

Thoreau Place Condominium
Association

RULES & REGULATIONS

Revised: 2/10/2016

Approved by the Board of Directors: 2/10/2016

(Supersedes Rules & Regulations Dated 9/10/2014)

Thoreau Place Rules and Regulations

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I. GENERAL

1. Thoreau Place Unit Owners Association ("Association,") acting through its Board of Directors, has adopted the following Rules and Regulations ("Regulations.") These Regulations may be amended by Resolution of The Board of Directors.

2. Thoreau Place is a community for persons 55 years of age and older. One person residing in the household must be 55 years of age or older. If the unit is leased, it is the age of the tenant, not the owners, that is considered.

3. Wherever, in these Regulations, reference is made to "Unit Owners," such term shall apply to the owner of a Unit, his or her agent, or such person acting on behalf of the owner. Wherever, in these Regulations, reference is made to the Association, such reference shall be the Board of Directors and/or the Management Agent when acting on behalf of the Association.

4. The Unit Owner and residents shall comply with all Regulations hereinafter set forth governing the building, common areas, and any other appurtenances.

5. The Association reserves the right to alter, amend, modify, repeal, or revoke these Regulations and consent or approval given here under at any time by resolution of the Board of Directors.

6. Owners and residents shall assume all responsibility for any damage to common elements and equipment including accident or injury. This responsibility of owners and residents extends to any of their guests causing damage, accident or injury.

7. Each unit is equipped with an emergency call system. The fire department is immediately dispatched when the system is activated. The resident is responsible for any charges related to the fire/ambulance responses.

8. Residents are responsible for making certain the building remains secure and are encouraged to report any breaches in security to the Front Desk Coordinator or to notify the police in the event of potential harm caused by an intruder.

9. Thoreau Place is managed by a professional property management company hired by the Association.

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II. CONDITIONS OF USE AND RESIDENCY

1. All areas of the Condominium, indoors and out, are reserved for housing, delivery of amenities, such as wellness services, recreational activities and social events. These areas may not be used for any other purpose.

2. Activities outside of those conducted by The Association must be approved and scheduled in advance through the Front Desk Coordinator. Some activities may require approval by the Association, and then only in compliance with all applicable laws and regulations.

3. Display of "For Sale, For Rent, or For Lease" signs or other window displays are not permitted on or about any part of the Condominium.

4. All leases must meet a minimum time requirement (see Addendum). They must contain such language whereas the tenant agrees to abide by the Rules and Regulations and Governing documents. Indication must be present on said lease to show the lessee has been provided with these documents. Owners must provide the office with a copy of the Lease Rider and proof that the tenant meets the age requirement of the Association.

5. Residents must be considerate of units surrounding them and keep noise at a minimal level regardless of its origin.

6. Freestanding grills shall not be used in any residence, balcony or common area. An exception to this rule is an organized board-sanctioned community event and then only in a common area.

7. The Condominium Manager must review any renovations to units and, if required by the By Laws, plans must be submitted to the Board of Directors for approval prior to the start of the project. Contractors or residents may perform renovations or repairs on their units between specific hours (see Addendum).

8. Complaints, regardless of their subject matter, must be submitted using the appropriate form, which is available from the Front Desk Coordinator.

9. Units must be maintained at a minimum and maximum temperature at all times (see Addendum). This applies whether the unit is occupied or unoccupied.

10. All units must be maintained in a clean and sanitary manner.

11. Residents are responsible for admitting their own guests. No person who is unknown to a resident shall be permitted in the building.

12. The number of persons residing in a unit is limited (see Addendum.)

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13. Guests are allowed to reside in a unit for a maximum amount of time (see Addendum.)
14. Residents are responsible for all maintenance and repairs within their units.
15. It is not permissible to attach plants or decorative items to walls or columns outside of the unit, with the exception of current seasonal items on your door.
16. The Association is not responsible for damage of any type to items on the balconies, including enclosed balconies. Owners are not permitted to make permanent changes to the balconies (e.g., attaching objects to the ceiling or walls) without express permission of the Board of Directors.
17. Window treatments must be neutral when seen from outside the unit. This rule also applies to enclosed balconies; however, no window treatments of any type may be hung from the open balconies.
18. Holiday decorations may be displayed only in windows, on doors, or in alcoves on the courtyard side of unit during the holiday period. No lights are permitted outside the unit.
19. Open balconies cannot be used as a storage area. Closed-in balconies may be used for this purpose so long as stored items are not visible outside of the unit. Fire egress must be maintained from any balcony.
20. Furniture on open balconies should be limited to appropriate outdoor furniture designed for such use.
21. Furniture and plants placed in the alcove near each unit must be appropriate and not extend into the common walkway areas.
22. Residents are encouraged to plant flowers in the box provided in front of each unit. On the first floor and the Lower Court, residents are permitted to plant along the edges of the common gardens with the approval of the Landscaping Committee or Board of Directors. The addition of any decorative items must also be approved by the Landscaping Committee or Board of Directors.
23. Flags are permitted but must not hang over balconies or be attached to any common or limited common or area surfaces.
24. No unit shall be used for any unlawful purpose.
25. All units will be treated on a regular basis (see Addendum) for certain pests. A list of the pests to be treated will be maintained by the Front Desk coordinator.

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26. Residents must allow all units to be inspected on a regular basis (see Addendum) by management for potential hazards, whether to their unit or another, e.g., water leaks, faulty appliances and other damages.

27. Owners are required to obtain renters' or homeowners' insurance to include liability and personal property. Renters are required to obtain renters insurance to include liability and personal property.

28. Keys and Fobs. The unit keys and fobs shall remain the property of the unit owners. As such, the keys and fobs shall be conveyed to new unit owners during closings. It shall be the responsibility of the unit owners to distribute the keys and fobs to their respective tenants, as necessary. A registry of the fobs shall be maintained by the front desk. If a fob becomes lost or inoperable, the front office will provide a new one at a cost listed in the addendum. The maximum number of active fobs issued per unit is listed in the Addendum.

Fobs are required for drive-through entry into the garage and for entry or exit through the back gate. Fobs or keys may be used for entry through the front door main entrance and from the garage into the elevator lobby. Keys for the front door or for entry from the garage into the elevator lobby may be purchased from the front desk at a cost listed in the Addendum.

The individual unit keys also allow entry into the secure storage areas, located on the garage level. Additional keys are the only means of entry into the exercise room and the hobby shop. Use of the exercise room also requires a doctor's approval. These keys may be purchased from the front desk at a cost listed in the Addendum.

The number of keys available to each individual is unlimited. However, from a security standpoint, it is to the benefit of all residents and owners that the number of keys distributed to non-residents are limited.

III. USE OF MULTI-PURPOSE ROOM

1. The Multi-Purpose room may be scheduled for private resident functions based upon availability. The Board of Directors sets a fee and deposit for the use of the room at a cost listed in the addendum. Reservations will be made with the Front Desk Coordinator, who will report to the designated Board of Directors Liaison.

2. Non-resident functions are not permitted in any of the common areas, i.e. Multi-Purpose room, library, lobby, atrium or conference room.

3. The Multi-Purpose room is limited to a maximum of 96 persons by order of the Fire Marshal.

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4. Residents are responsible for set up and returning the room to the manner in which they found it. It is the responsibility of the sponsoring resident to cleanup after the event.

5. Any damages to the room are the responsibility of the sponsoring resident.

IV. COMMON AREAS

1. A Laundry Room is located on the LC Level. Residents use the machines at their own risk. Machines are coin operated.

2. A supervised Exercise Program may be available for resident participation. In addition, an unsupervised exercise room with equipment is located on the Lower Court level. A physician's approval is required for participation. Procedures and forms for participation are available from the Wellness Coordinator. A Key to the exercise room may be purchased from the Front Desk Coordinator (see Addendum.)

3. A Hobby Shop is available for short-term projects. Residents are responsible for supplying and using their own tools and equipment. A key to this area may be purchased from Front Desk Coordinator (see Addendum.)

4. Neither residents nor guests may use the common areas for recreational purposes with injury potential to the residents, such as skateboarding, riding bicycles, rollerblading, or playing in the fountain.

V. FIRE SAFETY IN COMMON AREAS AND RESIDENTIAL UNITS

1. Preventive measures to preserve life and property in both common areas and residents' units are of the utmost importance here at Thoreau Place. Periodic inspections of units help assure safety of residents and property is maintained.

2. Assurance that the automatic self-closing door mechanism of the unit main entrance door is in working order. This mechanism will be examined by the Facility Engineer during the annual unit inspection.

3. The small transom/window above the unit's main entrance door should be kept closed, as a fire in the vicinity of one unit may cause fire or a large volume of toxic smoke to be sucked into another unit. All units on the fifth (5th) and sixth (6th) floors, where the walkways are enclosed, are at greater risk of fire or smoke being sucked into units. These windows will also be examined for proper closure by the Facility Engineer during the annual unit inspections.

4. Units with closed or multiple bedrooms should have a smoke detector in each bedroom in addition to the smoke detector(s) in hallways. Additional smoke detectors in bedrooms are

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the responsibility of each unit owner. However, the battery for each detector will be replaced annually by the Facility Engineer during the unit inspection.

V. PET RULES

1. Only animals approved by Board of Directors are to be kept in units. These are typically cats, dogs, birds, and fish.

2. The number of pets per unit is limited to one dog, or one dog and one cat, or two cats.

3. Pets must weigh less than the maximum allowed (see Addendum.) They must be friendly, obedient and not cause a nuisance such as barking, scratching, or flea infestation.

4. All pets must meet the requirements of Fairfax County including, but not limited to vaccinations, rabies shots and license. (See – www.fairfaxcounty.gov)

5. All pets must be registered with the Front Desk and provide documentation as noted in item 4 above.

6. Pets must remain on a leash when not in the owner's unit. No pet shall transit through the front lobby.

7. Before entering the elevator with a pet, ask permission of any occupants.

8. No pets are permitted in the courtyard except when in transit to the outside walkways. If a pet runs loose in the courtyard or in the corridors, the owner will be contacted. If necessary, Animal Control may be called to remove the pet.

VII. PARKING

1. Overnight parking is available to residents without garage spaces, and their guests, on the main level of the building in the front and side parking lot.

2. Parking permits are required for all vehicles. Decals for residents are available by registering the automobile with the Front Desk Coordinator. Visitor permits are also available for overnight and short-term guests. See Addendum for limitations

3. Parking in the garage is restricted to owners of units that have a deeded garage space. Owners may permit other persons to use the space but must notify the Front Desk Coordinator.

4. No commercial vehicles may be parked in the garage. When making a delivery, the vehicle must use the designated space adjacent to the loading dock.

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5. Contractors or service persons may park in the main parking area while servicing a condominium unit.

6. Residents may not park commercial trucks in the parking lot. Any vehicle marked with company logos, lettering, and or personal signage is considered a commercial vehicle.

7. Vehicles may be no longer than the parking space provided. In the garage the vehicle may not extend beyond the cement columns.

8. Residents' vehicles must be properly licensed. Any vehicle not displaying a proper license and inspection sticker shall be towed at the owner's expense.

9. Towing is enforced for vehicles that do not display a proper parking sticker, illegal parking, parking on grassy areas or sidewalks, parking in a handicap space without authorization, abandoned vehicles, and vehicles in disrepair that cannot otherwise be moved.

10. For Sale signs may not be displayed on vehicles.

11. Trucks, buses, recreational vehicles and such may not be parked or stored on the property.

12. Vehicles that leak oil or other fluids may not be parked in the common parking area or garage. Owners will be responsible for clean-up and repair of the parking surface.

VIII. SMOKING

1. Smoking is not allowed in any common areas, including sidewalks, the Multi-Purpose room, elevators, lobbies, garage, and other areas used by all residents.

2. Smoking is permitted in your residence, near the fountain on the main level and the lower court, and outside the back gate.

3. Every precaution must be taken to restrict the smell of smoke into neighboring units. If necessary, a resident will be required to take measures to insulate the smoke, e. g. air purifier, caulking around all baseboards and wall protrusions, special dampers for exhaust fans, and rubber gaskets around outlet plates. Windows must be kept shut during smoking. Please consult the office for other solutions.

IX. MAIL SERVICES

1. Mail service is provided by the U.S. Postal Services. Staff will accept only mail that will not fit in a resident mailbox or the package mailboxes located on the lobby level. In order to pick up mail held in the office, a resident should provide the pink delivery slip left by the mail person.

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2. Federal Express, DHL, and UPS deliveries are delivered to your door. The front office will not sign for any packages. If your package requires a signature, you must be available.

3. Changes of address are the responsibility of the resident.

4. The U.S. Postal Service is responsible for the replacement of the mailbox locks. Requests for lock replacement must be made to the U.S. Postal Service.

X. STORAGE BINS (P LEVEL)

1. Each unit has an assigned storage bin. Residents are responsible for securing their stored items. The Association assumes no responsibility for items stored and recommends that anything stored in this area be included in your homeowner's or renter's insurance policy.

2. Storage may not extend beyond the top of the bin. Any items stored in this manner will be removed by order of the Fire Marshal.

3. No hazardous or flammable substances may be stored in this area.

4. Entry into these units by management will be on an emergency basis only and the owner/resident will be notified of such an event.

XI. DISPOSAL OF TRASH AND RECYCLABLES

1. Residents are responsible for the proper disposal of trash and recyclables. Each resident floor has a trash area located in the elevator lobby. This area is for the disposal of routine household trash and recyclables.

2. Food items should not be placed in the trash but, rather, disposed of through your garbage disposal.

3. Recyclables should be placed in the containers provided. For further information on recycling, please see www.fairfaxcounty.gov. Please avoid recycling on weekends and holidays.

4. Trash should be placed in sealed garbage bags and placed in the trash chute. No trash should ever be left on the floor or put in a recycle container.

5. Do not place garden soil or cat litter in the trash chute. Soil, plant debris, and cat litter should be taken to the dumpster. If assistance is required please call the Front Desk Coordinator.

6. Residents are not allowed to place furniture, appliances, remodeling debris, or tires in the dumpster area. Residents who need to dispose of large items may contact the Front Desk Coordinator for instructions.

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7. Residents must dispose of their own chemicals, pesticides, paint, or any other hazardous materials. Residents who need help disposing these types of items should contact the Front Desk Coordinator for instructions.

XII. MOVE IN/OUT

1. Moving in or moving out must be scheduled with the Front Desk Coordinator.
2. Moving may only take place during times and days as listed in the Addendum. No moving in or moving out is allowed on holidays and weekends.
3. A move-in fee applies to all move-ins, as listed in the Addendum.
4. Moving times may be extended if coordinated with the Front Desk, and at an additional fee, as stated in the Addendum.

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Addendum to Thoreau Place Regulations

Section I - General Rules:

None

Section II - Conditions of Use of Residency:

Paragraph 4: Lease minimum is six (6) months

Paragraph 7: Renovations allowed Monday-Friday, 9:00AM – 5:00PM

Paragraph 9: Minimum unit temperature is 55° F. Maximum unit temperature is 80° F

Paragraph 12: Residential occupancy limit: Efficiency and one-bedroom unit is two (2) persons-two-bedroom unit is four (4)persons

Paragraph 13: Guest visit limit is one (1) week

Paragraph 25: Pest inspection and treatment is quarterly

Paragraph 26: Hazard inspection is annually

Paragraph 28: Cost of a key fob is Ten Dollars (\$10.00)

Paragraph 28: Maximum number of fobs per unit is two (2)

Paragraph 28: Cost of a cylinder lock key for front door, exercise room, and hobby shop is

Ten Dollars (\$10.00) per key.

Section III - Use of Multi-Purpose Room:

Paragraph 1: Fee for room use: \$50.00. Fee for kitchen use: \$50.00

Section IV - Common Areas:

Paragraph 2: Cost of a cylinder lock key is Ten Dollars (\$10.00)

Paragraph 3: Cost of a cylinder lock key is Ten Dollars (\$10.00)

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Section V - Fire Safety in Common Areas & Resident's Units:

None

Section VI- Pet Rules:

Paragraph 3: Maximum pet weight is 40 lbs.

Section VII - Parking:

Paragraph 2: Maximum number of resident decals per unit is two (2)

Paragraph 2: Maximum number of visitor permits per unit is two (2)

Section VIII - Smoking:

None

Section IX - Mail Services:

None

Section X - Storage Bins (P Level):

None

Section XI - Disposal of Trash and Recyclables

None

Section XII - Move In/Out

Paragraph 2: Moving allowed Monday-Friday, 9:00 AM – 4:00PM

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Paragraph 3: Moving fee is \$50.00 per day

Paragraph 4: Additional moving times may be purchased for \$50.00/hour or portion thereof