

# **WELCOME TO FAIRLINGTON GLEN**



**Co-Owner Packet**  
**January 2025**

## WELCOME TO THE GLEN

The Fairlington Glen Board of Directors would like to welcome you — a new co-owner — to Fairlington Glen, one of seven Fairlington villages clustered on both sides of I-395 in Arlington, Virginia. We hope you like living here as much as we do, and we want to do all we can to bring that about.

You received detailed information about the Glen when you purchased your home. This packet is a ready reference tool for information that you can most use when you first move in. There is much more information available on the Fairlington Glen website <https://www.fairlingtonglen.com>.

This packet includes information, in alphabetical order, on:

- Calendar of Events
- Communications
- Fees
- Insurance: Condominium and Personal
- Maintenance and Repair
- Parking
- Patios
- Resale Packages
- Sewer System – Special Attention Needed
- Trash and Recycling
- Recycling Guidelines
- Volunteer Opportunities
- Water Usage

Appendix – Contact List

Appendix – Chart of Maintenance, Repair, and Replacement Responsibilities

Your court representative can introduce you to many aspects of living in the Glen. His/her name and contact information is on the contact list attached as an appendix to this packet.

Your court number is on the court entrance sign.

We welcome participation in Glen activities by co-owners and renters. Please consider joining in some of the many volunteer opportunities that help keep our lovely community active and vibrant.

## YEARLY SCHEDULE OF EVENTS

Glen events of interest to all residents, such as pool and party dates, are announced monthly in our *Glen Echo* newsletter (see the calendar at the end), and occasionally in “Glen Alerts” e-mails.

### BOARD OF DIRECTORS’ MEETINGS

Second Tuesday of the month

Start time: 6:30 pm

Via Zoom unless notified

## ANNUAL MEETING SCHEDULE

July Board Meeting	Board meeting to approve proposed annual budget to be submitted to owners
August Newsletter	Proposed budget presented to Community Call for Board candidates for slots up for election
Early September	Send Board President Board candidate profiles and any proposed budget amendments
September Board Meeting	Board considers budget amendments, if any
Early September	Community Budget Forum
By mid-October	Mail to community - Official Notice of Annual Meeting with proxy, 2024 budget, and candidate profiles
Early November	Annual Meeting

## COMMUNICATIONS

The Board fosters an open and participative community in which owners and renters can have their voices heard. We do this in many ways, including:

- A Residents’ Forum, at the start of each Board meeting, at which any resident may address the Board.
- A Community Forum in the fall of each year to discuss the budget.
- A monthly newsletter, the *GLEN ECHO*, with articles on community and recreation news, lists of volunteers, and other items of interest.
- The Glen’s website at <https://www.fairlingtonglen.com>. In the “Documents” section of the website, under “Residents,” you will find your most useful document – the Glen Handbook.
- A Glen Alerts notification system, which enables you to sign up (on the website) for occasional e-mails alerting you to important information and actions in the Glen and to the monthly publication of the *GLEN ECHO*.
- A bulletin board at the pool with postings about community events.
- Most of all, we like to communicate in person. Most courts have a volunteer court representative to whom you can turn for advice. Board members, chairs of committees, the management agent, and on-site staff are also happy to talk with you. Let us know your views as we try to keep you informed about what is going on in the Glen.

## FEES

Regular monthly assessments are due on or before the first day of each month.

Fairlington Glen offers three forms of payment: Online, by mail, or direct debit. For more information and details, please visit Cardinal Management's website: <https://www.cardinalmanagementgroup.com/make-payments>.

## INSURANCE: CONDOMINIUM and PERSONAL

Insurance responsibility in a condominium association is shared between the association (all of us together as a group) and individual owners. We each owe it to ourselves to obtain adequate coverage. We urge you to familiarize yourself with your own insurance policies and, if you are not adequately covered, to talk with your insurance agent.

### Master Policy

Fairlington Glen has a Master Policy, financed by dues revenue, which protects the Glen's common property, the Glen's officers and volunteers, and the structures of its individual units. The Master Policy protects against both liability and property damage, subject to a deductible.

Liability – The Master Policy protects the Glen and its co-owners against liability claims from residents or third parties arising out of the Glen's operations or negligent acts committed in its common areas. For example, if somebody slips and falls in a common area, perhaps because a resident left a ball on the sidewalk, the master policy will indemnify and defend all owners against liability claims for bodily injury that might result. If a Glen contactor damages a unit, the Master Policy will protect the Glen against claim by the owner.

This coverage does not extend to claims involving individual units. A few examples. If anybody slips and falls or otherwise sustains bodily injury *within* an individual unit, the master policy will not apply. If a resident inadvertently allows water to overflow the kitchen sink, the master policy will not protect the owner against a claim from the resident in the unit below for damage to personal property or the expensive wallpaper. Nor will the Master Policy cover claims residents arising out of actions of their pets.

Property - The master policy provides property insurance under a "single entity" concept, which insures the general and limited common elements, and also extends within individual units to fixtures, appliances, walls, floor coverings, and cabinetry, but only for like, kind, and quality to that conveyed by the developer to the original owner. In other words, building coverage under the master policy is limited to the original plans and specifications. Any individual unit improvements made subsequent to the original conveyance, such as building a wall to divide a room, or upgrading carpeting or other floor coverings, wall treatments, appliances, cabinetry, etc., are not covered by the master policy. Unit owners are responsible for insuring such improvements. Nor does the Master Policy cover owners' personal property.

Deductible – Under the Glen's master policy, the deductible is \$25,000 per occurrence (not per unit) for all damage other than water damage and \$50,000 per occurrence (not per unit) for water damage. This deductible is the responsibility of the individual unit owner (or group of owners in the case of a joint claim). Policy Resolution 03-1, the latest policy statement on this subject, provides details. It can be found in the Handbook Appendix.

## **Personal Policies to Protect Individual Owners**

All owners and tenants should purchase a personal policy to fully protect their interests. Resident owners should consider an individual homeowners policy (HO-6). This policy can provide coverage for personal property, unit improvements, betterments, additions and alterations, additional living expenses, personal liability, and sewer backups. “Betterments” include items such as carpets, new walls, insulation, recessed lighting, and built-in bookcases.

Non-resident owners may not need coverage for personal property or additional living expenses; however, they do have all of the other insurable exposures of a resident owner. Additionally nonresident owners can be insured for loss of rental income. Renters should purchase an HO-4 policy to provide coverage for personal property, additional living expenses, and personal liability.

It is especially important that Glen owners secure a policy that will pay for damages to a unit over their personal policy deductible, whatever that may be (e.g. \$500 or \$1,000), up to the master policy deductible of \$25,000 (\$50,000 for water damage). This type of coverage is generally referred to as “building” or “dwelling” coverage under a personal homeowner’s policy. Unit owners should check with their HO-6 agent or insurance company to determine if they have appropriate “building” or “dwelling” insurance to cover damage to their unit up to the master policy deductible.

The master policy will not cover personal property, such as clothing and furniture within individual units, nor will it provide coverage for personal liability or additional living expenses. Finally, if damage is not totally covered by an insurance claim, the owner is responsible under Article 21(D) of the Master Deed for those costs.

## **Examples of Claims Procedure**

In general, as noted in the Glen Handbook and as established in the Master Deed, water seepage or flooding is a co-owner responsibility. As a general rule, water coming in through walls, windows, or sewer backups is not association responsibility. We do assist with initial cleanup (drying and sanitizing of floor coverings, for example, so that they may be removed or cleaned) when sewer backups are related to actual sewage coming in because of sewer line stoppages or breaks.

An example occurred in late 2006 after a serious sewer backup. The Glen covered the initial drying and sanitizing of the basement. Both the owner (who had sewer backup coverage) and the Glen then submitted claims to their respective insurance carriers. The owner’s insurance company covered costs up to the then applicable \$5,000 deductible (changed to \$25,000 in 2022) and the Glen covered costs above that level, which amounted to less than \$1,000.

After the “Flood of 2006” a number of owners responded to our offer of submitting a single claim, though restrictions on coverage noted above caused many of the more than 100 estimated affected owners to handle flooded basements themselves. The resulting payout, with the single deductible spread among the submitting owners, was then distributed to those owners.

Because of the \$25,000 deductible and the above discussed limitations on coverage, resident owners should ensure that their own insurance policies provide adequate protection to fill-in these gaps.

## **Other Coverage**

The Glen has other insurance coverage in addition to the master policy. We have policies on workers’ compensation, employee liability, fidelity bond, directors’ and officers’ coverage, a commercial umbrella, and vehicle coverage. This last coverage protects the Glen when our on-site staff drives cars on Glen business.

## MAINTENANCE AND REPAIR

Do not report to Glen staff maintenance responsibilities that are an owner responsibility under our Bylaws. An example of an owner responsibility that should not be reported to Glen staff is sink back-ups.

The allocation of maintenance and repair responsibilities between the Glen (the Council of Co-Owners) and individual owners is laid out in the chart at the end, which is a part of our Bylaws. Our Handbook discusses the chart in detail, endeavoring to apply it to answer a few questions that were not anticipated when the Bylaws were revised in 2008, such as responsibility for buried power lines, windows, and roofs.

The owners of units being rented should be the first contact for maintenance needed inside the unit.

Residents should report maintenance needs *in the common areas* to the Glen's onsite manager, Amy Steliga, an employee of Cardinal Management Company who is dedicated solely to Glen service. You may reach her at 703-820-9567 or [a.steliga@cardinalmanagementgroup.com](mailto:a.steliga@cardinalmanagementgroup.com).

For best results, copy your repair message to the Glen's onsite staff -- two Glen employees who are supervised by our onsite manager. The Glen's on-site staff members are Nelson Ordoñez and Maria Castro. They can be reached at 703-820-9567 or [fairlingtonglenstaff@hotmail.com](mailto:fairlingtonglenstaff@hotmail.com).

## PARKING

A vehicle belonging to any resident or family member, guest, tenant, or employee shall not be parked such that it impedes or prevents ready access to another parking space, and all shall obey posted parking regulations. New residents should contact the management agent regarding assignment of parking spaces and towing procedures.

- Each unit is assigned one parking space and all assigned spaces are marked "RESERVED." A master list is kept by the management agent.
- Unassigned spaces are marked "RESERVED" and have a "-U" after the space number. Such spaces will be used only by: (a) persons visiting Glen residents for not more than seventy-two (72) consecutive hours; (b) contractors retained by Glen residents or by Glen management; or (c) Glen residents for not more than seventy-two (72) consecutive hours unless more time is approved by the Board. All unassigned spaces are equally available to any Glen residents or their guests on a first-come, first-served basis, except that the Board may grant priority to its contractors, residents who are relocating, or residents having other special needs. Persistent violators may be towed at the request of the Management Agent, acting under the direction and supervision of the Board or one of its delegated members.
- Parking is restricted to lined spaces only; parking is not allowed in court entrances, in fire lanes, or on lawns and sidewalks.
- Double parking of one vehicle directly behind another is not allowed.
- No inoperable, junk, unregistered, or unlicensed vehicle and no house trailer, recreation vehicle, boat, boating equipment, travel trailer, camping vehicle, camping equipment, or vehicle used primarily for commercial or industrial purposes shall be kept anywhere on Glen property.
- Portable storage containers, once approved by the Glen Board, may be located in designated parking areas for a limited period of a time so long as they do not interfere with access to parking spaces by other residents.

- Vehicles parked in courts should not exceed 15 feet in length and should leave a foot on either side, within the marked lines, for entry and exit.
- Only minor repairs may be performed on vehicles parked in the courts. Repairs are not allowed if they leave an oily deposit, damage the paving, or result in the vehicle being left disassembled or on blocks overnight.
- Residents must advise visitors and repair/delivery people of the parking policy.
- Residents should maintain a spirit of cooperation and communication within the court to deal with infractions of the policy.
- Each resident or co-owner has the authority to have a vehicle lawfully towed from only the unit's assigned parking space if the resident or co-owner is present with appropriate identification during the tow.
- The Board and the management agent have the authority to have a vehicle towed from the court entrances, fire lanes, and other common areas of the Glen, or to have any vehicle towed that impedes the normal operations of the condominium.

## **PATIOS**

Co-owners and residents must keep their patio area clean, neat, orderly, and free from obstructions or accumulation of personal property other than patio furniture. The Glen assumes no liability for loss or damage to articles stored in or on the patios and is not responsible for damage to anything built, placed, or planted in the patio area except when such damage was caused by the gross negligence of Glen employees and/or Glen contractors performing maintenance.

**HOT TUBS:** Hot tubs are not permitted in patios.

**LANDSCAPING WITHIN PATIOS:** Co-owners may landscape within their fenced enclosures provided it does not impact adjacent units and does not violate any Glen policy. Patio trees are the responsibility of the co-owner and should be kept trimmed so as not to impinge on the fence, roofs, gutters, or neighbors. If a new tree is planted, it shall be of a type that is appropriate to small areas.

**VINES:** Vines or plants may be placed on trellises within the patio area. Trellises are not to exceed fence height. Vines are not permitted on buildings or fences.

**PATIO STRUCTURES (Blanket Variance):** No structures shall be placed or constructed inside the patio that exceed the height of the patio fence, and structures may not be attached to the patio fence. Table umbrellas, trees, and shrubs may exceed the fence height. Hanging plants must be below the fence line except those hanging from rear door canopies. Under Glen Handbook Policy Resolution No. 2, “[a]nything built, placed or planted withing a three-foot (3’) radius of a [fence] post in the patio area shall be done at the owner’s risk.

**UNDERGROUND DRAINAGE:** This is the responsibility of the co-owner or resident to monitor and keep clear all underground drainage devices attached to the downspouts in the patio areas. Failure to do so may result in a back-up in your unit or a neighbor’s unit, and any resulting damages are at the co-owner’s or resident’s expense.

## RESALE PACKAGES

As a co-owner, the “resale package” you received contains many useful documents. We refer you first and foremost to the Fairlington Glen Handbook, which is available on the Glen’s website at <https://www.fairlingtonglen.com>. Go to “Residents” section, then to “Documents.”

Financial information was also included in the resale package — the most recent budget, an audit, and our reserve study. Should you have questions of a financial nature, call the Treasurer, whose name and contact information can be found on the contact list.

Your resale package should have contained a copy of our newsletter, the *GLEN ECHO*. You can review the last few years of newsletters on the Fairlington Glen website.

## TRASH AND RECYCLING

**Regular household trash** is picked up Monday through Saturday, including holidays, except Thanksgiving, Christmas, and New Year’s Day. All trash should be in secured trash bags and put out by 8:00 am on weekdays and by 9:00 am on Saturdays. Trash is NOT to be put out the night before. Under our trash contract, the following items are not allowed - dead animals, oil, paint, batteries, construction materials, manure, tree stumps, dirt, stones, rocks, concrete, bricks, poisons, dangerous acids, caustics, explosives, and other dangerous materials.

If you put garbage in your trash bag, please wrap it first. Crows and other critters eat into the bags and strew garbage everywhere. **Quick tip** ... put a paper bag or one or two dryer sheets inside the plastic bag. The critters cannot smell the garbage and will leave the trash bag alone.

**Recycling** pickup is every Wednesday morning (except the three holidays). The contractor places recycling bins at the entrance to each court on Tuesday. Recycled materials should be placed in the bins before 8:00 am Wednesday. Newspapers and recyclable paper and cardboard should either be bagged in paper bags or tied. Cardboard boxes should be broken down. *See the Appendix below for more recycling info copied from the Glen’s Handbook.*

**Large items or bulk trash** may be put out at the entrance to your court on the morning of the first Saturday of each month. Please do not lean heavy items, such as a mattress, against the entrance sign.

**Renovation debris** is the responsibility of the owner and may NOT be left curbside. Such materials should be disposed of by the resident if the work is not performed by a contractor. If you wish to contract privately with Capitol Services to remove your construction debris (except drywall), you may call them at 703- 998-5860 and negotiate a price for a private pickup. Contracts should specifically provide for removal of debris.

**Hazardous waste**, including paints, motor oil, household chemicals and other toxins, are unacceptable for disposal anywhere in Fairlington. See the instructions for legitimate disposal at Arlington County’s Household Hazardous Materials/Electronics Collection Recycling Center website at <https://recycling.arlingtonva.us/household-hazmat/>.

## SEWER SYSTEM

We must be careful about what we put down our garbage disposals and toilets because the units in each building share a single sewer lateral to the County sewer line. The lateral runs under the basement slab of the unit with the low basement floor (sometimes referred to as a the “high ceiling” unit). All waste water in a building -- whether from sinks, bathtubs, washing machines, or toilets -- exits the building through this single lateral. If there is a clog, it



will block outflow from all pipes that are upstream from the clog. If the clog is in the sewer lateral or downstream from it, the unit with the low basement floor will experience the backup overflow first. If the waste continues to enter the system, it will eventually cause an overflow in the adjacent units, beginning with the ones closest to the one with the low basement floor.

Garbage Disposals. The rule of thumb in Fairlington is “less is more” when using a garbage disposal. Please use your disposal only for bits of food left when working at the sink. Our plumbing systems were not originally designed for garbage disposals, and were retrofitted in the 1970s onto a system built during the Second World War. In particular, please do not put **celery, onions, pulpy fruits, grease, pasta, rice, coffee grounds, corn husks, potato peels, shrimp shells, bones, caulk, paint, or anything substantial** down the garbage disposal. Flush the disposal with cold water even after turning it off to assure that waste gets through the system.

Toilets. Only human waste and toilet tissue should go into the toilet. Please do not put **tampons, sanitary napkins, condoms, large wads of toilet paper, disposable diapers, adult & baby wipes, napkins, tissues, paper towels, newspaper, dental floss or pet waste and litter** into the toilet.

Please be a good neighbor and put the waste noted above in **bold letters** into your daily trash rather than in our fragile sewer system. Thanks.

## **VOLUNTEER OPPORTUNITIES**

Our community can only be a vibrant and lively place to live by having its residents volunteer to serve. Fresh perspectives are needed to help steer the Glen into the future.

**Co-owners** have the opportunity to serve as a member of the Glen Board of Directors. The term of service is three years. There is a monthly formal Board meeting lasting about two hours at the Fairlington Community Center. Between meetings, Board members interact with Glen residents, co-owners, and the Glen’s property manager. Day-to-day details of our community are handled by Cardinal Management and our onsite staff. Board members must be co-owners and candidates should possess a community perspective and the energy necessary to get the job done. It may help to have some familiarity with Glen fiscal and policy matters, and it helps to have an open mind, a penchant for conflict resolution, and a willingness to take responsibility for decisions. Current and former Board members will tell you that serving on the Board can be one of the most rewarding ways you’ll volunteer your time.

**Co-owners and renters** may also consider serving on a committee, such as pool or landscape, or as a court representative. Committees in the Glen are always looking for new volunteers. Volunteering doesn’t take much time from your hectic schedule. Fairlington Glen is an excellent neighborhood with residents of all ages and backgrounds. Prior volunteers have assured us that today we continue to live in a beautiful, well-maintained community. You have invested in the community, so please take the next step and volunteer.

### TOP 4 REASONS TO VOLUNTEER

1. Protect your self-interests. Protect your property values. Maintain the quality of life in your community.
2. Be sociable. Meet your neighbors, make friends, and exchange opinions.
3. Give back. Repay a little of what’s been done for you.
4. Have fun. It is fun accomplishing good things with your neighbors.

## WATER USAGE

Residents should take care to conserve water because the Glen's water/sewer bill consumes a large portion of the Glen's budget. There are many easy steps to reduce water usage, and here are a few for your consideration.

- **Shop smart.** When buying new washing machines for clothes or dishes, or new toilets, buy those with ENERGY STAR® ratings. These models use less water and save energy because you don't have to heat the extra water.
- **Be wise about when you wash.** Run your dishwasher and washing machine only when they're filled to capacity. Both machines use a significant amount of water.
- **Little leaks mean big losses.** Check your pipes and faucets for small leaks, which can waste significant amounts of water as well as the energy required to heat the water.
- **Garbage disposals gobble water.** Use your disposal only when necessary and for small amounts of food. Our sewer system is fragile and you will save on water and help our sewer system.
- **Start soaking.** Fill a dishpan with water and let dishes sit to eliminate the process of rinsing dishes before they go in the dishwasher.
- **Don't treat your toilet as a trash receptacle.** Paper, tissues, and other small items often end up being flushed rather than tossed. This uses more water and endangers our sewer lines as well. Use a wastebasket.
- **Save while you shave and brush.** Turn off the tap while you shave and brush your teeth.
- **Get an early start.** Water plants & trees early in the morning.

We appreciate anything you can do to help keep our water usage down. The more we practice it, the easier it gets. Thanks!

**APPENDIX**  
**FAIRLINGTON GLEN CONTACT LIST (January 2025)**

**Print for Reference**

<b>Board of Directors</b>				
President	Charlie Robbins	3534 S. Stafford	703-907-9842	<a href="mailto:cbrobbins63@gmail.com">cbrobbins63@gmail.com</a>
Vice President	Jeremy Wiedemann	4172 S.36	323-434-3260	<a href="mailto:jmwiedemann.fairlington.glen@gmail.com">jmwiedemann.fairlington.glen@gmail.com</a>
Treasurer	Maynard Dixon	4316 S. 35	703-909-4562	<a href="mailto:MaynardDixonJr@gmail.com">MaynardDixonJr@gmail.com</a>
Secretary	Seth Theuerkauf	Court 6	252-723-9513	<a href="mailto:seth.fairlington.glen@gmail.com">seth.fairlington.glen@gmail.com</a>
At Large	TJ Doyle	4134 S. 36	202-306-5291	<a href="mailto:tj.doyle.fairlington.glen@gmail.com">tj.doyle.fairlington.glen@gmail.com</a>
<b>Court Representatives Group (CRG)/Chair: Michael Wells (Court 7)</b>				
1 (27 units)	Suzanne Wible	3509-A S. Stafford	301-751-2155	<a href="mailto:sfwibe@hotmail.com">sfwibe@hotmail.com</a>
2 (26)	Thora Stanwood	3551 S. Stafford. #A1		<a href="mailto:thorastanwood@gmail.com">thorastanwood@gmail.com</a>
3 (27)	Tina Collier	3581 S. Stafford, #A1	864-325-9004	<a href="mailto:Tinagirl51@yahoo.com">Tinagirl51@yahoo.com</a>
4 (23)	Elizabeth Dreazen	4133 S. 36	847-208-0198	<a href="mailto:edreazen@aol.com">edreazen@aol.com</a>
5 (17)	Florence Ferraro	4118 S. 36, #B2	703-927-6950	<a href="mailto:fdferraro1@verizon.net">fdferraro1@verizon.net</a>
6 (24)	Jeremy Wiedemann	4172 S. 36	323-434-3260	<a href="mailto:jmwiedemann.fairlington.glen@gmail.com">jmwiedemann.fairlington.glen@gmail.com</a>
7 (16)	Michael Wells	4208 S. 36	571-429-1018	<a href="mailto:mike_8453@yahoo.com">mike_8453@yahoo.com</a>
8 (16)	Chris Bell	3617 S. Taylor	850-723-5814	<a href="mailto:bellcrt@yahoo.com">bellcrt@yahoo.com</a>
9 (22)	Roxanne Sykes	3513 S. Utah	703-567-4865	<a href="mailto:roxannesykes@comcast.net">roxannesykes@comcast.net</a>
10 (25)	Carol Goodloe	4343 S. 36	703-232-5142	<a href="mailto:cagoodloe@comcast.net">cagoodloe@comcast.net</a>
11 (22)	<b>VOLUNTEER NEEDED</b>			
12 (22)	Lori Derkay	3566 S. Stafford	703-379-2895	<a href="mailto:lori.derkay@outlook.com">lori.derkay@outlook.com</a>
13 (23)	Chalie Robbins	3534 S. Staford	703-907-9842	<a href="mailto:cbrobbins63@gmail.com">cbrobbins63@gmail.com</a>
14 (14)	Ellen McDermott	4206 S. 35	703-575-7864	<a href="mailto:ellenmcdermott@yahoo.com">ellenmcdermott@yahoo.com</a>
15 (36)	Mike Hahn	4270 S. 35	703-578-3138	<a href="mailto:mhahn10262@cs.com">mhahn10262@cs.com</a>
16 (12)	Maynard Dixon	4316 S. 35	703-909-4562	<a href="mailto:MaynardDixonJr@gmail.com">MaynardDixonJr@gmail.com</a>
<b>Coordinators and Committee Chairs</b>				
Archivist	Maynard Dixon	4316 S. 35	707-909-4562	<a href="mailto:MaynardDixonJr@gmail.com">MaynardDixonJr@gmail.com</a>
Basketball	Patrick Murray	4144 S. 36	703-945-5224	<a href="mailto:pgmurray@att.net">pgmurray@att.net</a>
Finance	Maynard Dixon	4316 S. 35	703-909-4562	<a href="mailto:MaynardDixonJr@gmail.com">MaynardDixonJr@gmail.com</a>
Newsletter	Jay Yianilos			<a href="mailto:jasonvianilos@yahoo.com">jasonvianilos@yahoo.com</a>
Landscape	M. Joy Bickelhaupt		703-203-0583	<a href="mailto:Joy.Bickelhaupt@gmai.com">Joy.Bickelhaupt@gmai.com</a>
Pool Co-Chairs	Lori Derkay		703-379-2895	<a href="mailto:lori.derkay@outlook.com">lori.derkay@outlook.com</a>
	Carol Goodloe		703-232-5142	<a href="mailto:cagoodloe@comcast.net">cagoodloe@comcast.net</a>
Tennis Co-Chairs	Carol Goodloe		703-232-5142	<a href="mailto:cagoodloe@comcast.net">cagoodloe@comcast.net</a>
	Sandy Thurston		703-244-2761	<a href="mailto:sandy2swim@gmail.com">sandy2swim@gmail.com</a>
Variance	Greg Lukmire	4234 S. 35	703-795-5865	<a href="mailto:glukmire@verizon.net">glukmire@verizon.net</a>
<b>Staff</b>				
Cardinal Management Account Supervisor	Crystal Williams		703-569-5797, x5024	<a href="mailto:c.williams@cardinalmanagementgroup.com">c.williams@cardinalmanagementgroup.com</a>
Onsite Property & Maintenance Manager	Amy Steliga		703-820-9567	<a href="mailto:a.steliga@cardinalmanagementgroup.com">a.steliga@cardinalmanagementgroup.com</a>
<i>Amy's Office Hours: Monday – Thursday 10:00 am – 2:00 pm and Friday working remote.</i>				
Onsite Maintenance Staff	Maria Castro Nelson Ordonez		703-820-9567	<a href="mailto:fairlingtonglenstaff@hotmail.com">fairlingtonglenstaff@hotmail.com</a>
<b>Emergency Number</b> (after business hours and on weekends and holidays)			<b>703-569-5797</b>	

**NOTE: The Glen does not retain contractors for, or allow staff to undertake, repairs that are a co-owner responsibility under its By-laws (such as sink backups), absent emergency need where the co-owner is unable to act (disabled, out-of-town, etc.).**

**APPENDIX**  
**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)
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.

## APPENDIX RECYCLING GUIDELINES

Reorganized Version of the Guidelines in the June 11, 2024 Glen Handbook

**Print for Reference**

Materials for recycling should be placed in or near the containers at the entrance to each court on Tuesday afternoon or before 8:00 am on Wednesday. Recyclables do not have to be sorted.

### **Recyclable Materials:**

- Aluminum & Tin. Recyclable items include all types of metal food and beverage cans, including pet food cans. Rinse clean and crush flat, if possible, to reduce volume in the bins.
  
- Paper. Recyclable items include clean newspapers, inserts, catalogs, junk mail, magazines, paper bags, computer paper, telephone books, and paperboard boxes (e.g., cereal, cracker, and tissue) flattened and not contaminated by food. Plastic wrappings and wax paper inserts should be discarded. All paper items must be contained securely in paper bags or tied with string, so they do not blow away. Moving and other large boxes must be flattened.

Do not recycle paper cups and plates, pizza boxes, and any other paper products contaminated by food.

Corrugated cardboard boxes should be broken-down and placed in or alongside the plastic containers at the entrance to each court.

- Plastic. Recyclable items include plastic bottles and jugs with necks labeled 1 through 7 inside the recycling symbol (e.g. milk and laundry detergent jugs, soda bottles, and water bottles). Rinse clean and crush to the extent possible.

### **Non-Recyclable Materials (Include with Regular Trash):**

- Food Serving Items and Containers. Includes: plastic grocery bags; styrofoam and plastic deli, salad, fruit, and vegetable containers; meat trays; plastic or styrofoam frozen food trays; paper cups and plates, pizza boxes; and any other paper products contaminated by food.
  
- Ceramics. See *Wikipedia* for a definition. Common examples are earthenware, porcelain, and brick
  
- Glass. Includes crystal and drinking glasses, glass dishes, light bulbs, mirrors, and window glass. Glass may also be taken to recycling stations operated by Arlington County, one of which is in the County Trades Center on S. Taylor Street, off S. Arlington Mill Drive near Shirlington.
  
- Metals. Includes jar lids, foil items, and any other metal items.
  
- Packaging Materials. Includes peanuts and bubble wrap.
  
- Prescription Container's.
  
- Printer Toner Cartridges. Some manufacturers and retailers accept them for recycling.
  
- Toxic or Hazardous Materials. Containers that hold or held toxic or hazardous materials such as motor oil and paint, rocks or soil from back yards, and car and household batteries.