

CMC
4840 Westfields Blvd. #300
Chantilly, VA. 20151

May 31, 2011

Dear Co-Owners of Fairlington Mews,

Enclosed you will find the following documents:

1. A letter from the Bylaws Committee Chair, Tami Anderson explaining the final revisions to the final draft version of the bylaws.
2. A ballot for voting on the bylaws- please do NOT fill this out or turn it in yet! Voting on the bylaws will begin after a special meeting is held immediately following the annual meeting which is on June 23, 2011 at 7:00 at the Fairlington Community Center.
3. A budget letter and copy of the operating budget, reserve budget, and variances in the reserve budget.
4. A revised agenda for the annual meeting to include the special meeting for the bylaw revision.
5. Candidate statements/resumes for the three candidates that are running for the three positions on the board: Jessica Johnston, William Gilmartin, and Tiffany Kudravetz.
6. A proxy for the 2011 annual meeting. The proxy will also be available on the website for completion and submission. We ask that you please send your proxies in as soon as possible- especially if you cannot attend the annual meeting- to help us reach quorum.

If there are any questions, I can be reached at 703-230-8579, or via email at jeglin@cmc-management.com.

Thank you,

Jason J. Eglin, CMCA, AMS
Portfolio Manager
CMC- Agent for Fairlington Mews

May 26, 2011

To: Fairlington Mews Co-owners

From: Tami Anderson, Bylaws Committee Chair

Many thanks go to those of you who came to the town hall meeting and participated in the discussion and to those who couldn't make it but sent comments. The committee, together with Pete Philbin our attorney, reviewed the draft and incorporated changes suggested at the meeting. As we did before, we tried to balance the individual co-owners' concerns with what, we felt, were the needs of the community. We also made some edits and re-wrote some of the paragraphs to provide more clarity. The entire revised document is now posted on our web site (Any co-owner who wishes to receive a hard copy of the draft of the revised Bylaws is asked to contact Jason Eglin at 703-230-8579). There will be a special meeting immediately following the adjournment of the annual meeting on June 23 at the Fairlington Community Center to officially open the voting to adopt the new bylaws. Please do NOT submit a ballot for the bylaws revision before the meeting, it will be considered invalid.

Here is the new language for the three major items we revised:

1. Article VII, Section 13 a (page 11):

Residential and Non-Residential Use. Units shall be used only for housing and the related common purposes for which the property was designed. A Co-owner or its tenant(s) residing in a Unit may conduct ancillary business activities within the Unit so long as:

- i. the existence or operation of the business activities is not apparent or detectable by sight, sound or smell from outside the Unit;
- ii. the business activity is legal and conforms to all zoning requirements for the Unit;
- iii. the business activity does not involve unreasonable visitation to the Unit by clients, customers, employees, suppliers or other business invitees;
- iv. the business activity does not increase traffic in the Council property in excess of what would normally be expected for residential Units;
- v. the business activity does not increase the insurance premium paid by the Council or otherwise negatively affect the ability of the Council to obtain insurance; and
- vi. the business activity is consistent with the residential character of the property and does not constitute a nuisance or hazardous or offensive use, nor threaten the security or safety of other residents.

2. Article VII, Section 16 (page 15): Amending section 15 – Other Rules and regulations.

Amendments. The restrictions contained in this Article VII, Section 15 may be amended by the Board with at least thirty (30) days notice to the Co-owners of the meeting in which the restrictions contained in this Article VII, Section 15 will be revised by the Board. The notice shall specifically state which restrictions are to be revised. The membership may, by submitting a petition signed by at least twenty five percent (25%) of the Eligible Co-Owners, request that the Board reconsider the proposed revisions. If a valid petition is submitted before the date the Board votes on such revisions, the vote will be suspended until the membership has been given an opportunity to discuss such proposed revisions at a special meeting of the board solely devoted to that purpose. If the membership, at a duly called meeting held for this purpose, repeals as required the amendments in this section, such amendments shall not be enforceable and the original restrictions that govern at the time of such meeting shall remain in effect. The membership meeting shall be held in accordance with the special meeting provisions contained in Article III, Section 2.

3. Article VII, Section 15, I, iii (page 14):

Generally, no tree or shrub may be taller than 20 feet in height. However, the Board may permit a tree to exceed this height limitation if, in the Board's sole determination, the Co-owner can demonstrate that the tree poses no threat to surrounding structures or property, and the Co-owner signs an indemnification agreement absolving the Council from liability in the event of injury or property damage (but only to the extent such injury or damage is not covered by proceeds of insurance carried by the Council).

Please remember that according to our current Bylaws, we need 75% of the co-owners to approve the new bylaws. I hope all of you will participate by casting your votes.

I would like to thank, again, the current and former committee members (Kim Baumgartner, David Biette, Chandra Burnside, Tom Corbin, Jayne Mayne and Seth Low) for the many hours they spent on this project and for their dedication to our community.

Sincerely,

Tami Anderson

May 31, 2011

Dear Fairlington Mews Unit Owner,

The Board of Directors for Fairlington Mews Condominium, at it's meeting on May 26, 2011, approved the Association's 2012 fiscal year budget (attached) which commences August 1, 2011. Assessment rate changes are as follows:

	<u>Old Rate</u>	<u>New Rate</u>
Arlington	\$382	\$394
Barcroft- inside	\$262	\$270
Barcroft- end	\$268	\$276
Bradford- inside	\$212	\$218
Bradford- end	\$217	\$224
Clarendon- inside	\$281	\$289
Clarendon- end	\$286	\$295
Dominion	\$349	\$360
Edgewood- inside	\$272	\$280
Edgewood- end	\$278	\$286
Essex- inside	\$234	\$241
Essex- end	\$239	\$247
Fairfax	\$220	\$227
Georgetown	\$245	\$252

These rates represent a 3% increase, slightly varied due to rounding. Our primary increases are insurance and reserve contributions. As our buildings and infrastructure age additional capital expenditures are needed. The Board continues to manage prudently to ensure these demands are met while keeping our Association on track.

Assessment coupons should be mailed to you by mid July. Please call CMC Customer Service Department at 703-631-7200 if you do not receive your coupons by then. An alternative to writing and mailing a check each month is to enroll in the Direct Debit Program where the amount of your monthly assessment is automatically debited from your checking account. If you are interested in the program, please contact the CMC Customer Service Department or download the form from www.cmc-management.com.

If you are already on the direct debit through the CMC program, you will not receive an assessment coupon book. The direct debit will start with the new fees in August, 2011. **NOTE:** If you are on a direct debit program with a financial institution other than CMC, you will receive an assessment coupon book which you may discard.

Sincerely,

Jason J. Eglin, CMCA, AMS
Portfolio Manager, CMC- Agent for Fairlington Meadows
703-631-7200

Attachments: FY 2012 approved Budget

FAIRLINGTON MEWS ANNUAL BUDGET

Working Capital	FY 2010	FY 2011	FY 2011	FY 2012	FY'12 vs FY'11	
	Audit	Budget	Projection	Budget	Budget	
					\$	%
Condo fees	879,660	913,325	913,510	940,725	27,400	3%
Investments	42,354	37,300	37,032	31,234	(6,066)	-16%
Miscellaneous	554	540	583	540	0	0%
INCOME	922,568	951,165	951,125	972,499	21,334	2%
Miscellaneous	7,351	2,700	2,586	3,700	1,000	37%
Legal Fees	20,918	10,000	13,773	5,000	(5,000)	-50%
Legal Fees collection lien	5,866	1,500	3,560	1,500	0	0%
Other Collection	4,299	5,000	5,002	4,000	(1,000)	-20%
Auditor	4,400	4,500	4,500	4,600	100	2%
Management Contract	59,312	61,188	61,188	63,020	1,832	3%
Management Reimbursements	5,739	8,900	5,203	3,500	(5,400)	-61%
Bids Studies	4,080					
Income Tax	7,967	11,500	11,500	11,500	0	0%
Insurance Contract	39,748	45,000	44,281	53,700	8,700	19%
Insurance Losses	20,708	2,500	776	2,500	0	0%
Water Sewer	145,613	170,000	140,034	160,000	(10,000)	-6%
Electricity	7,829	9,000	7,221	8,500	(500)	-6%
Lawn/grounds	55,716	56,264	56,268	57,390	1,126	2%
Snow	36,105	10,000	13,718	10,000	0	0%
Janitorial	7,200	7,638	7,473	7,867	229	3%
Trash	39,490	41,200	40,386	41,200	0	0%
Pest	1,705	2,000	1,797	2,000	0	0%
Pool	36,217	36,875	28,780	38,166	1,291	4%
Trees	9,722	12,500	21,101	15,000	2,500	20%
Landscape	4,431	17,500	12,223	17,000	(500)	-3%
General Maintenance	50,459	55,000	50,341	55,000	0	0%
Supplies, Equipment	9,598	3,000	5,572	6,000	3,000	100%
Roof Maintenance	21,728	12,000	6,121	7,000	(5,000)	-42%
Plumbing	2,095	1,500	3,245	1,500	0	0%
Electric Maintenance	8,119	5,000	6,658	5,000	0	0%
Bad Debt	2,347	2,000	4,454	2,000	0	0%
Pool Maintenance	6,081	6,000	2,403	2,000	(4,000)	-67%
Recreation		900	600	1,250	350	39%
Profit (Loss)	(20,365)		40,361			
Reserve Contributions						
Operating	0	8,500	8,500	0	(8,500)	-100%
Replacement	318,090	341,500	341,500	382,606	41,106	12%
EXPENSE	922,568	951,165	951,125	972,499	21,334	2%

MEMBERS EQUITY	2010	2011	2012	2013	2014	2015	2016
Operating Reserve							
End of last year	207,676	220,176	235,276	235,276	242,334	249,604	257,092
Contribution		8,500		7,058	7,270	7,488	7,713
Transfer	12,500	6,600					
End of this year	220,176	235,276	235,276	242,334	249,604	257,092	264,805
Exhibit C 25% of condo fee			235,181				
Replacement Reserves							
End of last year	995,647	1,020,252	1,249,158	1,234,764	968,864	781,264	518,564
Contribution	318,090	341,500	382,606	429,100	445,400	462,300	479,900
Expense *	(293,485)	(148,720)	(397,000)	(695,000)	(633,000)	(725,000)	(714,000)
Transfer		36,126					
End of this year	1,020,252	1,249,158	1,234,764	968,864	781,264	518,564	284,464
Unappropriated							
End of last year	75,591	42,726					
Transfer or loss	(32,865)	(42,726)					
End of this year	42,726	0					
TOTAL							
End of last year	1,278,914	1,283,154	1,484,434	1,470,040	1,211,198	1,030,868	775,656
Contribution	318,090	350,000	382,606	436,158	452,670	469,788	487,613
Expense	(293,485)	(148,720)	(397,000)	(695,000)	(633,000)	(725,000)	(714,000)
Transfer or loss	(20,365)						
End of this year	1,283,154	1,484,434	1,470,040	1,211,198	1,030,868	775,656	549,269

***BUILDING**

Door Common Entrance							30,000
Paint Finishes Doors		16,495				23,000	
Paint Courts 1-6; 7-11; 12-15 4668-4680	41,275		75,000	78,000	81,000		88,000
Roof Gutters Downspouts		73,000					
Walls, Masonry, Repoint	183,448		187,000	194,000	201,000	209,000	217,000
Carpet						99,000	103,000
Interior Paint Finishes				72,000			
				27,000			

PROPERTY

Asphalt Pavement new			120,000	125,000	130,000	135,000	140,000
Sidewalks Decks Handrails	3,500	11,270	15,000	18,000			19,000
Fence, Wood Privacy					221,000	230,000	
Light Poles Rewire	7,513						46,000
Sewers Domestic	44,760	5,182				24,000	
Site Drain	6,714						

RECREATION

Playground Ruber Landng Surface				28,000			
3 Court update		18,800					
Activity Court additions		2,800					
Tennis Court-S Color Coat				7,000			
Tennis Court-D Surface				40,000			
Pool Concrete Deck				55,000			
Fences (3)				19,000			71,000
Pool Furniture		21,173					
Pool Mechanical Eqpt				4,000		5,000	
Pool Restroom				28,000			
Pool Structure & Deck	6,275						

2012 Budget

The Board approved a **3% 2012 increase**; lower than our 3.79% 2011 increase. Insurance is our major Working Capital increase for 2012. In April, the Board approved transferring \$42,726 from our Unappropriated Members Equity to our Operating and Replacement Reserves. With that transfer and our 2012 contribution, we are slightly ahead of the Reserve Study. As required by our revised Bylaws below is an explanation of variances.

Differences from 12/14/2009 Reserve Study

2011	Study Projected Difference			
Building				
Paint Finishes Doors	19,701	16,495	(3,206)	
Roof Gutters Downspouts	<u>179,740</u>	<u>73,000</u>	<u>(106,740)</u>	1 roof replaced
Property				
Sidewalks Decks Handrails	27,847	11,270	(16,577)	Board reassessed Reserve Study plan meeting our needs
Sewers Domestic		<u>5,182</u>	<u>5,182</u>	Unforeseen repair
Recreation				
Tennis Courts update		<u>18,800</u>	<u>18,800</u>	Board approved Recreation Committee proposal
Activity Court Additions		<u>2,800</u>	<u>2,800</u>	Update tennis courts & add "Activity" to single court
Pool Furniture		<u>21,173</u>	<u>21,173</u>	Expense initially planned for 2010
Total	<u>227,288</u>	<u>148,720</u>	<u>(78,568)</u>	
2012				
Building				
Paint 1/3rd of Courts	75,421	75,000	(421)	
Roof Gutters Downspouts	<u>186,570</u>	<u>187,000</u>	<u>430</u>	Board annually estimates 2 roof replacements
Property				
Asphalt Pavement Repair	43,863		(43,863)	Board approved starting phased Parking lot replacement
Asphalt Pavement New		<u>120,000</u>	<u>120,000</u>	rather than continuing repairs
Sidewalks Decks Handrails	27,847	15,000	(12,847)	Board reassessed Reserve Study
Recreation				
Playground Rubber Surface	28,014		(28,014)	Board reassessed Reserve Study
Tennis Court-D Color Coat	6,626		(6,626)	See 2011 change
Pool Mechanical Eqpt	<u>3,987</u>		<u>(3,987)</u>	Board reassessed Reserve Study
Other				
Reserve Study	4,200		(4,200)	Operating budget item between 2013 & 2015
Total	<u>376,528</u>	<u>397,000</u>	<u>20,472</u>	

FAIRLINGTON MEWS COUNCIL OF CO-OWNERS
ANNUAL MEETING
THURSDAY JUNE 23, 2011
7:00 PM

AGENDA

- A. Roll Call (Sign-In and Certification of Quorum)
- B. Proof of Notice of Meeting
- C. Approval of 2010 Annual Meeting Minutes
- D. Reports
- E. Election of Inspectors of Election
- F. Election of Director(s)
- G. Presentation of Budget
- H. General Discussion
- I. Announcement of the results of the Election
- J. Approval to destroy the Ballots in thirty (30) days
- K. Adjournment
- L. Roll Call for special meeting to consider amendment to the Bylaws.
- M. Proof of Notice of Special Meeting
- N. Discussion of proposed amendment
- O. Adjournment of special meeting.

FAIRLINGTON MEWS BOARD OF DIRECTORS
CANDIDATE STATEMENT

NAME: Jessica C. Johnston
ADDRESS: 4672B 36th Street South Arlington, VA 22206

EDUCATION: Please see my attached resume.

EMPLOYMENT: Please see my attached resume for employment history. I currently work for Boston Scientific, a medical device company, and manage their state government affairs program.

EXPERIENCE: In terms of board experience, I have yet to sit on a board both personally and professionally, however, and as my employment history demonstrates, I have a strong ability to work in a team environment, drive strategies towards solutions and manage projects, all of which are qualities that I think would add value as a board member.

COMMENTS: Other than my comments listed above, I have lived in Fairlington for over three years now. This is truly an amazing place to live and own a home – to that end, I think there are some aspects of the community and management of the property that are simply fantastic, and as with anything in life, there are areas for improvement too. I would certainly like to be more involved in the process, assist in any way I can with decisions related to property management, upgrades etc., and perhaps lend more support to continuing to make living here in the Fairlington Mews a safe and happy experience.

RETURN THIS FORM TO:

Mr. Jason Eglin, Community Manager, CMC, 4840 Westfields Blvd. Chantilly, VA. 20151 or by e-mail to jeqlin@cmc-management.com no later than 5:00pm May 30th, 2011.

EXPERIENCE

Boston Scientific , Washington, D.C.

Manager of State Government Relations

April 2010 – Present

- Provide strategic planning, development and execution of state and local government affairs initiatives through mixture of policy development, regulatory reform, and proactive and reactive legislative efforts for a 25,000 employee corporation focused on the development, refinement and production of less-invasive medical devices.

National Strategies, Inc., Washington, D.C.

Senior Government Affairs Consultant

November 2008 – April 2010

- Direct internal and external team strategy on behalf of clients including message development, competitive and political positioning, association strategy, advisory board or partner development tactics, community relations and/or coalition-building efforts to drive implementation of legislative, regulatory or procurement efforts.
- Manage and maintain relationships with a network of 2,000+ U.S. state and local government lobbyists for the purposes of driving client engagements and specific legislative, regulatory, procurement and public affairs efforts.
- Develop, implement and manage client government affairs plans to ensure timely deliverables, efficient utilization of lobbyist resources, maximization of budget and ongoing strategy development.
- Attend political association meetings and conventions both inside and outside of Beltway to monitor government affairs best practices, impact of hot legislative issues and ongoing political changes that have the ability to affect client initiatives.

Juvenile Diabetes Research Foundation International, Washington, D.C.

National Manager, Grassroots Outreach

July 2007- November 2008

- Managed a nationwide network of 200+ volunteers to support various state, local and national advocacy initiatives and legislative efforts relating to important type 1 diabetes issues.
- Focused on strategic grassroots advocacy plan development and implementation to support organization's immediate and long-term legislative efforts and goals, particularly related to funding for diabetes research.
- Planned and executed 300+ attendee fly-in event and lobby day to support JDRF's top federal funding issues for 2007/2008.
- Developed and launched unprecedented online social networking tool for type 1 diabetes individuals and their families, as well as state-based volunteer training/educational program to spur advocacy network growth and increased awareness of diabetes-focused advocacy efforts in state and local markets.
- Provided strategic direction and support to international chapters on U.S. efforts for foundational government affairs and advocacy program development.

DCI Group, LLC, Washington, D.C.

Deputy Field Director, Account Manager, War Room Project Manager

August 2004 - July 2007

- Built, managed and maintained relationships with a nationwide network of 700+ state and local lobbyists for the purpose of driving political and corporate multi-state and federal issue campaigns.
- Managed daily policy writing, research analysis, media approval process, website management and issue messaging support to state consultants and corporate clients on various grassroots, grasstops and media-focused campaign efforts start to finish.
- Provided strategic direction and implementation of public affairs and coalition-building efforts to support client initiatives, products and services.
- Managed complex data entry, maintenance of daily clips, targeted national and local media outreach, organization of press conferences and lobbying/Capitol Hill events, and outreach to third party partners on behalf of clients.

EDUCATION

Georgetown University, Washington, D.C.; Bachelor of Arts, May, 2005.

Study Abroad: Florence, Italy, 2003; Fundraising outreach upon return for University's Villa Le Balze, Florence, Italy, 2004-2005.

COMPUTER SKILLS

All Microsoft Office and Internet Explorer applications and functions; social media platform participation; various media, consultant and advocacy campaign tracking software.

Attachment:
Candidate Statement

FAIRLINGTON MEWS BOARD OF DIRECTORS
CANDIDATE STATEMENT

NAME: William J. Gilmartin

ADDRESS: 4650 36th Street So., B-2

EDUCATION: B.A. College of the Holy Cross

EMPLOYMENT: Senior Policy Advisor-Industry Relations, National Association of Realtors

EXPERIENCE: Lobbyist, Jefferson Government Relations, 1995-2007;

Assistant Secretary for Congressional Relations, HUD, 1993-1995;

Legislative Director, U.S. Rep. Bob Traxler, 1986-1993

Member, Adams County (PA) Housing Authority, 1997-2006

COMMENTS: (use this space and the back, if necessary, to describe any comments, views, etc., relevant to the Board election)

First looked at Fairlington homes in 1970's; have admired the community ever since. Finally had the opportunity to buy a home in the Mews in 2007 and living here has met and exceeded every expectation. The beautiful grounds, the solid and well-maintained buildings and the palpable sense of community continues to impress me. I'd like to contribute to the continued success of the Mews.

RETURN THIS FORM TO:

Mr. Jason Eglin, Community Manager, CMC, 4840 Westfields Blvd. Chantilly, VA. 20151 or by e-mail to jeglin@cmc-management.com no later than 5:00pm May 30th, 2011.

FAIRLINGTON MEWS BOARD OF DIRECTORS

CANDIDATE RESUME

NAME: Tiffany A. Kudravetz
ADDRESS: 3414 S. Wakefield Street

EDUCATIONAL BACKGROUND:

University of Virginia, B.A.
Penn State Dickinson School of Law, J.D.

EMPLOYMENT: Volunteer Arlington, Arlington County, VA

PERTINENT EXPERIENCE:

Fairlington Mews Board of Directors, 10/10 – present

- Treasurer (10/10 – present)
- Finance Committee Member (10/10 – present)

Arlington County Fair, Inc., 11/08 – present

- Board of Directors
 - Chairperson (11/10 – present)
 - Secretary (11/09 – 11/10)
 - Indoor Vendors Co-Chair (11/09 – 11/10)
 - Technology Chair (11/08 – 11/10)

Arlington Community Volunteer Network, 9/08 – present

- Chairperson (5/10 – 3/11)

Leadership Arlington *On Board* Training, 8/09

COMMENTS: In October 2010, I filled a vacancy on the Fairlington Mews Board of Directors and was immediately assigned the role of Treasurer. Getting more involved in the community has been a rewarding experience, as I have met many of my neighbors and I understand the many details that must be addressed to keep our association successful. While there is still much to learn about our fiscal policies and procedures, I have truly enjoyed working with our Community Manager and members of the Finance Committee to ensure that we uphold the highest standards in our accounting procedures and to prepare a 2012 budget that is realistic, fiscally responsible, and representative of the needs of our community. I would be honored to continue serving on the Mews Board.

RETURN THIS FORM TO:

Jason Eglin, Community Manager, 4840 Westfields Blvd. #300 Chantilly, VA. 20151, by fax to 703-631-9786, or by email to jeglin@cmc-management.com.

FAIRLINGTON MEWS COUNCIL OF CO-OWNERS
ANNUAL MEETING
JUNE 23, 2011

PROXY

NAME(S) OF OWNER(S) _____

UNIT ADDRESS _____

KNOW ALL PERSONS BY THESE PRESENT, that I/we the undersigned Co-Owner(s), subscribers to the By-Laws of the Fairlington Mews Council of Co-Owners, do hereby constitute and appoint the Board of Directors or _____ as my/our true and lawful attorney, substitute and proxy for me/us in my/our name, place and stead to represent me/us at the Annual Meeting of the Fairlington Mews Council of Co-Owners, to be held on Thursday **June 23, 2011** at 7:00 PM, at the Fairlington Community Center. The address is 3308 S. Stafford Street, Arlington, VA 22206 or at any adjournment thereof, with the right to vote and exercise all the power that I/we, the undersigned, would possess if personally present.

CO-OWNER SIGNATURE

CO-OWNER SIGNATURE

I hereby vote for the following candidates (vote for no more than three (3) candidates):

_____ Tiffany Kudravetz

_____ William Gilmartin

_____ Jessica Johnston

_____ Write-In

Check here if this proxy is for quorum purposes only.

NOTE: This proxy should be executed only if you will not be able to attend the Annual Meeting. This proxy may be given to a neighbor, your court representative, a Board Member, or other persons attending the Annual Meeting. If desired it can be scanned and emailed to jeglin@cmc-management.com, mailed to CMC Attn: Jason Eglin, 4840 Westfields Blvd. #300 Chantilly, VA. 20151, or you can fax it in to 703-631-9786. **Please remember that you have given the proxy holder the right to vote as he/she sees fit- unless this is for quorum purposes only.**

You also have the option of completing the form online at <http://www.fairlington.org/mewsindex.htm> (click on link to Proxy Form On Line) and either emailing the completed form to Jason or printing out the form and mailing it to the address above.