

## CHARTER

### Special Commission on Potential Architectural Changes in Fairlington Villages (SCOPAC) Effective May 2, 2022

#### BACKGROUND

In response to owners' interest in potential architectural changes to their units for both safety and aesthetic purposes, as well as concerns voiced by other owners about such changes' impact on liability, monthly condominium assessments, adherence to structural integrity, and impacts on shared area encroachment and landscaping the Special Commission on Potential Architectural Changes in Fairlington Villages (SCOPAC) is established.

#### PURPOSE

The SCOPAC will:

1. Research the feasibility of the potential structural changes listed below: this includes:
  - 1.1. Egress Windows
  - 1.2. French Doors
  - 1.3. Skylights
  - 1.4. Solar Panels
  - 1.5. Enclosed Balconies (glass and screened)
2. Review, evaluate, and report to the Board of Directors on what Fairlington Villages' Declaration and Bylaws allow with regard to structural changes to its buildings and the steps, if any, that would need to be taken by the Association to provide a means for unit owners to undertake construction of each of items 1.1—1.5.
3. In researching feasibility, the following issues will be thoroughly investigated, evaluated, and a report provided to the board on items 1.1—1.5 above:
  - 3.1. The full scope of structural integrity issues.
  - 3.2. Liability issues in the event of water intrusion and other damage due to weather and climate.
  - 3.3. Liability issues related to the structural integrity of the unit and multi-unit buildings.
  - 3.4. Encroachment of Fairlington Villages' shared area.
  - 3.5. The potential cost of landscaping changes and the impact on trees (items 1.1, 1.3, and 1.4 only).
  - 3.6. Research Arlington County and City of Alexandria permit, code, building, and installation requirements.
4. Changes required to Fairlington Villages' Master Insurance Policy for each of items 1.1—1.5 and:
  - 4.1. The potential impact on condominium fees.
    - i. Including exploration of equity for owners that choose architectural changes to owners who do not.
  - 4.2. Clear statements that items 1.1—1.5 are the responsibility of the unit owner.
5. The potential requirement to use contractors vetted by Association Management in consultation with a firm specializing in civil and structural engineering and approved by the Board of Directors.
  - 5.1. The potential impact on condominium fees to accommodate the cost of this consultation and vetting of contractors.

- i. What should be the number of contractors vetted and available for each of items 1.1—1.5 above?
  - ii. Should this cost be imposed on all homeowners or only those taking advantage of a potential architectural change?
- 5.2 Development of recommended of Fairlington Villages standards for items 1.1—1.5.
- 6. Investigation into potential legal requirements and needs, including but not limited to:
  - 6.1. Establishment of a contract or other legal document, including a hold harmless agreement, required of owners when making a structural change.
    - i. The transfer of such document in the event of a sale of the unit.
    - ii. The bearer of the cost of the contract.
  - 6.2 Develop recommended options for post-construction inspections to confirm adherence to Fairlington Villages standards (see 5.2) for each of items 1.1—1.5.
- 7. Consideration of aesthetics within Fairlington Villages for items 1.1—1.5, including:
  - 7.1. The impact to the historical, symmetrical design of Fairlington Villages' architecture.
  - 7.2. Provide recommendations on permitted locations, visibility, symmetry, sightlines, and any other aesthetic issues raised by Commission members.

#### LEADERSHIP AND MEMBERSHIP

Ward V Director Philip Brown will serve as Chairman of the SCOPAC. As Chairman Mr. Brown may constitute subcommittees as he determines are in the best interest of meeting the purposes of the SCOPAC. Membership is open to all Fairlington Villages owners.

#### TIMELINE

No later than the Board of Directors' July 2022 meeting, the SCOPAC will provide a milestone schedule to the Board for approval. Periodic written updates on these milestones shall be provided to the Board at least every other month for distribution to Board members.

#### MEETINGS

Meetings will be held at least monthly, with any future subcommittees also meeting monthly. The schedule and notice of meetings shall be provided to management so that they may be announced on social media. Meetings may be held virtually via Zoom or in-person as determined by Mr. Brown.

#### ADVISORY CAPACITY

The SCOPAC serves in an advisory capacity to the Board of Directors. Facilities Manager Miguel Galvez shall serve as management liaison. Operations Manager Mark Johnson will assist, especially regarding landscaping impacts to potential structural changes. All requests for information and assistance shall be made by Mr. Brown in his role as SCOPAC Chairman.

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Melanie Anne Alvord  
President

CC: Board of Directors  
General, Facilities, Operations, and Office Managers

