

RULES, REGULATIONS, AND POLICIES
UNIT OWNER AND TENANT INFORMATION
effective January 1, 1997

These Rules, Regulations, and Policies, Unit Owners and Tenant Information (“Rules, Regulations, and Policies”) are adopted pursuant to Article III, Section 2 (f) of the Bylaws.

ACCESS TO UNITS: When you buy or own a unit in Arlington Village, you give the right to enter your unit to the Board of Directors or its Management Agent or employees. The Board or Management Agent must request access to your unit in advance and must enter your unit at a time convenient to you. In emergencies, the advance request and convenient time restrictions do not apply. All unit owners must supply a copy of their unit key to the Management Office. Management or staff may use this unit key to admit tradesmen, delivery couriers, home inspectors, etc. with advance written permission of the unit owner or tenant. (Bylaws, Article V, Section 9.)

AERIALS: See OBJECTS OUTSIDE UNITS - ATTACHED TO BUILDINGS.

ALTERATIONS TO COMMON ELEMENTS: Nothing shall be altered or constructed in or removed from the Common Elements except upon the prior written consent of the Board of Directors or the Covenants Committee, as appropriate (Bylaws, Article V, Section 8.a.4.)

ANIMAL: (ANIMAL BYLAW IS ARTICLE V, SECTION 8.a.8.)

ANIMAL - COMMERCIAL PURPOSES: No person shall bring or keep any animal within the Condominium for breeding purposes or for any commercial purpose.

ANIMAL - DEFECATION: If an animal defecates anywhere within the Condominium, the person who keeps that animal shall immediately collect and suitably dispose of the waste.

ANIMALS - HOW MANY: No more than one animal shall be kept in any one unit without permission of the Board of Directors. Unit occupants whose animals bear litters of young shall have ten weeks from the date the litter is born to comply with this rule.

ANIMALS - LEASHES: Any person keeping an animal within the Condominium shall leash or otherwise restrain the animal at all times. Animals may not be leashed to stationary objects on the Common Elements in excess of 15 minutes.

ANIMALS - LIABILITY: Unit occupants shall indemnify the Association and the Board of Directors and hold it harmless against any loss or liability in the Village of any kind arising from an animal kept by Unit Occupants.

ANIMALS - NOISE: No person shall bring or keep an animal within the Condominium which frequently or habitually makes enough noise to disturb any other person within the Condominium. Unit occupants must cause the animal they keep to stay within the noise limits of this rule. If the problem is not corrected, the Board of Directors may require the unit occupant to dispose of the animal within ten days of written notice from the Association.

ANIMAL - REGISTRATION: Animals kept by unit occupants must be registered with the Management Office when the animal is first brought into the Village.

ANIMALS - UNDOMESTICATED: Livestock, poultry, reptiles or dangerous, wild or undomesticated animals are not allowed in any unit or on the Common Elements. Animals of species not commonly kept as household pets within the United States are not allowed.

ANIMALS - WHERE ALLOWED: Animals kept by unit occupants are not permitted in recreational areas (pool and tennis courts) of the Condominium.

ANTENNAS: See OBJECTS OUTSIDE UNITS - ATTACHED TO BUILDINGS.

APPROVALS: Any approval or consent given by the Board of Directors or the Covenants Committee, as appropriate, may be revoked at any time. Rulings by the Board of Directors over-ride rulings by the Covenants Committee.

ASSESSMENTS of CHARGES for VIOLATIONS: The Board of Directors of your Condominium is legally empowered to assess charges against unit owners for violations of the Bylaws or of these Rules, Regulations, and Policies. Similar to unpaid Condominium fees, these charges imposed by the Board may be turned into liens which make your unit difficult to sell without payment (Article IX, Section 1 (g) of the Bylaws).

ATTICS: Expanding your unit into the attic is prohibited.

BARBECUE PARTIES: See NOISE.

BASEMENTS and CRAWL SPACE: They are Common Elements - not part of the above Condominium Unit. Expanding your unit into either the basement or crawl space is prohibited.

BOATS: See PARKING LOTS - VEHICLES ALLOWED.

BOUNDARIES BETWEEN UNITS: Subject to approval by the unit owners' mortgagees, the Board of Directors and the unit owners involved may alter the boundaries between units or may subdivide Units. (Bylaws, Article V, Section 7.)

CAMPERS: See PARKING LOTS - VEHICLES ALLOWED.

CATS: See ANIMALS.

CHILDREN: Adult unit owners are responsible for the actions of their children and of children of guests.

COMPLAINTS: Complaints regarding the management of the units or Common Elements or regarding actions of other unit owners or their tenants, guests, families or animals shall be made in writing to the Management Office using form(s) that may be designated for that purpose.

CRAWL SPACES: See BASEMENTS.

DAMAGE TO BUILDINGS AND COMMON ELEMENTS: Any damage done to buildings, recreational facilities or other Common Elements caused by an unit owner, his guests, tenants, family or animal shall be repaired at the expense of the unit owner. Damage done to Common Elements must be promptly reported to the Management Office.

DECKS - APPEARANCE/MAINTENANCE/REPAIR: Unit owners are responsible for the maintenance, appearance and structural integrity of their decks. Decks may not be painted or stained, but should be treated with clear sealants.

DECKS - LEGAL STATUS: Decks outside the units are considered Limited Common Elements of the Condominium. They are not part of the unit but they are used for the benefit of the occupants of the unit to which they are attached.

DECKS - RESTRICTIONS ON USE: See OBJECTS OUTSIDE UNITS - ON COMMON ELEMENTS.

DOGS: See ANIMALS.

DRYERS: Dryers and other major appliances may only be installed in units in compliance with standards and guidelines adopted by the Board of Directors (Bylaws, Article V Section 8.a.10.). Approval must be obtained, in writing, prior to installation from the Covenants Committee or Board of Directors, effective July 3, 1996.

EMPLOYEES OF THE CONDOMINIUM: No unit owner may send any employee of the Condominium on private business of the unit owner.

EXTERIOR CHANGES: Unit owners may not paint or alter the exterior of their units, including doors, windows, decks and structural changes without prior written consent of the Board of Directors or the Covenants Committee, as appropriate. (Bylaws, Article V, Section 7.)

GARBAGE: No person shall dispose of any garbage or other refuse anywhere within the Condominium except by placing it in suitable bags, boxes or other containers and placing them in the containers of the type and locations designated from time to time by the Board of Directors or Village Management. Large articles which will not fit in the trash containers provided will be removed from the premises by the Condominium for a charge. Please contact the Management Office for further information.

(also see: RECYCLING).

GARDENS: All grounds -- including the natural woodland area -- are **common elements**, subject to rules enacted by the Board of Directors. Residents are subject to rules enacted by the Board of Directors governing gardens. Residents must submit to the Grounds Committee detailed plans for enlarging existing beds, planting of new beds where none existed previously, and the planting or removal of perennial shrubs, and trees. Approval from the Grounds Committee must be obtained before such work can be done. Additionally, the Grounds Committee is empowered to remove any plantings not authorized by the Committee. Vegetable gardens are prohibited. Decisions by the Grounds Committee may be appealed to the Board of Directors. Decisions of the Board are final. Violations will be referred to the Covenants Committee for action and may be subject to remedies including the imposition of fines.

GUESTS: Unit owners are responsible for the actions of their guests.

KEYS: See ACCESS TO UNITS.

LAUNDRY ROOMS: Your unit key, unless you have changed it, operates the door to any of the laundry rooms in the Condominium. Laundry rooms may not be used as storage areas.

LIGHTING OF THE COMMON ELEMENTS: Unit occupants are encouraged to keep their front and back porch lights on from sunset to sunrise every day of the year. Maintenance and operation of the fixtures and replacement of bulbs for the front and back porch lights is the responsibility of the unit owner.

Unit owners who wish to install new light fixtures or who wish to improve Common Element lighting at their own expense must obtain approval for any such improvement or changes from the Covenants Committee.

NOISE: No unit occupant shall make or permit to be made any noise that will disturb or annoy the occupants of any of the units of the Condominium or do or permit anything to be done which interferes with the rights, comfort, convenience or quiet enjoyment of the other unit occupants. Social gatherings inside or outside units shall abide by Village quiet hours. "**QUIET HOURS" ARE 10 P.M. TO 8 A.M. MONDAY TO SATURDAY AND BEFORE 10:00 A.M. ON SUNDAYS.**"

OBJECTS OUTSIDE UNITS - ATTACHED TO BUILDINGS: No objects, such as but not limited to shades, awnings, window guards, ventilators, fans, window air conditioners or light fixtures may be used which protrude outside the unit in which they are used.

Signs and advertisements shall not be displayed outside units on the Common Elements except for temporary "open house" signs which are kept in place for a reasonable number of hours on weekends. Signs (for sale or for rent) are allowed inside windows of units for the purpose of selling or renting of that unit. "For Sale" signs pursuant to a foreclosure or a similar action do not require advance Board approval (Bylaws, Article V, Section 8.a.9.)

Radio and television antennas and satellite dishes of any size may not be attached to or occupy space in the Common Elements. Exceptions to these rules may be made, but must be approved in advance by the Board of Directors or by the Covenants Committee, as appropriate.

OBJECTS OUTSIDE UNITS - ON COMMON ELEMENTS: Clothes lines, gym equipment, sand boxes, dog houses, portable swimming pools, permanently installed umbrellas, antennas and other similar pieces of equipment shall not be allowed on the Common Elements and/or the Limited Common Elements (including decks).

PAINTING EXTERIOR: See EXTERIOR CHANGES.

PARKING LOTS - COMMON ELEMENTS: Off-street parking areas within Arlington Village Condominium are part of the Common Elements. Head-in (or back-in) parking spaces along South Barton Street, South Edgewood Street and South 16th Street are also part of the Common Elements of the Condominium. Curb parallel parking along South Cleveland Street, South 13th Road is County property and is not part of the Condominium.

PARKING LOTS - PARKING OF VEHICLES: Parking spaces are available to unit owners, their families, tenants and guests on a "first come - first served" basis. Vehicles may not be parked in such a manner as to prevent ready access to any parking spaces of a Condominium parking lot.

PARKING LOTS - PLAYING IN: No adult or child shall use, nor shall any adult permit a child for whom he or she is responsible to use the Condominium parking lot as a playground or as a site for any sport, game or play whether alone or with others.

PARKING LOTS - POSTED REGULATIONS: Users of Condominium parking lots shall obey the parking regulations posted by the Board of Directors.

PARKING LOTS - REPAIR TO VEHICLES: Repair of vehicles is not allowed except in areas that may be designated for that purpose by the Board of Directors. On Common Element parking lots, emergency maintenance, light maintenance and normal cleaning are allowed. Oil changes and other fluid changes are not permitted since they soil the Common Elements (Bylaws, Article V, Section 8.a.7.)

PARKING LOTS - VEHICLE WASHING: Cars may be washed in any space on the Common Element parking lots as long as the rights and convenience of other parking lot users are not infringed upon. Arlington Village strongly suggests the use of a nozzle to turn the water off when rinsing is not in progress to save water. Water is paid by condominium fees.

PARKING LOTS - VEHICLES ALLOWED: No person shall bring or keep within the Condominium any boat, truck having more than four wheels, recreational vehicle (other than four-wheeled van), mobile home or trailer, or vehicle too large to fit in one parking space (including limousines), without the prior permission of the Board of Directors. Junk vehicles, inoperable vehicles or vehicles without current registration plates, licenses or inspection stickers are not allowed on the Common Elements. No person shall bring or keep within the Condominium any vehicle not equipped with the proper muffler in good working order, or which causes an unreasonable amount of noise for any other reason. Moving vans and other trucks used to move household items in and out of units are allowed for reasonable periods of time.

PARTIES: See NOISE.

PETS: See ANIMALS.

POOL: Separate Swimming Pool Rules and Regulations are issued at the beginning of each pool season by the Village (Article III, Section 2 of the Bylaws).

RECYCLING: Arlington Village has a mandatory recycling program. You can place all items that need to be recycled into the same can, except newspapers, which should be placed in trash cans marked “newspapers only.” Please follow these guidelines:

Acceptable Materials:

- * Clear, brown or green glass bottles and jars - rinsed clean, with caps removed (labels and neck rings are okay).
- * Metal food and beverage cans rinsed clean, with caps removed (labels are okay).
- * Plastic bottles and jugs rinsed clean, with caps removed and crushed to reduce volume (labels and neck rings are okay).

Non-Acceptable Materials:

- * Glass items other than bottles and jars (no cookware, drinking glasses, light bulbs, mirrors, etc.).
- * Plastic materials other than bottles and jars (no grocery bags, Styrofoam, margarine tubs, deli containers, etc.).
- * Metal containers other than food or beverage cans.
- * Containers of any kind that held toxic or hazardous materials (no motor oil bottles, herbicide or pesticide containers, medicine containers, containers from chemical cleaning products, paint solvents cans, etc.).

REFUSE: See GARBAGE.

RENTING OF UNITS TO TENANTS: See TENANTS.

RULES: These Rules, Regulations and Policies may be amended, altered, or repealed at any time by the Board of Directors as long as the change does not violate the Bylaws. Any unit may propose rule changes to the Board. The Board is responsible for posting or disseminating rule changes a reasonable amount of time before they take effect (Bylaws, Article V, Section 8.b.)

SIGNS: See OBJECTS OUTSIDE UNITS.

SNAKES: See ANIMALS - UNDOMESTICATED.

STORAGE ON COMMON ELEMENTS: No bicycles, scooters, baby carriages or similar vehicles or toys or other personal articles shall be left unattended on the Common Elements.

Furniture, packages or other objects may not be placed on the Common Elements unless otherwise provided by the Board of Directors. (Bylaws, Article V, Sections 12.) Lawn chairs and tables and barbecues are allowed on lawns for the duration of appropriate social gatherings but should be removed and not left unattended afterwards.

Use of part of the Common Elements for storage by Unit Owners shall be in those areas designated by the Board of Directors (Bylaws, Article V, Section 8.a.4.).

If any Unit Owner is permitted to use any part of the Common Elements for storage, then that Unit Owner is responsible for the cleanliness and maintenance of that area (Bylaws, Article V, Section 5.b.3.). The Condominium is not responsible for loss or damage to property kept in storage cubicles on Common Elements (Bylaws, Article V, Section 13.).

STORAGE OF DANGEROUS ARTICLES: Gasoline and other flammable liquids shall not be stored on the Common Elements, or Limited Common Elements, or in the Units except in moderate quantities used to light lamps or to operate cigarette lighters or gas barbecues. Explosive materials are not permitted in Units, Common Elements or Limited Common Elements.

STORAGE ROOMS: Your unit key, unless you have changed it, operates the outside door to any of the Village storage rooms except the Bike Room. Access to the Bike Room requires a separate key that can be obtained by contacting the Village Office, paying a deposit and receiving an identification decal for your bicycle.

STRUCTURAL CHANGES: Unit owners may not make structural additions to, alterations to, improvements in or changes in the outside appearance of their units without the prior written consent of the Board of Directors or the Covenants Committee, as appropriate (Bylaws, Article V, Section 7). Even when permission is received, those making changes must obtain required permits from Arlington County. For information, please call the County's "Citizen Information and Assistance line" at (703) 358-3000.

TELEVISION ANTENNAS: See OBJECTS - OUTSIDE UNITS - ATTACHED TO BUILDINGS.

TENANTS: Unit owners are responsible for the actions of their tenants. Unit owners are responsible for providing copies of the Bylaws and these Rules, Regulations, and Policies to tenants. Leases must specify that tenants are responsible for adhering to the Bylaws and the Rules, Regulations, and Policies. A copy of the lease with the names of tenants for any unit not occupied by its owner must be on file within 15 days of occupancy at the Management Office. Non-resident owners must provide their mailing address to the Management Office. Failure to comply is subject to fines.

The Board of Directors may begin proceedings to evict tenants who are in violation of their leases or of the Bylaws or Rules, Regulations, and Policies with 45 days notice to the unit owner. Units cannot be rented for transient or hotel purposes or for any initial lease periods of less than six (6) months. Portions of units cannot be rented, only the entire units, except that roommates are allowed (Bylaws, Article V, Section 8.a.6).

TIME SHARING: Units may not be sold on a time sharing basis or other basis which would allow weekly, monthly or other short-term occupancy of units (Bylaws, Article V, Section 8.a.11).

TRASH: See GARBAGE and RECYCLING.

TRAILERS: See PARKING LOTS - VEHICLES ALLOWED.

TRUCKS: See PARKING LOTS - VEHICLES ALLOWED.

WALKWAYS: The greens and walkways in front of the units and the entrance ways to the units shall not be obstructed or used for any purpose other than ingress to and egress from the units.

WASHERS: Washers and other major appliances may only be permanently installed in units in compliance with standards and guidelines adopted by the Board of Directors (Bylaws, Articles V, Section 8.a.10.). Approval must be obtained in

writing prior to installation from the Covenants Committee or Board of Directors effective July 3, 1996. Portable units which attach to sinks also are permitted and do not need prior approval from the Covenants Committee. Coin-operated laundry facilities are provided by Arlington Village (see LAUNDRY ROOMS).

USE OF COMMON ELEMENTS: Common Elements of Arlington Village are intended for the enjoyment of all unit occupants and their guests. In addition to any restrictions specified elsewhere in these Rules, Regulations, and Policies or in the Bylaws, the Common Elements shall not be used in a manner which tends to destroy or damage any Common Elements or any units. Activities which use large portions of the Common Elements for long periods of time abuse this privilege. For example, ball games may result in damage to lawns and shrubbery or broken windows and are prohibited. Please keep barbecues and other social gatherings to a reasonable size.

USE OF UNITS: No unit shall be used for commercial or business purpose or for any other purpose than that for which the Village was originally designed. Unit owners may create home offices within their units provided the unit's primary use remains residential. The Board of Directors may permit reasonable, temporary, non-residential use on a case-by-case basis. (Bylaws, Article V, Section 8.a.1.)

YARD SALES: Individual yard sales are not allowed on the Common Elements of Arlington Village, A Townhouse Condominium. Once each year, the Arlington Village Cooperative holds a yard sale on South 16th Street. Residents of the Condominium must either use the Co-op's yard sale or restrict their own "yard" sales to the interiors of their Units.

THESE RULES, REGULATIONS AND POLICIES MAY BE AMENDED BY THE BOARD OF DIRECTORS AT ANY TIME.

1/1/1997