

ARBOR GOVERNANCE

Fairlington Arbor operates under its Declaration and the bylaws, which conform to the Virginia Condominium Act. The Declaration – sometimes called “Exhibit C” – establishes Fairlington Arbor as a condominium, defines its property, and sets the boundaries of each unit type and its percentage ownership of the undivided interest in common elements.

BYLAWS

The bylaws are the association’s essential governing document. The bylaws establish the mutual obligations of unit owners and the Council. They set the rules for the board of directors' election and service, require the collection of unit assessments for operating and reserve budgets, obligate the Council and unit owners to maintain their respective property, and restrict the use of Council and unit property. With one exception, changes to the bylaws may be made by a sixty-seven percent majority of the interest held by all homeowners. That exception is the “Rules of Conduct” found in Article VI, Section 7 of the bylaws, which can be amended directly by the Board of Directors.

The Arbor’s bylaws are included at the back of this Handbook as [Appendix A](#).

BOARD OF DIRECTORS

The Board of Directors is the Council’s executive body. The Board has five members who are owners in the Arbor and who serve as volunteers without compensation. Directors are elected at an annual meeting to staggered three-year terms. The Board fills interim vacancies until the next election.

The Board is empowered to appoint officers. Those officers include a president, vice president, treasurer, secretary, and an at-large member who may also take an officer title at the Board's discretion. The Board has the discretion to shift responsibilities and duties between the officers as necessary to match each of their talents.

The Board has the authority to make decisions in all areas except those matters that the bylaws reserve to the Council membership. The Board’s primary responsibilities include:

- Retention of the association’s management company for the day-to-day administration of the Arbor
- Long-range planning, including capital replacement projections

- Proposing an annual budget to the Council and enacting a new assessment schedule if the budget is insufficient for operating expenses and reserve funds.
- Authorizing legal action where co-owners are delinquent.
- Approving service contracts.
- Adopting policies and rules within constraints of bylaws and overseeing enforcement.
- Communicating with owners and residents.

Notably, the Board *is not responsible* for approving the Arbor's annual budget. Each year, the proposed budget is delivered to all owners for review and later voted on at the Arbor's annual meeting.

MANAGEMENT AGENT

The Arbor Board of Directors has contracted with a professional management company to handle the Arbor's day-to-day management, including on-site maintenance, collection and accounting of assessments, vendor selection and management, financial management, human resources, and other professional services. The management company, referred to here as the Management Agent, reports directly to the Board of Directors.

The Arbor's Management Agent is Cardinal Management Group. They work with the Board to protect the owners' investments and the residents' quality of life. Residents can learn more about Cardinal Management Group at www.cardinalmanagementgroup.com.

Cardinal currently has three full-time employees working in the Arbor, including an on-site General Manager and two on-site maintenance employees. An experienced Community Manager at Cardinal, who oversees more than one association, is also assigned to the Arbor. The Arbor further benefits through Cardinal's accounting and finance teams and its experience with contracting and budgeting.

Residents' first point of contact for any questions or concerns, should be the on-site General Manager, whose contact information is available on [page 2](#) of this manual.

ARBOR BOARD MEETINGS

The Fairlington Arbor Board currently meets via virtual format. The Board may choose to conduct meetings in person at a later time. Special meetings are held as needed. All meetings are announced through Arbor alerts.

All unit owners can sign up to be notified via email of each meeting's time and date. Unit owners wishing to address the Board during a meeting may do so during the Owner's Forum section at the beginning of each meeting. The Arbor management agent attends Board meetings as well. A Cardinal administrative associate records all meeting's minutes. Owners who wish to request a copy of the approved minutes of a meeting may request a copy anytime by contacting the Arbor management office.

Note: Board meetings may be postponed or rescheduled at the Board's discretion based on quorum requirements. If so, homeowners will be notified via Arbor Alerts.

MEETINGS OF CO-OWNERS

Fairlington Arbor holds two full Council of Co-Owner meetings each year in addition to the monthly Board meetings: the Annual Meeting, and the Budget Meeting. Attendance or participation-by-proxy in these all-community meetings is essential. At least 34 percent of all co-owners (by ownership percentage) must be present, in person or by proxy, to formally conduct the Council's business.

Annual Meeting/Election Meeting. In April, the owners meet to elect members to the Board of Directors.

Budget Meeting. In September, owners meet to vote on the Arbor budget prepared by the Board and previously delivered in proposal form to all co-owners. At the meeting, the Board Treasurer will present the proposed budget and address any questions attendants may have. The Board may opt to establish a finance committee to assist the treasurer during the budgeting process. Such a committee may be dissolved once the budget has been adopted.

COURT REPRESENTATIVES

Fairlington Arbor is divided into Twelve courts; each court is formed by a group of units generally convened around a parking lot. Typically, each court has one or two residents that assist management and the Board with communication-related tasks between residents and management. In general, the court representative will help with:

- Welcoming new residents – both owners and renters – to the Arbor and provide introductory materials, such as this handbook.
- Serve as a public resource to residents on how the community functions regarding but not limited to management, parking, trash and recycling, tennis courts, pool season, and pet rules.
- Deliver the Arbor management's notices directly to each door.

- Distribute and collect annual pool and tennis pass forms, and to distribute those passes.

ARBOR COMMITTEES

The Association’s Bylaws provide that the president of the Board of Directors has the power to appoint committees from among the co-owners from time to time as he may in his discretion decide is appropriate to assist in the conduct of the affairs of the Council. Such committees shall be structured by the Board and serve under the direction of such.

All committee meetings must be announced through the “Arbor Alert” email subscription service explained below. All members are welcome to attend committee meetings and participate. However, the Board reserves the right to create a more limited meeting format, if necessary.

If you want to learn more about the Arbor's current committees or are interested in joining, please contact the management office.

NEWSLETTER AND OTHER COMMUNICATIONS

Arbor residents can receive news and notices about the Arbor through many different channels, including:

- Arbor Alerts. Arbor residents can subscribe to e-mail alerts for important and timely information regarding emergencies, upcoming meetings, recreational activities, and more. All residents and unit owners are encouraged to sign-up at www.arboronline.org. This e-mail alert system is essential for all Arbor residents.
- Arbor Website. The Arbor website at www.arboronline.org contains current news and a wealth of material similar to what you see in this Handbook. The website is currently being redesigned with an all-inclusive platform that will facilitate communication between residents, owners, and management and provide specific information to every unit owner regarding their financials.
- Arbor Newsletter. The Arbor has traditionally published a two-page quarterly newsletter containing highlights of Arbor-specific news. Given the availability of information on the Arbor website, this hard-copy newsletter may be phased out at some point in the near future.
- All Fairlington Bulletin. The Fairlington Citizens Association publishes its own monthly newsletter with information helpful to the entire Fairlington community. Unlike the Arbor newsletter, this newsletter does not address Arbor-specific issues.

- Arbor Board Meeting Minutes. Board meeting minutes are available to all homeowners who wish to review them. If you would like to request a copy of any Board meeting minutes, please contact the management office.