site Manger; Jim Venturino, Shiflett and Associates

Co-owners present: Tevis Smith (Ct 10); Maynard Dixon (Ct 16); Mary Helen Madden (Ct 4); Bob Wilson (Ct 12); Charlie Robbins (Ct 13); Leo Campbell (Ct 9); Meekhofs (Ct 9)

The meeting was called to order by Bob Patrician at 7:31pm. The Residents' Forum was postponed without objection until after hearing from Jim Venturino who came to speak to the Board about the Verizon FIOS product and its neighborhood implementation plans.

**Verizon FIOS**

Jim Venturino, of Shiflett and Associates, discussed the plans of Verizon to lay new fiber optic cable to enable bundling of local phone service with Internet and Television capabilities. This new system is called FIOS. Mr. Venturino represents a sub-contractor authorized by Verizon to develop plans to install "drops" from the fiber optic cable laid in the street to each individual home. The Board has been presented with options which may minimize the amount of trenching which might occur should all or many of our 352 units request the FIOS service when it becomes available in our area. Verizon has the right of way to lay new cable however it sees fit. Options for minimizing trenching include: running decorative molding up the backs of building units; allowing access to attic or basement areas in each separate building and placing one Network Interface Device on each building. The service drops include installing a 4" storage box. The service would not be active until a customer work order was initiated and a technician installs the final cabling from the drop box wherever it is located within the unit. The Board will be gathering more information directly from Verizon before signing the license agreement for design work. FIOS service may reach our area in the fall or possibly winter of next year.

**Minutes**

**04.01.07.01 MOTION Approve the minutes of the December 5, 2006 Board meeting as submitted. The motion carried 5-0-0.**

**Residents' Forum**

Mary Helen Madden informed the Board about a water leaking/mold problem she has discovered in her unit. Ricky has been working with her and her insurance company to identify the source of the water damage. Cardinal is working with Ms. Madden and her upstairs neighbor to resolve the issue.

Charlie Robbins raised concern about not receiving a full years worth of assessment coupons. Beth Cousino said books would be mailed to all Glen residents who did not elect Direct Deposit before the beginning of February.

### **Maintenance Schedule**

Bob Wilson presented the Maintenance schedule that has been developed by the Maintenance Committee in conjunction with Ricky Solares. Bob highlighted the need to use a higher capability software program than we currently own (such as Access) to keep track of the work done and to replace the hand written logs Ricky has been keeping. The new software database would make it easier to sift through the information and create better data for making reserve spending decisions.

**04.01.07.02 MOTION Authorize the Maintenance Committee to purchase a software program to be installed on the Glen Office computer for the purpose of tracking maintenance work done by Glen Staff. The motion carried 5-0-0.**

### **Covenant Hearing**

**04.01.07.03 MOTION Move into closed session for the purpose of hearing a covenant matter and to discuss personnel policies. The motion carried 5-0-0.**

**04.01.07.04 MOTION Move into open session. The motion carried 5-0-0.**

**04.01.07.05 MOTION Move to adjourn. The motion carried. 5-0-0.**

The meeting was adjourned at 9:47pm. A strategic planning meeting will be held at 3525B S. Stafford on Thursday, January 11 at 7:30pm. The next regularly scheduled meeting is Thursday, February, 1, 2007.

Respectfully submitted by,

Alison Burns Trimble  
Secretary

## Fairlington Glen Board Meeting January 11, 2007

Attendees: Bob Patrician (President), John Fuller (Vice President), Alison Burns Trimble (Secretary), Margaret Windus (Treasurer), and Jasper Thomson (At Large)

President Bob Patrician convened a strategic planning meeting at 7:30 pm.

President Patrician led a discussion of strategic planning in areas the Board had identified in 2006 for focus, including Records/Contracts, Governance Structures, Volunteers, Facilities, Rules, Operations/Management and Staff, and Finances. The combined May 10 and June 7, 2006, minutes report on those discussions.

**Records/Contracts.** A record retention policy was approved in 2006, and we began screening old records under its guidance. This task will be completed in 2007. The 2007 budget provides money to archive important documents to disk for retention and reference in the future. A file of standard contracts and standard letters will be helpful.

**Governance Structures.** With assistance from the Buildings and Grounds Committee, the Board in 2006 revised its structure to strengthen dual communication between the Board and court representatives and focus some of its former activities in smaller groups. A Court Representatives Group was created and separate committees were established for Landscaping and Maintenance, as well as Security and Variance coordinators.

In 2007 the Board will work with these groups to move ahead on revising and/or creating procedures and communication channels in their respective areas. In addition, the Board will focus on community-building activities such as emergency preparedness, community gardens, Glen house tours, pot luck suppers, and other activities that would enhance our sense of community.

**Volunteers.** Volunteers were incorporated into the work of the Glen more strongly in 2006, and we want to maintain that focus in 2007. We continue to believe that to engage such individuals successfully requires that we give them important, well-defined work to do, support them in performing that work, and take their output seriously by acting on it.

**Facilities.** We worked during 2006 to assure that all aspects of our facilities were included both in the reserve tables and in the maintenance schedule under design by the Maintenance Committee. In addition, we established a Pool/Office/Workshop Building Task Group to consider upgrading and expansion needs at the pool area and provide improved facilities for on-site work efforts. This committee will begin work in 2007.

**Rules.** Having established a Variance Coordinator in 2006 and turned revision of our By-Laws over to our lawyers, we plan in 2007 to review existing rules to see where they might be revised, with an eye to areas that may be appropriate for greater flexibility, stronger enforcement, or blanket variances (such as French doors, lever handles, and empowering residents to plant in their front beds under Board-approved guidelines). Major efforts will also be given to considering recommendations from our lawyers on By-Law changes and discussing these with the community. The Handbook will be updated in sections as changes are made and posted to the Glen web site.

**Operations/Management and Staff.** A number of improvements were made in communications in 2006, including an improved GLEN ECHO, on-line distribution of agendas and other material, an enhanced Web site, and a Residents' Forum at the start of each Board meeting. In 2007 we will use the Court Representatives Group to reach out to court residents and will consider creating a welcome letter for new residents, an on-line group to which all might post, and a community survey.

The Maintenance Committee is working with our Facilities Manager to design a maintenance schedule and reporting mechanism to provide greater oversight and better data for our maintenance work. Staff training will be a significant effort in 2007 as we move toward greater computerization of these efforts. In addition to focusing on the present arrangement of work effort and personnel, we need to plan for the future.

We will also work in 2007 with our new management firm, Cardinal Management Group, Inc., to optimize the interaction of a number of groups, including the Board, the management company/agent, on-site staff (as well as contractors), committees and task groups, and the condominium community at large. Our goal is to maximize the interactive functioning of all these groups while minimizing miscommunication.

**Finances.** As an aging community, we have a growing list of capital needs, with upward pressures on our budgets. We need to plan for budgets that we can live within, that we can explain well, and that are acceptable to the community. In the longer term, we need to provide a strengthened reserve position for the Glen. A significant budget increase was supported by the community for 2007. During 2007, we may conduct additional studies of our capital needs in the areas of sanitary sewers, storm sewers, and other drainage issues in order to assess the structural integrity of our lines and plan for future maintenance, relining, and/or replacement as well as other approaches to drainage problem areas.

The meeting was adjourned at 9:45 pm.

Fairlington Glen Board Meeting  
February 1 2007  
4820 S 31<sup>st</sup> Street

(Draft #3)

Members Present: Jasper Thomson (At-Large); John Fuller (Vice-President); Bob Patrician (President); Margaret Windus (Treasurer); Alison Trimble (Secretary)

Others Present: Beth Cousino (Cardinal) Ricky Solares (On-Site Manager)

Co-Owners Present: Maynard Dixon (Ct 16); David and Kafayat Aylesworth (Ct 4); Bob Wilson (Ct 12); Scott Tanner (Ct 4); Bill McShea (Ct 11)

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

### **Residents' Forum:**

David and Kafayat Aylesworth expressed their concerns with how the recent water problem in their B-Bldg unit has handled. They reviewed the sequence of events, in which neither they nor their downstairs neighbor have found plumbing leaks in their units, nor has Ricky Solares, our on-site manager, found any in the roof. Beth Cousino reported the source has dried and no one can explain the leak. Bob Patrician will forward suggestions for outside engineers to assess the situation to the Aylesworth's for them to contact to assess the building. Scott Tanner (Ct 4 Representative) asked for guidance on what his role should be in a situation described by both impacted neighbors, in which the Association's common property is limited to the roof. He has met with both neighbors and will seek a joint solution.

Maynard Dixon reported on the January CRG meeting. They seek guidance on to whom maintenance reports from court reps should be sent and how they will get feedback on actions taken. The Board reiterated the policy found in the "Did You Know?" publication issued in March 2006, that all maintenance requests should be sent to Ricky Solares, on-site manager, and should be acknowledged by him. This acknowledgement may take the form of an e-mail response, a phone call, or a response hanger left on the door. Beth Cousino asked that she also receive copies of maintenance requests, whether from individuals or from court reps. This change will be included in the reissued "Did You Know?" that will be part of the March GLEN ECHO.

Bob Wilson reported on the progress of translating Ricky's log into some matrix which will be useful for the Board. Bill McShea has the design on paper. It was agreed to ask that the next CRG meeting (Feb 20) discuss the design of the matrix and then try to answer the questions of who, what, when, and where of implementation.

### **Board Minutes**

01.02.07.01 MOTION Approve the minutes of January 4 and January 11 2007 as submitted. The motion carried 5-0-0.

### **President's Report**

No further information is available on Verizon's FIOS program at this time. Bob will gather

more information and share it at next month's meeting.

The Pool Committee has asked for permission to allow the FINS Swimming Program use of the Glen Pool during the last week of July 2007.

**01.02.07.02 MOTION Approve the FINS use of Glen Pool for the last week (Monday through Friday) in July. The motion carried 5-0-0.**

The annual CAI conference is coming up. We have previously authorized up to two Board members to attend.

**01.02.07.03 MOTION Approve Margaret Windus (Treasurer) and Jasper Thomson (At-Large) attend the CAI conference in March on behalf of Fairlington Glen. The motion carried 5-0-0.**

Several members of the Board have a conflict with the June 7 meeting date. It was agreed to meet June 14 instead of June 7. A date correction will be posted in the Glen Echo closer to the date.

Bob Wilson (Court 12) reported on status of the commercial trailer parked in Court 12. It has been moved. No further action is needed at this time.

### **Management Report**

Beth Cousino and Ricky Solares reported on the Ct 5 water problem. The County inspector checked the line up until the point where the line becomes ours and reported no leaks. He suspects leaking toilets and encouraged us to have residents test the tank flow in each of their toilets or require an inspection of each toilet. A notice to Court 5 residents about checking toilets will be sent by Cardinal alerting them to the problem and giving them data on a per unit basis to help drive home the point of the cost of leaks. The Board will explore other water saving options as the cost of water has been and is expected to increase dramatically over the next few years.

### **Treasurer's Report**

Margaret Windus provided an end-of-year finance report. After several amounts paid in 2007 but attributable to 2006 are corrected by the auditors, the deficit will likely be over \$20,000.

Margaret reviewed the use of the two reserve accounts, with Cardinal having access only to the smaller account. She recommended that for ease of access to reserve funds by Cardinal (after approval by the Board), the two accounts not be distinguished as to replacement or contingency, but be considered simply reserve accounts. The accounting system will track expenditures appropriately.

**01.02.07.04 MOTION Move that two Vanguard money market accounts are both considered reserve accounts, without distinction between replacement and contingency reserves. The motion carried 5-0-0.**

Margaret reviewed the proposal from Restoration Engineering, Inc. (REI) for assessments of sanitary and storm sewer lines, as well as other drainage problems and an update of the roof replacement schedule. Engineers from REI will work with the Glen on-site staff,

which will videotape the lines using our camera, with an added locator to help map the lines. The study will be paid from reserves as it is a function of long-term needs and will feed into our reserve study.

**01.02.07.05 MOTION Approve the study proposal from REI as submitted for sewer, storm and roof in the amount of \$28,830 and \$1500 for the procurement of a locator (an addition to our camera equipment needed for the study). The motion carried 5-0-0.**

### **Landscaping Report**

Jasper Thomson reported on the form which will be used to gather information for spring plantings. The form was published and distributed via the Glen Echo and will be posted as a separate form downloaded via the website.

**01.02.07.06 MOTION Approve the Landscape Committee charge as submitted. The motion carried 5-0-0. (See Charge at the end of minutes.)**

### **Closed Session**

**01.02.07.06 MOTION Move into closed session for the purposes of discussing personnel and legal matters. The motion carried 5-0-0.**

**01.02.07.07 MOTION Move into open session. The motion carried 5-0-0.**

**01.02.07.08 MOTION Move to adjourn. The motion carried 5-0-0.**

The next scheduled meeting of the Glen Board is March 1, 2007.

Respectfully submitted,

Alison Burns Trimble  
Secretary

**FAIRLINGTON GLEN  
LANDSCAPING COMMITTEE**

The Landscaping Committee is made up of individuals with interest in and knowledge of landscaping matters, is chaired by a Co-Owner, and has the following responsibilities:

- Guide the implementation of long-range landscaping plans for the improvement of the common areas of Fairlington Glen
- Propose standards to the Board for maintenance of the common areas of Fairlington Glen as they relate to landscaping
- Work with the management agent and contractors in planning landscaping work throughout the year, and work with on-site staff when they are involved
- Monitor implementation of landscaping efforts
- Conduct spring and fall walkthroughs of the Glen with outreach to the community
- Consult with Court Representatives and others as appropriate on landscaping in individual courts
- Respond as requested by the Variance Coordinator on landscaping variance issues where consensus has not yet been achieved
- Prepare landscaping-related articles or items for the GLEN ECHO
- Prepare budget options for the Finance Committee during each budget cycle
- Prepare requests to the Board or its designee for expenditure of funds, and report to the Board as appropriate on landscaping matters

Approved at Feb. 2007 BOARD



Draft #2

Fairlington Glen Board Meeting  
March 1, 2007  
4820 S. 31<sup>st</sup> Street

Members Present: Bob Patrician (President), John Fuller (Vice President), Margaret Windus (Treasurer), Jasper Thomson (At-Large).

Member Absent: Alison Burns Trimble (Secretary)

Co-Owners Present: Maynard Dixon (Ct. 16), Fred Hohlweg (Ct. 9), David Aylesworth (Ct. 4).

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

### **Residents' Forum**

Fred Hohlweg, new Landscaping Committee chair, introduced himself to the Board, noted the spring walkthrough scheduled for March 10, and stated that he had received a number of landscaping requests on the form published in the February GLEN ECHO. He and his wife Linda did a personal walkthrough to review the requests.

Maynard Dixon noted that the new maintenance report form used by court reps can be sent via computer or filled in by hand. Ricky Solares and/or Beth Cousino will send annotated report forms back to Maynard each month (and possibly to court reps in the future).

### **Board Minutes**

**01.03.07.01 MOTION Approve the minutes of February 1 2007 as submitted. The motion carried 4-0-0.**

Bob Patrician reviewed questions about the content of Board minutes. It was agreed that minutes on our website should consist of the last three calendar years plus the current year, that minutes should be circumspect, and that exhibits should be used when important for historical records. In some circumstances, it may be appropriate to include only unit addresses, not Co-Owners' names.

He also called members attention to the updated 2007 planning calendar.

### **President's Items**

Bob Patrician reviewed steps taken during the recent snow/ice storms and said this topic would be addressed as part of his President's Note in the March GLEN ECHO. He pledged to continue to meet snow challenges as they come, noting that we do not control the weather. He spoke about a meeting he had attended of Ct. 10 residents and the desire of the Board to use court representatives more fully as a conduit of information exchange between the Board and residents (in both directions). He also requested information on the recent sewer backup in Ct. 10. The study of our sewer laterals to be conducted later this month by Restoration Engineering will help us decide how to move forward on replacement and/or

relining of selected sewer laterals.

On Verizon FIOS, Patrician will meet with Tracy King, representative of Verizon, and will report back to the Board. On the topic of notification for water shutoff (non-emergency), the Board agreed that normally residents will be given 48 hours notice rather than the previous practice of 24 hours. This means that Co-Owners planning plumbing work should notify Ricky Solares well in advance of their need for water shutoff. It was noted that Glen policy, as stated in "Did You Know", requires that residents notify Ricky a week in advance of a need to shut off the water to an entire court. Finally, Board members agreed to publication of the revised "Did You Know" as an attachment to the March GLEN ECHO.

### **Maintenance Tasks and Reporting**

At the February 20 meeting of the Court Representatives Group, Bob Wilson and Bill McShea discussed maintenance reporting concepts. Maynard Dixon chaired that meeting, which was attended by Board President Patrician. Wilson and McShea later met with a systems designer and expect feedback from him on what may be needed to move forward in this effort. The objective is to keep better track of maintenance by building and function, focusing on areas most important for tracking purposes (such as sewer lateral maintenance and gutter cleaning).

### **Treasurer's Report**

Treasurer Margaret Windus reported on the status of studies to be conducted by Restoration Engineering, Inc. (REI). The schedule of roof replacements will be revised after REI inspects the roofs on March 8 and discusses recent maintenance history with Ricky Solares. The Board agreed to authorize REI to move ahead with bidding for 2007 work, up to a total of approximately \$200,000 from reserve expenditures. A table of 2007 Reserve Expenditure Options was presented as an overview, with commitments to be made as the year moves along.

Windus noted the material she had provided to Beth Cousino, Ricky Solares, and each Board member as background for the studies of sanitary sewer laterals, storm sewers, and site drainage issues. She displayed a County map of our sanitary sewer laterals and pointed out a relationship between many (but not all) courts with 8" County lines down the middle and a lesser incidence of sewer problems, possibly because of typically shorter laterals into buildings and better flow to the street. Planning is well advanced for site work during the week of March 26.

Bob Patrician emphasized the importance and scope of the work we need to accomplish in preparation for site work during the last week of March. There was some discussion of hours of work, and it was ultimately agreed that work would be done and appointments scheduled between 7 am and 3 pm each day. The early hours will cause some inconvenience to court residents preparing for the day, but may benefit those who work and whose basements need to be entered. We will urge residents to minimize water usage when their building is scheduled for inspection, and will notify them in advance. Beth Cousino will work with Ricky Solares on planning and scheduling sewer work that week, reducing other regular work where possible.

Finally, Windus noted the proposed Arlington County budget for the fiscal year beginning July 1, which forecasts an estimated \$84 a year increase per household in water and sewer

fees which, if applied to the Glen, would mean an annual increase of nearly \$30,000. She will follow this closely for budget planning purposes, as new rates will take effect in May.

### **Management Agent's Report**

Beth Cousino noted that there are about 20 Co-Owners who have not paid for January and February. In addition to late letters already sent, the Board agreed that those still delinquent by mid-March will receive a special letter offering assistance in resolving any remaining transition issues. Regular late fees and collection procedures will resume in April, and a note to this effect will appear in the March GLEN ECHO.

**01.03.07.02 MOTION Move into closed session for the purposes of discussing contracts, legal matters, and personnel. The motion carried 4-0-0.**

**01.03.07.03 MOTION Move into open session. The motion carried 4-0-0.**

**01.03.07.04 MOTION Move to approve the contract with NVM Contractors, Inc., for snow plowing services. The motion carried 4-0-0.**

**01.03.07.05 MOTION Move to approve the contract with Bishop's Tennis, Inc. to resurface the basketball court at a cost of \$3,950. The motion carried 4-0-0.** A fifty percent down payment is required at signing and the other half at completion. Work will begin in May or June at the earliest both to assure warm weather and because Bishop's schedule is already crowded.

**01.03.07.06 MOTION Move to adjourn. The motion carried 4-0-0.**

The next scheduled meeting of the Glen Board is April 5, 2007.

Respectfully submitted,

Margaret L. Windus  
Acting Secretary

Draft #1

Fairlington Glen Board Meeting  
April 5, 2007  
4820 S. 31<sup>st</sup> Street

Members Present: Bob Patrician (President), John Fuller (Vice President), Margaret Windus (Treasurer), Jasper Thomson (At-Large).

Member Absent: Alison Burns Trimble (Secretary)

Co-Owners Present: Jack Marshall (Ct. 10), Tevis Smith (Ct. 10), Bruce Parker (Ct. 1)

The meeting was called to order at 7:40 pm by Bob Patrician.

### **Residents' Forum**

Jack Marshall expressed his concern about sewer lateral problems in low units and the specific problem in his building (though not his unit) in Court 10. He believes the Board needs to address this issue. Bob Patrician thanked Mr. Marshall for his comments, said that the Board was in agreement, and that a sanitary sewer study was underway this very week, with videotaping of all sewer laterals that we could access. A report will be made to the Board in May, and our planning will move forward after receipt of that report.

### **Board Minutes**

**05.04.07.01. MOTION. Approve the minutes of March 1, 2007 as submitted. The motion carried 4-0-0.**

### **President's Items**

Bob Patrician called members' attention to the updated 2007 planning calendar.

He noted the proposal for software development for the Glen's maintenance activities. Discussion followed of the need to decide, since it was a web-based application, on who would host it and access by various parties. It was agreed that Mr. Stasio, the developer of the application, would host the site for the first two years.

**05.04.07.02. MOTION. Approve proposal for software development for web-based maintenance records to Adam Stasio at a cost of \$1,250. The motion carried 4-0-0.**

### **Community Gardens**

Jasper Thomson, who had prepared a proposal to establish a planning committee to investigate the desirability and feasibility of community gardens in the Glen, presented his concept to the Board. Board members endorsed the concept of establishing such a committee.

**05.04.07.03. MOTION. Approve proposal to establish a Planning Committee to investigate the concept of community gardens in the Glen. The motion carried 4-0-0.**

**The President appointed Jasper Thomson to chair the Planning Committee.**

**Other Actions**

**05.04.07.04. MOTION. Approve reimbursement of the Co-Owners at 3596 S. Stafford St. for expenditures of \$330 in connection with a recent sewer backup. The motion carried 4-0-0.**

**05.04.07.05 MOTION. Approve sewer work by Roto-Rooter at a reasonable amount to be determined by the Board President to clean two cast iron pipes, enabling Restoration Engineering to examine the terra cotta lines. The motion carried 4-0-0. Note: The cost was \$798.**

**05.04.07.06. MOTION. Move into closed session for the purposes of discussing legal matters and personnel. The motion carried 4-0-0.**

**05.04.07.07. MOTION. Move into open session. The motion carried 4-0-0.**

**05.04.07.08. MOTION. Move to approve draft letter to Co-Owner on water pipes in walls. The motion carried 4-0-0.**

**05.04.07.09. MOTION. Move to adjourn. The motion carried 4-0-0.**

The meeting was adjourned at 9:55 pm. The next scheduled meeting of the Glen Board is May 3, 2007.

Respectfully submitted,

Margaret L. Windus  
Acting Secretary

## **Fairlington Glen Board Meeting May 3 2007**

Draft #2

Members present: Bob Patrician (President); John Fuller (VP); Margaret Windus (Treasurer); Jasper Thomson (At-Large); Alison Burns Trimble (Secretary)

Others: Beth Cousino (Community Manager); Peter Philbin (ReesBroome LLC); Ursula Koenig (ReesBroome LLC)

Co-Owners: Maynard Dixon (Ct 16); Tevis Smith (Ct 10); Robert Colley (Ct 10); Fred Hohlweg (Ct 9); Kari Doyle (Ct 11)

Bob Patrician convened the meeting at 7:30pm.

### **Residents' Forum**

Fred Hohlweg gave the Board a signed copy of the tree maintenance agreement between the Glen, Meadows and Arlington County for the Quaker Street trees and photinia bushes which were installed three years ago along the outside perimeter of the property.

Maynard Dixon asked for a Board member to come to the next CRG meeting to talk about the importance of getting co-owner contact information for the purpose of getting proxies in for the annual meeting and the By-Law changes.

Robert Colley relayed the most current news about his on-going problems associated with his sewer access point.

### **Minutes**

**03.05.07.01 MOTION Approve the minutes of April 5, 2007. The motion carried 5-0-0.**

### **President's Items**

**03.05.07.02 MOTION Move to approve a contract in the amount of \$44,000 to Dwyer Plumbing Corp. to replace the sanitary sewer lateral at 4317 A-2 S 36<sup>th</sup> St. in Court 10, from the unit to the Arlington County sewer line located on 36<sup>th</sup> Street, and for an additional amount to be approved by the President to replace the broken entry pipe at the inside cleanout. The motion carried 5-0-0.**

**03.05.07.03 MOTION Move to pay initial cleanup expenses at 4219 S 36<sup>th</sup> St in the amount of \$2,097.42 in connection with a sewer backup on April 15, 2007. The motion carried 5-0-0.**

**03.05.07.04 MOTION Move to supplement the basketball court contract with Bishop's Tennis to repair cracks that have appeared in the single tennis court for an additional amount to be approved by the President not to exceed \$600. The motion carried 5-0-0.**

### **Pool Update**

Kari Doyle gave an overview of preparations for this coming pool season. The Pool Committee has met and approved the hours for the season. (They will be published in the Glen Echo as the season progresses.) There were some plumbing problems in the bathrooms

which required replacement of some pipes and fixtures. It was agreed we would ask World Pool to perform all the closing activities associated with winterizing the pool at the end of the season.

**03.05.07.05 MOTION Approve the Pool hours as submitted by the Pool Committee and the policies therewith. The motion carried 4-0-1.**

#### **Treasurer's Report**

Margaret Windus discussed the need to establish an account with Virginia Commerce Bank which will be used on behalf of the Glen by Cardinal Management.

**03.05.07.06 MOTION Move to approve the authorization form to establish a Fairlington Glen checking account at Virginia Commerce Bank and agree to the resolution contained in the authorization form. The motion carried 5-0-0.**

The audit has been received and there is a recommendation to make the following change to clear up the Unappropriated Members' Equity.

**03.05.07.07 MOTION Move to transfer \$65,000 from Contribution to Reserves to Replacement Reserves and to approve the 2006 Audit with this transfer subject to possible non-material changes to the report questioned and/or proposed by the Finance Committee. The motion carried 5-0-0.**

#### **Landscaping Proposals**

Jasper Thomson presented the two landscaping proposals which address removals and replacements for the spring. Thrive and Environmental Enhancements have submitted bids for work.

**03.05.07.08 MOTION Approve the Thrive proposal in the amount of \$3375.00. The motion carried 4-1-0.**

**03.05.07.09 MOTION Approve the Environmental Enhancements proposal in the amount of \$5720.00 subject to adjustments downward for non-substantive changes (such as bushes believed to be dead in March which are not and no longer need to be removed.) The motion carried 5-0-0.**

Jasper updated the Board on the issues involving the 9'' caliper Zelkova Elm in Court 10 which will be cut down if not moved as a part of the recently approved sewer line replacement. The residents will need to move their cars for the tree work which involves bringing in a large spade to move the tree to a nearby location within the Court.

**03.05.07.10 MOTION Move to approve the moving of the Zelkova Elm by Davey Tree in the amount \$1500. The motion carried 5-0-0.**

#### **Employees' Policy and Procedures Manual**

John Fuller presented the draft document for review.

**03.05.07.11 MOTION Move to approve the redrafted Employees' Policy and Procedures Manual as presented. The motion carried 5-0-0.**

#### **Management Report**

Beth Cousino presented the management report. Bid requests on sealing and paving have gone out with an adjusted list of courts based on a recent walkthrough. Beth spoke to World Pool about needs in Pool area and will send out their proposals for needed work as soon as it arrives. This work will need to be done before the Pool opens. The needs of the Tot Lot will be reviewed with staff. Beth will report back if there are items which can not be addressed by staff.

### **Variances**

**03.05.07.12 MOTION Move to approve the attic renovation at 3565-B S. Stafford Street as presented in architectural drawings upon securing the necessary County permits. The motion carried 5-0-0.**

There were two other variances presented by the Variance Committee which were deferred until the next meeting.

### **Closed Session**

**03.05.07.13 MOTION Move to closed session to discuss legal and personnel issues. The motion carried 5-0-0.**

**03.05.07.14 MOTION Move to open session. The motion carried 5-0-0.**

### **Personnel**

**03.05.07.14 MOTION Move to approve wage rates for on-site staff as discussed and to cover COBRA for Mr. Solares until December 1, 2007". The motion carried 5-0-0.**

**03.05.07.15 MOTION Move to adjourn. The motion carried 5-0-0.**

The meeting was adjourned at 9:57pm. The next regularly scheduled meeting will be held Thursday, June 14

Respectfully submitted,

Alison Burns Trimble  
Secretary



Add to May 3,  
2007 Board  
Minutes

**ACKNOWLEDGMENT OF RECEIPT OF  
FAIRLINGTON GLEN ON-SITE EMPLOYEE  
POLICIES AND PROCEDURES MANUAL**

I acknowledge that I have received a copy of the Fairlington Glen On-Site Employee Policies and Procedures Manual and understand that it contains important information on Fairlington Glen=s general personnel policies and on my privileges and obligations as an employee. I acknowledge that I am expected to be aware of and adhere to Fairlington Glen=s policies and procedures and will familiarize myself with the material in this manual. I understand that the Fairlington Glen Council of Co-Owners represented by the Board of Directors may change, rescind or add to any policies, benefits or practices described in the manual from time to time at its sole and absolute discretion with or without prior notice. Fairlington Glen, through the Community Manager assigned to Fairlington Glen by the Management Agent, will promptly advise employees of material changes within a reasonable time. I agree that if there is any policy or provision in the manual that I do not understand, I will seek clarification from the Community Manager. I further understand that violation of the policies contained in the manual may result in appropriate disciplinary action up to and including dismissal.

Please sign and date this receipt and return it to the Community Manager.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Community Manager: \_\_\_\_\_

**DRAFT**

**FAIRLINGTON GLEN ON-SITE EMPLOYEE  
POLICIES AND PROCEDURES MANUAL**

**Approved by the Fairlington Glen Board of Directors**

**May 3, 2007**

## INTRODUCTION

### A. NON-DISCRIMINATION

1. Equal Employment Opportunity Policy
2. Non-Discrimination and Anti-Harassment Policy
3. Americans With Disabilities Act Policy
4. Uniformed Services Employment And Reemployment Rights Act Policy

### B. EMPLOYMENT

1. Probationary Period
2. Employee Categories
3. Management Responsibilities
4. Outside Work

### C. COMPENSATION

1. Wages/Salary
2. Pay Periods/Process
3. Personnel Records
4. Pay On Termination

### D. LEAVE/ABSENCE

1. General
2. Annual Leave (Vacation)
3. Holidays
4. Absence Due to Illness
5. Bereavement Leave
6. Leave of Absence
7. Jury Duty
8. Military Reserve Leave
9. Time Off to Vote

### E. BENEFITS

1. Disclaimer
2. Health Insurance
3. Dental Insurance
4. Group Life Insurance
5. Workers= Compensation Benefits
6. Unemployment Compensation

### F. ON-THE-JOB

1. Attendance, Punctuality and Dependability
2. Safe Work Environment
3. Gambling and Drug and Alcohol Abuse
4. Appearance and Conduct
5. Violence in the Workplace
6. AIDS in the Workplace

7. Open Door Policy
8. Personal Use of Glen Equipment
9. Reference Checks
10. Tuition Reimbursement Policy

**G. SUSPENSION/RESIGNATION/DISMISSAL**

1. Cause or Misconduct
2. Suspension/Dismissal
3. Resignation
4. Resignation/Termination Processing

## **INTRODUCTION**

Whether you have just joined our staff or have been at Fairlington Glen (subsequently referred to as **Athe Glen®**) for a while, we are confident that you will find this to be a dynamic and rewarding place in which to work and we look forward to a productive and successful association. We consider the **Glen=s** employees to be our most valuable resource. This manual is provided as the guide for the employer-employee relationship.

The personnel policies and procedures contained in this manual supersede any personnel policies and procedures previously issued. It is important to note that this manual contains only general information and guidelines, it is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. The procedures, practices, policies and benefits described herein may be modified or discontinued from time to time. We will try to inform you of any changes as they occur. If you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Community Manager assigned to the **Glen** by the Management Agent.

Members of the **Glen** on-site staff are employees of the **Glen** Council of Co-Owners which is represented by the **Glen=s** Board of Directors (subsequently referred to as **ABoard®**), but will be treated as employees of the **Glen=s** Management Agent for purposes of payroll administration. The Community Manager, under the direction of the Board, will be responsible for establishing standards and conditions of work, making all work assignments, and supervising work in progress. Employees should accept work assignments and direction only from the Community Manager or the Board.

Neither this handbook nor any other **Glen** document confers any contractual right, either express or implied, to remain in the **Glen's** employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will by the **Glen**, with or without cause and without prior notice, or you may resign for any reason at any time. No representative of the **Glen** (except the President) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

A copy of this manual is to be distributed to all on-site employees who will become familiar with its contents and shall sign an acknowledgment of receipt which will be placed in the **employee=s** personnel file.

**A. NON-DISCRIMINATION**

**1. EQUAL EMPLOYMENT OPPORTUNITY**

The Glen is an equal employment opportunity employer and does not discriminate against employees or applicants because of race, color, religion, sex, national origin, ancestry, age, marital status, veteran=s status or physical or mental handicap unrelated to the individual=s ability to perform the job.

**2. NON-DISCRIMINATION AND ANTI-HARASSMENT**

The Glen is committed to a work environment where all individuals are treated with respect and dignity, and discriminatory practices are prohibited. All relationships among persons in the workplace will therefore be free of bias, prejudice and harassment.

**3. AMERICANS WITH DISABILITIES ACT**

The Glen is committed to complying with all applicable provisions of the Americans With Disabilities Act (ADA) and will not discriminate against any employee or applicant because of an individual=s disability so long as the employee can perform the essential functions of the position. The Glen will provide reasonable accommodations to an employee with a disability provided that such accommodation does not constitute an undue hardship on the Glen.

**4. UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT**

The Glen is committed to complying with all applicable provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and will not discriminate against an employee or applicant with regard to terms or conditions of employment because of the individual=s participation in the uniformed services.

**B. EMPLOYMENT**

**1. PROBATIONARY PERIOD**

Each new employee goes through an initial six month probationary period in order to learn about the Glen and his/her job, determine if he/she is suited to and likes the job, and allow the Community Manager the opportunity to evaluate his/her performance. The Community Manager will provide training and guidance and the employee may be discharged during this period if the Community Manager concludes that the employee is not performing satisfactorily. At the end of this period the employee and the Community Manager shall discuss the employee=s performance and, if such performance is "satisfactory", the employee will continue in the Glen=s employment.

## **2. EMPLOYEE CATEGORIES**

Employees will be Full-Time, Part-Time, and Temporary as described below, and can be either Exempt or Non-Exempt. Exempt employees are those whose job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Their salaries are calculated on a weekly basis and they are not eligible for overtime pay. The salaries of Non-Exempt employees are calculated on an hourly basis and they receive overtime pay in accordance with our overtime policy.

### **Full-Time**

Permanent employees who work the standard working hours (e.g., five days, eight hours per day) or other schedule set by the Glen which totals at least 40 hours per week. An additional unpaid one-half hour per day will be included for lunch.

### **Part-Time**

Permanent employees who work a regular schedule of less than 40 hours per week. Part-time employees may, at the discretion of the Community Manager, receive additional compensation or benefits.

### **Temporary Employees**

Employees hired for a specified project or time frame. A temporary employee in a non-exempt position is paid by the hour while a temporary employee in an exempt position is paid according to the terms of hire for that individual. Temporary employees do not receive any additional compensation or benefits.

## **3. MANAGEMENT RESPONSIBILITIES**

Employees shall be hired by the Community Manager, with the Board's approval. As directed by the Board, the Community Manager has overall responsibility for selecting, supervising, compensating and terminating employees subject to the policies and procedures contained herein. All employees report to the Community Manager. The Community Manager, in coordination with the Board, has overall responsibility for all operational and management aspects of the Glen. In the absence of, or at the request of, the Community Manager the Board will assume such responsibility.

The Community Manager shall establish qualification standards in writing for each type of position including the nature of skill required, experience, education, licensing, and other performance factors. All applicants shall be screened by the Community Manager to ensure that they are of good character, stable, honest and reliable, and will conduct reference checks for each applicant as necessary.

Employee job descriptions are established by the Community Manager and approved

by the Board. An annual evaluation of each employee=s performance shall be made by the Community Manager in November and shall include such factors as performance, attendance and punctuality, reliability, and the ability to work well with other employees and Glen residents. Personnel rated marginal or unsatisfactory shall be counseled by the Community Manager and will be afforded 30 days to bring their performance up to standards. A final evaluation shall be prepared on all employees upon termination of employment regardless of the reason for termination.

#### **4. OUTSIDE WORK**

Employment other than official duties, including work for co-owners and residents, is permitted if it is not performed on Glen time; does not involve the use of Glen facilities, equipment or supplies; and does not impact adversely on the performance of tasks for the Glen. Employees will not accept invitations to units or gratuities during normal working hours. An employee must disclose any activities that may constitute a potential conflict of interest. Conflict of interest may occur when an employee is in a position to influence a decision that could result in a personal gain for the employee or an immediate family member as a result of the Glen=s business dealings. If an employee has a question whether an activity would create a conflict of interest, he/she should immediately contact the Community Manager to obtain advice.

### **C. COMPENSATION**

#### **1. WAGES/SALARY**

Basic wages and salaries of employees are established by the Board and increases and other monetary compensation may be granted only upon approval of the Board. Work performed in excess of 40 hours in one week is considered overtime. Non-exempt full-time employees are eligible for additional overtime pay at one and one-half times the regular rate. The Community Manager must approve all overtime in advance.

#### **2. PAY PERIODS/PROCESS**

Employees are paid bi-weekly and the normal payroll period begins at midnight on every other Saturday. Employees shall accurately record regular hours, overtime hours and absences on a daily basis and submit the time sheets to the Community Manager on the Monday following the end of the bi-weekly pay period (or Tuesday if Monday is a holiday). Checks are issued on the following Friday (or the preceding workday if Friday is a holiday) and will include a breakdown of pay, deductions, accrued annual and sick leave, and check amount. Employees are encouraged to use direct deposit to a savings or checking account.

Federal, State and local taxes, social security, court ordered garnishments, monies owed to the Glen and voluntary deductions are deducted from pay. The employee will be given Form W-2, showing the amount earned during the year and itemizing the



amount of taxes withheld, not later than January 31 of the following year.

### **3. PERSONNEL RECORDS**

To ensure the accuracy of employee payroll and other records, employees shall notify the Community Manager within 10 days of any changes in name and/or marital status, address and/or telephone number, number of eligible dependents, W-4 deductions, or person to contact in case of emergency.

### **4. PAY ON TERMINATION**

Subject to return of property charged to them, terminated employees should receive a final check within two weeks of their last working day and employees who resign can normally expect to be paid on the regularly scheduled payday covering the last day of employment. In each case the check will include all pay and allowances less any advances, monies owed to the Glen, disputed items, etc.

## **D. LEAVE/ABSENCE**

### **1. GENERAL**

Employees shall notify the Community Manager in advance when they plan to be late or absent. If advance notice is not possible, notice should be given within the first hour of absence or tardiness or as soon thereafter as possible. Employees are subject to pay deductions for attendance irregularities including tardiness, unearned sick absences, excessive absences for personal reasons, unexplained absences and extension of lunch period. An employee who is absent three consecutive days without reporting the reason shall be considered to have resigned and shall be subject to termination. If such an employee comes back and is accepted, it will be as a newly hired employee. Leave request forms, which are to be completed prior to any scheduled absence, are available from the Community Manager.

### **2. ANNUAL LEAVE (VACATION)**

Full-time employees are entitled to annual leave with pay as follows:

<u>Year of Employment</u>	<u>Vacation Earned</u>	<u>Accrual/Month</u>
Year 1	5 working days	3 1/3 hours
Year 2-5	10 working days	6 2/3 hours
Year 6+	15 working days	10 hours

Annual leave must be authorized by the Community Manager. Up to 120 hours may be carried over into a new year. Application for annual leave, except in emergencies, must be made at least four weeks in advance. The Community Manager has the right to

arrange annual leave schedules in order to provide for the execution of essential functions. Employees may not receive payment for unused vacation time except upon termination after the first full year of employment.

During the first 90 days of employment, no accrued vacation may be used and any leave will be without pay. When a Glen holiday falls during a scheduled vacation, it is not counted as a vacation day. Any employee who becomes ill during a scheduled vacation cannot change a vacation day to a sick day; scheduled vacation days count as vacation even if an employee would ordinarily take a sick day.

### **3. HOLIDAYS**

Full-time employees are eligible for the following paid holidays. Where a holiday falls on a weekend, it will be observed on either the preceding Friday or the following Monday at the discretion of the Community Manager.

New Year's Eve (1/2 day)	Labor Day
New Year=s Day	Thanksgiving
President's Day	Friday following Thanksgiving
Memorial Day	Christmas Eve (1/2 day)
Independence Day	Christmas
Personal Holiday (birthday or national holiday only)	

If a non-exempt full-time employee is required to work on New Year=s Day, Thanksgiving or Christmas the employee shall be paid two times the regular rate. If a non-exempt full-time employee is required to work on any of the other holidays, the employee shall be paid one and one-half times the regular rate.

### **4. ABSENCE DUE TO ILLNESS**

Full-time employees receive ten days of sick leave with pay per year to be earned at the rate of 6 2/3 hours per month. A maximum of 40 hours may be carried over into a new year. Sick leave may be taken in one hour increments for illness or injury, or doctor=s appointments when appointments are cleared in advance with the Community Manager. Absence in excess of accrued sick leave will be charged as annual leave until exhausted and then as leave without pay. Sick leave shall not be used for cases covered by Workers= Compensation; however, if an employee is injured on the job, payment shall be made for the balance of the day of injury. During the first 90 days of employment, sick leave may not be used and any sick leave taken will be without pay. No compensation shall be given for unused sick leave upon an employee=s termination.

Employees must contact the Community Manager at the beginning of the day for which sick leave is used. Failure to do so will result in leave without pay. For sick leave covering three or more consecutive days, the employee must give the Community

Manager a doctor=s certificate stating the nature of the disability, the dates under the doctor=s care, and a statement that the employee is physically capable of returning to full-time employment without undue hazard to health. On-the-job injuries must be reported to the Community Manager immediately and such injuries will be reported by them on the Workers= Compensation forms. The employee=s physician, or a physician appointed by the Glen, must certify in writing that the employee is physically capable of returning to full-time employment before the employee is allowed to return to work.

Advance sick leave after exhaustion of accumulated sick and annual leave, not to exceed two weeks, may be approved by the Community Manager in consultation with the Board. Because the nature of the illness will be one of the reasons for justification of approval, the employee must give the Community Manager written consent to inform the Board of his/her medical condition. Consideration shall be given to the employee=s ability to return to work at the conclusion of such period and the Glen=s requirements to maintain its responsibility to its residents.

## **5. BEREAVEMENT LEAVE**

A full-time employee who has worked for the Glen for six consecutive months shall be allowed a leave of absence of up to three days with pay in the case of the death of an immediate family member. These days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral. Additional leave will be charged as annual leave or leave without pay. The immediate family is defined as:

Spouse	Siblings, step siblings
Child	Grandparents
Stepchild	Grandchildren
Parents (including in-laws)	Aunts & Uncles (Maternal and Paternal)
Stepparents	

The Community Manager must approve Bereavement Leave in advance. The employee will record the leave as Bereavement Leave on his/her attendance record. Proof of death and relationship to the deceased may be required. Payment for Bereavement Leave shall be made at the employee=s normal pay for the hours the employee would normally have worked, but not to exceed eight hours in any one day for a maximum of 24 hours and not to exceed 40 hours per year. These limits are maximums and the actual amount of leave granted shall be determined by the Community Manager.

## **6. LEAVE OF ABSENCE**

The Glen is committed to complying with the provisions of the Family and Medical Leave Act of 1993 (FMLA) that allows an employee to take unpaid leave due to illness, to care for a sick family member, for the birth and care of a newborn child, or for placement with the employee of an adopted or foster care child. A full-time employee who has worked for the Glen for one year and is unable to work as defined by the

FMLA will may be granted a leave of absence not to exceed twelve weeks during any twelve month period. The employee must use all accrued sick and annual leave during the period of absence and the remaining portion of the absence shall be without pay. Annual and sick leave are not earned during a leave of absence. The total period of all absences related to the same medical condition shall be considered part of the same leave of absence. The Glen shall continue to maintain and pay for the employee=s health insurance during the leave of absence.

An employee who requests a leave of absence must provide the Community Manager with 30 days written advance notice if the need is foreseeable, including the reason for the leave, the date such leave will begin, and the expected duration of the leave. If this is not practicable, the employee should notify the Community Manager, at least verbally, as soon as possible, generally within one or two days after the need for the leave of absence is known. If the leave of absence is due to a disability, the employee may be required to provide initially, and from time to time, proof of disability in the form of a physician=s statement. An employee returning from a disability leave of absence shall be required to provide certification by a physician stating he/she is fit to return to work.

## **7. JURY DUTY**

Upon notice to appear for jury duty, an employee must notify the Community Manager of the starting and completion dates and a copy of the notice should be attached to the employee=s attendance record. The employee shall report to work before, during and after jury service, jury schedule permitting. Payment during jury service shall be given only to full-time employees who will be paid the difference between jury pay and the amount they would have earned for any regularly scheduled hours. Employees shall present their jury paycheck stub or voucher at the completion of jury duty and shall receive payment for the difference in their next regularly scheduled paycheck. Full-time employees will be paid full salary for Court-ordered obligations such as subpoena, except as a result of detainment by police or related trials.

## **8. MILITARY RESERVE LEAVE**

Military reserve leave is defined as active duty for training with the National Guard or the Armed Forces of the United States for a period not to exceed 15 days. The employee shall be granted the leave required to comply with active duty orders and shall be payed his/her normal salary, not to exceed 40 hours per week, unless military compensation is received in which case the employee will be paid the difference between the military compensation and his/her normal salary. A copy of the employee=s military payroll statement must be submitted before payment for military leave is made.

## **9. TIME OFF TO VOTE**

On days when elections for public office (i.e., elections for sheriff, school board, district attorney, and all primary and general elections) are scheduled, schedules will be changed as needed to ensure that work either starts at least one hour after the polls open or ends at least one hour before the polls close.

## **E. BENEFITS**

### **1. DISCLAIMER**

General descriptions of the benefits provided to assist you in meeting financial burdens resulting from illness and disability follow; however, your specific rights can be determined only by referring to the official plan documents which are available from the Community Manager. The Glen reserves the right to amend, modify or terminate these benefit plans. The Community Manager will administer these benefit plans and decide all matters arising in connection with their operation or administration.

### **2. HEALTH INSURANCE**

Full-time employees are automatically enrolled in the Management Agent=s health plan at the Glen=s expense. This insurance is effective on the first of the month after the date of hire and provides comprehensive hospital and major medical coverage. Participants can go in-network or out-of-network at any time. Many in-network services are fully covered (some require a co-payment) and no claim forms need to be completed. Out-of-network services are generally subject to annual deductible and coinsurance payments and require the submission of claim forms to the insurance carrier. This plan only covers the employee; however, each employee can purchase coverage for his/her dependents with the cost deducted from the employee=s pay.

### **3. DENTAL INSURANCE**

Full-time employees are eligible for enrollment in the Management Agent=s dental plan at the employee=s expense. This insurance is effective on the first of the month after the date of hire or subsequent enrollment by the employee. The employee must select a Primary Dentist from the network and is encouraged to select one listed as a Preferred Provider in order to maximize coverage. Deductibles may apply depending on the procedure. This plan only covers the employee; however, each employee can purchase coverage for his/her dependents with the cost deducted from the employee=s pay.

### **4. GROUP LIFE INSURANCE**

Full-time employees are provided with an employer-paid group term life policy along with an accidental death/dismemberment rider. The maximum benefit is \$50,000.

### **5. WORKERS= COMPENSATION BENEFITS**

Employees injured during working hours while performing their duties are covered by Workers= Compensation Act insurance. They must report the injury immediately to the Community Manager describing the injury, its cause and whether or not the injury is disabling. If an employee intends to make a claim for Workers= Compensation, the

claim must be filed within seven days. Claims made for on-the-job injury must be made under Workers= Compensation Regulations.

## **6. UNEMPLOYMENT COMPENSATION**

All employees are covered by unemployment insurance without cost to them. The amount of payment is subject to the laws of the State of employment or residence. Employees are responsible for determining their own eligibility.

## **F. ON-THE-JOB**

### **1. ATTENDANCE, PUNCTUALITY AND DEPENDABILITY**

Dependability, attendance, punctuality, and commitment to the job are essential at all times. The normal work week is eight hours a day, five days a week with an additional one-half hour daily for lunch. The Community Manager will coordinate specific daily hours with each employee and may include staggered hours to provide for more extensive coverage. Employees are expected at work on all scheduled work days and during all scheduled work hours. An employee must notify the Community Manager as far in advance as possible, but not later than one hour before his/her scheduled starting time, each day when he/she expects to be late or absent.

### **2. SAFE WORK ENVIRONMENT**

The Glen strives to provide a safe work environment. Any unsafe business practices or possible hazards shall be reported immediately to the Community Manager. The use of hazardous power equipment by any person under 18 years of age or by any employee not properly trained is forbidden.

### **3. GAMBLING AND DRUG AND ALCOHOL ABUSE**

Gambling and the manufacture, distribution, possession or use of any illegal drug, alcohol, or controlled substance while on Glen premises or conducting Glen business anywhere is prohibited. The Glen reserves the right to require an employee to undergo a medical evaluation and random drug screening under appropriate circumstances.

### **4. APPEARANCE AND CONDUCT**

Employees shall maintain a neat, well-groomed appearance and to proper standards of conduct toward their work, their co-workers and the Glen's customers. All residents,

guests and co-workers will be treated in a courteous manner at all times. Employees are held responsible for property entrusted to them. It is the duty of each employee to protect, conserve and use such property in a responsible manner.

## **5. VIOLENCE IN THE WORKPLACE**

Acts of violence, including verbal abuse, will not be tolerated. Such acts must be reported to the Community Manager and will be fully investigated. The Glen will promptly respond to any incident or suggestion of violence.

## **6. AIDS IN THE WORKPLACE**

The Community Manager will not breach an employee's right to privacy by informing Glen Board members, employees or co-owners/residents that an employee has HIV/AIDS. There is no evidence that anyone is at risk from casual contact and normal activities do not pose a risk except when involving exposure to blood. Disposal latex or vinyl gloves have been provided and will be used while handling trash and at any other time when there is a potential for infection. Employees will be provided a brochure about AIDS and will sign an acknowledgment of having read it and an understanding of the potential for infection by handling blood, human waste with blood therein, needles, etc.

## **7. OPEN DOOR POLICY**

Employees are encouraged to discuss any problems with the Community Manager so appropriate action may be taken. An employee may present any dissatisfaction with regard to employment and working conditions to the Community Manager, and an adverse decision by the Community Manager may be appealed to the Board.

## **8. PERSONAL USE OF GLEN EQUIPMENT**

Telephone use should normally be restricted to official business and both incoming and outgoing personal calls should be kept to a minimum. When discussing Glen business on the telephone, employees will project a professional telephone manner.

The Glen truck shall not be used for other than Glen business unless specific authorization is granted by the Community Manager or a member of the Board.

Computers, printers, scanners and related hardware and software are owned by the Glen. Employees shall not review or load any personal software, download any software for use or review, or use the equipment for activities not directly related to the Glen without the consent of the Community Manager. Files will not be password protected without the authorization of the Community Manager. The Glen has the right

to review any computer files on a computer's hard drive without the consent of any employee.

## **9. REFERENCE CHECKS**

All requests for information (verbal, telephone, written) on a current or former employee must be referred to the Community Manager. No employee may issue a reference letter to any current or former employee without permission from the Community Manager.

The Glen may require an extensive criminal and educational background investigation on an applicant or employee and any information provided as a result that contradicts any statement on an application for employment may result in dismissal.

## **10. TUITION REIMBURSEMENT POLICY**

If the Board decides that a course would benefit an employee and the Glen, the Glen will reimburse 100% of the costs for non-certification courses, and for certification and accredited courses for a grade of C+ or better based on the grade card and registration receipt. Requests for educational leave and reimbursement must be approved in advance by the Community Manager and the Board. If an employee voluntarily resigns during the 12-month period after reimbursement for tuition is granted, the Glen may withhold the amount of tuition previously paid from the employee's final paycheck.

## **G. SUSPENSION/RESIGNATION/DISMISSAL**

### **1. CAUSE OR MISCONDUCT**

An employee may be dismissed either for *Acause@* or *Amisconduct@*. Actions that constitute *Acause@* generally include an inability to effectively complete job assignments and/or, through lack of knowledge or experience, perform the duties of the assigned position. Frequent unexcused absences or tardiness may also constitute *Acause@*.

Activities and actions which constitute *Amisconduct@* include, but are not limited to, theft; defacement/destruction of property; disobedience/insubordination; threats including both bodily harm and language; falsification of records including time cards and employment applications; possession and/or use of alcohol, dangerous drugs or dangerous weapons; gambling; and failure or refusal to accept new job assignments.

### **2. SUSPENSION/DISMISSAL**



Suspensions, with or without pay, may be imposed by the Community Manager in consultation with the Board when deemed to be warranted. Employees may be released at any time for reasons other than cause or misconduct. The Community Manager will notify an employee whose conduct is unsatisfactory that performance must improve within 30 days. This notice shall indicate the corrective action necessary to permit continuation of employment and, if performance does not improve, the employee shall be released for cause. Employees may be released for misconduct without further review of their activities or actions.

Employees released for reasons other than cause or misconduct will receive severance pay of one week pay for up to two years employment and two weeks pay for more than two years employment as well as payment for accrued annual leave. No severance pay or compensation for unused annual leave is paid if dismissal is for cause or misconduct.

### **3. RESIGNATION**

If an employee contemplates resigning the Community Manager and Board would like to meet with the employee to determine if another alternative may be better. If the employee decides to leave after full consideration, the employee shall provide the Glen with a written two-week advance notice and must work throughout the notice period or the Glen may withhold payment for some or all of the employee's unused annual leave.

### **4. RESIGNATION/TERMINATION PROCESSING**

The Community Manager will schedule an exit interview with a terminating employee on the last day of employment and arrange for the return of Glen property which must occur before a final paycheck can be issued. This paycheck will be provided during the next normal pay period. If there are unpaid obligations to the Glen, the final paycheck will reflect the appropriate deductions.

Benefits (Medical, Dental, Life) end on the last day of the month in which an employee's last day of employment falls. Employees may choose the continuation or waiver of medical and dental coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA), and specific information will be provided at the exit interview.

**Fairlington Glen Board Meeting****Draft #2****Held at 4820 S. 31<sup>st</sup> Street****June 14, 2007**

Attendees: Bob Patrician (President); John Fuller (Vice President); Margaret Windus (Treasurer); Jasper Thomson (Member at Large); Alison Burns Trimble (Secretary)

Other attendees: Beth Cousino, Cardinal Management; Blake Giddens, REI Engineering

Co-Owners: Bill Worsley (Ct 16); Maynard Dixon (Ct 16)

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

**Residents' Forum**

It was noted the variance approved by the Board last month for 3565B S Stafford attic renovations will not proceed due to the inability to receive the necessary county permits.

**Minutes**

**14.06.07.01 MOTION Approve the minutes of May 3 2007. The motion carried 5-0-0.**

**Sanitary Sewer Study**

Blake Giddens presented the sanitary sewer study findings based on data collected and collated from a variety of sources including videotaping the conditions of all pipes with outside cleanouts and a subset of pipes which required access inside co-owners units. Options on technology were discussed. There is some hope that "pipe bursting" technology which grinds the pipes and immediately replaces it by pulling a new pipe behind it, will help mitigate costs associated with the traditional method of opening a trench to replace the lines. Relining the terra cotta pipes is still possible where the pipes have not become disjointed and otherwise compromised. Blake recommended that we develop a plan which would address all the remaining terra cotta pipes within the next 15 years. Many lines should be done well before that timeline. In addition, where ever a line is relined, it is recommended that a clean out be installed at the same time as the relining is done. In the "best" lines, a clean out should be installed soon to maintain those lines more fully. Blake also noted the integrity of some of the cast iron pipes running under the low units which connect to the terra cotta pipes may be of concern. Next week Blake will begin the storm sewer drainage assessment along with assessing other drainage issues in the Glen and report back on those issues.

**President's Items**

Maynard Dixon gave a brief report on the last Court Representatives meeting.

Bob announced the Board will hold a special meeting next Monday evening (June 18) to discuss the current variance process and issues related to approving blanket variances. Several new variance requests will be discussed at that time.

**14.06.07.02 MOTION Confirmed the approval the costs of pool repair items performed by World Pool to open the pool not be exceed \$5300. The motion carried 5-0-0.**

**14.06.07.03 MOTION Confirmed the supplemental appropriation of \$4200 for emergency repairs at 4317 A-1 related to work in Ct 10. The motion carried 5-0-0.**

### **Treasurer's Report**

Margaret Windus reviewed the financial report which will be inserted in the next Glen Echo.

### **Management Agent Report**

#### **Closed Session**

**14.06.07.04 MOTION Move to go into closed session for contractual matters and personnel issues. The motion carried 5-0-0.**

Beth Cousino reported on bids received for painting in Courts 9-12 and sealing/stripping in various courts.

#### **Open Session**

**14.06.07.05 MOTION Move to go into open session. The motion carried 5-0-0.**

**14.06.07.06 MOTION Move to approve AMS Restoration Services bid for standard court painting cycle 9 -12 in the amount of \$44,590. The motion carried 5-0-0.**

**14.06.07.06 MOTION Move to approve Dominion paving bid in the amount of \$5734 for sealing and striping courts listed. The motion carried 5-0-0.**

#### **Adjournment**

**14.06.07.07 MOTION Move to adjourn. The motion carried 5-0-0.**

The meeting was adjourned at 9:50pm. The next Board meeting will be a special Variance meeting to be held at 3525 B S. Stafford Street at 7:30pm on Monday, June 18. The next regular scheduled meeting will be Thursday, July 5 at 7:30pm to be held at 4820 S. 31<sup>st</sup> Street.

Respectfully submitted,

Alison Burns Trimble  
Secretary

**Fairlington Glen Board Meeting  
Held at 3525B S. Stafford Street  
June 18, 2007**

**Draft #1**

Attendees: Bob Patrician (President); John Fuller (Vice President); Margaret Windus (Treasurer); Alison Burns Trimble (Secretary); and Greg Lukmire (Variance Coordinator). Absent: Jasper Thomson (Member At Large)

This special Board meeting to address variance policies and processes was called to order by Bob Patrician at 7:30 pm. He presented a number of issues for discussion, including:

- a need to restate the variance process in general
- categories of variances
- a communications strategy to reach out to co-owners and residents about variance requirements and processes
- assistance for the Variance Coordinator
- how to deal with violations.

After discussion of these issues, the Board and Variance Coordinator agreed on the following:

- The phrase “blanket variance” will continue to be used for those variances that need no approval as long as they fall within the stated variance requirements
- All other variances will go through the formal variance request process
- We will publish a list of types of changes for which precedence has been established, though they require a formal variance request and approval

Follow on actions and individuals responsible include:

- Revise the variance application (Greg Lukmire)
- Work with the Variance Coordinator and serve as alternate (John Fuller)
- Revise variance requirements for downspouts (Bob Patrician)
- Communicate with the requestor of a window well variance (Bob Patrician)
- Recruit an individual to identify existing violations throughout the Glen and make recommendations to the Board for enforcement, easing of restrictions, blanket variances, policy changes, or other actions (Margaret Windus) [Dave Sherman later agreed to perform this role.]
- Prepare GLEN ECHO articles on aspects of variance policies and processes (Alison Burns Trimble)
- Provide an updated e-mailable copy of the variance application on the Glen website (Alison Burns Trimble)
- Ask contractor to update variance disk and index variances by type (Margaret Windus)

The meeting was adjourned at 9:45 pm.

**Fairlington Glen Board Meeting  
Held at 3525B S. Stafford Street  
June 18, 2007**

**Draft #1**

Attendees: Bob Patrician (President); John Fuller (Vice President); Margaret Windus (Treasurer); Alison Burns Trimble (Secretary); and Greg Lukmire (Variance Coordinator)

Absent: Jasper Thomson (Member at Large)

This special Board meeting to address variance policies and processes was called to order by Bob Patrician at 7:30 pm. He presented a number of issues for discussion, including:

- a need to restate the variance process in general
- categories of variances
- a communications strategy to reach out to co-owners and residents about variance requirements and processes
- assistance for the Variance Coordinator
- how to deal with violations.

After discussion of these issues, the Board and Variance Coordinator agreed on the following:

- The phrase “blanket variance” will continue to be used for those variances that need no approval as long as they fall within the stated variance requirements
- All other variances will go through the formal variance request process
- We will publish a list of types of changes for which precedence has been established, though they require a formal variance request and approval

Follow on actions and individuals responsible include:

- Revise the variance application (Greg Lukmire)
- Work with the Variance Coordinator and serve as alternate (John Fuller)
- Revise variance requirements for downspouts (Bob Patrician)
- Communicate with the requestor of a window well variance (Bob Patrician)
- Recruit an individual to identify existing violations throughout the Glen and make recommendations to the Board for enforcement, easing of restrictions, blanket variances, policy changes, or other actions (Margaret Windus) [Dave Sherman later agreed to perform this role.]
- Prepare GLEN ECHO articles on aspects of variance policies and processes (Alison Burns Trimble)
- Provide an updated e-mailable copy of the variance application on the Glen website (Alison Burns Trimble)
- Ask contractor to update variance disk and index variances by type (Margaret Windus)

The meeting was adjourned at 9:45 pm.

Fairlington Glen Board Meeting  
July 5, 2007  
Held at 4820 S. 31<sup>st</sup>

Draft #4

Attendees: Bob Patrician (President); John Fuller (Vice-President); Margaret Windus (Treasurer); Alison Trimble (Secretary); Jasper Thomson (At-Large)F

Other Attendees: Beth Cousino, Community Manager (Cardinal)

Co-Owners: Peggy Battle (Ct 15); Dave Sherman (Ct 1); Maynard Dixon (Ct 16); Kari Doyle (Ct 11); Jocelyne Corderot (Ct 1); Mary Helen Madden (Ct 4); Alan Bow (Ct 1)

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

### **Residents' Forum**

A resident from Court 15 came to discuss parking problems especially with the four spaces in back of the court. The resident routinely comes home to others parked in those spaces including contractors working for the Glen. Could signage be improved? Perhaps, better painted spaces in the drive? Bob Patrician agreed to restate the parking policy in the next newsletter and look into other remedies when the court lot is due to be re-stripped later this year.

A Court 1 resident asked that the recycling cans be moved so as not to block the parking signs at the front of the courts. Beth Cousino will ask Capitol to move the cans to other side of entries.

A Court 16 resident noted that his hydrostatic water problem in the basement was solved with extending the downspouts. He recommends the Glen invest in longer spouts wherever possible and use the green colored variety for improved aesthetics.

### **Minutes**

**05.07.07.01 MOTION** Move to approve the minutes of June 14 and June 18 as submitted. The motion carried 5-0-0.

### **President's Items**

The variance meeting held on June 18 produced a recommitment to promulgate revised rules in many areas in order to be clearer and to inform the handbook revision. A particular effort will be made to make those residents who are new to the community aware of our processes and rules.

The truck has reached the point of negative returns and based on researching the value versus the maintenance obligations will be donated for a tax credit. As of now, we will not be replacing the vehicle. The snow blade will be retained for possible future use or sale.

**05.07.07.02 MOTION** Donate the Fairlington Glen truck to Salvation Army after removal of snow blade equipment. The motion carried 5-0-0.

### **Pool/Office/Workshop Task Group Report**

Kari Doyle presented the results of the recent Task Force group meetings and information gathering including recent participation by the Maintenance Committee. Some ideas about space usage were vetted. The Task Group will develop options in order to begin the design process and a progress report will be presented to the community in the very near future.

**Patio Trees**

The Landscape Committee will send letters to the co-owners who may need to remove trees and limbs from inside their patios. The goal is to bundle the co-owner work together in order to secure better rates from the vendor.

**Management Report**

Beth Cousino reported on the fire in Court 8. Walls will be out to do a patch and bid on the repair.

**Closed Session**

**05.07.07.03 MOTION** Move into closed session for the purpose of discussing contractual matters. The motion carried 5-0-0.

**Open Session**

**05.07.07.04 MOTION** Move to open session. The motion carried 5-0-0.

**Roofing Bid**

**05.07.07.05 MOTION** Move to approve the Walls Roof Bid of \$201,300 for roofing in Ct 3 and roofs in Ct 15. The motion carried 5-0-0.

**05.07.07.06 MOTION** Move to adjourn. The motion carried 5-0-0.

The meeting was adjourned at 9:30pm. The next meeting will be held Thursday, August 2, 2007.

Respectfully submitted,

Alison Burns Trimble  
Secretary

**Fairlington Glen Board Meeting**  
**August 6, 2007**  
**Held at 3525B S. Stafford St.**

**Draft #2**

Board Attendees: Bob Patrician (President), John Fuller (Vice-President), Margaret Windus (Treasurer), Jasper Thomson (At-Large). Absent: Alison Trimble (Secretary)

Other Attendees: Beth Cousino, Community Manager (Cardinal), Blake Giddens (Restoration Engineering, Inc.), David Arsenault (US Sewer & Drain).

Co-Owners: Maynard Dixon (Ct. 16), Kari Boe Doyle (Ct. 11), Bill McShea (Ct. 11).

The meeting was called to order at 7:45 pm by Bob Patrician, after a last minute change of venue because the door was locked at 4820 S. 31<sup>st</sup> St.

**Residents' Forum**

Maynard Dixon, CRG Chair, noted that the July CRG minutes had been distributed. The CRG is focusing on court maintenance needs. He provided completed forms to Beth Cousino.

**Minutes**

**06.08.07.01 MOTION** Move to approve the minutes of July 5 as submitted. The motion carried 4-0-0.

**Presidents' Items**

Pool Complex. The President thanked the Pool/Office/Workshop Building Task Group for its comprehensive report and the Maintenance Committee for its contributions to that report. The Board agreed to seek a firm to design the proposed renovation and expansion of the pool buildings. The President appointed Dave Sherman from the Maintenance Committee to lead a small group in this effort, which will also include Alan Bow from the Pool/Office/Workshop Building Task Group and Paula Mathews from the Pool Committee. Dave will begin exploratory work and provide a progress report for the September Board meeting. We hope to have a conceptual drawing available by the November 14 Annual Meeting, together with a range of possible costs. The Treasurer will look into various funding options, including a line of credit construction loan that would convert to a term loan at the end of construction.

Truck and Tractor Blades. The President noted that the off-site storage unit was cleaned out last week. All that remains there is the truck snow blade and a grass-cutting platform for the tractor, which has never been used. The Board agreed to sell both items, which will be done on ebay with assistance from a Co-Owner.

Emergency Preparedness. Bob Patrician noted that there will be an article in the next GLEN ECHO on emergency preparedness (September is Emergency Preparedness Month). Maynard Dixon has agreed to discuss with CRG at its September meeting what role the Court Representatives might play in this important effort. Libby Garvey has long urged a stronger Glen role and will join that conversation if possible.

**Sanitary Sewer Relining**



Bob Patrician introduced David Arsenault, of US Sewer & Drain, the company that has been relining sanitary sewer laterals in the Meadows this summer. Mr. Arsenault provided an overview of both the relining process and of the newer “bursting” technology, and described the capabilities of US Sewer & Drain in these areas. Our most immediate need is to deal with a sewer line in Court 9 that exits to Utah St. under four concrete patios. We are seeking a bid to reline that lateral. Should US Sewer & Drain be selected and do well, we may engage them for additional relining work.

### **Storm Sewers and Site Drainage**

Mr. Patrician welcomed our engineering consultant, Blake Giddens, who provided a status report on the storm sewer and site drainage studies. Lack of rain has hampered completion of the site drainage study, for which camera and survey work has been completed. Observational work during a prolonged rain has not yet been possible.

### **Variance Policy**

John Fuller spoke to variance violations as recorded by Dave Sherman on a CD provided the Board. He also reviewed certain variance rules and how we might deal with them. Mr. Patrician noted that in some areas it might be possible to change the rule rather than the behavior, if the rule were no longer needed. In other cases, such as wires on buildings, we need to enforce our rules more strongly. He is working with Comcast and Arlington County on installation of cables to understand how we can work together to assure that cables are disguised as much as possible or installed inside units. It requires cooperation from Comcast and from co-owners. The Board will continue discussion of variance matters at the September meeting, with an objective of understanding (a) where rules might be revised and (b) where they need stronger enforcement.

A request from a co-owner to install a new type of basement window well was discussed and it was agreed that further information and review was needed within the Glen.

**06.08.07.02 MOTION** Move to deny application from co-owner at 3549B S. Stafford to install new window well. Board will consider again if additional information is provided. Board will refer to CRG and Landscaping Committee for comment. The motion carried 4-0-0.

### **Management Report**

Beth Cousino is exploring whether the long-planned sealing of various Glen parking lots can be rescheduled, given the County’s presence that will likely continue to the end of the week [dates were later changed and are now scheduled for September 12-13].

A contract to repair the new roof in Court 8 that was damaged by fire last month was presented for review.

**06.08.07.03 MOTION** Move to approve contract to James R. Walls Contracting Company for \$2,550 for work to repair Court 8 roof damaged by fire. The motion carried 4-0-0.

### **Closed Session**

**06.08.07.04 MOTION** Move into closed session for the purpose of discussing allocation

of condo and Co-Owner responsibilities. The motion carried 4-0-0.

**Open Session**

**06.08.07.05 MOTION** Move to open session. The motion carried 4-0-0.

**06.08.07.06 MOTION** Approve the memo on allocation of condo and Co-Owner responsibilities for distribution to Co-Owners. The motion carried 4-0-0. [The memo was distributed on August 7.]

**06.08.07.07 MOTION** Move to adjourn. The motion carried 4-0-0.

The meeting was adjourned at 9:50 pm. The next meeting will be held on Thursday, September 6, 2007 at 7:30 pm at 4820 S. 31<sup>st</sup> Street, at which time the draft 2008 budget will be discussed and the Board will continue discussion of variance matters.

Respectfully submitted,

Margaret L. Windus  
Acting Secretary

**Fairlington Glen Council of Co-Owners**  
**4229 S. 36<sup>th</sup> St.**  
**Arlington, VA 22206**

August 7, 2007

Ms. Susan Chipman  
2606 S. Joyce St.  
Arlington, VA 22202

Dear Ms. Chipman:

I am writing with reference to your request for a variance to install a window well that would provide a point of exit from your basement. I previously said the Board would get back to you after our August meeting, which occurred on August 6.

Board members have raised a number of important issues about which we need more information. Since this is a variance that would substantially change the Glen's policies and on which community consensus has not yet been achieved, we will refer the request, together with whatever additional information you provide, to the Court Representatives Group and the Landscaping Committee for their consideration and comment.

We would appreciate receiving the following additional information—

- A complete description of the proposed window well—exact dimensions, including depth of cut in the wall, materials of which the well is made, color, whether a ladder would be placed in it, and so forth
- Similar information about the grate—exact dimensions, material, color
- A photo of the window well, grate, and ladder
- Engineering data about the strength and stability of the proposed window well
- Engineering data on potential impact on the strength and stability of the wall after construction of the window well
- Whether the window well would comply with Arlington County code to consider the basement a legal sleeping area
- Whether you are aware of other such installations in Fairlington
- Feasibility of meeting egress needs by retaining the current window well and increasing the size of the window opening that accesses the window well.

We are reluctant to allow such a significant structural change to the Glen without having a full understanding of its likely impact. Thus, we are denying your request at this time. We hold open the possibility of reconsidering it after receipt of additional information and an opportunity to discuss the request widely in the community. Thank you.

Robert P. Patrician, President

IMPORTANT

## FAIRLINGTON GLEN COUNCIL OF CO-OWNERS

August 2007

### Memorandum for Fairlington Glen Co-Owners

#### CONDOMINIUM AND CO-OWNER RESPONSIBILITIES

The operation of Fairlington Glen is governed by two documents: our Master Deed and our Bylaws. The Master Deed is the document that established the legal framework of our association. It is this document that defines in precise terms the responsibilities of the co-owner and those of the Council. Our Bylaws establish the obligations of unit owners and the Condominium Association (the Council of Co-Owners). The Bylaws also establish the operational rules for Fairlington Glen under provisions of our Master Deed. When you purchased your unit, you received copies of these governing documents.

Our Bylaws were originally written in 1973 when our association was established. Since that time much has changed. The Virginia Condominium Act, which governs much of what we do, and how, has been updated regularly. Electronic communication has become ubiquitous. Our buildings have aged 35 years and we have over three decades of our own experience to build upon. For these reasons and more, your Board of Directors has embarked on a major project to revise and update Fairlington Glen's Bylaws.

While we are in the midst of that project, we send this memorandum not to report any changes or to tell you anything new as yet, but to ensure everyone's understanding of the proper allocation of responsibilities for maintenance and repairs under our Master Deed and Bylaws.

#### Allocation of Maintenance and Repair Responsibilities

A fundamental aspect of the Master Deed is the section that provides that each of us owns virtually our entire unit except for the roof. The vertical boundaries are the plane of the outer surface of the exterior wall and the plane of the center line of the wall with a neighbor. The horizontal boundaries are the plane of the underside of the lowest floor slab and the plane of the underside of the exterior surface of the roof (excluding roof shingles). The Council owns only the roof and drainage lines under the floor slab.

Consistent with this division of ownership, we have attached to this memo a table summarizing the allocation of many responsibilities for maintenance and repair under our condominium documents. Determinations have been based on Fairlington Glen's Master Deed, its Bylaws, and the opinions of our attorneys. They reflect, for the most part, policies followed by successive Glen Boards over many years. Our purpose in providing the chart is to bring greater clarity to established policies. The proposed Bylaws revision will also be clearer than those we now have.

We also want to specify the division of responsibility when the Council enters a Co-Owner's unit in order to perform Council maintenance and repair. The Council will restore a unit to a similar condition to that conveyed by the developer to the original owner. Unit improvements, betterments, additions or alterations made subsequent to the original conveyance will not be covered. For example, if at some time the basement slab needs to be removed in order to access the sanitary sewer lateral, the Council will restore the basement slab and the equivalent of the original tile; the Co-Owner is responsible for improvements such as carpet and upgraded tile. If the Council needs to gain access to the sanitary sewer lateral through the inside cleanout, it is the responsibility of the Co-Owner to make that cleanout accessible by removing carpet or tile if necessary. If a patio slab must be removed to replace a sewer line, the Council will restore the concrete pad; the Co-Owner is responsible for added coverings such as brick or slate. This policy is similar to that under our insurance policy and has been adapted from that policy.

In many of the areas presented in the attached chart, approval is required via the variance process before changes can be made. Other Council regulations may apply as well. Please see the Glen Handbook for variance and other requirements in each area.

Three specific areas are called out here because of their significance and because they have been the subject of some misunderstanding from time to time within the community.

### **Water Supply Pipes**

The Board has carefully considered the provisions of the condominium documents and our attorney's opinion on water supply pipes. Based on our review, the Board has determined that, under the Master Deed and the Bylaws, water lines located within unit walls are unit components, and are the maintenance and repair responsibility of the individual owners of those units. This is true even if those lines travel through multiple units. The Council is responsible for water lines located in common areas.

The statement in our 1999 Fairlington Glen Handbook that "Co-Owners are responsible for pipes that serve only their unit" is accurate but misleading because owners are also responsible for pipes within their walls that carry water to their units and other units. We recognize that there have been instances in the past when this latter kind of repair was covered by the Glen. The Board has concluded that this is inappropriate and not in keeping with the best interests of the Council as a whole. We will modify the Handbook statement to reflect our decision not to cover such expenses and are informing you of the decision by this memorandum.

### **Water Drainage Pipes**

As is the case with water supply pipes, water drainage lines (whether from the kitchen, bathroom, or laundry area) are unit components and are the maintenance and repair responsibility of individual owners to the point where they exit through the underground sanitary sewer system beneath the basement floor slab. Fixing drainage problems, especially from sinks, sometimes requires cooperation between two adjoining owners,

whose lines are in the wall that separates the units, with ownership extending to the center line. Drain lines may converge to a single line in the wall, requiring a plumber to access the line from one or both units. This is true whether the units are in a "B" building or are two townhouses whose kitchens back to each other.

### **Walls and Tuck-Pointing**

As indicated earlier in this memo and in the attached chart, each of us owns to the plane of the outer surface of the exterior wall of our unit. However, the Council reserves the right, though not the obligation, to provide for all exterior maintenance, and does so, for example, with respect to painting. The Board has decided that the Council should normally assume responsibility for tuck-pointing for consistency of appearance. If a Co-Owner receives a variance to make modifications that affect the outer wall, repairing and maintaining the wall in a manner consistent with the surrounding wall is the responsibility of the Co-Owner.

### **Conclusion**

This review of the allocation of condo and co-owner responsibility was occasioned by a question relating to responsibility for pipes within walls. It expanded to a more general review of Board decisions and practices over the years. The Board seeks your support of our clarification efforts, which we believe will benefit us all. We invite you to a Community Forum on September 20 to discuss both the draft 2008 budget and the mutual obligations of unit owners and the Council.

A handwritten signature in black ink, appearing to read "Robert Patrician", with a long horizontal flourish extending to the right.

Robert P. Patrician, President  
Fairlington Glen  
For the Board of Directors

## CHART OF MAINTENANCE, REPAIR AND REPLACEMENT RESPONSIBILITIES

	<b>Council Responsibilities</b>	<b>Unit Owner Responsibilities</b>
Attic		All in all regards.
B-Units	Common hallways, doors, and mailboxes	All internal components. Front door lock if agreed to by all owners
Caulking		Interior and window
Cable TV, DSL, etc.		Between Unit owner/resident and cable company (wire on exterior of building must be disguised)
Doors – Unit storm doors		All in all regards
Doors – Unit front and rear doors	Painting	Maintenance and replacement including all locks and hardware.
Dryer ducts/vents		All in all regards
Electric – service	Serving the common areas. Underground lines	Within the Unit
Electric – fixtures	Serving the common areas	Serving only one Unit (including all interior and exterior plugs and fixtures)
Gutters and fascia	All in all regards	
Heating, ventilation and air conditioning	Pool and office buildings	All in all regards for individual Unit
Painting	Exterior	Interior
Patio (area inside fence)	Inspection for compliance with Council regulations	Maintenance of area and cleanliness. Repair and replacement of patios. Use and landscaping must conform to Council regulations.
Patio fence	All in all regards	Use must conform to Council regulations.
Pest control	Exterior of building	Interior of building
Plumbing fixtures	Pool & maintenance buildings	All in all regards for individual Unit
Plumbing – water supply lines	Outside the Unit	Inside the Unit
Plumbing – sink blockages		All in all regards
Plumbing – sewer backups	Preventive maintenance outside the Unit; initial drying and sanitizing of rugs and tile floors inside the Unit	Preventive maintenance, remediation, and repairs inside the Unit.
Plumbing – sewer lines	Underneath the concrete slab and outside the Unit	Keeping cleanout in basement floor accessible
Plumbing – outside water faucets		All in all regards including shutting on/off in winter/spring
Roofs	All in all regards	
Smoke detectors	Common hallway, all in all regards	Unit, all in all regards
Shutters	All in all regards	
Stoops, steps and walks	Maintenance and replacement (front of Units)	Maintenance and replacement (rear of Units)

	<b>Council Responsibilities</b>	<b>Unit Owner Responsibilities</b>
Trees	Common areas	Inside the patio
Walls	See note below	See note below
Water seepage or flooding		All in all regards
Windows and window openings	B-Unit side door windows	Maintenance and replacement of all Unit windows, including glass, frame, sash and window jam
Windows – screens and storm windows		All in all regards
Window wells	Maintenance, front	Maintenance, rear Window well covers

\* While ownership of each Unit extends to the plane of the outer surface of the exterior walls, and thus maintenance and repair are normally the responsibility of the Co-Owner, the Council reserves the right, but not the obligation, to assume responsibility for tuck-pointing when it is deemed to be in the best interests of the Council for consistency of appearance.

\*\* The costs associated with fulfilling the above-referenced obligations may be varied in the event the damage or need for maintenance or repair arises due to the negligence of a party. For example, a Co-Owner who fails to properly maintain a component under their care and responsibility may be responsible for damages to adjacent units or the common elements. Likewise, the insurance policies that the Council is required to maintain may cover certain damages for covered perils (e.g. fire damage).

\*\*\* Co-Owners are strongly encouraged to maintain individual insurance to help protect their property and any individual liability the Co-Owner may face due to the acts or omissions of the Co-Owner and his or her family members, tenants, guests and invitees.

\*\*\*\* In the event a Co-Owner chooses to request (and receives) a variance to replace or otherwise modify an item (e.g. rear canopy, front window well) that is otherwise the responsibility of the Council, the maintenance and repair of such replacement or modification shall be borne by the Co-Owner.



Fairlington Glen  
Board Meeting  
September, 6 2007

Draft #3

Attendees: Bob Patrician (President); John Fuller (Vice President); Margaret Windus (Treasurer); Alison Trimble (Secretary); Jasper Thomson (At-Large)

Others present: Beth Cousino (Cardinal)

Co-Owners present: Maynard Dixon (Ct 16); Theresa Nugent (Ct 7); Dave Sherman (Ct 1); Bill Worsley (Ct 16); Scott Tanner (Ct 4)

The meeting was called to order at 7:32pm by President Bob Patrician.

## Residents' Forum

### Window Well Covers

The issue of non-standard window wells was raised. It was agreed that CRG, the management agent, along with an article in an upcoming *Glen Echo* will help inform residents about the availability of thick plexi-glass at Home Depot and options on having the plexi-glass customized to fit our unusually sized wells.

A resident asked if the "antique" Neighborhood Watch sign on 35<sup>th</sup> Street could be removed. The sign has been in place since the 1970's and looks battered. There was no objection from the Board to requesting the County to remove it, but the requestor was asked to contact Dean Montayne of the Security Committee for concurrence.

A resident questioned when the newly paved streets will be painted. Bob Patrician will contact the County to ask that this be done as soon as possible.

## Minutes

**06.09.07.01 MOTION Move to approve the minutes of August 6, 2007. The motion carried 5-0-0.**

## President's Report

### Emergency Preparedness

It was noted that September is Emergency Preparedness month. An article highlighting available information and resources will run in the September *Glen Echo*. We need a committee of energized, concerned residents to help the Glen take the next steps to prepare our community in the event of disaster, natural or otherwise.

### Ct 9 Drain Relining

The Board confirmed the contract of the sewer relining which occurred in between 3513 and 3519 S Utah Street in Ct 9.

**06.09.07.02 MOTION Approve the US Sewer and Drain contract in the amount of \$ 17,950 plus or minus up to \$1000 upon confirmation of the actual length needed to**

**be relined. The motion carried 5-0-0.**

There is the outstanding issue of drainage in the front of Ct 9 which can be dealt with once the sewer lateral is relined. It was agreed to ask Blake Giddens with REI Engineering to solicit bids to correct the problems in that area.

### **Court 11 Parking**

A reminder memo will go out to Court 11 residents to refrain from parking in the two spots allotted for Glen use. They are to remain open (save for business use) Monday through Friday 6:30am to 4:00pm. Beth will coordinate with Dominion Paving to have those spots painted with a large "STAFF" sign when they are on premises to repaint and seal nearby courts.

### **Parking Ct 7 and 8**

The proposal to switch slots to create a visitors slot between Court 7 and 8 was discussed. One co-owner present for the discussion from Court 7 objected to the proposal in its current form. The proposal was tabled.

### **Ct 15 Parking Request**

A resident wrote to our property manager and requested a handicapped space. In order to best accommodate the request in as timely a manner as possible, the Board agreed to ask the nearby residents to swap spots in order to give the end spot to the requestor. Alison Trimble will facilitate the request and report back to the Board.

### **Pool Complex Report**

Dave Sherman reported on progress. He reviewed the options document he prepared outlining the project needs which has been vetted by the Maintenance Committee. The schedule for potential construction has shifted to begin next September rather than early in the year which has the support of the Pool Committee and the Pool/Office/Workshop Task Group.

### **Maintenance Schedule**

An article will go in the next newsletter outlining the maintenance schedule.

### **2008 Budget Material**

Margaret Windus reviewed the budget material. The material will be distributed with the September *Glen Echo*. Residents will be invited to a Community Forum on Thursday, September 20<sup>th</sup> to discuss the draft 2008 Glen Budget among other issues.

**06.09.07.03 MOTION Move to approve the draft 2008 budget as presented. The motion carried 5-0-0.**

### **Management Report**

Beth Cousino gave the management report A question was raised as to what can be done to repair the Ct 10 sinkholes which appear to emanate from the recent sewer repair. Beth will task staff to move some dirt left from the Ct 9 sewer repair Ct 10 as a short term fix and contact Dwyer Plumbing to bring in more fill as a long term solution. The Ct 2 tar spill by Mount Vernon Paving has been somewhat mitigated but residents think more needs to be done. There is a question as to whether the material spilled is seal coat material or tar. Beth will ask Dominion Paving for a second opinion on how to improve the area.

## **Variance Policy Issues**

The Board reviewed the list of solutions to various long standing policy violations. It was agreed that some standards will be eased and others will be more strictly enforced.

Changed standards will be incorporated in the Handbook, which is under revision. The CRG was asked to survey their courts on (a) items other than bicycles, tricycles and baby carriages in B-Building hallways and basements, (b) vines or plants with vine-like qualities on building facades or fences, (c) storm/screen doors in poor repair, (d) windows that do not have the "six-over-six" pane pattern formed by grid bars approximately 3/4 inches wide, and (e) window well covers other than flat plexiglass cut to window well shape. The Board also asked that CRG designate a small subgroup of its members to recommend a reasonable range (perhaps 4 or 5) of rear lights that fit well in the community.

**06.09.07.04 MOTION Move into closed session for the purpose of discussing delinquencies. The motion carried 5-0-0.**

**06.09.07.05 MOTION Move into open session. The motion carried 5-0-0.**

## **Adjourn**

**06.09.07.06 MOTION Move to adjourn. The motion carried 5-0-0.**

The meeting was adjourned at 9:50pm.

The next meeting will be held on October 4, 2007 at 4820 S 31<sup>st</sup> Street at 7:30pm.

Respectfully submitted,  
Alison Burns Trimble  
Secretary

**Fairlington Glen  
Board Meeting  
October 4, 2007**

**Draft #2**

Attendees: Bob Patrician (President); John Fuller (Vice-President); Margaret Windus (Treasurer); Jasper Thomson (At-Large); Alison Burns Trimble (Secretary)

Other Attendees: Beth Cousino (Cardinal)

Co-Owners: Maynard Dixon (Ct 16)

The meeting was called to order at 7:32pm by Bob Patrician.

**Residents' Forum**

No items were raised.

**Minutes**

**04.10.07.01 MOTION** Approve the minutes of September 6, 2007 as drafted. The motion carried 5-0-0.

**President's Report**

**Variance**

Bob Patrician reviewed the variance requests that have been received since the last meeting.

**04.10.07.02 MOTION** Approve the kitchen renovation variance for 3576 S Stafford Street as submitted. The motion carried 5-0-0.

**04.10.07.03 MOTION** Approve the installation of a hand rail at 4232 S 35<sup>th</sup> Street providing the rail is of the same material and similar in style to those already installed in the Glen. The motion carried 5-0-0.

**04.10.07.04 MOTION** Approve a change in the handbook regarding political signs to read "Political signs are not deemed to be holiday, seasonal or special occasion decorations and are not permitted in the common areas. A single political sign per unit may be displayed in a window for 31 days before an election and must be removed within 5 days after an election." The motion carried 5-0-0.

**Cable Installation Issues**

Bob has reviewed information provided by the Meadows on their installation requirements. He will be working with Comcast on a procedure to install cables and provide suggestions on how the Glen can remediate some of the poorly installed lines in our area.

**Landscape Report**

Jasper Thomson presented an oral report of projected fall landscape work.

## 2008 Budget

Margaret Windus presented the budget information. The budget is ready to be sent to the printer.

**04.10.07.05 MOTION** Approve the draft budget for distribution to all co-owners in preparation for the annual meeting to be held on November 14, 2007. The motion carried 5-0-0.

## Management Report

Beth Cousino reported on events of the last month. Court 2 carpets have been cleaned by staff in response to the tar-like substance that was tracked in.

Brick tuck pointing of stoops to be done by staff. A survey will be done to see how many stoops need repair.

Beth Cousino is leaving Cardinal as of October 8. We will be assigned a new manager, Lynn House.

## Closed Session

**04.10.07.06 MOTION** Move into closed session for the purpose of discussing contractual matters. The motion carried 5-0-0.

**04.10.07.07 MOTION** Move into open session. The motion carried 5-0-0.

The meeting was adjourned at 9:45pm. The next scheduled Board meeting will be held on November 1, 2007 at 4820 S 31<sup>st</sup> Street.

Respectfully submitted,

Alison Burns Trimble  
Secretary

**Fairlington Glen  
Board Meeting  
Held at 4820 S. 31<sup>st</sup> Street  
November 1, 2007**

Draft #2

Attendees: Bob Patrician (President); Margaret Windus (Treasurer); Jasper Thomson (At-Large); Alison Trimble (Secretary)

Absent: John Fuller (Vice-President)

Others: Lynn House (Cardinal)

Co-Owners: Fred Hohlweg (Ct 9); Megan Huff (Ct 10)

The meeting was called to order by Bob Patrician at 7:35pm.

### **Residents' Forum**

No business was raised.

### **Minutes**

**01.11.07.01 MOTION Move to approve the minutes of October 4, 2007. The motion carried 4-0-0.**

### **President's Items**

The painting work is almost complete for this cycle (Courts 9-12). The contractor is working on rotted wood replacement. A resident survey will be circulated once work is complete to inform next year's bidding process.

The insurance policy with USI came due between meetings and was approved by the President to continue coverage.

**01.11.07.02 MOTION Move to approve the insurance renewal with USI in the amount of \$61,939 for general insurance and \$2,559 for Workman's Compensation insurance. The motion carried 4-0-0.**

### **Electronic Voting**

We have received feedback from our lawyers on how to implement electronic voting for future proxy voting. The Resolution will be posted on the Fairlington Glen Website and the Fairlington Glen Yahoo Group site. Unlike previous resolutions, it will **not** be mailed to each co-owner but is made available to all co-owners through electronic means.

**01.11.07.03 MOTION Move passage of Resolution 07-2 as submitted. The motion carried 4-0-0.**

### **Landscape**

Jasper Thomson presented the landscape proposal based on resident requests and the August Landscape Committee walkthrough.

**01.11.07.03 MOTION Move to approve the Thrive tree work proposal in the amount of \$4775 and \$200 for a total of \$4975. The motion carried 4-0-0.**

**01.11.07.04 MOTION Move to approve a contract with Environmental Enhancement up to an amount of \$5000 for fall planting to be finalized by the Landscape Committee based on the proposal of \$6881 from August 2007. The motion carried 4-0-0.**

### **Management Report**

Lynn House presented the management report. Lynn and Margaret Windus reviewed the outstanding financial reporting issues. November is month for gutter and downspout cleaning. Notices will be left for residents to leave their back gates unlocked. The Board asked that staff add soil to the depression on the side of Court 9 where sewer work was recently completed and we used the mound of dirt for Court 10.

### **Closed Session**

**01.11.07.05 MOTION Move to closed session for the purposes of discussing contractual matters and personnel matters. The motion carried 4-0-0.**

### **Open Session**

**01.11.07.06 MOTION Move to open session. The motion carried 4-0-0.**

**01.11.07.07 MOTION Move to approve the US Sewer and Drain base contract of October 29 in amount of \$372,110 over the course of five phases within three years to end in 2009 which includes flexibility in the contract for adjustments and early termination and as supplemented by additional specifications related to back fill requirements. The first phase is set to begin on November 12 in the amount of \$71,520.00. The motion carried 4-0-0.**

**01.11.07.08 MOTION Move to approve the Dwyer plumbing proposal in the amount of \$25,600 for drainage work in Court 9. The motion carried 4-0-0.**

**01.11.07.09 MOTION Move to approve removal of Hemlock located at 3525 S. Utah St. in the amount of \$745 to facilitate the drain work as noted in previous motion. The motion carried 4-0-0.**

**01.11.07.10 MOTION Move to approve Capitol Services Trash Removal and Recycling Contract for 2007-2008 at \$5134.66 per month subject to any increases in tipping fees within the contract year. The motion carried 4-0-0.**

**01.11.07.11 MOTION Move to approve the staff wage increases for 2008 and end of year bonuses as provided by the budget. The motion carried 4-0-0.**

**01.11.07.12 MOTION Move to adjourn. The motion carried 4-0-0.**

The meeting was adjourned at 9:45pm. The next regular scheduled meeting is Thursday, December 6 at 7:30pm. The Fairlington Glen Annual Co-Owners meeting will be held Wednesday, November 14 at 7:30pm at Abingdon Elementary School.

Respectfully Submitted,

Alison Burns Trimble  
Secretary



**FAIRLINGTON GLEN CONDOMINIUM  
COUNCIL OF CO-OWNERS**

**POLICY RESOLUTION NO. 07-2**

**(Electronic Notice and Voting)**

WHEREAS, Section 55-79.75 (A) and Section 55-79.77 (D) of the Virginia Condominium Act provide that, to the extent the condominium instruments or rules adopted thereto expressly so provide, notice of meetings and votes or proxies may be sent and/OR submitted by electronic transmission;

WHEREAS, Article IV, Section 2, of the Bylaws of the Fairlington Glen Condominium Council of Co-owners' ("Council") provides that the Board of Directors shall have the power and duties necessary for the administration of the affairs of the Council and may do all such acts and things as are not by law or by the Bylaws directed to be exercised and done by the Co-owners; and

WHEREAS, the Board believes that it is in the best interest of the Council to establish a policy under which notice of meetings and votes or proxies may be submitted electronically.

NOW, THEREFORE, be it resolved that the Board of Directors does hereby adopt the following policy:

1. Meeting Notice: The Council will be entitled to utilize electronic transmission for notice of meetings of the Council if they receive authorization from the owner. Such authorization may include, but not be limited to, receipt of an electronic mail or facsimile, from the owner authorizing use of such electronic transmission. The Council shall be entitled to rely upon such authorization unless expressly revoked by the owner.
2. Electronic Voting: Subject to any specific rules specified by the Board for particular meetings or votes, the Council may accept the vote, ratification or proxy of any owner submitted by electronic transmission (e.g., facsimile/electronic mail), provided that such transmission shall either set forth, be submitted with, or otherwise satisfy the Board, or its delegates, that the electronic transmission was authorized by the owner.

I hereby certify that the Board of Directors adopted this Policy Resolution on November 1, 2007.

FAIRLINGTON GLEN CONDOMINIUM  
COUNCIL OF CO-OWNERS

\_\_\_\_\_  
\_\_\_\_\_, President

**Fairlington Glen Board Meeting  
November 14, 2007  
Held at Abingdon Elementary School**

**Draft #1**

Attendees: Bob Patrician (President); John Fuller (Vice-President); Margaret Windus (Treasurer); Alison Burns Trimble (Secretary); Jasper Thomson (At-Large)

The meeting as called to order at 9:51pm by Bob Patrician.

**President's Report**

Subsequent to the re-election of John Fuller to a three year Board term, the Board duties need to be assigned for the coming year. The proposed slate is as follows: Patrician (President); Fuller (Vice-President); Windus (Treasurer); Trimble (Secretary); Thomson (At-Large).

**14.11.07.01 MOTION Approve the Glen Board slate of officers for 2008 as proposed. The motion carried 5-0-0.**

The meeting was adjourned at 9:55pm. The next scheduled Board meeting will be held on December 6, 2007 at 4820 S. 31<sup>st</sup> Street.

Respectfully submitted,

Alison Burns Trimble  
Secretary

**Fairlington Glen  
Board Meeting  
December 6, 2007**

Draft #2

Present: John Fuller, (Vice-President); Margaret Windus (Treasurer); Jasper Thomson (At-Large); Alison Trimble (Secretary)

Absent: Bob Patrician (President)

Others: Lynn House (Cardinal Management)

Co-Owners: Maynard Dixon (Ct 16)

### **Residents' Forum**

The meeting was called to order at 7:30pm by John Fuller, Vice President, in the absence of the President.

### **Minutes**

**06.12.07.01 MOTION Move the minutes of November 1, 2007 meeting as submitted and amended to delete reference to the painting survey. The motion carried 4-0-0.**

### **President's Report**

John Fuller reviewed the highlights of the Glen Annual Meeting held in November. Margaret Windus updated the Board on the status of the sewer work completed in Court 9. The 2008 Calendar meeting dates were reviewed. These dates will be published in the upcoming issue of the Glen Echo.

### **Treasurer's Report**

Margaret Windus briefed the Board on the recommended instruction for dealing with excess assessment income as we have been instructed by our auditor, Howard Goldklang.

**06.12.07.02 MOTION Move to approve that the Association elects to apply all or part the excess assessment income to the following year's assessments and that such final amount shall be at the Board's discretion. The motion carried 4-0-0.**

### **Landscape Report**

The fall plantings have not been installed yet. Fred Hohlweg will follow up with Environmental Enhancements.

### **Handbook Revision**

John Fuller presented the handbook revisions. This revised document is now ready to be

distributed to the Committee chairs for further refining.

## **Management Report**

Lynn House, Cardinal Management, reported on activities this last month.

**06.12.07.03 MOTION Move to closed session for contractual matters, and personnel matters. The motion carried 4-0-0.**

**06.12.07.04 MOTION Move to open session. The motion carried 4-0-0.**

**06.12.07.05 MOTION Move to approve the architectural contract design with Q Design for purposes of rehabbing the pool/maintenance building. The motion carried 4-0-0.**

**06.12.07.06 MOTION Move to accept the recommendations of counsel regarding two collections matters. The motion carried 4-0-0.**

**06.12.07.06 MOTION Move to adjourn. The motion carried 4-0-0.**

The meeting was adjourned at 9:40pm. The next scheduled Board meeting will be held on January 3, 2008 at 4820 S. 31<sup>st</sup> Street.

Respectfully submitted,

Alison Burns Trimble  
Secretary

FINAL

## FAIRLINGTON GLEN 2008 PLANNING CALENDAR

<b>JANUARY</b> Bylaws revision two from Rees Broome Review Site Drainage and Storm Sewer studies	<b>JULY</b> Pool complex contract approval
<b>FEBRUARY</b> Meet with Peter Philbin on Bylaws and create small group of co-owners	<b>AUGUST</b>
<b>MARCH</b> Board/Philbin meet w/ small group of co-owners to discuss Bylaws revision Architectural plans for pool complex completed Publish and distribute revised Handbook	<b>SEPTEMBER</b> Painting begins of Courts 13-16 Renovation of Pool Complex begins Call for Candidates (2 positions) Approve draft 2009 budget Community Forum on 2009 budget
<b>APRIL</b> Pool complex bidding process begins	<b>OCTOBER</b> Annual Meeting Notice/proxy & candidate profiles Phase 3 of Sewer Relining
<b>MAY</b> Approve 2007 audit Phase 2 of Sewer Relining Bylaws to Co-owners	<b>NOVEMBER</b> Annual Meeting Approve 2009 Budget Election of Board Members
<b>JUNE</b> Board's Annual Financial Report Begin 2009 Budget Process Community Forum on Bylaws and start of Bylaws approval process (continuing as long as needed)	<b>DECEMBER</b> 2008 President's Report

December 2007