

## HISTORY OF THE MEADOWS

When The Meadows held their grand opening on July 10, 1971, over 6000 people came and bought 62 homes in less than 48 hours. Built by John R. Minchew and advertised in newspapers as THE AFFORDABLE DREAM, the community's opening brought house hunters from morning until dark to see the five models. It took four traffic officers to direct the steady stream of cars and buyers who bought nearly two million dollars worth of real estate during those first two days.

They saw one- and two-story townhouses which were priced from \$23,950.00 to \$27,500.00, including fully-equipped all electric kitchens, up to two and one-half baths, wall-to-wall carpeting, beamed family rooms, patios or balconies, air conditioning and washer-dryer combinations.

The original builder spent considerable time studying various concepts of town houses throughout the country before undertaking the building of this condominium community. Such one- and two-story townhouses -- the two-story ones straddled atop the rambler-styled one-level units -- are now in evidence at other places around us, including a development in Warrenton, VA. In 1971, however, this was a new concept. The creation of The Meadows represented the Minchew firm's most ambitious project and utilized the talents of a large staff of highly skilled experts combining good management principles with research, design and imagination.

Prior to building The Meadows, Minchew had been building award-winning single family detached homes, such as those at Westgate at Mt. Vernon, Camelot near Annandale and Wayside in Vienna.

In 1972, Phase II was built and finally, in 1974, Phase III began construction. Phase III was completed by Yeonas as Minchew had sold out to them in 1974.

On opening day prices were as follows:

\$23,960 - Dogwood - 2 Bedroom	\$26,950 - Cedar - 3 Bedroom
\$24,500 - Elm - 2 Bedroom	\$27,200 - Aspen - 3 Bedroom
	\$27,500 - Birch - 3 Bedroom

Before The Meadows was sold out (618 Units), price lists had been changed 18 times and the final price list, dated March 15, 1974, showed a range in prices from \$31,900 to \$36,950.

As for the community, at that time the Post Office was in a trailer next to the old McDonalds. The only grocery store was the original Giant, located at the Newgate Shopping Center and there was no public transportation service. Payne's farm (directly behind The Meadows to the south) was a working farm and you could watch the cows grazing on the hill from your window. Hunter Hardware was the only hardware store in the area and the old Centreville Pharmacy had their original lunch counter where you could linger over a cup of coffee. There have been many changes over the years, including the cost of housing. In the past, homes in The Meadows have sold for over \$100,000 but as in 1971, it is still an AFFORDABLE DREAM.

## PART I

### CONDOMINIUM LIVING IN THE MEADOWS

#### Introduction

As a Meadows Resident, you share in all of the mutually beneficial aspects of the community: recreation facilities (including the Clubhouse and pools), Common Elements, community social functions and activities. On the other hand, there are several mutually required responsibilities that all Meadows Residents share-- observance of community rules which include subjects such as pet restrictions, trash, parking, noise control, and architectural modification. There is also a responsibility for all Residents to voluntarily participate in some capacity within your community, either on the various committees that help the community run smoothly or by doing your share privately. The standing committees in existence are Administrative Support, Contracts, Community Relations, Grounds and Landscaping, Buildings and Architectural Review, Safety and Security, Social and Recreation and Pool.

Remember, you do not have to be a Unit Owner to volunteer to serve in your community.

In fact, with approximately 40 percent of Meadows Residents being non-owners, we cannot survive as a community without non-owner Resident help, support and participation. It will take the effort of ALL RESIDENTS -- owner and non-owner alike -- to continue to make The Meadows the kind of place that we can all enjoy living in.

The only restrictions placed on non-owner Residents are that they cannot serve on the Board of Directors and cannot vote at the Annual Meeting (unless given a proxy by the Unit Owner). Non-owners can serve as a committee chairperson and are encouraged to volunteer to serve as committee chairpersons or committee members.

Just a reminder, The Meadows is in need of volunteers to serve-- as committee chairpersons or members. Please contribute some of your time to your community. If you are interested in volunteering in ANY capacity, please contact the Meadows Office at 703-830-4464 and leave your name and phone number. A representative from the Board of Directors will contact you.

Condominium living is unique since it requires care and share in the community -- let's continue to make The Meadows a successful condominium community through the combined efforts of all Residents.

## SECTION I

### UNDERSTANDING YOUR COMMUNITY

To derive maximum benefit and enjoyment from owning a home in a condominium community, it is important that we all understand what condominium ownership means and how our community is governed.

Our Master Deed and By-Laws are our governing documents (often referred to as "condominium instruments"), and are recorded among the land records of Fairfax County. They are the legal documents which determine our individual and co-ownership and provide for the governing of the condominium.

#### CONDOMINIUM OWNERSHIP

The word "condominium" refers to a form of property ownership which has been used for centuries in Europe but only became widespread in the United States in the late 1960's.

Just like the owner of a single family home, the condominium Unit Owner is the sole owner of his home, holding title in fee simple.

The Master Deed sets forth the Horizontal and Vertical Boundaries of a Unit but simply put, you own the interior of your Unit, including the walls, windows, doors, sanitary installations, cabinets, appliances and all other accessories which serve your Unit.

In addition, the condominium Unit Owner holds an ownership interest in other property, including all the land upon which the entire condominium is developed and all of the buildings, except those portions of the buildings contained within the boundaries of a residence. The property owned in common is called the COMMON ELEMENTS.

The ownership interest each owner has in the Common Elements cannot be separated from his ownership interest in his Unit. Thus, the share of Common Elements is characterized as an undivided interest. It is this ownership of an undivided interest which distinguishes condominium ownership from other forms of property ownership.

The ownership of an undivided interest in the Common Elements, called a percentage interest, also gives the Co-Owner the right and responsibility to participate in the control of the Council of Co-Owners. The obligation to pay a defined share of the expenses

of operating and maintaining all of the Common Elements is among these responsibilities, and is according to the percentage interest.

## SECTION II

### HOW THE MEADOWS IS GOVERNED

Condominiums are frequently referred to as "democratic sub-societies"--in addition to Federal, State and County laws they have their own set of "laws" (By-Laws, Policy Resolutions and Rules and Regulations) which provide for the governing of the condominium.

Like many towns and cities, the citizens (Co-Owners) elect their councilmen (the Board of Directors) who, in turn, employ a town or city manager (the Management Agent). In addition, The Meadows employs an on-site Property Manager.

THE COUNCIL OF CO-OWNERS is composed of each and every Unit Owner (Co-Owner) of The Meadows and is the organization responsible for governing the condominium. Each Unit is allocated a percentage vote, regardless of the number of owners of the unit.

The Annual Meeting is held at the end of the year, usually in December. Unit Owners receive prior written notification of the time, date and place of the meeting. It is at this meeting that members of the Board of Directors are elected, by majority vote of those Unit Owners present in person or by proxy.

THE BOARD OF DIRECTORS is the governing body of the Council of Co-Owners and is composed of nine Unit-Owners. As "trustees" for each Unit Owner's interest in the Common Elements, the Board oversees the operations of the Council and enters into all contracts and hires all employees on behalf of the Council.

Board meetings are held on the third Thursday of the month, at 7:30 PM at the Clubhouse unless otherwise designated. Board meetings are open. All Co-Owners, as well as non-owner Residents, are encouraged to attend to learn more about the community, express their interests and concerns and become aware of the many complex problems the Board has to resolve.

It is important to remember that Board members are volunteers (with regular jobs and families, just like you) and are not compensated in any monetary way for the many hours of their own personal time they devote to the community.

While the Board has an overall fiduciary responsibility to the Council and remains the "decision-making body", they employ a Management Agent and a Property Manager to assist in the task of managing the condominium.

THE MANAGEMENT AGENT, in concert with the Board of Directors, assumes the responsibility of all of the day-to-day financial, personnel and property management of the condominium.

THE PROPERTY MANAGER is an on-site employee of the Council who oversees the day-to-day administration and maintenance of the condominium.

All questions concerning the community and all requests for service/repairs to the Common Elements should be directed to the On-Site Property Manager.

### SECTION III

#### HOW SERVICES ARE FUNDED

As you will see from the listing in Section IV, the Council of Co-Owners provides many services for the Residents of The Meadows. These services are funded by the assessment paid monthly by each Unit Owner.

Each year the Board of Directors, with the assistance of the Management Agent, develops an annual budget for the upcoming year. Unit Owners are afforded the opportunity to provide input into the budget by attending special budget meetings, which are announced in the Meadow Lark. The budget year runs on a calendar year basis.

In addition to the expenses which must be met in the coming year, the Board of Directors must also include in the budget adequate sums for reserves to cover major repairs and replacement of Common Elements such as roofs, streets, sidewalks, curbs and gutters, etc. Operating expenses and reserves together make up the common expenses.

The common expense, multiplied by your percentage interest, is the annual assessment on your Unit. This assessment is payable in twelve (12) monthly installments. Direct debit payment from your personal account to the association's account is available through the Management Agent.

NOTE: ASSESSMENT PAYMENTS ARE DUE ON THE FIRST DAY OF EACH MONTH. A LATE CHARGE OF \$25.00 WILL BE IMPOSED ON PAYMENTS RECEIVED AFTER CLOSE OF BUSINESS ON THE 10TH DAY OF THE MONTH IN WHICH DUE. PLEASE REFER TO POLICY RESOLUTION No. 96-22 (SENT TO ALL CO-OWNERS) AND TO RULE 4 OF SECTION I OF THE RULES AND REGULATIONS FOR DETAILED INFORMATION ON LATE FEES.

Past due notices are mailed to delinquent Unit Owners when their account is 10 days delinquent, 30 days delinquent and 45 days delinquent. Failure to receive past due notices (or payment

coupons) in no way relieves the Unit Owner of his or her obligation to make timely payments.

The Management Agent furnishes each Unit Owner with a packet of monthly payment coupons. Each payment should be accompanied by the appropriate coupon, and your check should be made payable to The Meadows.

#### SECTION IV

##### COUNCIL SERVICES - OWNER RESPONSIBILITIES - GENERAL LIABILITIES

###### BUILDING MAINTENANCE

EXTERIOR -- Exterior building maintenance provided by the Council includes, but is not limited to, roofs, gutters, downspouts, siding, shingles and other building components which are Common Elements. Painting is provided on a four-year cycle and includes Co-Owners doors and windows.

OWNER RESPONSIBILITIES -- Maintenance and repair of rear patios and balconies, all Unit windows and doors (including screens), awnings and fences installed by Unit Owners.

INTERIOR -- All of the repairs of internal installations within a residence, such as water, light, power, sewage, telephones, air-conditioners, sanitary installations, doors, windows, lamps and all other accessories belonging to a residence shall be the CO-OWNER'S maintenance responsibility.

###### CLUBHOUSE AND SWIMMING POOLS

All unit owners whose condominium fees are current may use the amenities. A current pool pass is required for entry to the pool area.

###### CLUBHOUSE:

- oo Offers one party room, which is available for reservation by adult Residents whose Unit's condominium fees are current. Reservations must be made in advance. The use fee is \$25.00 and a security deposit in the amount of \$150.00 is required. The security deposit is refundable after the room has been inspected and found to be free of any damages. All monies must be paid by two separate checks, one for the fee and one for the deposit. Checks and signed forms must be in The Meadows Office at least one week prior to the desired reservation date. No late requests will be honored.
- oo Your signature is required on the Reservation Agreement. Non-owner Residents must secure the

signature of their landlord/Co-Owner.

- oo The Clubhouse may not be reserved for any activity for which a fee or admission charge is made either at the door or prior to the time the activity takes place.
- oo Smoking and alcoholic beverages are prohibited in the Clubhouse, lobby, patio and restrooms.
- oo Arrangements for reservation of the Clubhouse may be made by calling The Meadows Office at 703-830-4464.
- oo Any illegal activity or activity in violation of Council Rules and Regulations conducted in the Clubhouse automatically results in suspension of activity privileges pending review by the Board of Directors.

SWIMMING POOLS -- Adjacent to the Clubhouse are two large pools and a baby pool. The pool area may also be reserved, after regular pool hours, for parties in accordance with the same procedures for reservation of the Clubhouse. As with the Clubhouse, the pools can only be reserved by a Resident whose Unit's condominium fees are current. The use fee is \$25.00, with a deposit of \$75.00. The person reserving the pool area will be responsible for paying all required lifeguards. All alcoholic beverages are prohibited in the pool area. The pool area and the Clubhouse may not be reserved at the same time. For detailed information regarding pool rules, please refer to Section XII of the Rules and Regulations. As with a Clubhouse reservation, all fees and forms must be submitted to The Meadows Office at least one week prior to the desired reservation date and no late requests will be honored.

#### TRASH REMOVAL SERVICES

- oo Twice weekly pick-up of household trash occurs on Tuesday and Friday. Please refer to Rule 3 of Section V of the Rules and Regulations for additional information.
- oo Newspaper, glass, plastic and metal can recycling -- Pick-up is Tuesday morning. These items must be placed in the recycling container provided by the trash service, and placed at regular trash pick-up locations. Contact The Meadows Office to pickup your container. Refer to Rule 4 of Section V of the Rules and Regulations for additional information. The plastic recycling containers are on loan from our trash service.

#### GROUNDS AND LANDSCAPING

Our grounds maintenance contract provides for mowing, edging,

mulching, fertilizing, pruning of trees and shrubs and weeding of mulched areas around all trees and shrubs on the Common Elements.

Additional plantings, replacement of dead trees and shrubs and other landscaping improvements are provided at the direction of the Board but are limited to the amount allocated in the operating budget.

#### OWNER RESPONSIBILITIES

Owners who wish to enhance the appearance of the community by adding plantings on the Common Elements adjacent to their Unit may do so after meeting Section V requirements of the Rules and Regulations. Note: Prior written approval must be obtained before planting a tree. The owner is then responsible for maintenance of the landscaping (except trees). Owners may wish to protect their plantings by use of some type of low edging.

#### SNOW PLOWING

The Council makes provision for the plowing of snow from our private streets and parking lots. Snow is pushed as far to the side of the street and parking lot as possible -- it is not normally removed. Sanding is also done as required.

OWNER RESPONSIBILITIES -- Shoveling/removal of snow and ice from porches, patios, steps, balconies and sidewalks which serve or are located in front of their Unit. The use of salt compounds is prohibited.

#### ELECTRICITY

The Council provides the electric service to and the maintenance and repair of all of the "common" lights and electrical equipment at the Clubhouse/pool facility. Street lights on poles are serviced by Northern Virginia Electric; however, the Council pays for the electricity.

#### OWNER RESPONSIBILITIES

Each Unit has its own individual electric meter and each Co-Owner/Resident pays Northern Virginia Electric directly for this service. Maintenance of the exterior wiring is the responsibility of the Co-Owner. NOVEC should be contacted if repairs are required.

Any light which is controlled from inside the Unit (such as the porch or patio/balcony light) and any other light over which the Unit Owner has the sole control, is the responsibility of the Unit Owner.

#### WATER AND SEWER

The water and sewer is "master-metered". The Council provides all

water and sewer service. Maintenance and repair of utility lines for these services are located on the Common Elements is provided by the Council, except as indicated below.

#### OWNER RESPONSIBILITIES

Owners are responsible for the repair and maintenance of all water, sewage and sanitary installations within their residence, including utility lines in the walls. In those cases where the utility lines within the walls serve more than one Unit, the responsibility would generally be the Council's. This depends upon the nature of the problem and is determined following an inspection of the situation.

Owners are responsible for any damage caused to other Units, or the Common Elements, by the malfunctioning of any equipment in their residence.

Owners of Units located above other Units are especially vulnerable to this possibility and should take extraordinary precautions to insure that there are no plumbing or appliance leaks in their Unit and that the air conditioner condensation line is properly positioned and remains unobstructed.

ALL UNIT OWNERS ARE CAUTIONED NOT TO DISPOSE OF GREASE, PAPER TOWELS, SANITARY NAPKINS, TAMPONS AND OTHER FOREIGN OBJECTS IN SEWER LINES. THEY MAY CAUSE SEWER BACK-UPS. WHEN THE SOURCE OF THE BACK-UP CAN BE TRACED TO A PARTICULAR UNIT, THE OWNER OF THAT UNIT BECOMES RESPONSIBLE FOR THE COST OF REPAIR.

#### INSURANCE

The Council of Co-Owners carries casualty insurance on all of the buildings in The Meadows. This coverage will not insure personal property belonging to a Unit Owner or renter (furniture, decorations, personal belongings, etc.). The Master Policy carries a deductible which can vary, depending on the insurance carrier. The deductible amount must be paid by the Unit Owner who suffers the casualty if it is caused by a condition in that Unit. Also refer to Section II of the Rules and Regulations.

The Council also carries public liability insurance on all of the Common Elements. This coverage will not insure an individual Unit Owner or renter against liability arising from an accident or injury occurring within their Unit or liability arising from the act or negligence of the Resident or their guests in either a Unit or upon the Common Elements.

Directors and officers liability insurance is also provided to protect the Board of Directors and the Council.

All claims must be reported to the Community Manager with the current Management Agent for proper handling.

NOTE: PLEASE CONSULT WITH AN INSURANCE AGENT OF YOUR CHOICE TO BE SURE THAT YOU ARE CARRYING ADEQUATE AND PROPER HOMEOWNER'S OR RENTER'S INSURANCE. MOST INSURANCE COMPANIES HAVE POLICIES ESPECIALLY DESIGNED FOR THOSE WHO LIVE IN CONDOMINIUMS. COPIES OF THE INSURANCE POLICIES CURRENTLY MAINTAINED BY THE COUNCIL ARE AVAILABLE FOR REVIEW IN THE MEADOWS OFFICE.

#### NEWSLETTER

The monthly newsletter, the Meadow Lark, is the official publication of the Council of Co-Owners. The Board of Directors exercises oversight authority for this publication. Copies are delivered to each residence address as well as mailed to non-resident Co-Owners. The newsletter provides information on maintenance and finances, Board and committee meetings, community activities and other valuable information.

Residents may place ads (personal) in the newsletter on a monthly basis. Requests should be on an 8 1/2 x 11 sheet of paper. Deadline for submission is the 20th of the preceding month.

#### COUNCIL-SPONSORED YARD SALES

From time to time the Council sponsors yard sales which have proven to be quite popular and successful. The time and location of all yard sales will be published in the Meadow Lark. No other yard sales may be held without prior written Board approval.

#### NEIGHBORHOOD WATCH

The Council sponsors our Neighborhood Watch Program. Neighborhood Watch is the "eyes and ears" of the Police Department -- they do not take police action, but work in conjunction with and under the guidance of the Fairfax County Police Department. All Residents are encouraged to actively participate in this vitally important program which has been highly successful in Fairfax County and has achieved national acclaim. Meeting dates are published in the Meadow Lark.

#### POSTING OF SIGNS

The posting of advertisements or posters of any kind (except real estate signs with some restrictions) in or on Meadows property is prohibited by our Rules and Regulations, Section V, Rules 7 and 8.

Owners are required to advise real estate agents of the restrictions placed on real estate signs at the time the listing agreement is signed.

#### LEASES

Owners may lease their Units under the terms and conditions of the By-Laws and Section I of the Rules and Regulations. Unit Owners are responsible for all actions of their Tenants, especially such actions which cause damage to the Common Elements or the Unit, or are in violation of the By-Laws or Rules and Regulations of the condominium. If you lease your Unit, please be sure that your Tenants understand this and that the lease protects you, the Unit and the Council.

A specially prepared Lease Addendum is required to be completed and is available from The Meadows Office. The Unit Owner is responsible for providing a copy of the current lease to The Meadows Office whenever there is a change in Tenant. This must be provided before parking permits and pool passes will be issued.

#### PREPARING YOUR UNIT FOR WINTER

To prevent freezing pipes, outside water faucets must be turned off and properly drained by December 1st. The water turn-off for these faucets are located as follows:

- oo Front faucet -- turn-off is under the kitchen sink. (Do not confuse it with the one for the dishwasher.)
- oo Rear faucet -- turn-off is located inside the furnace room.
- oo There may be a screw/valve to loosen and drain water from either faucet.
- oo Further questions or assistance may be obtained from The Meadows Office.

If your Unit will be unoccupied, even for a day or two during the winter months, be sure you have provided for adequate heat to prevent freezing pipes. A temperature of 65 degrees must be maintained. In extremely cold weather, it may be advisable to raise the temperature by a few degrees to prevent frozen or burst pipes. Our Master Insurance Policy will cover such claims, however the Co-Owner is responsible for the deductible and any expenses not covered by the insurance proceeds.

Other tips which may help prevent pipes from freezing during extremely cold weather:

1. Open the cabinet under your sink (kitchen or bathroom) to allow the warm air to circulate.
2. Keep your water faucets dripping slightly in your kitchen and baths.

If these precautions should fail, call your plumber immediately.

#### KEYS

To Your Unit -- The Unit Owner has sole control over keys to his Unit and storage area. The Board of Directors, The Meadows Office nor the Management Agent has duplicate keys. If you lose your keys or lock yourself out, you must call a locksmith.

To Your Mailbox -- Should you lose your mailbox key or need to have the lock repaired, call the Centreville Post Office for assistance.

NOTE: The cluster mailboxes that serve The Meadows are the property of the U.S. Postal Service and are maintained by them. All vandalism, repairs and replacement keys are handled through the Post Office at the Newgate Shopping Center.

#### GENERAL DISTURBANCES

On occasion, you may have a disagreement with another Resident about something such as excessive noise, rowdy or destructive children, unleashed dogs, etc. It is your responsibility to try to resolve the differences with your neighbors. Please try to deal with the differences as if you were the owner of a single-family home. If your differences cannot be resolved on a neighborly basis, you do have recourse to any legal remedies available through Fairfax County and/or Virginia laws.

#### RESALE DISCLOSURE INFORMATION

The Virginia Condominium Act requires a condominium Unit Owner to furnish certain Resale Disclosure Information to a resale purchaser immediately after the contract date.

You must submit a written request for this information to The Meadows Office. Your request must be accompanied by a check, payable to The Meadows, for \$100.00. A sample request form is provided on page 21. If necessary, ask your real estate agent for assistance.

A visual inspection of the interior of your Unit is required prior to issuance of the documents. When submitting your request, please furnish the name and telephone number of your real estate agent. If you are selling your Unit yourself, please furnish your day-time phone number so this inspection can be arranged.

#### MODIFICATIONS/ALTERATIONS TO UNITS AND/OR COMMON ELEMENTS

All exterior modifications or alterations to the Units and/or the Common Elements as well as all interior modifications or alterations must receive prior written approval of the Board of Directors. Submission of an Architectural Review Form is required for exterior modifications, a sample is provided on page 39. An Application Request for Interior Modification (Exhibit A to Policy Resolution No. 92-13) must be submitted for all interior modifications, a sample is provided on pages 19 and 20.

Interior modifications or alterations such as painting, wallpaper and other decorating changes do not require approval.

## REQUESTS FOR SERVICE/REPAIRS TO COMMON ELEMENTS AND OFFICE HOURS

All requests for service/repairs to the Common Elements should be reported to The Meadows Office (6100 Strasburg Dr.) 703-830-4464.

Office hours are subject to change, so please call to verify that the Office will be open if you plan to conduct business there.

The Management Agent provides 24-hour service. The phone number is 703-734-0900.

## PAINTING

Exterior painting is performed on a four-year cycle. Should you need touch-up paint for your Unit, it is available at no charge. You must supply your own air-tight container (a clean coffee can with a lid is ideal), stating your address and color of paint required, to The Meadows Office. The container will be delivered to your Unit.

## SMOKE DETECTORS

Chapter 61, Article 5 of the Fairfax County Code requires every dwelling unit to have smoke detectors which are in operable condition. The code also requires that the owner of each condominium unit that is rented or leased provide the Tenant with a certificate stating that all required smoke detectors are present, have been inspected and are in good working order.

The Tenant shall be responsible for reasonable care of the smoke detectors, replacement of necessary batteries and for interim testing and for providing written notice to the Co-Owner for repairs needed for any malfunctioning smoke detector.

Any questions concerning this ordinance should be directed to the office of the County Fire Marshall - - 703-691-2331.

## CHANGES IN HOMEOWNER STATUS

In order to maintain accurate and up-to-date records for the Council, each individual Unit Owner is responsible to report promptly any changes in ownership to the Management Agent. This information must be submitted in the form of a settlement statement or deed. Failure to report the information in proper form could cause errors in mailing. Non-notification of a change shall in no way relieve the Co-Owner of any obligation to the Council.



