

The Meadow Lark

A Monthly Publication by and for the Residents of The Meadows, a Family Condominium Community

Time to Tighten the Belt

As many of you know, the Board of Directors offers those Co-Owners who are experiencing financial difficulties the opportunity to apply for a payment plan to repay outstanding condominium charges. While the Board will continue to offer these plans, due to the increasing number of delinquent accounts, foreclosures and bad debt, proposed payment plans for less than an *additional* \$100 per month will no longer be considered.

The Association has financial obligations it must meet and in order for the Association to fulfill its responsibilities, our Co-Owners must honor their responsibility to pay in full and on time. We recognize that emergencies happen and finances can become strained, which is why payment plans are offered, but too often the condominium assessment is left as the last bill a Co-Owner pays instead of the first. Your assessment should be treated as an extension of your mortgage and equally important to pay.

As a service to Co-Owners who legitimately need a little extra time to pay off their balance, the Board will not discontinue the practice of offering payment plans; however, we can no longer accept requests that only offer nominal payments toward the delinquent balance. To meet our fiduciary responsibilities we must make sure those who enroll in a payment plan are making a serious effort to repay the debt to the Association as quickly as possible.

Annual Meeting Tuesday, December 9

The Meadows Council of Co-Owners' Annual Meeting will be held on Tuesday, December 9 at 7:30 pm in the Clubhouse at 6100 Strasburg Drive. All Co-owners should receive a written notice, proxy and ballot in the mail. This packet will be mailed shortly. If you don't receive it, please call the Office at 703-830-4464.

The proxy is needed in order to hold the meeting and the Board of Directors election. In order to vote, you must either fill out the ballot and mail (stamped envelope provided) it in with your proxy form, or bring them to the Meadows Office during regular business hours, or attend the Annual Meeting to vote in person. Proxies/ballots will not be accepted on the evening of the Annual Meeting. Please follow the directions included in the packet.

Candidates Night

Come hear the candidates running for seats on the Board of Directors this coming Thursday evening, November 6, at 7:00 PM in the Clubhouse. You will have an opportunity to ask questions. Please note the early start time. The Board of Directors meeting will follow.



Board of Directors Meeting: Thursday, November 6 and 20, 7:30 PM in the Clubhouse. Residents and Co-Owners are encouraged to attend. Agendas are posted online and at the Clubhouse on the Tuesday before the meeting. Minutes available upon request at The Meadows office and online at mymeadows.net.

Candidates Night: Thursday, November 6, 7:00 pm, in the Clubhouse.

Looking Forward...
Please mark your calendar now for these important dates and plan to participate in your community events!

Annual Meeting: Tuesday, December 9, 7:30 pm in the Clubhouse

Holiday Party for Kids: Saturday, December 20, 2-4:00 pm, in the Clubhouse

Holiday Decorating Contest: Judging Saturday, December 20, 7-8:00 pm.

Important Issue!

See inside for policy changes and responses to the Town Hall Meeting. Please read and save for future reference.

Next Month: Finances, January: Security

BUY • BARTER • TRADE • SELL

A household may place up to two ads, limited to 25 words each, per month. Ads must be submitted on 8½"x11" paper to the Office or the Council box in front of the Clubhouse. They may also be emailed to: meadows:meadowsoffice@verizon.net
Ads must be resubmitted—in writing—each month.

Make it easy on yourself—email your ad to meadowsoffice@verizon.net

CARPET INSTALLER – 20 years experience. Free estimates. Repair, restretch, water damaged areas. One room up to 20 yards is \$75. Call 703-815-2549.

Announce It!

Announce birthdays, anniversaries, graduations, honors, recognitions to your community in *The Meadow Lark*. If you know of someone who is a 'good neighbor', please send this information to *The Meadow Lark* too. This can be someone who has gone out of their way to help you or someone else, or who picks up trash on your street and the like. The deadline for submitting these items is the 20th of the month. You can email them meadowsoffice@verizon.net, drop them in the large black mailbox in front of the Clubhouse or take them to the office during business hours.

Meadows Office

Monday–Friday, 8:30 AM – 4:30 PM

Phone: 703-830-4464 • Fax: 703-815-0755

E-Mail: meadowsoffice@verizon.net • Website: my meadows.net

24-Hour EMERGENCY ONLY
Service First: 1-800-309-4709

Security
703-628-9481

Towing
Battlefield Towing: 703-378-0059

American Disposal Services
703-368-0500
Call for special pick up, Thursdays only

The Meadow Lark is published each month exclusively for the benefit of the residents and owners of The Meadows. It is the official publication of the Council of Co-Owners and is under the purview of the Board of Directors.

News items, personal ads, and such are welcomed and should be placed in the large mailbox in front of the Clubhouse. The deadline is the 20th of each month.

Personal ads must be 25 words or less, on 8½x11-inch paper. Include your name, Meadows address, and telephone number. The Meadows does not endorse any advertisements.

EDITORS

Dick and Lydia Miller

Council of Co-Owners
The Meadows
6100 Strasburg Drive
Centreville, VA 20121

THE MEADOWS VISITOR PARKING PASS

PERMIT IS INVALID IF ALL INFORMATION IS NOT CLEARLY PROVIDED!

DATES (14-DAY LIMIT) _____ to _____

VEHICLE MAKE _____ LICENSE # _____ STATE _____

I AM A VISITOR AT _____

Please observe reserved parking • Speed Limit – 15 mph
This pass must be visible and displayed on dash of car at all times.
This pass is automatically void if user is a Meadows resident!

This pass can be copied or additional copies can be obtained from the Meadows Office. You may also access copies at the Meadows Website at www.mymeadows.net under ONLINE FORMS. Please see the bottom of the pass for the regulations in the use of this permit.

PAID AD

KATCHMARK CONSTRUCTION, INC.

Windows & Doors

- \$150 off Window Replacement*
- Free Estimates
- Free Financing
- Licensed and Insured
- Consumer Checkbook Rated

*Minimum replacement 4 windows. Not valid with other offers.

(703) 817- 0200

www.katchmark.com

PAID AD

A. Heatwole Plumbing Service Co.

30 years experience
in the Centreville area!
Complete plumbing repairs
No travel charges
Emergency services
Master Plumber on each job

703-830-4242

Mention this ad and receive
\$12 off every service call!

The President's Corner

This month, we are addressing some of the issues and concerns that were brought to our attention in the Town Hall Meeting. As you know, several Board Members attended that meeting; myself included, and took notes. Unfortunately, the forms you filled out stating your concerns and the organizers' notes have not been shared with us, so we are writing these articles based solely on our notes only. If we have not addressed your specific concern or issue, please notify the office and it will be done promptly. We will be continuing these articles into December and January, as space allows. Concerns still being researched are: Handicap access to the clubhouse, recycle bins, and installation of more trashcans on the Common Elements. I hope to have answers for you soon.

Have a very Happy Thanksgiving, and read on!

~ Joy C. Foshier

Board of Directors Motions

At the October 2 Meeting:

- Passed motions to approve an Architectural Review Form (ARF) for an awning and deny one for an electrical outlet.
- Passed a motion to approve roof repairs by Katchmark Construction costing \$685.
- Passed a motion to change the time trash can be placed out from 7:00 AM to 5:00 PM on the day before trash pickup.
- Passed a motion to store old records with the same company used by Service First.
- Passed a motion to accept a bid from Heritage Landscape Service of \$4060 for a landscape border replacement.
- Passed a motion as Policy Resolution No. 08-46 to make minor changes to the collection procedures.
- Passed a motion to accept a bid from Continental Pools of \$11895 for white-coating the upper pool.
- Passed a motion to grant an extension for an outside air conditioning unit.

At the October 16 Meeting:

- Passed a motion to deny a request to waive a violation fee.
- Passed a motion to approve an ARF for a patio fence.
- Passed motions to make Nov. 28 and Dec. 26 holidays for our staff.
- Passed a motion to accept a bid for playground equipment from All Recreation of Virginia in the amount of \$12,016.

- Passed a motion to waive some legal fees and late fees for a delinquent Co-Owner.
- Passed motions to approve a payment plan and deny one other payment plan.
- Passed motions to close three delinquent accounts and report them to the credit bureaus, and to write off \$1717 in a case where bankruptcy was filed.
- Passed a motion to approve the Annual Meeting package.

COMPLETE MINUTES OF BOARD MEETINGS
AVAILABLE AT THE OFFICE



No Fuel Heaters

Fuel type heaters are *strictly forbidden* by Meadows regulations. In the past fire has occurred here in the Meadows due to the use of kerosene or other fuel heaters. Fire and smoke quickly spread to surrounding units and are a real threat to life, limb and property.

- Kerosene, or any fuel heaters, are forbidden by Meadows regulations.
- Residents should not store combustibles in furnace rooms. It is a serious fire hazard and is against County and Meadows regulations.
- Smoke detectors are required on *each level* of homes in The Meadows.
- Residents should maintain a fire extinguisher in their units. It should be rated at least 2A:10BC.

Overcrowding

In recent months The Meadows office has received reports of units in our community housing up to 15 people. It is important to remember that The Meadows follows the Fairfax County Codes regarding the number of individuals permitted to reside within a unit. The residency restrictions are quite lengthy and are based on square footage and familial status, but a good rule of thumb for how many people should reside in a unit is to refer the standard published by Housing and Urban Development (HUD), which allows two people per bedroom. For specific information regarding the occupancy standards, contact the Fairfax County Departments of Zoning and/or Health and Human Services.

The following examples illustrate why restrictions on the number of occupants are significant to The Meadows:

- It is unhealthy for the residents of over-occupied units not to have enough space in which to live.
- There are only two parking permits provided for each unit. Households that have more than the permitted number of occupants often abuse unreserved spaces by using guest passes. This leaves fewer spaces for other residents and their visitors.
- More people in a unit directly affects the amount of laundry being washed, dishes being cleaned, number of showers taken and vehicles being washed; therefore, over occupied units result in higher water bills. It is important to remember that these bills are paid with your monthly assessments. ***Should water consumption in the community become substantially higher, monthly assessments may need to be increased to cover this expense.***

If you are an off-site Co-Owner you will be interested to know that many of the units suspected to be over-occupied are rented to one or two individuals, then several more people are moved in without the landlord's knowledge. Off-site Co-Owners should be especially concerned about this issue as wear and tear to a unit housing 10 to 15 people is significant. We encourage you to visit your unit often and conduct unannounced inspections to make certain that your unit is in compliance with county regulations and your lease agreement.

The Meadows will be notifying Fairfax County officials when a unit is alleged to have more residents than are permitted by law. Should the County determine that the unit is in fact over-occupied, The Meadows may assess financial penalties to the unit owner. We ask that Co-Owners or residents who believe a unit to be over-occupied contact Fairfax County Zoning Department at (703) 324-1300 and the Health Department at (703) 246-8421 to report your suspicions. In addition, pool passes will not be issued to more than the registered or allowable number of residents per unit.

We hope that by working together as a community we can ensure that The Meadows and our residents are protected from the potential problems that result from over-occupied units.

Remodeling?

Any desired changes to the exterior or interior of your unit must be submitted on an ARF or Request for Interior Alteration form to the Board of Directors for approval PRIOR to the change being done.

Satellite Dishes in The Meadows



Security Totals

September 15 – October 14, 2008

Vehicles Ticketed: 27
Vehicles Towed: 7

Calls for service and/or situations involving or requiring security assistance, by street:

Avocado: 0
Cool Oak: 5
Golden Oak: 9
Rustling Leaves: 1
Saguaro: 6
Saint Germain: 6
Strasburg: 12
Turin: 3

Calls referred to police/fire/rescue: 4

Bits & Pieces

■ Please Clean Out Those Beds!

It is time to clean out dead plants and debris from your flower beds. Dead flowers and debris look unsightly. Thanks for taking the time to help keep our community looking good.

■ Did You Notice?

...the digging and activity by Verizon personnel on our grounds recently? These folks were placing above ground utility hubs in ground and laying additional cable.

■ The Meadow Lark Online

For your convenience, *The Meadow Lark* makes its on-line return beginning this month. You may access it on The Meadows website at mymeadows.net. Because The Meadow Lark is the official organ for communication from the Board of Directors it is considered delivered when it is distributed door-to-door and mailed to absentee owners.

■ Carbon Monoxide Detectors

The furnaces and most hot water heaters in The Meadows use gas. It is imperative that all homes have a working carbon monoxide detector. Carbon monoxide is a colorless and odorless gas which can cause death.

■ Regular Furnace Maintenance

It is critical to ensure safe and efficient operation of your furnace regardless of the age of the unit. Many heating and air conditioning companies offer discounted specials beginning in September.

■ Lost & Found

In the Meadows Office, 703-830-4464.

■ Website: mymeadows.net

Important Update is Included in this article!

New Time for Putting Out Trash

As most of you know (and all of you should know), the appropriate time to take your trash/recycling to the curb has always been after 7:00pm on Sunday and Wednesday evenings. Recently many of you have expressed a desire to be able to place the trash out earlier. Some said it was more convenient to get this chore done as soon as returning home from work; others requested a change because it is dark by 7:00pm in the winter months and felt that taking the trash out in the dark, especially in inclement weather, created a possible hazard.

The Board has heard your concerns and in response, has changed the time that trash can be placed on the Common Elements for pick up. Effective November 1, 2008 trash/recycling can be set on the curb for pick up after **5:00 pm** on Sunday and Wednesday evenings.

Please be aware that those found putting out their trash early, even just 30 minutes early, will be sent violation letters. Pursuant to *The Meadows Rules and Regulations, Section I, Rule 10*, after the first violation warning letter is sent any future violations of the trash policies will result in a \$50 charge per occurrence. In the past trash placed on the Common Elements a bit early may have been ignored, but now that the time has been adjusted to an earlier hour there can be no "grace period."

We are pleased to make this change based on your feedback and feel it will be positive for the community.

A/C UNITS

If you replace your A/C unit, you must install it inside your utility room.

NO EXTERIOR UNITS ARE ALLOWED

Office Closed and No Trash Pick-up

The Meadows Management office will be closed on Thursday and Friday, November 27 and 28 due to the Thanksgiving Holiday.

There will be no trash pick-up on Thursday, November 27. Please do not set out trash on Wednesday evening, November 26 or Thursday morning, November 27. Please hold it until 5:00 PM Sunday evening, November 30, before setting it out. Please see the article about changes to The Meadows Trash Regulations above.

A Little Bit of Everything

Here are some answers to a myriad of subjects that were brought up at the Town Hall Meeting. Hopefully, you will find this information helpful.

Brickwork and Concrete Work. Chipped or missing bricks are the responsibility of the Association, as are cracked sidewalks and stairs. If you notice these items, please contact the office and work orders will be produced. Please be aware that this work is seasonal and due to the large amount of brick and concrete on the property, this work is prioritized. We spent in excess of \$50,000 on concrete work in 2007; however, to address all of the minimally spalled concrete and cracked brick would cost hundreds of thousands of dollars. Needless to say, the assessments would have to be significantly increased to cover these expenses. Rear patios and balconies are the responsibility of the Co-Owner, and you should have a look at yours now and again to see if it needs attention.

Violations. Some people feel we have too many rules, and others feel we have too few. That being said, we have to maintain a level of uniformity and compliance as we are a condominium association. The “small” issues, things on stairs, patios, balconies, etc., are just as serious as trash being put out early, wiring hanging from walls and windows, unkempt gardens, etc. For instance, if there are three units side-by-side, each having three “small” violations, that means in one small area there are *nine* violations. I am sure most will agree that nine violations, even small violations, in one grouping create a big problem in the overall appearance of that area. Also, in fairness to our residents we can not pick and choose which rule violations to pursue or alter the covenants procedures based on the inspector’s interpretation of the seriousness of the violation. Please review your Rules and Regulations book – many of the items in question are covered there. If there are rules and regulations you feel are unfair or unnecessary, then please contact the office and ask to be placed on a Board Meeting agenda.

Grounds Maintenance. Overgrown trees seemed to be a concern. If you have issues or concerns about trees or other plantings, please contact the office. The proper people will be contacted and the concerns will be reviewed. Like the brick and concrete, The Meadows has many, many trees on the property and work within this category must be prioritized. Recognizing the need for increased funding for tree maintenance, this budget line item has more than doubled in the past few years. Typically, we contract for two to three days of tree trimming in the spring/summer and if the budget allows, more time is contracted in the fall as well. Leaf removal was also brought up; this is currently done twice each fall, but our new grounds maintenance contract includes four leaf removals per year. This change should help tremendously, but since different tree species drop their leaves/fruit at different times, on occasion you may still need to sweep your front porch and walkways.

Vacant Units. It was mentioned several times that some vacant units were not secured, and that neighboring residents were restricted from outside water use because the water was turned off in a downstairs unit. Unfortunately, there is very little that can be done about this. The office can contact the owner, if we have current information. If the unit is in foreclosure, it is nearly impossible. Fairfax County Police have stated that whether or not to enter a unit and/or secure the doors and/or windows is at the sole discretion of the responding officers. In these cases, The Meadows will defer to the advice of the responding officers. If there is a threat of damage to the Common Elements, such as pipe freeze, we will do our best to secure the doors and/or windows after attempts to reach the Co-Owner have failed.

Squirrels. If you have any ideas, we’d love to hear them. According to Fairfax County, if a squirrel is caught, it must be released within the boundaries of the same property where it was caught. So, we would just spend a great deal of money to relocate the squirrels from one area of The Meadows to another.

Kids Playing in the Street. Now, parents, this is just not a good idea. We cannot, as an Association, restrict them from playing in the streets, but you are liable for any damage done by your children to the Common Elements and/or vehicles, not to mention the damage that could be done to them.

Streetlights. Report any malfunctioning or nonfunctioning streetlights to the office and staff will report the need for service to NOVEC. Should you notice a previously reported street light is still out of service after a week, please contact the office again and they will follow up with NOVEC. NOVEC is responsible for them, and it may take awhile, but they will be fixed.

In closing, as stated above, please revisit your Handbook and Rules and Regulations books. If you need further answers or clarification, do not hesitate to contact the office or your Board. Any email or correspondence directed to the Board of Directors should be sent to the office and staff will forward all of your information along to the Board.

We, the Board of Directors, are here for ALL OF US. Please remember that we too are Co-Owners who own here, live here, pay assessments and even receive violation letters. We do not get a discount on any charges or assessments, and have to follow the same rules and regulations as every other Co-Owner. We volunteer a lot of our time, skills and services to better our community. We were elected to represent *all* Co-Owners and do our best to work together for the betterment of our neighborhood.

Getting “Face Time” with the Board of Directors

In the recent Town Hall meeting some Co-Owners expressed a desire to discuss their issues or concerns with the Board of Directors and their frustration with only being given three minutes during a meeting of the Board to do so. We would like to share with you a simple way to engage the Board of Directors beyond the three minute time limit, but first we feel it is important for all residents to understand the meeting format, reasons for time limits and why the Board can not immediately act on issues brought before them in guest time.

During each Board meeting there is time set aside for guests to speak, but because this is a business meeting with specific items that require consideration, there is a three minute time limit for unscheduled speakers. This common method of limiting time and interaction for guest speakers is used by many governing bodies, such as Fairfax County Board of Supervisors, Planning Commission, associations and like organizations. There is a necessity for time limits because every meeting carries an agenda of items, each of which requires the Board to consider, discuss and attempt to render a decision. You may not be aware that there is a time limit in the By-Laws stating meetings should not go beyond 10:00pm. This gives the Board a very finite amount of time to get their work done, so unfortunately lengthy dialog between unscheduled speakers and the Board is not possible. In addition, the Board wants to be sure that they make the right decisions and offer correct information to Co-Owners, which is not possible when an issue is brought before them for the first time at meeting. To provide Co-Owners with solid and factual information they need to be able to thoroughly research all matters before acting.

If you have questions or concerns about operations we suggest that you contact our Management staff, as they are very knowledgeable on accounts, violations, issues facing our community, as well as the actions of the Board, limitations of the Association and the legal obligations we must fulfill. If you would like to have a specific issue discussed by the Board or a specific action considered by the Board, we welcome you to add your concerns or questions to a meeting agenda. This allows the Board of Directors the opportunity to review your concerns or issues and requested action in advance then come to the meeting prepared to discuss the matters, offer suggestions and take action, if needed. It also allows you the opportunity directly interact with the Board in a more meaningful way.

The process to be added to an agenda is quite simple; first, you must submit to the Management Office in writing the issue you would like to be added to the agenda. Please include any action you wish the Board to take regarding your concern, any specific considerations or accommodations you are requesting, any documentation you have to support your request, your name, address and telephone number. The Property

Manager will then gather any additional information regarding your request that the Board will need and will include that documentation, along with all of the information you have provided, in the Board packet that is delivered in advance to BOD members of the Board meeting. Board members will then review all of the information prior to the meeting. You will still have three minutes during the guest portion to make any additional statements or advise the Board of anything that may have changed since your request was received. When your item is called from the agenda, the Board will discuss the matter and if necessary, will ask you direct questions about the matter and allow you time to reply. Typically the Board is able to render their decision or offer their position at that meeting; however, for some matters it takes additional research or thought and the matter will be continued (or deferred) to a future meeting.

We are always happy to have residents attend our meetings whether to simply observe what is happening in our community or to offer their thoughts and concerns. If you are unable to regularly attend Board meetings, please go to our website, www.mymeadows.net, or the Management Office to view full meeting minutes. Abbreviated minutes are also published in each issue of *The Meadow Lark*. Meeting agendas are posted in the Management Office and online on the Tuesday before each Board Meeting. If you see an issue that the Board is currently considering and you would like to weigh in, please contact the Management Office and make arrangements to have your thoughts brought before the Board. If you can not attend the meeting, your written statement can be presented on your behalf. Knowing the issues currently before the Board of Directors is the best way for residents to stay informed and allows Co-Owners the opportunity to make their wishes known prior to Board action.

We hope that the guidelines above will help to facilitate open lines of communication and help residents make the most of their meeting attendance.

Budget Still In Progress: News On Assessments Looks Good

The Board, management company and staff have been working very hard over the past few months to create a budget that will maintain the same services while minimizing the impact on the condominium assessments. We are still in the process of finalizing the budget, but expect to be able to fulfill the Association’s obligations and keep the increase on monthly assessments at 3%. This represents an expected increase of only \$6 per month for two bedroom unit Co-Owners and only \$7 per month expected increase for three bedroom unit Co-Owners.

This is extremely good news in light of current economic conditions. Many of the national issues currently gaining attention such as foreclosure rates, rising delinquencies and increases in the cost of goods and services also directly impact The Meadows. Many organizations and associations, to include local governments, like Fairfax County, are proposing serious cuts in services and increases in tax rates to make up for their anticipated cash shortages. While the unstable economy is a serious concern for everyone, the sound financial management demonstrated in recent years by the Board of Directors, Management and staff has put The Meadows in a position that does not require us to drop services or impose substantial assessment increases to balance our budget.

Michael Frye to Speak

Sully District Supervisor, Michael Frye, will speak at the Sully District Citizen’s Advisory Council monthly meeting on Tuesday, November 18 at the Sully District Government Center. The Meeting will be held from 7:00-8:30 Pm and is open to Sully District residents. This is a great opportunity to hear about what is going on in our part of the county and to ask your question or share your concern.

The Meadows Policy Resolution No. 08-46, Procedures Relative to Collection of Assessments

WHEREAS, Article VI, Section 1 of the By-Laws creates an obligation for the Co-Owners to pay assessments;

WHEREAS, Article III, Section 2 of the By-Laws empowers the Board to levy those assessments and establish the means and methods of collecting them from the Co-Owners;

WHEREAS, the Board of Directors believes it is necessary to adopt orderly procedures for the billing and collection of the annual and special assessments levied by the Board and to publish these procedures to the Co-Owners.

NOW, THEREFORE, BE IT RESOLVED that the Board duly adopts the following policy and procedures:

1. The Board shall permit Co-Owners to pay the annual assessment in monthly installments. The due date for each monthly installment is the first day of each month. The due date for all special assessments shall be as specified in the Notice of Special Assessment provided that the due date is no less than 30 days after delivery of the Notice of Special Assessment (“Due Date”). The grace period for payment shall be until the 10th day after the Due Date.

2. The Managing Agent shall mail each Co-Owner a coupon booklet before the fiscal year. The coupon booklet shall state the amount of the monthly assessment and the location where payment should be mailed; however, a Co-Owner’s receipt of a coupon booklet shall not be a condition for payment. Each Co-Owner is responsible for paying the monthly assessment regardless of whether he/she receives a coupon booklet.

3. All documents, correspondence, and notices relating to the assessments, including the coupon booklet, shall be mailed to the address which appears on the records of the Council or such other address as is designated in writing by a Co-Owner.

4. If payment of the total assessment due and owing is not received by the Managing Agent by the 10th day after the Due Date, the account shall be deemed delinquent and a late fee of \$25.00 shall automatically be added to the account and thereafter be part of the continuing lien for assessments as provided for in the By-Laws until the Co-Owner pays all sums due and owing.

5. The Meadows On-Site Office shall send a late notice to any Co-Owner whose account is delinquent. An Administrative fee of \$10.00 will be charged to the Co-Owner for each certified notice of delinquent account issued.

6. If payment of the total assessment due and owing including any additional charges and late fees is not received by the Managing Agent by the 30th day after the Due Date, the account shall be referred to legal counsel for immediate legal action. A turn-over fee of \$25.00 shall be assessed against the account prior to referral to legal counsel.

7. In cases where the account has already been referred to counsel for collection, and there is a change of ownership due to a foreclosure, legal counsel will send a letter to the new Co-Owner notifying them of their assessment obligations.

8. Legal Counsel shall immediately initiate legal measures to collect all delinquent accounts. Upon receipt of the account, Counsel shall send a letter demanding payment in full within 30 days, except when the Co-Owner is a financial institution which took title after a foreclosure. In those cases, Counsel shall send a letter demanding payment in full within 10 days. If the Co-Owner does not make payment in full as directed by that letter, any remaining installments for the current fiscal year shall be accelerated. Collection procedures pursued by legal counsel shall be as generally directed by the Board of Directors, but shall include recordation and foreclosure on liens, reporting of

debt to national credit bureaus, and the filing of suits on behalf of the Council to collect all delinquent sums. All legal fees and court costs incurred by the Council for collection services shall be charged to the account of the Co-Owner, unless otherwise determined by a Court.

9. In any case where counsel files a lawsuit, interest charges at the rate of 12% shall be assessed against the account from the date of the first breach of the obligation to pay until the Co-Owner pays all sums due. In any case where a lien has been recorded against the property, interest will accrue at a rate of 12% from the date of the first breach of the obligation to pay until the Co-Owner pays all sums due. No notice of the imposition of such interest will be provided to the Co-Owner. Such interest shall constitute part of the continuing lien for assessments as provided for in the By-Laws until all sums due and owing shall have been paid in full.

10. Along with the other remedies set forth herein, the Council may suspend a Co-Owner’s rights, privileges and benefits of membership in the Council, including, without limitation, pool privileges, parking privileges and water service if that Co-Owner’s assessment account is delinquent. As stated in paragraph 4 above, an assessment account shall be deemed delinquent if not paid by the 10th day after the Due Date.

11. Prior to the suspension of pool passes, parking privileges and/or water service, the Council shall notify the Co-Owner in writing of the opportunity to request a hearing and to be represented by counsel before the Board of Directors. If the Co-Owner requests the hearing, the request must be made in writing and within 14 days of the date of the Council’s notice. If the Co-Owner requests the hearing, the Council shall send a Notice of Hearing at least 14 days in advance thereof, by hand-delivery or mailed by registered or certified United States mail, return-receipt requested to the Co-Owner. If the Co-Owner does not request a hearing as prescribed, the Co-Owner shall waive all rights to any hearing, and the Board will not schedule one.

12. Co-Owners may request that the hearing be conducted on a date other than as specified in the Notice, but such request shall only be granted if reasonable and satisfactory justification for rescheduling the hearing is presented by the Co-Owner to the Board. All hearing dates shall be set by the Board of Directors in its discretion.

13. Failure of a Co-Owner to attend the hearing shall be deemed to constitute a waiver of the Co-Owner’s right to such hearing, and suspension may be imposed as if the hearing had been completed with a decision rendered by the Board of Directors unfavorable to the Co-Owner.

14. After the hearing with the Co-Owner, the Board of Directors may convene at their discretion in executive session. Written notice of the decision of the Board of Directors will be hand-delivered or mailed regular United States mail to the Co-Owner within 7 days after the hearing date. If applicable, the notice shall also advise the Co-Owner of the date on which the Co-Owner’s pool passes, parking privileges and/or water service will be suspended, which date shall be no less than 10 days after the date of notice. In addition, pursuant to Article VI, Section 5 (e) of the By-Laws, a Co-Owner whose parking privileges has been revoked will have assessed to his/her account a \$25.00 charge for the cost of revoking and repainting the reserved parking space of that Co-Owner.

15. The Co-Owner has the option to submit a payment plan with the Board of Directors prior to the revocation of pool passes and parking privileges and /or water service termination, so long as it is done during the 14 day period from the date of Council’s first notice as referenced in Paragraph 11. If the Co-Owner does not set up a payment plan within the allowed fourteen-day period, the unit’s pool passes, parking privileges will be revoked and/or water service terminated. If the payment plan is set up within the fourteen-day period, pool passes, parking privileges and/or water service will remain, but only as long as Co-Owner remains current with the payment plan. Should the payment plan go into default, the unit’s pool passes, parking privileges and/or water service will be immediately suspended without additional notice to the Co-Owner.

16. Pool passes, parking privileges and/or water service will be reinstated when the Co-Owner is notified in writing by the On-Site Office that the delinquent assessment account has been brought current, including the payment of any attorney’s fees, interest, charges and costs incurred as a result of the delinquency, and all costs associated with the suspension or reinstatement of pool passes, parking privileges and/or water service.

17. Water service only may be reinstated at a later time on a provisional basis in the sole discretion of the Board of Directors upon written agreement by the Co-Owner to a payment plan and the commencement of payment under the plan by the Co-Owner of the amount of the regular monthly assessment plus a reasonable amount of all past due assessments. If payments are not made in accordance with the payment plan, the Co-Owner’s water service will immediately be suspended without additional notice to the Co-Owner. Reinstatement of water service shall remain on a provisional basis until the Co-Owner’s delinquent assessment account, including any attorney’s fees, interest, charges and costs, including all costs associated with the suspension or reinstatement of water service are paid in full.

18. The Board shall determine when the account has been brought current and shall at that time notify the Co-Owner of the reinstatement of his or her pool passes, parking privileges and/or water service. Accounts that are not settled with certified funds will not be considered settled until all checks have cleared with the bank.

19. In the event that Council receives a check from any Co-Owner which fails to clear the Co-Owner’s banking account, the Council may charge the Co-Owner a returned check charge of \$35.00 or actual fees, whichever is greater, in addition to the late fee stated above.

20. Payments received by the Council from Co-Owners shall be credited in the following order of priority as applicable.

- a. Charges for attorney’s fees and court costs
- b. Any additional fees, charges, interest or costs of collection
- c. Any other charges or sums due to the Council from the Co-Owner or anyone for whom the Co-Owner is responsible.
- d. The monthly assessments for the unit in the order that they come due, including special assessments due, as applicable.

The Board shall authorize a member of the Board and/or management to approve payment plans and settle accounts. Such authority shall be noted in the minutes of the Board and may be changed from time to time by the Board.

At any time, the Board may exercise its discretion and direct the Managing Agent or Counsel to modify these procedures with respect to an individual account if the Board deems it is appropriate under the circumstances. Such circumstances shall include, but not be limited to, pending lender foreclosures, pending sales, or units owned by banks.

21. This Resolution shall supersede and replace Policy Resolution No. 08-45.

22. The provisions of this Resolution shall become effective November 1, 2008.

Adopted by the Board of Directors this 2nd day of October, 2008.

Candidates for 2009 Board of Directors

The following residents have declared their candidacy for the 2009 Board of Directors. They are Sean Beasely, Raj Chamakura, Joy Fosher, Irv Katz, Linda Lachapelle, Bill Liedtke and Barbara Prescop. There are five open positions. Four members will continue to serve. Plan to come to the Candidates Night on Thursday, November 6, at 7:00 PM (note the early start time) at the Clubhouse, to hear the candidates speak. There will be a question and answer session. There is a Board of Directors Meeting directly following Candidates Night.

Sean Beasely is a ten year resident of The Meadows. He expresses his reasons for his candidacy,” I want to make a difference in our community for everyone, which includes both Co-owners and tenants. I like to do this by coming up with ideas to help solve problems and deal with the business of running The Meadows in a positive, practical manner.”

Raj Chamakura has lived in The Meadows for a little over a year. He is a business owner and software consultant. Raj gives this reason for seeking a seat on the Board of Directors,” I’d like to make a difference to the community, bring a fresh perspective, and invoke co-owner participation and responsibility.”

Joy Fosher moved into The Meadows in 1980. Joy is an assistant in a law office. She says,” I believe that to keep a community as large as ours alive and well, there must be participation from everyone, not just the Board of Directors. I want to be involved in seeing it runs well and to help it flourish.”

Irv Katz has called The Meadows his home since 2004. Irv is a middle school teacher. He states, “I want to serve my community and help make life at The Meadows the best it can possibly be for both homeowners and renters. I value civic participation in both my personal and professional lives as an 8th grade civics and economics teacher.”

Linda Lachapelle has resided in The Meadows for over seventeen years. She expresses her intention for running for the Board of Directors this way,” I have a keen interest in bettering our community and maintaining sound management and operations in the community in which I live. I am not afraid to speak my mind and challenge the Board with new ideas and ways of thinking.”

Bill Liedtke has lived in The Meadows for twenty-nine years. He works in customer service. Bill says, “I like to be involved and to know what is going on in our community. We need to make sure that our community is in good shape as it ages, in order to protect the investment we all have made in our homes.’ I enjoy working with others in order to determine what the overall best is for our community.”

Barbara Prescop moved into The Meadows in 1989. Barbara teaches in middle school. She states,” I’d like to see some changes in the way people and situations are handled within our community. Over the past few years, I have become increasingly frustrated with what I’ve heard and with what I have experienced as an owner in The Meadows.Quite a bit has changed since these units were built. I believe I have the time and the energy to help bring The Meadows into this century and it is time for the Board to make that transition as well.”

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Required Action to Avoid Pipe Freeze and Water Damage

To safeguard against costly frozen/broken pipes it is required that ALL units, to include those that are vacant and/or bank owned, maintain a *minimum* temperature of *65 degrees Fahrenheit* during the winter months. To this end, all utilities must remain connected and all machinery (i.e. furnace, hot water heater, thermostat, etc.) must be in proper working order.

As you may be aware the plumbing and shut off valve for the outdoor spigots are inside of the lower units. Also to avoid pipe damage, we ask all lower unit residents to shut off the valve that supplies water to this spigot by **November 1st**. Our maintenance technicians are happy to assist you with the winterizing process; however, we need to access your unit to do so. Our maintenance department is available by appointment Monday-Friday from 6am to 3:30 pm. Please contact the Management Office as soon as possible to schedule an appointment.

Here's how to turn these faucets off and drain them:

Front water faucets: Turn water off at the cut-off valve, which is located under the kitchen sink. Use the petcock valve to drain the water from the pipe. Caution: The water may spurt out, so have a pan and towel ready! While the petcock valve is open, push the black ring up on the outside spigot. Don't forget to replace the petcock valve cap when the water is drained. After completing these steps, leave the outside faucet open to drain all winter. Condensation has been known to freeze and burst pipes in walls. The resulting damage may or may not be covered by insurance, depending on the precautions you take.

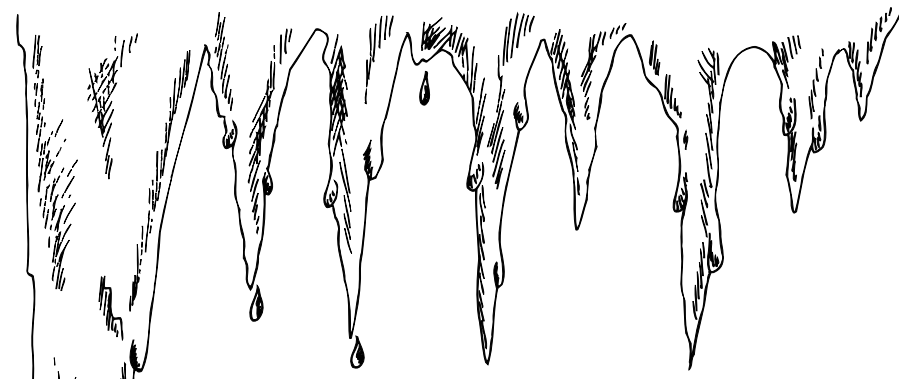
Rear faucets (which all downstairs units have): The cut-off valve is inside the utility room. Turn the valve off and leave the outside faucet open to drain, all winter. When you open the valve, push the black ring up on the outside spigot.

In addition to the water faucet requirements, Meadows Regulations include a Utility Maintenance Requirement for all units. It states:

"In the event that a Co-Owner does not keep electric and/or gas utilities connected as required, the Council of Co-Owners shall take any and all measures reasonably necessary to protect the Common Elements of the condominium, which shall include but are not limited to the appropriation of funds to reconnect and maintain electric and gas utilities. All costs and charges incurred by the Council shall be assessed against the unit owner."

Please be aware that any damage resulting from the valves not being properly closed, lack of utility service, non-functioning machinery and/or interior temperature below 65 degrees Fahrenheit will be the unit owner's responsibility.

Thank you for your prompt attention to these important matters.



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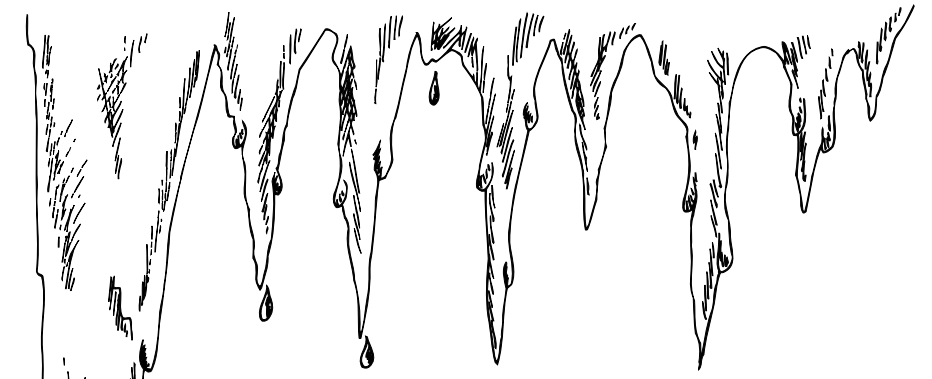
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