

Lafayette forest

Lafayette Forest Condominium Association
Annandale, Virginia

Resident's Handbook

Version 9, September 2020

This handbook is issued as a quick reference for Lafayette Forest owners and residents. The final authority for Lafayette Forest rules and regulations shall remain the Virginia Condominium Act, the Lafayette Forest Declarations and the Lafayette Forest Bylaws.

Lafayette Forest Condominium Resident's Handbook

Lafayette Forest is a community of six buildings containing 182 living units of various sizes. The Lafayette Forest Condominium Association is composed of all unit owners who collectively own the buildings and grounds, and who govern themselves through a Board of Directors. The Board intends this guide to be a handy reference for all Lafayette Forest residents (owners and tenants). The ultimate authorities shall remain the Virginia Condominium Act and the Lafayette Forest Declaration and Bylaws.

Overview of Lafayette Forest Condominium Association

This section presents an overview of the Association, including the annual budget, annual homeowners' meeting, association management, and maintenance responsibilities.

Annual Budget

The Association has an annual budget of approximately \$900,000 consisting of operating expenses (such as trash removal, water, lawn service, repairs, etc.) and reserve funds for future repair and replacement of the buildings and common grounds. Each unit owner pays dues based on his or her percentage of ownership. See Dues, Fees, and Fines on page 6 for more information on homeowner dues.

Annual Homeowners' Meeting

The annual homeowners' meeting is held on the second Wednesday in November. TWC (see Managing Agent on page 2) mails information packets to all owners a few weeks before the meeting each year. The primary purposes of this meeting are to elect new Board members, review the Board-approved budget for the upcoming year, and ask questions of the Board. Twenty-five percent of owners (46) must be present or have completed a proxy in order to conduct business.

Association Management

The Association is run by a Board of Directors, which is assisted by a professional property manager.

Board of Directors

A Board of Directors (elected by all unit owners) sets policy and controls Association finances. A list of current Board members is on file at TWC. The Board meets on the second Wednesday of every month at 6:30 p.m. If you would like to address the Board regarding a particular issue, please document your issue and mail it to TWC by the first day of the month.

Committees

The following committees are established at Lafayette Forest. A brief overview of their purposes is described as follows:

- **Buildings and Grounds** – Meets when necessary to discuss large community projects, such as fencing, traffic flow, etc. Individual maintenance items should not be discussed at the B&G meeting; rather, they should be forwarded immediately to TWC to ensure a prompt response.
- **Communications** – Writes the bi-monthly newsletter.
- **Finance** – Drafts the annual budget.
- **Landscaping** – Meets with a landscaping contractor twice a year to draft the spring and fall landscaping plans.
- **Neighborhood Watch** – Tracks crime incidents in and around the property with Fairfax County Police.
- **Recreation Association** – Represents Lafayette Forest at the North Fairfax Heritage Recreation Association (NFHRA) meetings. The NFHRA runs the pool and the tennis courts, of which Lafayette Forest residents are members.

Managing Agent

The Board is assisted by a professional property manager who handles all administration and routine operations. The current Managing Agent is:

TWC Association Management
397 Herndon Parkway, Suite 100
Herndon, Virginia 20170
Tel: (703) 437-5800 Fax: (703) 471-6578 E-mail: twcmanage@aol.com

Office hours are 9:00 a.m. to 4:30 p.m. Monday through Thursday and 9:00 am to 3:00 pm Friday. Calls are recorded outside office hours. For emergency service, follow directions in the recorded announcement. Please call TWC for all common-area, maintenance-related items and any questions regarding Lafayette Forest policies.

Maintenance Responsibilities

All items in the complex can be divided into three classes of ownership:

<u>Ownership Class</u>	<u>Description</u>
Unit	Items belonging solely to the unit owner
Limited common element	Items belonging to the Association but reserved for exclusive use of the unit owner
Common element	Items belonging to the Association for use by all

Responsibility for repair or replacement of items depends on ownership. The following table illustrates some of those responsibilities. For Unit items, call an appropriate contractor (TWC has a list of recommended contractors) or the landlord. For Limited Common Elements, responsibility is shared; first call the Managing Agent (TWC). For Common Elements, the Association is responsible; call TWC. Unit owners must report all damage and maintenance problems promptly. When maintenance of Common Elements is due to the unit owner's negligence, wrongful act, or omission (or that of his or her family, tenants, agents, employees, visitors, guests, or pets), the Association will perform the necessary work at the sole expense of the unit owner.

Table 1. Responsibility and Ownership of Selected Unit, Limited Common Element, and Common Element Items

Item	Ownership	Responsibility
Appliances (range, washer/dryer, refrigerator, etc.)	Unit owner	Unit owner is responsible for all maintenance, repair, and replacement.
Balcony (including railings, partitions, etc.) or patio	Limited common element	Unit owner is responsible for routine cleaning, and snow and ice removal. Association is responsible for major repairs, painting, and replacement.
Electrical system (wires, breakers, etc.)	Unit owner	Unit owner is responsible for maintenance, repair, and replacement of the portion of the system within the unit, as well as those portions on the exterior serving only that unit.
Exterior light fixtures (patio, balcony)	Limited common element	Unit owner is responsible for light bulbs. Association is responsible for maintenance and replacement of fixtures.
Exterior light fixtures (walks, stairs, and parking)	Common element	Association is responsible for maintenance and replacement of fixtures and bulbs.
Fireplace and flue	Unit owner	Unit owner is responsible for cleaning and maintaining all portions of the fireplace and flue.
Hot water heater	Unit owner	Unit owner is responsible for all maintenance, repair, and replacement.

Table 1. Responsibility and Ownership of Selected Unit, Limited Common Element, and Common Element Items (cont'd)

Item	Ownership	Responsibility
Meter room	Common element	Association is responsible for cleaning, repair, and replacement of door hardware, and for major and structural maintenance.
Patio privacy wall	Limited common element	Unit owner is responsible for cleaning. Association is responsible for major and structural maintenance.
Plumbing (pipes, sinks, toilets, feed lines, condensate lines, drain lines, and unit shutoff valve)	Unit owner	Unit owner is responsible for maintenance, and repair and replacement of the portion of the system within the unit, as well as those portions on the exterior serving only that unit.
Plumbing (common pipes and all other items not listed above)	Common element	Association is responsible for any plumbing that serves more than one unit.
Skylights	Limited common element	Unit owner is responsible for routine cleaning and replacement of glass. Association is responsible for repair and replacement of frame parts.
Sliding glass doors and screens	Limited common element	Unit owner is responsible for cleaning, repair, and replacement of screens. Association is responsible for replacement of sliding glass doors and other balcony/patio doors.
Storage area next to patio/balcony unit	Limited common element	Unit owner is responsible for cleaning, and repair and replacement of door hardware. Association is responsible for major and structural maintenance.
Unit entry door	Unit owner	Unit owner is responsible for maintenance of interior door panel, weather-stripping, hardware (this includes the hinges, locks, peepholes, and the threshold), and repair and replacement of hardware. Association is responsible for exterior maintenance. Also, the homeowner <i>must</i> have Board approval before installation to ensure a match with existing doors.
Windows and screens	Unit owner	Unit owner is responsible for routine cleaning and replacement of glass, frames and screens for all windows serving the unit.

Summary of Rules and Guidelines by Topic

This section presents a summary of rules and guidelines by topic. The topics are listed alphabetically.

Access

The condominium documents allow the Association (or its assignee or agents) to enter any unit for the purpose of making repairs or maintenance for the benefit of the Condominium. (Note that the Board does not require owners to provide the Managing Agent with unit keys.) An owner roster is maintained by the Managing Agent and will be used to notify the owner, if possible, when an emergency exists in his/her unit. Be advised, however, that many emergencies do not allow time for such notification and action must be taken immediately when a serious threat to life, limb, or property exists. The Managing Agent is not responsible for non-emergency access (for example, deliveries, service calls, or visitors).

Balconies and Patios

The balconies and patios at Lafayette Forest are limited common elements for the private use and enjoyment of the individual unit owners. Each owner is responsible for the routine cleaning of the balcony or patio area. No resident shall allow anything to fall from balconies, nor shall a resident sweep or throw from the unit any dirt or other substances outside the unit.

Only approved barbecues and grills, firewood, live plants, and patio furniture may be stored on balconies and patios. Boxes, bicycles, bird feeders, dog houses, ladders, and mechanical items may not be stored on the balconies and patios.

No clothesline or similar device shall be permitted on any portion of the Condominium property, including limited common elements, nor shall clothes (including beach towels and rugs) be hung anywhere on these areas.

Cable TV

Cable television, currently supplied by Cox Communications, is available at Lafayette Forest and all units have been prewired. Unit owners are responsible for all installation and service charges for their units. External antennas are not permitted. (See the section on Satellite TV for information on satellite dishes.)

Carpeting

Wall-to-wall carpeting and padding must be maintained on all floor surfaces (excluding kitchens, closets, and bathrooms) in units located over other units to reduce transmission of sound between units.

Car Washing

Car washing is permitted from April 15 to November 15. Spigots are located at the front of most buildings. As a courtesy to neighbors, residents may only wash cars between the hours of 10 a.m. and 8 p.m.

Design Guidelines

With the exceptions of wallpapering, painting, chair rails, and crown molding, all owners must contact the Managing Agent or the Board of Directors before making any additions or alterations to the units and the limited common elements. Units may not be joined.

Doors and Screens

The unit entrance door is a metal insulated type with adjustable threshold. An addition or replacement of the door hardware requires Board approval, which must match the original color and shape (locks may be rekeyed without approval). Appropriate seasonal decorations may be displayed, provided that they do not mar the door, make any sound, or contain electric wiring. Lost keys and damage to the hardware are the unit owner's responsibility.

The external hallway doors are constructed of glass with a metal frame. The Association is responsible for maintaining external hallway doors. Do not prop open exterior doors, especially those by the storage rooms. During the cold weather, these areas lose a great deal of heat. Also, it is easy to forget to close them and open doors can invite trespassers into the buildings.

Balcony and patio screens are the responsibility of the unit owner. Replacement screens must be the same color and structure as the original screens.

All doors leading to balconies and patios are the responsibility of the Association.

Dues, Fees, and Fines

Monthly condominium dues are due on the first of the month and are considered late after the 15th. A late charge is assessed for each month that there is an unpaid balance due (any fines, dues, late fees, etc.) on an account.

The Virginia Condominium Act and the Lafayette Forest Bylaws give the Board of Directors and its Managing Agent broad power to levy fines and late fees. Fines may be levied for each incident or for each day a violation continues. Charges of up to \$50 per incident or \$10 per day may be imposed.

Nonpayment of dues, fees, and fines may result in additional fines, loss of services, and a lien against the unit. The Association may accelerate dues (declare the entire yearly dues payable immediately) on those units with payments overdue by more than 30 days. Unit owners may request in writing a hearing to appeal any charge imposed.

The Association charges a one-time "move-in, move-out" fee of \$150 for *all* residents (owners and tenants) when moving in or out of the property to cover special trash pickups and additional cleaning of hallways, entrances, and grounds.

Electricity

Electrical power for common elements (such as hallway, street, and walkway lighting) is paid through monthly homeowner dues. Electricity for individual units is metered separately and is the unit owner's responsibility. Dominion Energy Virginia should be contacted for start, stop, or transfer of service. All unit appliances, including the heating/cooling and hot water systems, are electric. Each unit is protected by circuit breakers and ground fault interrupters, which may be reset by the owner. The heat pumps have additional fuses on the exterior of the units in the balcony or patio utility closets.

The electric meter rooms located on the patio level of each building contain the meters and master breakers for all units. These rooms are kept locked, but are accessible to Dominion Energy Virginia and residents. The storage room keys open the meter room doors. These areas may not be used by residents to store personal belongings. Any personal belongings found in the meter rooms will be discarded without notice.

Fire

If a fire should occur anywhere at Lafayette Forest, call the Fire Department immediately by dialing 911. Notify the Managing Agent as soon as time permits. Electric smoke detectors are installed in each unit and should be checked monthly. Residents are encouraged to install battery-powered smoke detectors as a backup in case of a power outage. Precaution and planning are the best insurance against fire damage. A fully charged fire extinguisher is located in each hallway. Residents are strongly encouraged to buy their own extinguishers.

Fireplaces

Unit owners are responsible for cleaning and maintaining all portions of the fireplace and flue. The Association requires inspections every few years, but recommends yearly cleaning.

Firewood

Residents may store up to ½-cord of wood (4'x4'x4'). Wood must be neatly stacked on the balconies no higher than the top railing and not visible from the common elements (for patios, no higher than 4'). Firewood may only be stored from October 1 through April 1. Storage during the summer contributes to an expensive pest problem, particularly termites. Unit owners are responsible for cleaning the common elements (parking lots, walks, etc.) littered by delivery of wood to their units. Creosote buildup is a major cause of chimney fires and the Association recommends yearly flue cleaning. Owners are responsible for fireplace and chimney cleaning.

Flags

Only United States flags smaller than 4x8 feet may be displayed in a manner of generally accepted flag etiquette. Flags may not be draped below the floor level of the balconies. Flags must be kept in good condition.

Grilling

The use of gas or charcoal cooking equipment on garden-style condominium balconies or patios is prohibited, and propane tanks may not be stored anywhere on the property. This is a Fairfax County ordinance that is strictly enforced. UL-approved electric grills are permitted on balconies and patios, however.

Residents who choose to use a gas or charcoal grill must place the grill at least 15 feet away from any building or structure when barbecuing. The condominium imposes a \$50 fine per violation. Violators may be reported to the Fire Department, which will assess a fine of up to \$1,000. Residents must attend their grills at all times when lit.

Heating and Cooling

Units are individually climate heated, cooled, and ventilated by a thermostat controlling an electric heat pump and forced air system. The heat pump unit is located in the utility closet off each unit's balcony or patio. The outside condenser unit is protected by a separate fuse box. The air filter, which is located at the bottom of the furnace unit, should be changed frequently. The thermostat commands supplemental heat (green light on) by switching on electric resistance coils in the furnace whenever the heating demand exceeds 5 degrees. Emergency heat (red light on) can be selected to switch on more electric resistance coils should the heat pump fail.

All units (even those vacant) must be heated to no less than 55 degrees at all times. The units must also be adequately cooled or vented during warm weather. Unit owners will be held responsible for any damage resulting from inadequate heating or cooling of their units.

The heat pumps have condensate lines for water drainage. Each resident is responsible for his or her own condensate line and for any overflow damage caused by a malfunction. The Association will not pay for repairs due to damage caused by a clogged condensate line.

Service Contract

Local heating and air-conditioning repair companies frequently offer homeowners special rates for yearly service contracts on heat pumps. Please call the company of your choice directly for more information.

Insurance

The Association has a master liability policy for all matters occurring on the common elements. The Association also carries fire and "all risk" property damage insurance for the buildings, including the units. This insurance covers only the unit interior in its original state and condition (including appliances and carpet). It does not cover resident additions or personal belongings, such as clothing, furniture, wall and window coverings, etc., even if they have been damaged by common element failure. The Board strongly recommends that all residents, both owners and tenants, obtain a personal condominium owner's policy or renter's policy to protect their personal effects.

Because the deductible on the master hazard policy is \$10,000.00 (and is subject to increase), individual policies should also include coverage for the deductible in case the cause of a loss is not the result of a common element failure. A toilet overflow, burst washing machine hose, air-conditioning condensate line overflow, and cooking fire are examples of disasters generated within an individual unit that do not involve common element failure.

Mortgage lenders periodically ask for written verification that an insurance policy is in place. Only the agent that writes the master hazard policy for Lafayette Forest is authorized to provide this information. If you receive a written request from your lender requesting proof of coverage, you should call the agent for Lafayette Forest and ask for a "certificate of insurance" for Lafayette Forest. Contact the Managing Agent (TWC) for the name and phone number of the current insurance agent. The agent will send you a courtesy copy of the paperwork at your request. Be sure you have your lender's exact name and address, as well as your loan number handy when you call.

Please report all accidents and injuries that occur on the common grounds to TWC.

Leases

Unit owners are entitled to mortgage, transfer, or lease their units subject to certain conditions. No unit may be rented for less than six months, and all leases must be in writing and shall make the lessee subject to all provisions of the Condominium Declaration, Bylaws, and Rules and Regulations. Also, accepting remuneration in exchange for providing guest services is prohibited. Unit owners are responsible for the actions of their tenants. If a tenant's actions cause damage to the unit or common elements, or are in violation of the condominium documents, the unit owner will be held responsible and may be fined. A copy of the executed lease must be sent promptly to the Managing Agent along with the owner's and tenant's names, addresses, and phone numbers. If a lease is not on file with the Managing Agent, a fine will result and requests for services (such as pest control, maintenance, etc.) will not be honored.

Mail and Parcel Boxes

Mail and parcel boxes are provided for all units and are clustered on the common grounds. There is an outgoing mailbox (several slots) in the mailbox kiosk by 7714. These are the property of the U.S. Postal Service and are not to be used for handbills, etc. Unit owners are responsible for mailbox keys and locks. If you lose your key, contact the Postmaster at the Annandale Post Office. Advertisements should not be posted on the mailbox enclosures.

Meter Rooms

One meter room is located on the ground floor of each building. These rooms contain the electrical meters, and cable TV and telephone wiring. The meter room doors should be kept closed and locked to prevent unauthorized access. These rooms are not to be used for storage. Any personal belongings found in the meter rooms will be discarded without notice.

Neighbor Disputes

Residents who experience problems with other residents must first try to resolve those problems directly with the other residents. If discussions do not resolve the issue, send the offending resident a letter outlining the problem (you may copy TWC if you wish). Please do not ask the Board or committee members to mediate these problems, as this is not their responsibility. The Board will not step in to resolve neighbor disputes until it receives written correspondence. At that time, the Board will review the issue and determine if the Association should get involved.

If any neighbor creates excessive noise or other problems, residents have the right to call the police non-emergency number (703-691-2131) to file a complaint.

Noise

Residents must be considerate at all hours in their operation of radios, stereos, televisions, musical instruments, vacuum cleaners, etc. to ensure that the sounds do not disturb others. Residents moving in or out must do so between 9:00 a.m. and 9:00 p.m. Construction work inside units by homeowners (except for emergencies) is limited to the hours of 8:00 a.m. to 5:00 p.m. weekdays only. Noise complaints can be reported to the Fairfax County Police at 703-691-2131.

Here are some tips for noise reduction:

1. Whenever possible, take off your shoes when inside your unit. Keep in mind that the tile floors in the kitchens and bathrooms transmit more sound than the carpeted areas. Also, try to walk softly and do not run or jump in the unit.
2. Move stereo speakers and televisions so that they are not positioned against a wall. The vibrations easily travel down the wall studs.
3. Elevate stereo speakers off the floor so the vibrations do not travel as easily.
4. Keep the volume on stereos, televisions, and radios down.
5. Keep your windows and balcony or patio doors closed when you have stereos, televisions, or radios playing. Also, try to be quiet when on the balconies and patios.
6. Do not vacuum, do aerobics, use exercise equipment, play with your pets, or hang pictures before 10:00 a.m. or after 9:30 p.m.
7. Be sure to turn off automatic alarm clocks if you are going away on a trip or on vacation.
8. When you drive into the parking lot at night and your car windows are open, turn down your radio. Others may already be asleep.

9. Try to be quiet when you are in the hallways or on the stairs. The front doors to the units have no insulation.
10. Control your children so that they do not run, jump, or talk loudly while inside your unit or while in the hallways.

Parking

The Association provides approximately 284 parking spaces on the common elements. The Association assumes no liability for vehicles stolen or damaged while parked on the common elements. Residents are entitled to the right of ingress and egress, and use of the common element parking spaces for approved vehicles, subject to the following rules:

1. Parking lot use is on a first-come, first-served basis, with a limit of two vehicles per unit allowed on the property during restricted parking hours (unless an owner has been granted a special exception for three vehicles).
2. Approved vehicles are any conventional passenger automobile, motorcycle, van, or pickup truck. Recreational vehicles such as RVs, campers, boats, buses, and trailers are prohibited.
3. Commercial vehicles (including vehicles with visible logos or exposed equipment on the roof or in a truck bed) may only park on Lafayette Forest property when providing service to the condominium association or to a resident. Commercial vehicles (including moving vans, limousines, and taxi cabs) may not park in the lot overnight without written permission from the management company. Storage bins and lockers are not allowed in the parking lot at any time.
4. Vehicles shall park only in the marked spaces. Vehicles parked in fire lanes, on sidewalks, on the grass, or in other areas not designated for parking are subject to immediate towing.
5. Use of the handicapped spaces is reserved for those vehicles displaying an approved handicapped designation. All other vehicles parked in handicapped spaces will be towed.
6. All vehicles belonging to condominium residents must display valid and current Virginia registration (license tags), inspection stickers, Fairfax County tax decals, and permits (unless the vehicle owner is active military). Vehicles belonging to guests must display valid and current license tags and registration stickers.
7. No vehicle may display a "For Sale" sign.
8. All vehicles must be kept in proper operating condition, and shall not present a hazard or nuisance by noise, exhaust emissions, appearance or otherwise. No junk or derelict vehicles are permitted.

9. Except for minor adjustments, repairs to vehicles (including draining automotive fluids and painting) are prohibited on condominium property.
10. No signs, initials, numbers, storage containers, or any other alterations or additions to the parking spaces may be painted, displayed, or erected without the express consent of the Board of Directors.

If your vehicle is towed, call the non-emergency number for the Fairfax County Police Department (703-691-2131) to locate it. The police will provide the address of the impound lot.

Guest Parking

Due to the lack of spaces, there are no designated guest parking areas at Lafayette Forest. Residents are responsible for telling their guests about the parking policy. If your guest is visiting during restricted hours, either loan your guest an extra (or a neighbor's extra) parking tag or instruct your guest to park outside the property along Heritage or Patriot Drives.

Parking Hours

Restricted parking hours are as follows:

Sunday through Thursday: 11:00 p.m. to 7:00 a.m.

Friday and Saturday: 12:00 midnight to 7:00 a.m.

During these hours, a Lafayette Forest parking tag must be clearly visible from your car's rearview mirror or taped to a lower corner of the windshield. Towing is strictly enforced and is done without notice. There is open parking during all other hours.

Parking Tags

Because parking is limited at Lafayette Forest, parking tags are required during restricted hours. Two tags are issued per unit upon purchase or rental. If you did not receive your parking tags, call TWC immediately. Do not park inside the complex during restricted hours until you receive your tags. Cars that do not display parking tags during restricted parking hours will be towed without notice. The Association will not reimburse towing fees. The cost to replace a lost tag is \$75.00.

In order for parking tags to transfer to a new owner or tenant, each new resident must complete an application form to register the vehicle(s) for which the tags will be issued. The form must be filled out completely and signed. Renters must also submit a copy of their lease with the application.

Parking tags should convey to a new owner at settlement. It is the responsibility of the purchaser to ensure that the tags are turned over by the seller of the condominium.

Pest Control

The Association is responsible for pest control for all units and the common elements. Extermination is provided on a periodic and as-needed basis. Residents should call the Managing Agent to schedule service and will need to provide access to the unit.

Pets

Ordinary house pets are permitted at Lafayette Forest subject to the following conditions:

1. Ordinary house pets shall include dogs (up to 30 pounds), cats, caged domesticated birds, hamsters, gerbils, guinea pigs, fish, small turtles and tortoises, domesticated rabbits, rats, mice, and creatures normally maintained in a terrarium or aquarium. Unusual pets are prohibited. Unusual pets shall include without limitation, those animals not generally maintained as pets, such as large reptiles or anthropoids, other than those maintained in a terrarium or aquarium.
2. All pets shall be registered with the Association within seven days of occupancy. Contact the Managing Agent for the pet registration form.
3. Unless written permission is granted by the Board of Directors, pets are limited to one per unit (excluding caged birds and those pets kept in a terrarium or aquarium).
4. Pet owners are responsible for immediate removal and proper disposal of animal waste from all portions of the property. There are three pet waste stations on the property stocked with plastic bags for the convenience of pet owners.
5. Pets are not permitted on the common elements unless carried or leashed. Pets are not to be leashed to any stationary object on the common elements. The Fairfax County leash law will be enforced.
6. Pets are not allowed on patios or balconies unless the owner is present in the unit.
7. Pet owners are responsible for any property damage, injury, or disturbance that their pet may cause or inflict.
8. Breeding of pets within the condominium is prohibited.
9. All pets must have and display, as appropriate, evidence of all required registrations and inoculations. Fairfax County requires all dogs and cats to be vaccinated, and all dogs to be registered. Contact Fairfax County Animal Control at 703-830-3310 for more information.
10. Owners shall not permit dogs or cats outside unattended and shall restrain female pets in estrus to prevent any nuisance or disturbance to residents.

11. Residents shall not feed animals other than their own, and shall not cause or inflict injury to any pet.
12. Any pet that becomes a nuisance to other residents may be ordered to be removed from the property with 10 days' written notice.

Plantings

Landscaping or planting on the common elements is permitted as approved by the Board of Directors. Planters and flower boxes are permitted on the balconies and patio areas, provided that they do not extend above or beyond the railing or fence. Hanging plants are permitted.

As the budget permits, the Board of Directors may allocate a set amount of money each year for residents to plant annuals and perennials on the common elements. The dollar amount is published in the newsletter. Reimbursement covers plants only; no planting equipment, insecticides, or fertilizers are covered. Residents must submit a plan to the Board through TWC before planting to be eligible for reimbursement. Residents must also submit a receipt when requesting reimbursement. Lists of suggested annuals and perennials are available from TWC and are published in the newsletter annually.

Pool

The North Fairfax Heritage Recreation Association (NFHRA) runs the pool used by Lafayette Forest, and neighboring condominiums and apartments. The pool is located behind 7718 Lafayette Forest Drive and is open from Memorial Day to Labor Day each year. TWC mails pool passes for residents and their guests each year, as well as pool rules and regulations. Pool membership fees are included in homeowners' monthly condominium dues.

Recycling

In Fairfax County, the following materials must be recycled (place them all in the recycling dumpster behind 7700):

- **Paper products** – Newspapers and inserts, magazines and catalogs, envelopes, office paper, junk mail, paperback books, phone books, cardboard, and flattened boxes
- **Mixed materials** – All plastic containers with necks smaller than the body (no caps), clean glass bottles and jars, and clean metal food and beverage cans (steel, tin, and aluminum). Please do not include aluminum foil or hangers. Also, be sure to put only *clean* mixed materials in the recycling container.

Satellite TV

Residents may mount satellite dishes only under their balcony/patio roofs, and the dishes may not extend beyond the balcony/patio area. Residents may *not* mount satellite dishes on the building roofs. If a resident cannot receive proper coverage from a dish mounted under their balcony/patio roof, they can contact the Board to discuss other options.

Security

Residents can increase the community's security by having an awareness and concern for their neighbors and by locking their doors and windows. Use of the entry door deadbolt is particularly effective. The Association does not provide security systems nor does it assume liability for theft from the units. Burglar alarms are the unit owner's responsibility. Report any suspicious or criminal activity to the Police immediately by calling 911. Notify the Managing Agent as time permits.

Selling Your Unit

All unit owners are required by state law to furnish the prospective purchaser with pertinent information about the condominium (such as financial condition, insurance coverage, dues liens, etc.). The Managing Agent will, upon request and for a fee not to exceed the amount dictated by the Virginia Condominium Act (currently \$264), prepare a resale disclosure packet containing all necessary documents. Allow 3-5 business days for delivery.

Signs

One sign per unit is allowed on the common elements to advertise open house events only, and only between the hours of 12:00 noon and 5:00 p.m. on weekend days. Signs are also permitted anywhere outside the property for any purpose, including Heritage and Patriot Drives. When selling a unit or showing an open house, an owner may place balloons on the steps leading to the building's entrance.

Other than the allowances listed above, no other signs, notices, or advertisements shall be posted, erected, or displayed upon the common elements or buildings, nor shall any sign be visible from any unit or window, except for those notices required by law to be posted during construction or repair work within a unit.

Snow Removal

The Association will provide snow removal service for the parking lots, walkways, steps, and sidewalks when snowfall exceeds two inches. Each unit owner is responsible for snow removal from the balcony and patio areas, and for snow removal on and around their cars. Do not use salt for snow and ice removal, as plant and concrete damage will result. Sand, grit, or ice melt may be used and will be removed seasonally.

Storage

Each unit has one storage bin located on the patio level. Owners must provide their own padlocks for these units. The Association is not responsible for items in these units. There are deadbolt locks on the storage room doors. Please be sure to lock the deadbolt as you leave to ensure security for belongings kept in the storage bins.

Nothing may be stored in the units, common elements, or limited common elements that would be in violation of current fire codes and local ordinances or would increase the insurance for the Condominium. The steps, sidewalks, and walkways shall be unobstructed at all times. The meter rooms and stairwells shall not be used for storage. Also, no belongings may be stored outside the individual storage bins in the storage rooms. The addition of shelves or other components in the storage areas will require Board approval.

Storage bins must be tagged with the resident's name and unit number. TWC issues storage bin tags for residents.

Tennis Courts

The North Fairfax Heritage Recreation Association (NFHRA) runs the tennis courts used by Lafayette Forest and neighboring condominiums and apartments. The tennis courts are located on Americana Drive and are open all year. TWC mails tennis court keys for residents upon request.

Trash

The Association provides trash removal service. Trash should be placed in securely tied plastic bags and placed in the dumpsters. Disposal of large or bulky items requires prior arrangements and a possible extra fee; contact the Managing Agent.

During the holiday season, TWC arranges several pickups for Christmas trees. Dates and times are announced by newsletter.

Violations to Condominium Rules and Regulations

Cluster living requires a high degree of cooperation and community awareness. Violation of the Condominium rules and regulations should be reported to the Managing Agent. The offender will be notified in writing and failure to comply within a reasonable time may result in a penalty charge and loss of services. Violations involving pets, trash, and safety issues must be corrected as soon as possible.

Water

Outside water spigots are located on the exterior of designated ground floor units. These faucets are used primarily by the Association for grounds maintenance. Unit owners may also use these faucets, but are requested to remove and store any hose after use. The Association is responsible for securing these faucets during the winter to prevent freezing. Water and sewer service for all units and the common elements are a common expense and are paid by all as part of the monthly dues. Please do not allow water to run unnecessarily as misuse could result in increased dues.

Each unit contains a 50-gallon electric hot water heater, a water shut-off valve, and a pressure-regulating valve; all located in the inside utility closet off the kitchen. The hot water tank should be drained occasionally to remove sediment and replaced at industry-recommended intervals (approximately every 15-20 years). Additional shut-off valves are provided for each sink and toilet.

Window Treatments

Exterior window shades or coverings are prohibited. Window-unit air conditioners are also prohibited. No exterior decorations may be fastened to the walls, fences, or railings. All windows and sliding doors must have curtains, blinds, or drapes installed; those window treatments must show white or off-white to the exterior. Miniblinds must remain on the windows.

Lafayette Forest Address Locator

The table below lists the buildings and their addresses. Refer to the site plan on the back page of this document for building locations.

Building	Addresses	Building	Addresses
1	7700/7702	4	7715/7717
2	7701/7703	5	7711/7713
3	7705/7707	6	7714/7716/7718

Ready Telephone Numbers

The following table lists frequently called numbers.

For Information On	Dial
Animal Control	703-830-3310 703-830-1103 (dog licenses)
Cox Communications	703-378-8400
New Service	703-378-8411
Subscriber Service	703-378-8422
Repair Service 7 Days	703-378-8440
Outage Information/Box Refresh Help Line	703-378-4357
Dominion Energy Virginia	1-888-667-3000
Reporting Outages	1-866-366-4357
Fairfax County Government (Human Services)	703-222-0880
Fairfax Hospital	703-698-1110
Fire – Emergency	911
Fire – Non-Emergency	703-691-2131
Metro Bus and Metro Rail Information	202-637-7000
Poison Control (George Washington Hospital)	202-625-3333
Police – Emergency	911
Police – Non-Emergency	703-691-2131
Towing	703-691-2131
TWC Association Management	703-437-5800 703-471-6578 (Fax)
Verizon Telephone	703-954-6222

Lafayette forest

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Annandale, Virginia