
Fairlington Commons Newsletter

3367 S. Wakefield Street, Arlington, VA 22206

May 2005

Community Liaison A Reality

The Board of Directors is pleased to announce that, as of June 1, 2005, the Community Liaison will be a reality! All legal issues have been settled and the Board is now accepting résumés for those who are interested in this new contract position. Some in the community have expressed interest, but the Board does request that serious applicants respond to this announcement with a closing date of **Sunday, May 22, 2005**. Please respond with your résumé and a cover letter explaining why you are qualified for the position.

Below you will find a summary of the duties that the Community Liaison will perform. For a full, detailed schedule of exactly what is expected, please go to www.fairlington.org/commonsindex.htm

The Independent Contractor will:

1. Receive service requests from owners, residents, and the agents of owners through mail, e-mail, telephone, and occasionally in person.
2. Identify unreported service needs through personal observation and communicate them to the Council.
3. Direct requests to the appropriate party--contractor, the Board, the pool manager, or in the case of invalid requests back to the person making the request.
4. Acknowledge receipt of service requests and provide the requestor information about when the work is expected to be performed based in communication with the contractors.
5. Follow up to ensure that work is performed adequately in a timely manner. This includes monitoring the contractors, informing the residents/owners requesting the service that work has been completed, receiving feedback from the residents/owners about the work reported as complete and reporting to the Board.
6. Perform or manage certain routine, administrative tasks. These tasks may include pick-up of mail, delivery of newsletters, mailing of meeting notices and proxies, and coding bills.

If you are interested in responding to this contract proposal, please drop the appropriate items in the Commons mailbox at 3367 South Wakefield Street by **Sunday, May 22, 2005**. Candidates who are being considered for the contract will be contacted for an interview that same week.

Tot Lot Progress

The Fairlington Commons Tot Lot Renovation Group has been hard at work on a renovation plan for the current site, located on Wakefield Circle. Many options have been discussed and the Board is currently reviewing all of them so decision can be made allowing this renovation to proceed in plenty of

time for this renovation to be enjoyed by the community. Full details will be made available in the next issue of the *Fairlington Commons Newsletter*.

If you have any questions or concerns about this process, please contact Wayne Winterling.

Commons Updates

2005 Painting Cycle

Fairlington Commons paints the exterior of each unit every three years. As of May 1, John Healy has started painting. If your unit is listed below, be aware that Commons' painters will let you know when they will be working on your unit, giving you the chance to take down storm windows for window trim painting. Exterior painting is limited to window trim, front /back doors, and trim around the entire house. At this time, due to the decades of paint, it is *not* possible to scrape and strip existing paint to the wood. However, this is an issue that the Board is actively working on right now. The 2005 list follows:

South Utah Street – 34 Units

3220	3232	3250	3264	3276	3288
3222	3234	3254	3266	3278	3290
3224	3236	3256	3268	3280	3292
3226	3238	3258	3270	3282	
3228	3244	3260	3272	3284	
3230	3248	3262	3274	3286	

South Wakefield Street – 22 Units

South Wakefield Street – 20 Units

3300 A&B	3310 A&B	3322	3301 A&B	3309	3337 A&B
3302	3314 A&B	3324 A&B	3303	3311 A&B	3339
3304 A&B	3316	3336 A&B	3305 A&B	3321 A&B	3341 A&B
3306 A&B	3318 A&B		3307 A&B	3323 A&B	3343
3308	3320 A&B				

Roofing Update

The Commons has undertaken widespread roof repairs this spring. Benjamin T. Kenney & Sons has completed work on the following buildings:

South Wakefield Street	South 34th Street
3304 A&B	4619-27
3315	4659-61
3337 A&B	4675
3339	4687
3346 3350-52 A&B	

The Commons has contracted for the replacement of the roof at 3305 A&B South Wakefield. The Board has also received a proposal for the replacement of the roof at 3323 A&B South Wakefield. That work will begin once the ground is sufficiently dry to support the equipment.

Looking down the road, the Mr. Kenny has given the Commons a life expectancy on all slate and tile roofs in the Commons. This enables the Board to develop a plan to repair roofs that are inherently sound and replace roofs with limited life expectancy. It also will enable the Board to spread out the work and minimize spikes and troughs in the roofing budget.

2005 Recreation

The 2005 recreation season will be launched officially with the opening of the pool on **May 28**. Watch this newsletter for event announcements, including the return of the dive-in movie. The Board thanks Bernie Weaver for his stewardship of the pool.

Please note that the combination for the tennis court lock is XXXX. Please do not share this information with people who are not residents or Co-owners in the Commons.