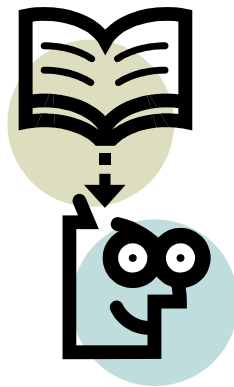


FAIRLINGTON GLEN

DID YOU KNOW?



March 2006

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“Did You Know” is a communication medium by which the Board of Directors of Fairlington Glen disseminates information to Glen residents and Co-Owners. Please provide any comments or suggestions for additions to the Communications Director, Alison Trimble, at alison@trimbles.net, or to any other Board member. “Did You Know” is now on-line at the Fairlington Glen web site and will be updated regularly (find us under www.fairlington.org).

DID YOU KNOW?

B-Unit Storage. Bicycles and tricycles may be stored in the common hallways and basements of B-Units if all residents in the building agree and they do not block access to exits (some limit on the number may be imposed). Other items may not be placed in the hallways or basements, including on the walls.

Bedroom Exits. Co-Owners who convert attic and basement areas should be aware that the building code requires the following:

- Basements with habitable space and each sleeping room shall have at least one openable emergency escape and rescue opening. Where emergency escape and rescue openings are provided, they shall have a sill height of not more than 44 inches (1118 mm) above the floor.
- Emergency escape and rescue openings with a finished height below the adjacent ground elevation shall be provided with a window well.
- All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet, including the tilting or removal of the sash as the normal operation. The minimum net clear opening height shall be 24 inches and the minimum net clear opening width shall be 20 inches. Exception: Grade floor windows may have a minimum net clear opening of 5 square feet.

Clothes Dryer Ductwork. The ductwork within the wall behind your clothes dryer accumulates lint. If it is not cleaned it can catch fire from an errant spark, overheated machine, or even a lightning strike. Clean your dryer ductwork at least every other year. Many chimney sweeps provide this service.

Common Areas. In order to maintain the quality of the Glen and ensure common areas are maintained in a consistent manner, restrictions are in place regarding what residents can do.

When in doubt about doing something in common areas such as adding items to the flower beds, leaving personal articles in the common areas, and placing items on fences or having items in the patio area that are visible above the top of the fences, please check the Handbook or call Legum & Norman.

If you do not want the contractor to prune the shrubs around your unit, and you want to care for the front bed yourself, put a **red reflector** in the front bed. The contractor will continue to perform routine mulching and weeding, but shrub maintenance becomes a Co-Owner responsibility. If the shrubs are not properly maintained, the Co-Owner will be notified and will have 30 days to perform the necessary maintenance. If this is not done, the contractor will be directed to maintain the shrubs at the Co-Owners expense. Red reflectors can be purchased at most home improvement stores.

Crime. The battle against crime involves both the police and citizens. It is a widely accepted fact that “police cannot be everywhere”. For this reason, the effective functioning of a police department is dependent on citizen cooperation. We are lucky to live in a relatively crime-free area; however, we are not immune.

All Glen residents should be vigilant regarding suspicious activities in our community. The police

need to be aware of such activities in order to help us maintain security throughout the Glen. If you notice any suspicious activities you should call the police at 911 if it appears to be an emergency or at 703-558-2222 if it is not an emergency. Both of these numbers are answered 24 hours a day. In addition, please inform the Security Subcommittee (Dean Montanye at 703-379-6801 or Hal Vorhies at 703-820-2505).

If you have a general security concern that you feel should be brought to the attention of the police, please contact the Security Subcommittee. This is the most effective way of communicating Fairlington Glen concerns to the Police Department.

Keeping your front and back porch lights on at night enhances security throughout the Glen.

Dogs. Please keep your dog on a leash at all times, and do not tether a dog to an object in the common areas. Dogs are permitted to run free in designated “off-leash” exercise areas in Arlington County, including the one at Utah Field in Fairlington. Please pick up deposits left by your dogs and place them in the trash receptacles available throughout the Glen.

Emergency Preparedness. Residents should review their procedures for responding to emergencies including man-made threats and natural disasters. Emergency preparedness documentation provided by the Federal Emergency Management Agency (FEMA) can be found on the following web pages:

- Family Disaster Plan: www.fema.gov/library/famplan.shtm
- Disaster Supplies Kit: www.fema.gov/library/diskit.shtm
- Emergency Food and Water Supplies:
www.fema.gov/library/emfdwtr.shtm

Exterior Rodent and Pest Control. You can avoid attracting rodents by preventing access to food supplies. Residents can:

- Make access into homes difficult by putting screening around any ducts or holes in the outer walls.
- Dispose of pet food and litter promptly, in both the common areas and in your patios.
- Store trash and garbage on your patio in a closed receptacle if you cannot put it out for regular pickup.

The Glen has a contract with Triple “S” for exterior rodent control problems only. If you see mouse or rat droppings or have actually seen the critters, call 703-352-7738 and ask to speak to Amanda. Please do not try to get rid of them yourself. If you have an exterior general pest control problem (ants, termites, bees, wasps, yellow jackets, etc.) please call the maintenance office and leave a message for Ricky Solares.

Fairlington at 50. “Fairlington at 50—60th Anniversary Edition.” A history of Fairlington, along with photographs (1943-2003), authored by Glen resident Catherine Fellows, is available for \$20 from Sandy at 703-379-6860.

Fences. Our fences are part of the common areas and need to be cared for by all of us. Please do not:

- paint either inside or outside
- attach sheds

- hook planters over the top edge
- drape items over any portion

Flags. Residents flying the American flag should note that guidelines for its display require that it not be worn out, torn, or tattered. When no longer fit for display, it should be replaced and destroyed in a dignified way, preferably by burning.

Handbook. All residents and Co-Owners should have a copy of the Fairlington Glen Handbook dated November 1999. It is a very useful reference and provides information about condominium living, how we are organized, fiscal matters, Glen policies, variance rules and procedures, recreational facility rules, and even a section on the mechanics of your units. The handbook is also available online at the Fairlington Glen web site (accessed through www.fairlington.org).

Hot Water Heaters. Hot water heaters have a life expectancy of about 10 to 14 years and usually fail without warning. Because water feeds into a hot water heater constantly, any failure will result in an outpouring. If your hot water heater is getting old, you may want to consider buying a new one. In addition, before leaving your home for any length of time, consider turning off the water service to your hot water heater.

Insurance Deductible. The insurance deductible on the Glen's Master Policy is currently \$5,000 per occurrence and is the responsibility of the Co-Owner. All Co-Owners should advise their insurance agents and ensure that you carry coverage for the difference between the deductible on your homeowner's policy (e.g. \$250) and the Glen's \$5,000 deductible. Otherwise, you may find yourself paying for damages up to \$5,000 for floods, leaks, sewer backups, fires or other losses. The coverage under an HO-6 policy to cover repair or replacement cost of damage within a Co-Owner's unit below the Glen's Master Policy deductible is not something unique or difficult to obtain; however, since the levels of coverage provided vary widely, Co-Owners should confirm with their personal insurance agent and/or company that their HO-6 policy provides this coverage.

In addition, renovations to a unit are not covered under the Master Policy. These would only be covered under the homeowners' betterments and improvement clause to their individual homeowner policies. This applies to all types of unit renovations including kitchen and bathroom upgrades, basement and attic conversions, and any renovations made by a previous owner. All owners should check with their agents on a regular basis to ensure that improvements and betterments are adequately covered by their homeowner policies.

Internet. Fairlington Glen's web site is part of the overall Fairlington web site at www.fairlington.org, which itself is full of interesting information related to Fairlington and its individual villages. Visit www.fairlington.org/glenindex.htm for draft Board minutes, newsletters, and the Handbook. Please contact Alison Burns Trimble, Communications Director for the Glen, at alison@trimbles.net if you have comments on or suggestions for Fairlington Glen information on this site.

Kitchen Sink Backups. If you experience a backup of your kitchen sink, it is most likely the result of clogged pipes within the unit and is thus your responsibility. The best way to determine where the problem lies is to flush the basement toilet. If it flushes properly, the backup is not a sewer problem and the Co-Owner is responsible for efforts to clear the backup. Please coordinate with your neighbors regarding both the repairs and what should and should not be placed in the sink drain since you probably share a common pipe.

Landscaping in Common Areas. You can plant flowers and small shrubs in containers with some restrictions. Such containers should be placed so as not to obstruct pedestrian traffic in or out of

units, should be carefully maintained, and should not be placed in common plant beds, including those in front of your units. Trellises or other structures also cannot be placed in the common area beds. The Glen's landscape contractor provides edging around the plant beds unless a Co-Owner has an approved landscape variance. The Glen's policies on landscaping in common areas, found in the Fairlington Glen Handbook on pages 4-7 and 4-8, address plantings in front and side beds, containers/hanging plants, plant bed edging, use of red reflectors, and vines. Please note that vines such as ivy are not allowed on building facades and fences because of the damage they cause.

Common area trees are maintained by the Glen; please do not try to prune them yourself. Please protect our trees by not allowing children to use them for recreation by climbing on them or attaching swings to them. Notify the Landscape Subcommittee if you see a problem. Patio trees are the responsibility of the Co-Owner and should be kept trimmed so as not to impinge on roofs or gutters. If you want to plant a tree in your patio area, you should seek approval from the Landscape Subcommittee to ensure that it conforms with species appropriate to small spaces, and check with Ricky Solares to ensure that sewer and water lines are not affected.

Maintenance Office Contact. You can send an e-mail to the Maintenance Office at ricksolfg@aol.com. Please use e-mail for routine maintenance requests to ensure that Ricky Solares and his staff have a clear understanding of the problem, as well as the address and phone number of the affected resident.

The phone is available for emergencies or for those without an e-mail capability. If you need to contact Ricky Solares, the Landscape Subcommittee, or the Pool Committee, please call 703-820-9567. Please speak slowly and state your name, address, and phone number clearly as well as the purpose of your call. Consider repeating the information to ensure that it will be understood.

Meetings. Most Glen meetings are held in the Fairlington Community Center at 3308 South Stafford Street. **All residents are welcome.**

- 1st Tuesday of the month, 7:30 pm, Board of Directors
- 2nd Tuesday of the month, 7:30 pm, Finance Committee, at 3525B S. Stafford St.
(no meeting in October)
- 3rd Tuesday of the month, 7:30 pm, Buildings and Grounds Committee
(no meetings in August, November, and December)

Parking. Parking in all courts is restricted to lined spaces. Parking is not allowed in court entrances, in fire lanes, or on lawns and sidewalks. The curbs in the "no-parking" areas of the Glen have been painted with bright yellow paint. In addition, police are ticketing cars parked in "no-parking" areas on the streets in the Glen such as the handicapped access areas. Please avoid parking in areas that would inhibit access by emergency vehicles and other areas designated by the county as "no-parking" areas.

Particular care should be taken if you are moving in or out of a unit—make sure that you do not drive a trailer or other vehicle up on the grass. In addition, contractors and delivery personnel sometimes park in courtyard spaces other than those belonging to the unit they are servicing. Please ask your contractors and delivery personnel to park only in your space or on the street. Please let your guests know of these rules as well.

The alleys between courts are there for maintenance and emergency access. While residents can use the alleys for moving items from vehicles to units, parking for any length of time is not allowed and the vehicles are subject to towing.

Towing is only allowed from your assigned parking space. You must have a towing code (call Barbara Walsh at 703-848-4332). Cars parked on the grass, double parked, parked in the entrances to the courts, or impeding the flow of traffic in the courts can be towed by a Board member or an agent of Legum and Norman. Note that parking in front of the handicapped ramps to the sidewalks could result in a ticket from the Arlington Police, so play it safe and don't park there.

Since parking is a bit tight in the Glen, please be considerate of the other residents and try to maximize street parking. When you park on the street, park as close as you can to the cars in front or in back of you.

Phone Lists. The list of phone numbers and e-mail addresses for the Board, Court Representatives, and other Glen personnel is periodically published in the Glen Echo newsletter. You may find a recent copy on the website. If you do not have web access, contact Alison Burns Trimble at (703) 931-7096 for a paper copy. Changes to this list should be provided to Charlie Robbins at 703-998-6815 or at charles_robbins@hotmail.com.

Plumbing. Water leaks are expensive to the Glen and may waste thousands of gallons of water. Potential sources for leaks include washers in faucets and shower heads, washing machine hoses, ice maker lines, HVAC units, and dishwashers. It is recommended that residents inspect their homes quarterly. It is also prudent to equip showers, sinks, and tubs with drain screens to catch the debris, hair, and bits of soap that can cause clogs and back-ups.

During the inspection, residents should check all exposed pipes for leaks and check all faucets for leaks or corrosion. Inspection of the rubber connecting hoses for dishwashers and washing machines is essential since such hoses do not last forever. Because these hoses wear from the inside out, a visual inspection will usually not reveal any worn spots and these hoses should generally be replaced every three to five years, or sooner if evidence of rot appears.

The most substantial loss of water can come from our bathroom toilets:

- Your toilet may have a leak at the overflow pipe if water is still running into the bowl or if water can be heard running after the tank has stopped filling
- You may have a silent, plunger-ball leak. To test for a silent leak, drop some food coloring into the tank and wait ten minutes. If the food coloring appears in the toilet bowl, there is a silent leak.

When repairs are needed, Arlington County must cut off the main water valve whenever repairs are needed. If you have scheduled a plumbing repair that requires that the main water valve to the court be shut off, you must take the following steps:

- Contact Ricky Solares a week in advance
- Ricky will call the county to arrange the cutoff
- Ricky will advise you when the county can cut off the water
- Bring a check for \$25, payable to Fairlington Glen, before the cutoff date. The county will charge the Glen \$25 for every water cutoff, and will only bill the Glen since we hold the master account.

If you have a working-hours emergency, call Ricky to cut off the water and he will notify the county. If you have an after-hours emergency, call the county at 703-228-6555 and leave a message for Ricky

informing him of the problem and the actions taken. There will still be a \$25 charge for emergency cutoffs.

Unless you live in a Braddock unit, please secure your outside faucets (front and back) in order to prevent burst water pipes when the temperature drops and the weather remains cold. In the Barcroft units there is one valve to control both faucets located above the hot water heater in the utility room. For other units there are two valves—one behind the disposal under the sink for the patio faucet and one over the hot water heater in the utility room for the front faucet. To shut off the water, turn the valves off inside the unit and open the valves outside in order to drain the pipes and keep them from freezing. Leave the heat in your unit on to at least 55 degrees (even when you are away) to prevent broken pipes.

Repairs. The maintenance staff places cones, tape, and other indicators in areas that present a danger to personnel. Please do not remove these items. This could result in injuries and legal claims against the Glen.

Reporting Problems. You can contact Ricky Solares and the chairpersons of the Landscape Subcommittee and Pool committee by calling 703-820-9567. You can leave a message by pressing “1” for the Landscape Subcommittee and “2” for the Pool committee. To leave a message for Ricky, wait for the tone at the end of the recorded message or press “9” or “#” to end the recorded message and go to the tone. Please be courteous and don’t call these people at home. If you have an after-hours emergency maintenance problem or cannot reach Ricky after a reasonable time, please call Legum & Norman 24-hour emergency repair number at 703-600-6000.

Sewer Lines. While sewer backups are very infrequent due to the efforts of Ricky and his crew plus our sewer replacement and relining efforts, they still occur. We need to support ongoing efforts by keeping items that contribute to sewer backups out of the sewer system so that neither you nor your neighbors have to experience a backup. Please be considerate by not putting sanitary napkins, dental floss, baby wipes, paper towels, condoms, tampons, or diapers down the commode. Our sewers are designed solely for human waste. In addition, please inform your guests, house sitters, babysitters, etc. that our sewer lines are fragile and must be treated accordingly.

Trash. Trash should be put out during the week by 8 am and on Saturdays by 9 am. Large items are put out only on the first Saturday of the month and should be at the curb by 9 am. Because our street trees are fragile, care must be taken that nothing is done that will adversely affect them. We ask that you place large items for trash pickup on the first Saturday of the month at the entrance to your court in the vicinity of the court sign, but not at the base of our large trees and their roots.

Please do not put trash out the night before pickup or on Sundays since this will only provide a temptation to rodents, birds, and other pests. Trash will not be collected on the following holidays:

- January: New Year’s Day
- November Thanksgiving Day
- December Christmas Day

For recycling, materials that can be recycled are:

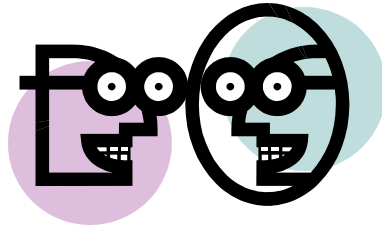
- Plastics with a 1 or 2 in the recycle symbol.
- Aluminum and tin cans with lids removed.
- Mixed glass including clear, brown, and green bottles and jars (not household items such as china, light bulbs, drinking glasses, etc.) Please remove plastic caps and rings.

- Newspapers in paper bags or tied with string (not in plastic bags since this adds to the recycling expense).
- Broken down corrugated boxes.

Please note the recycling of everything other than paper products does not need to be sorted prior to being placed in the containers. This is done after the recyclables are picked up so feel free to mix your glass, plastic, and aluminum. Please rinse all containers since containers with contaminants cannot be recycled. Please do not put recyclables in plastic bags.

Variances. Changes to a unit, including both exterior appearance and interior structural modifications, require permission from the Board prior to the start of work. If you desire to make any changes to your unit, please refer to Chapter 5 of the Fairlington Glen Handbook. If there is any doubt regarding the need for a variance, please check with the applicable individuals listed in the Handbook before taking action.

Washing Machine Hoses. Standard issue washing machine hoses eventually dry and become brittle, and can crack or burst. Most homeowners do not turn off the water to the washing machine when they have finished the laundry which puts constant pressure on these hoses. Since the faucets are open, if the hoses burst, water will flood your home until the faucets are turned off—a disaster at any time especially if you are not home. Consider replacing your old hoses with new, steel-reinforced hoses and consider turning off the water when the laundry is done. Any plumber can install a simple lever which will allow you to turn off your hot and cold water faucets.



I knew that!