

# LENOX PLACE

S U N N Y S I D E

HOMEOWNER'S WELCOME PACKET



[WWW.LENOXPLACE.ORG](http://WWW.LENOXPLACE.ORG)

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# LENOX PLACE

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S U N N Y @ S I D E

## Welcome To Lenox Place at Sunnyside!

The Lenox Place at Sunnyside Homeowners Association (Lenox Place HOA) would like to welcome you to the community! We are very pleased you chose to join the community that many of us have called home for years. The Lenox Place HOA Board of Directors developed this informative welcome packet to summarize a few important policies and guidelines to help you become acclimated to the city, neighborhood and community.

This introductory document addresses many of the common and frequently asked questions and summarizes information contained in the original governing documents. It is simply a summary, and we strongly encourage you to read the HOA Bylaws and the Declaration of Covenant, Conditions and Restrictions to ensure complete understanding of the Associations rules and regulations. In the event of conflict between this packet and the official documents, the official documents will supersede.

If you have any questions regarding information contained in this document, please contact Capitol Property Management (Capitol), at 703-481-1918 or connect with the Lenox Place HOA Board of Directors at [Board@LenoxPlace.org](mailto:Board@LenoxPlace.org).

The Lenox Place HOA Board of Directors meets every 4<sup>th</sup> Monday at 7PM at the Beverly Hills Methodist Church. Everyone is welcome to attend these meetings. The annual Homeowner Association meeting is held the 4<sup>th</sup> Monday of September at this same location. Elections for open Board member positions are held at this annual meeting.

Again, welcome to Lenox Place at Sunnyside.

We are happy to have you as a neighbor!

Sincerely,

Board of Directors  
Lenox Place at Sunnyside HOA

## Frequently Asked Questions

The following are answers frequently asked questions from new Lenox Place at Sunnyside homeowners/residents:

### **What are the Parking Policies?**

A current Lenox Place at Sunnyside Parking Pass (hang tag) is required to park in common areas and reserved spaces at all times. Failure to display a valid parking pass may result in towing without notice or warning at the owner’s expense. Guests are permitted to park in the homeowner/residents driveway without a parking pass. Each townhome is eligible to receive one guest parking hang tag on an annual basis.

Other noteworthy parking policies include:

- Long-term parking is prohibited - long-term parking is defined as parking in a single common area parking space for 7 consecutive days
- Parking in Fire Lanes is prohibited.
- Vehicles parked in private driveways may cross the sidewalk.

### **Can I make changes to the exterior of the townhome?**

All homes in Lenox Place at Sunnyside are subject to architectural guidelines governing the outdoor appearance of Lenox Place townhomes and grounds. As a homeowner/resident – whether an owner or renter – you are bound by these guidelines as part of the HOA Covenant to which each home is subject.

Any exterior modification, installation, or replacement of any item generally requires a Variance Request form to be submitted to the ARC and must be approved by the ARC prior to work being performed by any resident or contractor.

Below, please find a few select provisions you should be aware of. This is not comprehensive listing of all of the community’s guidelines, but only a selection of the guidelines most frequently encountered.

Frequent Architectural Topics	Permissions and Approvals
Roof Replacement	Permitted Per meeting ARC specifications and approval – requires 3-tab shingle sample submission
Exterior Paint Color	Only approved exterior and front door colors are permitted
Vinyl Siding Replacement	Permitted per meeting ARC specifications and approval
Ornamental Storm Doors	Permitted per meeting ARC specifications and approval – color must match exterior color or approved door color – (white storm doors not permitted)
External Light Replacement	Permitted per meeting ARC specifications and approval
Roof Mounted Attic Fans	Permitted per meeting ARC specifications and approval
Metal Garage Doors	Permitted per meeting ARC specifications and approval
Satellite Dish Installation	Location and size of dish must be approved prior to installation
Trash/Refuse Containers	Not permitted in public view, except on trash collection days
In Window A/C units	Not permitted
Supplemental Structures	Structures of a temporary nature or stable, pen, kennel or clothesline are not permitted

Please do not assume that a change to the exterior of a home is an acceptable change because another home in the Community has a similar modification. As a general rule, and to avoid the risk of violation charges and costly “repeated” labor work, check with the ARC before entering into any external repair or outdoor project.

A complete listing of the ARC Guidelines can be found in Appendix A. Additionally, copies of this document and all Lenox Place HOA guidelines, policies and procedures can be found at the community’s official website (LenoxPlace.org).

## **A. HOA Membership Fees**

Lenox Place at Sunnyside Homeowners Association Membership fees are due on the 1<sup>st</sup> of each month. After nine days a late fee will be applied. Payment can be made to Capitol Property Management via check, direct debit or online.

## **B. Architecture Review Process**

### **Annual Architectural Inspections**

Each spring our management company conducts an independent inspection of the exterior of all Lenox Place at Sunnyside homes. The ARC also periodically inspects homes in the community.

In addition to maintaining the look of our community, timely maintenance prevents larger problems and higher expenses from occurring later. Many neighbors have had work done on their homes. Ask a neighbor or Capitol for advice and phone numbers of reliable, reasonably priced licensed contractors.

If some aspect of our property does not comply with the standards set forth in the by-laws, you will receive a “notice of violation” in the mail with a description of the violation.

### **Violation Notices from Architectural Inspections**

If some aspect of your property is in violation of the standards set forth in the declaration and ARC guidelines, you will receive a “notice of violation” in the mail indicating the non-compliant areas. The notice states the timeframe in which the violation must be corrected. Extensions on this timeframe can be requested; refer to the violation notice for more details on extensions.

The ARC is permitted by the HOA documents and Virginia law to levy violation charges for violations that have not been corrected. Unpaid violation charges can, in severe circumstances, result in property liens.

Ignoring the notices or failing to complete the required work results in violation charges of \$10 per day. PLEASE remember to notify Capitol when the work is completed so that violation charges are not levied needlessly.

### **Variance Requests**

Before beginning any project that alters the exterior of your home, you must first submit a variance to the ARC. This includes, but is not limited to, installation or modification to storm doors and windows, attic ventilator fans, etc. This requirement is for your own protection in the event that you sell your home.

Variances are kept on record and are provided to the selling agent by the management company. You do not need a variance to paint the exterior of your home; however, only approved colors may be used. See Appendix C for the list of Approved Townhouse Paint Colors. Alternatively, you can get the list and an electronic variance request form on our community website ([www.lenoxplace.org](http://www.lenoxplace.org)) in the documents and policies section.

## **C. Parking & Towing**

### **Common Area Spaces**

While the common parking spaces are available to all residents, the Association continues to implement a set of parking regulations designed to ensure that all homeowners have equal and fair access to common area parking spaces.

All cars parked in the common area and reserved spaces must display a valid Lenox Place parking pass hung on the rear view mirror as indicated in the parking regulations and should be free of “For Sale” signs.

Long-term parking in common parking spaces is not permitted. Vehicles cannot be parked in any one spot for more than 7 consecutive days. The Lenox Place HOA has a towing agreement with Henry's Towing. Towing can be done on an on-call basis by calling the President of the HOA or any Board member. Towing is also done randomly. Henry's staff periodically surveys the community to identify and tow cars in violation of our parking policies.

Additionally, please be mindful of the limited parking spaces available on the property. The parking spaces are intended primarily for the occasional visitor and residents without a garage or driveway. We ask you to be considerate and neighborly when parking in the common parking spaces. Please try to use driveways whenever possible and remember that the City permits us to have a car parked across a sidewalk, as long as it does not extend into the street. Also, try to work with your neighbors for special events like parties. Your consideration is strongly appreciated!

### **Reserved Parking Spaces**

Note that several spaces are reserved for homes that do not have driveways or garages. Each of these spaces has a sign indicating that the space is dedicated for the resident. Do not park in a reserved spot unless it is dedicated to your home.

### **Annual Parking Passes**

All homeowners receive a form in the mail annually to request a new hanging parking pass which, when displayed, allows cars to be parked in these common spaces. Parking passes, or hang tags, are available through Capitol.

### **Boats, Trailers, Vehicle Maintenance and Commercial Vehicles**

There are specific provisions related to boats, trailers and vans in the HOA documents. A few of these provisions follow. Please read the complete parking policy for additional information.

- Recreation vehicles are not allowed on the property.
- Repair or extraordinary maintenance of vehicles is not permitted in the neighborhood.
- Commercial vehicles (e.g., those with ladders, those with commercial signage) are not permitted to remain in residents' driveways overnight.

Commercial vehicles are also not permitted to park on Alexandria City streets when not engaged in work at a nearby residence. If you spot a commercial vehicle parked in Lenox Place, please contact Capitol. If you wish to report a commercial vehicle parked on Elbert Avenue or any city street, contact the Alexandria Police non-emergency number.

### **Non-local Vehicle Registrations**

The Alexandria City Police are authorized to patrol Lenox Place and the nearby streets looking for residents with non-local or out-of-state registrations, and issue tickets for violations. Military personnel who are on extended active-duty and are not legal residents of Virginia do not pay license fees for their vehicle, but are required to register with the City and display a City decal.

Please see Appendix F for detailed information regarding the Lenox Place HOA parking policies and procedures.

## **D. Landscaping & Grounds Maintenance – HOA Responsibilities**

### **Open, Common and Exterior Areas**

According to the Declaration of Covenants, Conditions and Restrictions for Lenox Place at Sunnyside Homeowners Association, Article V, Section 1, (f), it is the Association's responsibility to maintain "all exterior areas, except the enclosed rear yards, ... whether designated as common areas or not." To comply with this direction, the HOA contracts with a landscape maintenance company to mow, edge and fertilize all lawn areas, as well as mulch, weed, prune and apply pesticides as needed to mulch beds surrounding the homes. Shrubs and trees located in these beds will be trimmed and pruned as necessary by the maintenance company unless otherwise instructed by the homeowner.

## **E. Landscaping & Grounds Maintenance – Homeowner Responsibilities**

### **Mulch Beds and Shrubs**

Although the HOA services the lawns and mulch beds throughout the community, homeowners have the ultimate responsibility for the installation and care of the shrubs in the mulch beds immediately adjacent to their homes (including watering and fertilizing). Should a shrub located in these mulch beds die, it is the homeowner's responsibility to replace it. To maintain the overall appearance of the community, homeowners are encouraged to replace shrubs that have died as quickly as possible.

Approval must be sought from the ARC, however, before living trees with a trunk diameter of 2 inches or greater as measured 2 feet from the ground can be removed from any lot. Homeowners should also contact the ARC for approval prior to removing shrubs 6 feet or greater in height or before planting new trees. Approval is not needed to replace smaller shrubs, however.

### **Backyards**

Homeowners are reminded that it is their responsibility to maintain the interior of their backyards. Grass should be cut on a regular basis and a neat appearance should be kept at all times.

Please be mindful of water run-off and flooding of common areas behind homes when watering trees and/or planting boxes in private rear patio areas.

Should you notice a neighbor violating this rule, please notify Capitol.

### **Front Yard Watering**

It is the responsibility of each homeowner to water his/her own yard areas, trees and mulch beds. The dry, hot periods that we experience each summer can have a devastating effect on our landscaping, including the trees and shrubs in the common areas. Tree replacement in the common areas can have a significant impact on our HOA's budget. We encourage homeowners to adopt a tree by watering those trees close to their homes throughout the summer months.

### **Pet Owner Courtesy**

Pet owners are required to pick up after their pets. Several signs have been posted in the development to remind pet owners of this responsibility. If you see a pet owner being negligent of this responsibility, please take the time to remind them. If the problem persists, please call Capitol and a Board member to inform them of the problem.



## **F. Standard Refuse Collection/Recycling**

### **Trash Receptacles**

The City of Alexandria's Trash Collection for our community occurs on Wednesday mornings. Trash should not be put out for pick-up until the evening before and trash cans should be stored by the evening after the pick-up. Not doing so is considered a violation by both the City of Alexandria and the Lenox Place HOA.

Residents are reminded that trash cans are NOT permitted to be stored in front of homes or in the common areas. Recently, several violations have been noted. To avoid a warning, please place all trash receptacles in your garage or in enclosed areas behind your home.

For additional information regarding the City's Trash Collection please visit the City's website at <http://alexandriava.gov/> or visit our community website at [lenoxplace.org](http://lenoxplace.org) for relevant links.

### **Holiday Impact on Refuse/Recycling Collection**

On holidays observed by the City, City offices are closed and refuse/recycling collection services are delayed one day for the remainder of the week. There are exceptions. Although City offices are closed, there is regular collection on the Fourth of July, Thanksgiving Day and Christmas Eve Day.

Here is the rule of thumb: If the holiday is BEFORE your collection day, your refuse/recycling collection will be picked up one day late that week. If the holiday is AFTER your collection day, your collection is on a regular schedule.

For example, if the holiday falls on a Wednesday, there is regular collection on Monday and Tuesday. However, Wednesday collection will be on Thursday, and Thursday collection will be on Friday.

## **G. Special Refuse Collections/ Recycling Information**

### **Leaf Collection**

The current Lenox Place HOA landscape service agreement provides leaf collection service to all Lenox Place homeowners/residents as part of their routine Fall service. Additionally, the City of Alexandria provides a free annual curbside leaf collection program. Please visit the City's website (<http://alexandriava.gov/>) and search "leaf collection" for detailed program information.

### **Spring Clean-Up**

Each spring the City of Alexandria provides the Spring Clean Up Program for its residents. Please visit the City's website (<http://alexandriava.gov/>) and search "Spring Clean Up Program" for detailed program information.

The pick-up for our area is generally the 2<sup>nd</sup> Saturday in April. Check the newspaper or city website for exact dates. Items for collection should be placed on the curb (not in the street) before 8am on the day of pick-up.

### **Household Hazardous Waste & Electronic Recycling Collection**

Household hazardous waste and electronics can be disposed Monday – Saturday 7:30 a.m. to 3:30 p.m. (except holidays) at 3224 Colvin Street. Please visit the City's website (<http://alexandriava.gov/>) for detailed list of acceptable and non-acceptable items.

### **Recycling Centers**

In addition to curbside recycling, the City has four drop-off recycling centers. These centers have recycling containers for residents to deposit recyclables. The drop-off centers are open 24 hours a day, 7 days a week and can

be found at: S. Whiting Street (at Tower Court), 3224 Colvin Street, 4251 Eisenhower Avenue, and Jones Point Park.

### **Christmas Tree Recycling**

The City also collects Christmas Trees at curbside for recycling. There are two pick-ups each year, generally on the first and second Friday and Saturday following New Year's. Remove all decorations from your tree and place it at the curb by 7am on the Friday morning of the pick-up.

### **Free Mulch**

Free leaf and wood mulch is available from the City for your garden. The City of Alexandria's mulch site is located at 4215 Eisenhower Avenue. The site opens March 1 and closes April 30, or sooner, if the supply of mulch runs out prior to April 30. Mulch is available for delivery for a fee. For more information call 703-746-4410 or visit the City's website (<http://alexandriava.gov/>) and search "mulch."

## **H. Miscellaneous Community Information**

### **Keys to North and South Gates**

One key is available to each townhome for the two gated, locked walkways between Elbert Avenue and Charles Avenue. Replacement or extra keys are available through Capitol for a nominal fee.

### **Winterizing Outside Hose Bibs/Faucets**

In cold weather, remember to drain your outside faucets or they may freeze and burst. In each home near the hot water heater is a single valve that shuts off the water to both outside faucets. Turn off that water supply and then go outside and drain both outside faucets. Also near the supply valve, you may find a knurled knob (much like a tire valve cover) that must be opened to vent the lines. Air going in through the vent will allow most, if not all of the water to drain through the outside faucets.

### **Gutters and Storm Drain Cleaning**

Take the time to clean debris and snow from downspouts in the fall and winter to prevent the spouts from being blocked. Water that cannot drain properly from a downspout can back up and cause damage to your home. For those homes where the downspouts are connected to a clean-out line, remove any accumulated debris or snow from the end of the drainage pipe to prevent blockage.

Occasionally, community storm drains are blocked as a result of plowing after a heavy snowfall. If you notice a blocked storm drain, please take some time to clear the snow from the drain to allow proper water drainage when the snow begins to melt.

### **Snow Removal**

The current Lenox Place HOA snow removal contract activates when there is in excess of 2 inches of snow accumulation:

<b>Townhome Location</b>	<b>Snow Removal Responsibility</b>
Charles Ave., Courtland Cir. & Shorter Ln. units	Lenox Place Private Snow Removal Contract
Elbert Avenue units	The City of Alexandria

Note: ALL residents are responsible for shoveling their own steps and driveways. Each homeowner is liable for any accident that occurs on his/her porch, driveway and steps.

# I. Additional Community Information Resources

## **Community Newsletter**

The Lenox Place HOA Newspaper Committee periodically publishes a newsletter called *Lenox Place @ Sunnyside News*. The newsletter, which is mailed to each resident, includes current happenings related to community/civic news, city planning information impacting our neighborhood, city trash and waste information, neighborhood watch info, announcements about ARC matters, Board meetings, and calendar events. Please see the [LenoxPlace.org](http://LenoxPlace.org) website for current and past issues.

If you have suggestions for newsletter articles or topics, submit them to LPAS group mailbox.

## **Lenox Place at Sunnyside Online**

Please visit the community's official website at [www.lenoxplace.org](http://www.lenoxplace.org) to keep abreast of relevant city, neighbor and community resources. The website features RSS feeds from a variety of local news sources and is an excellent way to communicate with the Board of Directors.

There is also a discussion group for the residents and homeowners of Lenox Place. The Internet URL for this forum is: <http://groups.yahoo.com/group/lenoxplaceatsunnyside/>.

Please join the group for information and to share your thoughts with other Lenox Place at Sunnyside residents/owners.

## **General and Administrative**

All owners of homes in Lenox Place at Sunnyside should have received copies of HOA documents as part of their settlement or purchase process, or at other times. These documents include:

- Bylaws of Lenox Place at Sunnyside Homeowners Association; and
- Declaration of Covenants, Conditions, and Restrictions – Lenox Place at Sunnyside, Alexandria Virginia.

You can also find copies of these documents in the documents and polices section at our community's Office Website – [LenoxPlace.org](http://LenoxPlace.org)

Once again, welcome to Lenox Place at Sunnyside and if you have any questions please contact our property manager at Capitol using the contact information below.

Mr. Greg Lawrence - Property Manager

### **Capitol Property Management**

3914 Centreville Road

Suite 300

Chantilly, VA 20171

Phone (703) 707-6404

After Hours Contact: (703) 481-1918

Fax (703) 707-6401

[www.capitolcorp.com](http://www.capitolcorp.com)

# Appendix A – Architecture Review Committee Guidelines

## LENOX PLACE AT SUNNYSIDE HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW GUIDELINES

Article VI, Section 2, of the Community Association Declaration of Covenants Conditions and Restrictions established the presence of an Architectural Control Committee (hereafter referred to as the Architectural Review Committee (ARC)).

These guidelines are not intended to supersede the covenants but to enunciate the consensus of the committee as representatives of the community on interpreting the covenants for application to specific requests under the provisions of Article VI. The ARC's goal is to establish standards that are in keeping with the architectural design of the community which will assure the appreciation of our Lenox Place at Sunnyside property. The primary function of the ARC is to preserve the aesthetic quality of Lenox Place at Sunnyside. In fulfilling this responsibility, the ARC, in accordance with guidelines prescribed will perform the following functions:

- a. Evaluate and approve or deny applications for the construction of any building, structure, alteration, addition or improvements of any character (other than interior alterations not affecting the external appearance of a building or structure) upon any portion of Lenox Place at Sunnyside.
- b. Take required notification and corrective action in the event dwellings are not maintained consistent with these guidelines or in the event of violations of the rules prescribed in Article VI.
- c. Conduct a periodic audit of the maintenance of its residences to include fences, improvements, and grounds.
- d. Arrange for the periodic dissemination of information to our community.
- e. The ARC will meet once a month, or as needed, to review applications submitted by homeowners, and will make every effort to notify Homeowners of approval/disapproval within 30 days of receipt of a completed Request Architectural Approval form and all supporting samples by the ARC. The Bylaws allow a 60 day period from receipt by the ARC of the request.

### A. Applications and Committee Approval

1. No building, structure, alteration, addition or improvements of any character (other than interior alterations not affecting external appearance) shall be constructed in or on any portion of Lenox Place at Sunnyside without prior approval by the ARC. A variance must be requested for any exterior addition, alteration, modification or change to existing dwelling or previously approved detailed structures. This includes, but is not limited to, decks, shutters, awnings, lighting, fences, greenhouses, storage sheds, doors, windows, exhaust fans, siding, roof replacements, or wall construction. Any exterior addition, alteration, modification or change to an existing building shall be compatible with the design character of the original building.
2. The ARC will consider for approval only written requests submitted on a fully completed Request Architectural Approval form. The original of the form will be submitted to the management company and the management company will forward a copy to the ARC Chairperson. The ARC reserves the right to request additional information considered relevant to their decision.
3. Any ARC approval is subject to the applicant receiving any building permit required by the City of Alexandria or other government body.

4. In as much as major alterations such as decks, storage sheds, fences, greenhouses, etc., represent a substantial undertaking both in terms of cost and advance planning, the ARC is authorized and encouraged to require individuals submitting major items to initial all request conceptual approval for such items. Such a preliminary application should include as much information as practical but must include a site plan showing dimensions, elevations, relation to applicants dwelling, materials, etc. The final application in such cases should include duplicate documents to those submitted for a building permit and should also include a description of colors, materials, drawings, location and an estimated completion date.
5. Applications for minor items such as storm doors/windows, shutters, painting, and attic fans will not normally require preliminary, conceptual approval. Such items will usually receive final approval/disapproval at the initial committee review.
6. Approval or disapproval of applications by the Committee will be determined in order to conserve the aesthetic appearance of the development, and to prevent the erection of poorly designed or constructed improvements. Decisions by the Committee will be based on quality of workmanship and materials, harmony of external design with existing structures (and particularly with the design of any building to be altered), the location with respect to topography and other structures, the effect of the construction or alteration on the outlook from other property and any other factors which affect the desirability or suitability of the construction.
7. Requests that are disapproved may be appealed, in writing, to the Board of Directors (BOD).

B. General Architectural Guidelines

1. Use of any common ground for the storage or delivery of any construction materials or equipment to facilitate construction of an approved project is prohibited without advance written approval of the committee. Restoration of common grounds by the homeowner will always be a condition of approval.
2. It is the obligation of each current owner to maintain all additions alterations, modifications or changes, regardless of whether the current owner was the party requesting committee approval. Likewise, it is the obligation of each current owner to repair all damages which alter, change or modify the exterior appearance of the residence.
3. Exterior color(s) **may be** changed only with the **pre-approval** of the committee. Existing exterior colors and approved door colors are on file with the Management Company and the ARC. Areas that are painted may be repainted; areas that are stained may be re-stained; unpainted/unstained surfaces shall remain unpainted/unstained unless approved by the committee.

See the "Paint Colors for Lenox Place at Sunnyside" document for the list of approved paint colors.

4. Application for objects, structures, alterations, or modifications in the rear area of any residence which extend above the privacy fence enclosing said area are generally not approved.
5. Ornamental security doors and window guards have been previously approved by the committee. Other convertible storm/screen doors have been approved and will be considered on an individual basis by the committee upon receipt of a completed Request Architectural Approval form. Storm/screen doors must be the color of the front door, or house trim, or may be black. Wrought iron security doors and grills must be black. Crossback storm doors will not be approved.
6. No fence or wall will be approved if its installation will obstruct sight lines for vehicular traffic.

7. Satellite dishes may be erected with completion of a Notice of Intent to Install an Antenna to the committee. The committee reserves the right to direct where the antenna or satellite dish is installed, as long as the signal is not limited or restricted. Attic antennas do not require committee approval; however, no external antenna wire may be exposed to front or entrance side of residence. Antenna wire at rear of house must be inconspicuously installed.

Refer to the satellite antenna guidelines for Lenox Place residents for more information on this topic.

8. Roof mounted electrically powered attic fans will be considered on an individual basis, upon receipt of a completed Request Architectural Approval form. They must be installed on the rear slope of the roof, must not extend above the peak of the roof, and must be of a style/color that will blend with roof.
9. Applications for the construction and/or installation of additional or replacement exterior lighting fixtures will be considered by the committee on an individual basis. No exterior lighting shall be directed in such a manner as to create annoyance to neighbors.

C. Specific Prohibitions and Dwelling Maintenance Requirements.

1. In order to preserve the appearance of the community as a whole, each owner is required to properly maintain and repair the exterior of his or her dwelling. This requirement includes, but is not limited to, painting, repair or restoration of masonry, concrete and steps, repair or replacement of damaged or missing shutters, gutters, doors, windows, window panes, siding, roofs, and shingles.
2. No exterior clothesline or clothes hanging devices that extend above the fence shall be allowed on any lot.
3. Applications for window-mounted air conditioners will not be approved.
4. No sign of any kind larger than 1 square foot shall be displayed to the public view on a lot. An exception is made for one temporary sign of standard size and shape advertising properties for sale or rent. Owners wishing to display signs for security systems may do so.
5. No lot will be used as a dumping ground for rubbish. Garbage, trash, other waste must be placed in covered containers and shall not remain in public view except on days of trash collection. No such containers may be stored on mid-level balconies. Trash containers must be stored in the garage or the enclosed back yard area. Place your garbage in covered trash receptacles. They come in 2 sizes and are available from the city at no cost.
6. Pets will not be permitted on common areas unless accompanied by a responsible person and shall be registered, licensed, leashed and inoculated as required by law. It is the responsibility of the pet owner to "clean up" after pets being walked on common ground. Pet owners must comply with the pet waste signs installed throughout the community.
7. No noxious or offensive activity shall be carried on upon any portion of Lenox Place at Sunnyside nor shall anything be done that may be or become a nuisance or annoyance to the neighborhood.
8. No articles of personal property such as baby carriages, bicycles, firewood, etc., shall be deposited, allowed, or permitted to remain on common property. All such articles will be removed by the Association if, not removed by the homeowner when notified of non-compliance.
9. Awnings detract from the aesthetic qualities of the community and will not be approved.
10. No flag poles will be installed in-ground. No more than two flags may be displayed. If these flags are not state/national flags, i.e., decorative flags, they must be in good taste and must be harmonious with the

rest of the neighborhood. Flags may not be larger than 3 feet by 5 feet and must be in good repair. Flags will not be displayed in a permanent nature and will not be displayed above the main floor.

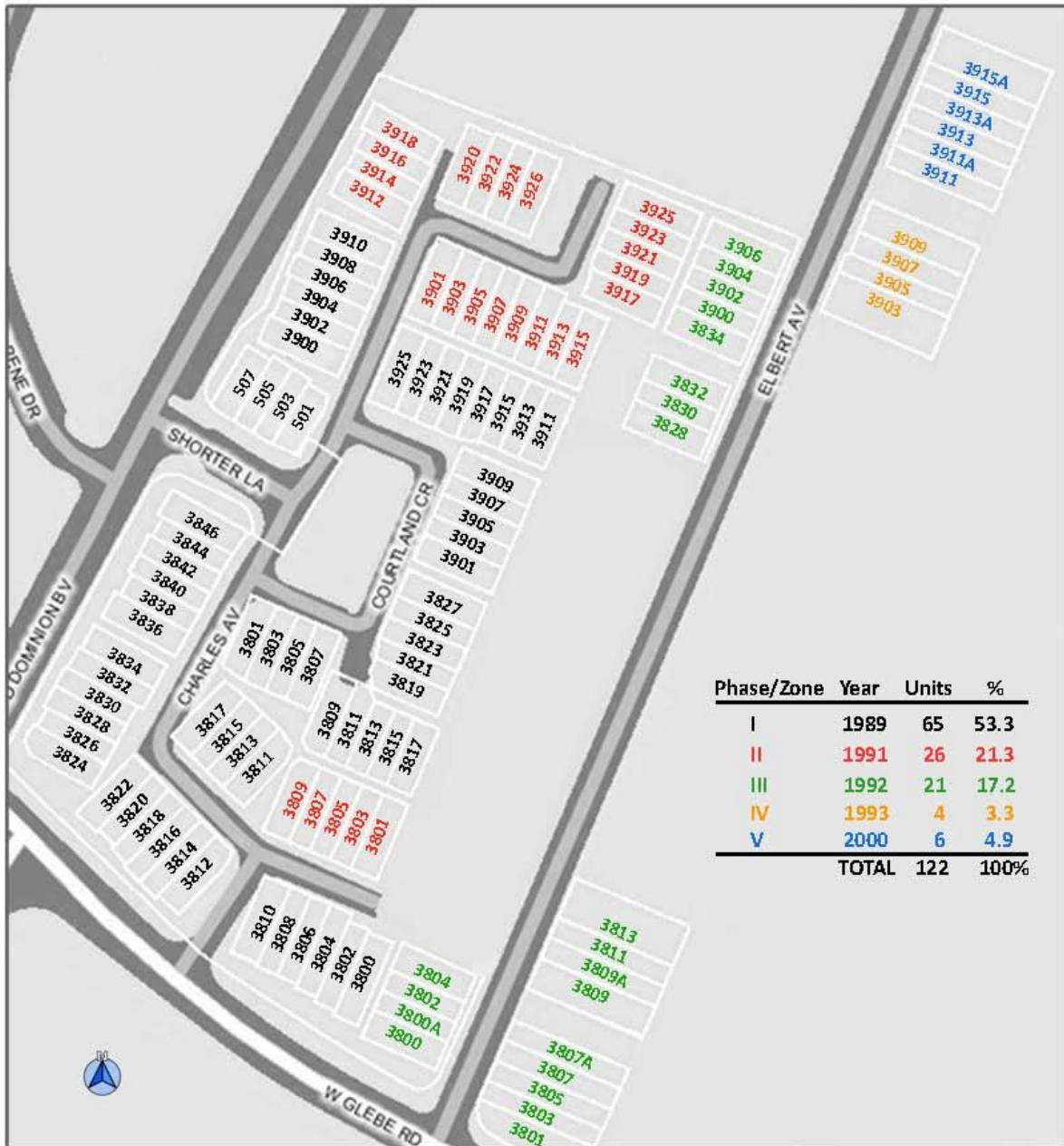
11. Mail slots in garage doors will be considered. Prior approval is required. Detailed sketch of plans must be submitted. No other mail drops or mail boxes will be approved.
  12. Seasonal displays are subject to comment by the ARC. These displays must be in good taste and harmonious with the rest of the neighborhood, and may not interfere with the comfort of neighbors. No display shall be erected more than 30 days before a holiday and must be removed no more than 30 days after the holiday. Door wreaths are permitted year-round.
  13. House numbers shall be consistent with those currently on existing homes. Applications for replacement of house numbers will be considered by the committee on an individual basis.
  14. Windows can be replaced with matching type windows and must be approved by the ARC.
  15. For those homes in Lenox Place that have removable window grids (i.e., the grids are not sandwiched between the panes of window glass), **all** windows on any one side of the townhouse – front, side or back – must either have window grids or not. I.e., windows on one side of a townhouse may not have grids in some windows and not others. It *is* acceptable for sides to not match, i.e., it is acceptable for all windows on the front of the townhouse to have grids while all windows on the back of the townhouse do not have grids. Replacement window grids can be ordered from Fischer Hardware Corporation (703-451-3700).
  16. **All** moveable windows and patio doors on any one side of the townhouse – front, side or back – must either have window screens or not. I.e., windows on one side of a townhouse may not have screens for some windows and not others. It *is* acceptable for sides to not match, i.e., it is acceptable for all windows on the front of the townhouse to have screens while all windows on the back of the townhouse do not have screens.
  17. Front yard fencing is not permitted.
  18. Firewood may be stacked only within the fence area or out of public view.
  19. No deck installation will be considered on the second level of any townhouse except in designated areas on Elbert Ave., previously approved by the City.
  20. Grills and barbecues should be located inconspicuously within the enclosed back yard area.
  21. Major changes to the existing front yard landscaping will be considered on an individual basis upon receipt of a completed Request Architectural Approval form and must have approval prior to the start of work.
  22. Any play equipment for children should be located within the enclosed back yard area and must be below fence level.
  23. Dog houses must be placed within the enclosed fenced in back yard. Dog houses may not be higher than the fence.
- D. Procedures for Notification and Correction of Violations
1. Upon the reporting of a violation of Architectural rules, the Chairman of the Committee or his or her designee may verify the violation. Such member shall report his or her findings to the Chairman (and later at the next regularly scheduled meeting).

2. When the complaint is verified, the Chairman shall cause a letter to be delivered by mail from the Management Company to the violator. The letter will request that the violation be remedied or removed within 30 days after receipt of the letter.
3. If not corrected within 30 days, a second standard format letter shall be delivered to the violator via certified mail. This letter will instruct the violator that unless the violation is remedied or otherwise satisfactorily resolved by written agreement adopted by the Committee within 10 days after receipt of the second letter, the matter will be turned over to the Board of Directors for further action. (The homeowner would be subject to a fine until the violation is corrected or resolved.)
4. An Architectural Control Committee decision regarding repairs and maintenance can be appealed by the homeowner to the Board of Directors. The written appeal must be made within 10 business days of notification to the owner.
5. If necessary, the Board of Directors shall, within 30 days of dispatch of the 2nd letter advising of the violation, send a certified letter indicating that unless the violation is remedied or otherwise satisfactorily resolved by written agreement adopted by the Board within 10 business days, the matter will be turned over to the Association's lawyer for resolution. This letter will indicate that the Association is empowered to remedy the violation and to apply a lien on the property provided the owner does not pay for the repair plus legal fees, or to file suit in civil court to obtain an injunction requiring the homeowner to make the necessary repairs.
6. Action necessary to correct violations noted between October 31 and March 31 may, at the discretion of the Architectural Control Committee, be postponed until such time as weather permits those actions to be taken.



# Appendix B – Map of Lenox Place at Sunnyside

## Lenox Place at Sunnyside Community Map Alexandria, VA 22305



## Appendix C – ARC Replacement Specifications Summary

LENOX PLACE AT SUNNYSIDE HOMEOWNERS ASSOCIATION APPROVED ARC REPLACEMENT SPECIFICATIONS SUMMARY											
Zone/ Phase	Townhouse Paint Colors	Siding* Materials	Trim* Material	Garage Door*		Replacement Windows*	Roof Shingles	External Lights		House Numbers	
				Materials	Windows	Materials	Asphalt 3-Tab	Number/Size	Colors	Orientation	Color
I	Alaska White, Sandpiper	Wood or Vinyl	Wood or PVC Coil Trim/ vinyl clad Aluminum	Wood or Steel	<b>Mandatory (4 Panel Unobstructed)</b>	Wood, Vinyl and Composite	Nickel Gray	Three Lights - front door light must be larger than 2 garage Lights	black, antique brass, polished brass, bronze, and earth tones to match home's trim color or brick.	Horizontal with Old Colonial Red Plaque	<b>Brass</b>
II	Amber White	Vinyl	PVC Coil Trim/ vinyl clad Aluminum	Wood or Steel	<b>Mandatory (4 Panel Unobstructed)</b>	Wood, Vinyl and Composite	Slate Gray	Two Lights - front door light must be larger than garage lights	black, antique brass, polished brass, bronze, and earth tones to match home's trim color or brick.	Horizontal above Garage	<b>Brass</b>
III	Amber White, Wheat	Vinyl	PVC Coil Trim/ vinyl clad Aluminum	Wood or Steel	Prohibited	Wood, Vinyl and Composite	Autumn Brown	Two Lights - same size	black, antique brass, polished brass, bronze, and earth tones to match home's trim color or brick.	Horizontal above Garage	Black
IV	Vanilla Bean	<b>Aluminum</b>	Aluminum	Wood or Steel	Prohibited	Wood, Vinyl and Composite	Autumn Brown	Two Lights - front door light must be larger than garage lights	black, antique brass, polished brass, bronze, and earth tones to match home's trim color or brick.	<b>Vertical</b>	Black
V	Amber White	Vinyl	PVC Coil Trim/ vinyl clad Aluminum	Wood or Steel	Prohibited	Wood, Vinyl and Composite	Autumn Brown	One light - Must be between 9-15 inches in height	black, antique brass, polished brass, bronze, and earth tones to match home's trim color or brick.	Horizontal above Garage	Black

Note: All front, storm and security door hardware (i.e. door handles, lock sets and kick plates) must be bright brass in color. White storm doors prohibited.

\* All siding, trim, garage door and replacement window external colors **must** be an exact color match to the approved townhouse paint color.

Approved Front Door/Shutter Paint Colors	
Manufacturer	Color
Benjamin Moore	Charcoal Slate
McCormick	Black, Druhill Grey, Fawn, Valley Green, Mckinney Stone, Farmhouse Red
Duron	Forest Green, Old Colonial Red

# Appendix D – Vinyl Siding Specification

## LENOX PLACE AT SUNNYSIDE HOMEOWNERS ASSOCIATION REPLACEMENT VINYL SIDING AND TRIM SPECIFICATION

These specifications include the rear cedar siding, wooden sides of units, chimneys, dormers and trim/edging.

Any vinyl used on the exterior of a Zone 1 Lenox Place must closely replicate the appearance of the original siding and/or trim. According to standards, it is intended that "...the new feature (vinyl siding) shall match the old (cedar/wood siding) in design, color, texture, and other visual qualities." In addition to using certified vinyl siding, application shall be completed by a licensed, bonded, and insured contractor.

All vinyl siding must be certified by the Vinyl Siding Institute (VSI). The VSI Certification Program ensures homeowners that, by selecting certified vinyl siding, they can expect a product that meets or exceeds the performance criteria of the industry standard. The certification also ensures that testing by an independent testing and inspection laboratory has been completed. The criteria for the standard, as set forth by the American Society for Testing and Materials (ASTM D3679), includes: weather ability, impact resistance, heat shrinkage, and thickness, length and width of material. There is material which meets the ASTM D3679 standard but is not VSI certified.

### Application Specifications

#### Siding

Specification	Description
Type	straight vinyl siding
Width	match or approximate the width of the existing wood: 5 inches on the rear and sides.
Thickness	must be a minimum of .042 inches
Texture	rough cedar
Finish	low gloss
Color	closely match the home's existing color - Benjamin Moore's Alaska White or Sandpiper
Panel projection/ clapboard base	must be a minimum of 5/8" on rear of house—may be ½" on other areas.
Strength	must be able to withstand a wind load of at least 135 mph
Warranty	must have a lifetime warranty, preferably transferable to a new owner

#### Window, door/corner trim and edging

Specification	Description
Type	PVC coil trim/vinyl-clad aluminum which can be formed
Width	match the real wood dimensions of the wood trim or soffits being covered. *Except bow windows, which are specifically excluded from vinyl siding
Thickness	must be a minimum of .019 inches
Texture	same appearance of the wood details as the wood being covered
Finish	low gloss
Color	closely match the home's existing color - Benjamin Moore's Alaska White or Sandpiper
Strength	must be able to withstand a wind load of at least 135 mph
Warranty	must have a lifetime warranty, preferably transferable to a new owner

Per the Association's bylaws, the Architectural Review Committee ("ARC") must approve all exterior projects requiring more than standard repair and maintenance. Variance requests for siding installation must contain information that confirms the proposed siding conforms to the specifications listed above. Because of the importance to the community of the exterior appearance of our homes, the ARC will carefully review all variance requests and may require additional information related to a variance request. Homeowners MUST submit a copy of the installer's proposal. Incomplete variance requests will be returned to the homeowner.

Vinyl siding products are manufactured by many firms. Three brands have been previously considered by the ARC and the Board. Those are Norandex, CertainTeed, and Alcoa. Accordingly, the ARC has more familiarity with these brands and will likely be able to more quickly expedite variance requests for siding made by these siding manufacturers. Variances for other brands and products will require additional review by the ARC to ensure they satisfy the standards established and approved by the Association's board.

Originally published: September 1, 2002 and updated September 17, 2010

# Appendix E – Metal Garage Door Specifications

## LENOX PLACE AT SUNNYSIDE HOMEOWNERS ASSOCIATION SPECIFICATIONS FOR METAL GARAGE DOORS

These specifications cover the installation or replacement of metal garage doors in the Lenox Place at Sunnyside (hereafter referred to as Lenox Place) community located in Alexandria, VA. When selecting a replacement garage door, residents should consider weather ability, impact resistance and heat shrinkage of the door material.

Metal garage doors used to replace existing garage doors in Lenox Place must meet ARC zone guidelines with respect to the:

- Size of the door;
- Number of panels in the door;
- Number of window panes, their size and design;
- Window pane inserts are prohibited;
- Placement of window panes within the garage door; and
- Texture, finish and color of the door.

Raised panels will be acceptable for metal garage doors in the event that recessed panels cannot be found or are not available. Replacement doors made of wood must have recessed panels.

When replacing a wooden garage door with a metal one, the entire door must be replaced. It is not acceptable to replace a panel on a wooden garage door with a metal panel. Both garage doors must be replaced at the same time if the town home has a two-car garage with separate doors for each car bay.

Professional installation of garage doors is recommended.

### Metal Garage Doors Specifications:

Specifications	Description
Metal	steel
Metal thickness	25-gauge or better
Frame	metal
Insulation	7/8" thick or greater, sandwiched between two layers of metal
Thermal performance rating	8.0 R-value or better
Texture	smooth, i.e., no texture
Finish	low gloss Color – one of the approved Lenox Place garage door colors

Per the Association's bylaws, the Architectural Review Committee ("ARC") must approve all exterior projects requiring more than standard repair and maintenance. Variance requests for metal garage door installation must contain information that confirms the proposed replacement door meets the minimum specifications listed above. Because of the importance to the community of the exterior appearance of our homes, the ARC will carefully review all variance requests and may require additional information related to a variance request. Homeowners MUST submit a copy of the installer's proposal. Incomplete variance requests will be denied and returned to the homeowner.

Metal Garage Door Specifications originally PUBLISHED August 2003 and updated September 2010.

# Appendix F – House Number and Exterior Lighting Specifications

## LENOX PLACE AT SUNNYSIDE HOMEOWNERS ASSOCIATION HOUSE NUMBER AND EXTERIOR LIGHTING SPECIFICATIONS

### House Numbers

Each home in our community is required to have a clearly posted house number. House numbers must be replaced with identical numbers according to the following specifications:

Details	Zone				
	I	II	III	IV	V
Location/Orientation	Horizontal	Horizontal above Garage	Horizontal above Garage	Vertical	Horizontal above Garage
Size	3"	3"	3"	3"	3"
Color	Brass	Brass	Black	Black	Black
Placard	Old Colonial Red - Duron	None	None	None	None

Additionally, house number signage cannot include the street name.

### Exterior Lighting

All exterior lighting on the front and back of homes must be in the same style (with the exception of a rear lower level security light). Additionally, replacement lights are subject to the following size and color requirements.

Light Location	Width		Height	
	Min	Max	Min	Max
Front Door	5"	9"	9"	15"
Garage or Rear Lights	3"	6"	6"	9"

- Approved Colors: black, antique brass, polished brass, bronze, and earth tones to match home's trim color or brick.
- Unapproved Colors: copper, chrome, stainless steel, white, pewter and verdigris.

### Approval

Per the Association's bylaws, the Architectural Review Committee ("ARC") must approve all exterior projects requiring more than standard repair and maintenance. Variance requests for replacing exterior lights must contain information that confirms the proposed replacement conforms to the specifications listed above. Because of the importance to the community of the exterior appearance of our homes, the ARC will carefully review all variance requests and may require additional information related to a variance request.

Originally published: April 30, 2008 updated September 27, 2010

# Appendix G – Parking Policy

## LENOX PLACE AT SUNNYSIDE HOMEOWNERS ASSOCIATION PARKING POLICY

WHEREAS, Article VI, Section 6 (d) and 9 of the Declaration of Covenants, Conditions and Restrictions (“Declaration”), Lenox Place at Sunnyside (“Lenox Place”), Alexandria Virginia prohibits the parking of certain vehicles within Lenox Place and provides general guidance for use of Common Area and Private Streets.

WHEREAS, Article VI, Section 1 (c) 8.1 and Article VI, Section 9 of the Declaration provides that the Board of Directors may regulate parking upon Common Areas and Private Streets.

THEREFORE, BE IT RESOLVED THAT the Board of Directors duly adopts the following Parking Rules and Regulations (“Parking Rules”) with respect to vehicular parking on all areas of the Association’s property. These areas include Charles Avenue and Courtland Circle, Shorter lane (Not the street) and driveways of each townhouse. Shorter lane and Elbert Avenue are city-owned; use of these streets is governed by the laws of the City of Alexandria.

### I. UNAPPROVED VEHICLES

Residents may not park the following vehicles anywhere on Association Property:

#### A. Commercial Vehicles: Any vehicle including the following:

1. any vehicle in which the driver is ordinarily hired for transport, including, but not limited to, taxis, limousines, or buses; or
2. any vehicle with uncovered exterior logos, signs, letters, numbers, advertising, or irregular and distinct coloring which creates the appearance of a commercial vehicle; or
3. any unmarked vehicle with commercial paraphernalia or equipment attached, strapped, or affixed to the exterior of the vehicle, including, but not limited to, storage containers, racks, ladders, or pipes; or
4. any unmarked vehicle with an excessive amount of commercial equipment or supplies within the interior of the vehicle which is in obvious plain view from another parking space or from the sidewalk, including, but not limited to; pesticide, paint buckets, propane, tanks, cabling, uncovered or unsecured tools or other supplies; or
5. any unmarked vehicle, which because of its irregular height, length, shape, or weight, is not a conventional passenger car and is more suited for a commercial purpose; or
6. any van designed for the transport of furniture, goods, equipment, animals or scheduled transportation.
7. The strict prohibition against commercial vehicles shall not apply if the resident covers the commercial vehicle (or that portion of the vehicle which has commercial vehicle characteristics) at all times while parked within the community and the vehicle is then indistinguishable from a conventional passenger vehicle under cover; however, those commercial vehicles, which because of their irregular height, length, shape, weight, or exterior attachments, cannot be made to look indistinguishable from a conventional passenger vehicle under cover shall still be prohibited, regardless of whether the vehicle is covered.

- #### B. Recreational Vehicles. Any motor home, self-contained camper, mobile home, boat, all- terrain vehicle, dune buggy, trailer, boat trailer, pop-up camper/tent trailer, horse trailer, any trailer or semi-trailer used for transporting wave-runners, jet skis, motorcycles, or all terrain vehicles, whether or not such trailer or

semi-trailer is attached to another vehicle, and any other type of vehicle primarily designed for recreational use, as opposed to conventional passenger use.

- C. Inoperative Vehicles. Any vehicle with a malfunction of an essential part required for the legal operation of the vehicle or any vehicle which is partially or totally disassembled as a result of the removal of tires, wheels, engine, or other essential parts required for legal operation of a vehicle.
- D. Abandoned Vehicles. Any vehicle left unmoved in a parking space for more than seven (7) consecutive days, unless the owner provides written notice to the Board in advance that he or she will be away and unable to move the vehicle for a period greater than seven (7) days.
- E. Other Equipment and Machinery. Any agricultural, industrial, construction or similar machinery or equipment.
- F. Unregistered Vehicles. Any vehicle displaying a Virginia license plate that fails to display a valid safety inspection sticker and valid license plate registration stickers.

## II. REGULATION OF PARKING

- A. Unit Owner Permits. Each Unit Owner shall have the opportunity to submit an application for a parking permit. The parking permit application must identify the unit address, name of the applicant and the license tag for the vehicle. Each unit owner that submits a valid application shall be given a one parking permit per unit.

Unit owners without a garage will be offered an additional permit at the then current monthly rate for the parking space. Parking permits must be placed on the rear view mirror of the vehicle.

- B. In order to receive a parking permit, the unit owner must be a member in good standing in the Association. A member in good standing is defined as (a) any unit owner who has not received a notice of delinquency for nonpayment of assessments or a citation for violating the Association's covenants, Rules or Regulations at the time the owner submitted the application; or (b) any unit owner who has received a notice of delinquency for nonpayment of assessments or -a citation for violating the Association's covenants, Rules or Regulations but has requested a hearing to contest the notice of delinquency or citation at or prior to the time the owner submitted the application; or (c) any unit owner who has received a notice of delinquency for nonpayment of assessments or a citation for violating the Association's covenants, Rules or Regulations but as of the, date the owner submitted the application still has time to submit a request for a hearing to either contest the notice of citation or explain the circumstances surrounding the delinquency or violation. It is the unit owner's responsibility to obtain and provide parking permits to their tenants.
- C. Failure to Display Permits. Vehicles parked on Association Property must at all times display a valid parking permit as outlined in Section II, part A of this Resolution. Vehicles that fail to display a valid permit will be subject to the enforcement procedures outlined in Section IV of this Resolution.

## III. RULES REGARDING USE OF PARKING AREAS

- A. Use of Parking Areas. Residents may not use parking areas for any purpose other than vehicular parking. Residents may park vehicles only in designated parking spaces or areas. All unapproved vehicles are prohibited from the parking spaces except when picking up or delivering passengers or merchandise or during the performance of work of services at the location.
- B. Fire Lanes and No Parking Zones. Residents may not park vehicles in fire lanes or no parking zones marked with a sign or yellow painted curb.
- C. Repairs. Major repairs or maintenance to vehicles, or painting vehicles is not permitted anywhere on the Association Property, except that repairs or maintenance of a minor nature, such as the repairing of a flat tire or the recharging of a dead battery, are permitted. Residents are responsible for all costs associated with repairing any damage to the common elements resulting from the performance of vehicular repairs on the Association Property.



- D. Dumping of Materials. The dumping, disposal or leak of oil, grease or any other chemical residual substance, or any substance or particles from holding tanks of any vehicles, is not permitted on the Association Property.
- E. Operator's Responsibilities
1. Residents may park only one (1) vehicle within each parking space.
  2. The parking of any vehicle, including motorcycles, in any location of the association property other than a parking space is strictly prohibited.
  3. Residents may not park vehicles in any manner that impedes the normal flow of traffic or prevents ingress or egress of any other vehicle to adjacent parking spaces or the open roadway.
  4. No vehicle may be parked in a manner that it extends backward beyond the parking lines or crosses over the parking lines.
  5. Residents may not park any vehicle perpendicular to marked parking spaces.
  6. Residents must have a proper operating license in order to operate a motorized vehicle on Association Property.
  7. No signs, initials, numbers, storage containers or any other additions or alterations to parking spaces may be painted, displayed or erected by any Resident without with the prior written consent of the Board of Directors or its representatives. The cost to correct a violation of this provision will be charged to the applicable Unit Owner:
  8. Residents may not park a vehicle along the curb in the ingress lane of the common area parking.
  9. No vehicle may be parked in the common area parking that displays a "For Sale" sign except for signs which are attached to the interior side of a window of the vehicle.
- F. Unit Owners' Responsibilities. All Unit Owners must ensure that their family members, tenants, guests and contractors comply with the parking rules and regulations outlined in this Resolution.

#### IV. ENFORCEMENT

##### A. In General

1. Vehicle Removal. The Board of Directors shall have the authority to have any vehicle not in compliance with the provisions of this Resolution removed from the Association's Property. All costs and risks of towing and impoundment shall be the sole responsibility of the vehicle's owner.
2. Violations Subject to Immediate Towing. Any vehicle: (a) parked on Association Property without a valid unit owner permit; (b) parked within fifteen (15) feet of a fire hydrant or in a designated fire lane; (c) extending beyond the parking lines into the path of regular traffic; (d) parked perpendicular to the marked parking space or on a grassy area or sidewalk; (e) impeding access to sidewalk ramps; or (f) constituting a safety hazard, shall be subject to immediate removal without notification to the owner of the vehicle.
3. Citation Notices. In the case of all other situations not addressed in Section IV.A.2 of this Resolution, the Board or its designated representative shall post a citation notice on any vehicle not in compliance with the rules and regulations of the Association. No other form of notice is required. If the owner of the vehicle does not bring the vehicle into compliance within twenty-four (24) hours of the date of the initial notice or contact a member of the Board, the vehicle will be subject to removal by towing.
4. Subsequent Violations. Subsequent violations committed within any consecutive six (6) month period shall subject the violating vehicle to immediate towing without notification and may result in the suspension of parking privileges.

5. Requests for Enforcement. Any requests from Unit Owners for enforcement of this parking policy by the Association against another resident must be directed to the Board or Management in writing.
  6. Imposition of Monetary Charges. The Board reserves the right and power to impose monetary charges as a sanction for violations of this parking policy. Before any such charge may be imposed, the Board shall provide the Unit Owner with notice of the violation and an opportunity to request a hearing before the Board of Directors in accordance with the provisions of Virginia Code Section 55-79.80:2. The Board reserves the power to impose a monetary charge of \$50 for a single offense or \$ 10 per day for an offense of a continuing nature. Any monetary charges so imposed may be secured by a lien against the Unit Owner's title in accordance with the provisions of Virginia Code Section 55-79.84.
  7. Further Relief. The Association reserves the right to exercise all other powers and remedies provided by the Association's governing documents or the laws of Virginia and City of Alexandria.
- B. No Waiver. Nothing contained herein shall preclude the Board of Directors from seeking injunctive relief or any other remedy available to it in a court of equity.
  - C. Owner's Responsibilities. If the Association must enforce this resolution through any form of legal action, the offending Unit Owner shall be responsible for all expenses and/or attorneys' fees incurred by the Association in enforcing the provisions of this Resolution.
  - D. Liability. The Association assumes no responsibility for the provision of any security service to protect vehicles parked on Association Property, and it disclaims responsibility for any damage to any vehicle parked or operated on Association Property.

#### V. REPEAL OF PRIOR POLICIES

The rules and regulations set forth in this policy resolution supersede and replace all rules and regulations set forth in any prior parking policy

Policy Modified in August 2004 and April 2011