



COMMUNITY GUIDELINES

PARK WEST Community Association

c/o Summit Management Services, Inc., AAMC
8405A Richmond Highway, Alexandria, Virginia 22309
Main: (703) 360-0904
Community Manager Direct: (703) 945-1425

Dear Resident,

On behalf of the Park West Community Association (PWCA) Board of Directors, welcome to the Kings Park West Townhomes community! If you have any questions or if we can help you make the adjustment to your new community a bit easier, please feel free to call me or any member of the Board for assistance. We are an active Home Owners Association composed of volunteers who want to help serve our community. Our mission is to enhance the quality of community life, improve property values and ensure the safety and well-being of our residents

These *Community Guidelines* are designed to introduce you to the community and to the policies of the PWCA. Inside you'll find important information such as:

- ❖ PWCA Board of Director contacts and a summary of committee functions
- ❖ An overview of the architectural control inspection program
- ❖ Schedules and information on trash/recycling removal
- ❖ Parking rules and restrictions
- ❖ Park West Community Pool information

I would like to take this opportunity to remind residents that as members of a community association we are obliged to comply with the policies set forth in the PWCA Governing Documents. Please devote some time to review the Articles of Incorporation, the Declaration, the By-Laws, the Community Guidelines, and the current set of Resolutions contained in your Resale Disclosure Packet. If you did not receive the packet at closing you may either obtain them soft-copy from our website or you may contact our community manager, Ms Lori Randall at lori.randall@summitmanage.com at the number listed above for further information.

Our PWCA website offers current information and updates for our members and residents at: www.parkwestcommunity.org. Additionally, please consider registering for e-mail notifications and updates by sending an e-mail message with the word 'Subscribe' without the quotes in the subject line to pwca_info_subscribe@parkwestcommunity.org.

The PWCA is enhanced by each new community member. I encourage you to participate in any of the HOA committees or to seek election to the board. We hope you enjoy residing in our fine community and we look forward to meeting you at one of the regular monthly meeting (held on the third Tuesday of each month), at the Annual Meeting in November, or at one of our upcoming social events.

Sincerely,

Mark Griffin

Mark Griffin
President

TABLE OF CONTENTS

OFFICERS AND THE BOARD OF DIRECTORS	4
COMMITTEE FUNCTIONS	5
ARCHITECTURAL GUIDELINES	7
COMMON AREA, TRASH, AND RECYCLING GUIDELINES	18
PARKING GUIDELINES	22
POOL GUIDELINES	24

OFFICERS AND THE BOARD OF DIRECTORS

Officers

President

Mark Griffin
(703) 272-7394

president@parkwestcommunity.org

Secretary

Joan Murphy
(703) 323-8827

secretary@parkwestcommunity.org

Vice President

Joe Underwood
(703) 323-4710

vicepresident@parkwestcommunity.org

Treasurer

Stephen Lubore
(703) 729-9248

treasurer@parkwestcommunity.org

Directors

Art Gile
(703) 309-1526

Joan Murphy
(703) 323-8827

Mark Griffin
(703) 272-7394

Masha Stoyanova
(703) 859-6465

T. J. Hanton
(703) 755-0775

Matt Strain
(571) 466-6757

Rich Juchnewicz
(703) 426-8097

Joe Underwood
(703) 323-4710

Stephen Lubore
(703) 729-9248

COMMITTEE FUNCTIONS

Several committees have been established within the Park West Community Association to assist in making our community a great place to live. If you are interested in joining any of the committees listed herein or if you have any questions or concerns related to the committee, please contact the chairperson listed below.

Architectural Control Committee

(Art Gile – (703) 309-1526 – acc@parkwestcommunity.org)

The Architectural Control Committee (ACC) is responsible for maintaining the attractive appearance and property values of the community. This is done through the enforcement of the PWCA Architectural Guidelines (see section within the Community Guidelines). Call the ACC Chair if:

- ❖ you are planning to paint the exterior of your home or replace your roof.
- ❖ you are planning to build a deck or patio, install a new storm/patio door, siding, shutters, fence, or windows, replace your steps, or alter your landscape.
- ❖ you receive a notice stating that your property does not conform to Architectural Control Committee Guidelines.

Communications Committee

(T. J. Hanton – (703) 755-0775 – communications@parkwestcommunity.org)

The Communications Committee is responsible for disseminating information to PWCA residents. This includes publicizing special events, informing residents of changes to PWCA services, and notifying residents of news affecting the community. The main vehicles for disseminating this information are through the PWCA Newsletter, *Park West Pages*, and the PWCA Web Site at <http://www.parkwestcommunity.org>

Environmental Control Committee

(Matt Strain – (571) 466-6757 – environment@parkwestcommunity.org)

The Environmental Committee is responsible for scheduling maintenance of the common areas. This includes planting, trimming, mulching, tree removal, lawn care, trash/recycling, the tot lot and overall neighborhood beautification. The Environmental Committee also plans and coordinates community clean-up days.

Hospitality Committee

(Susan Underwood – (703) 323-4710 – hospitality@parkwestcommunity.org)

The Hospitality Committee is responsible for welcoming new residents to the community, manages the Block Captain program, and leads the New Resident Welcome social.

Parking Committee

(Joe Underwood – (703) 323-4710 – parking@parkwestcommunity.org)

The Parking Committee is responsible for enforcing the community's parking restrictions. This is done to ensure road safety and allow emergency and service vehicles to access homes in the community. The PWCA retains the services of a towing company, Dominion Towing, which regularly patrols the community. Any vehicle found to be in violation of the parking regulations (see section within the Community Guidelines) is subject to be towed, at the owner's expense. Call the Parking Committee Chair if:

- ❖ you notice that a car has not been moved from a common area parking spot for an extended period of time
- ❖ an unidentified car is parked in your spot and you are unsuccessful in locating the owner of the vehicle
- ❖ you see a vehicle double-parked, parked along a curb painted yellow, or poses a safety hazard to the community.

Pool Committee

(Rich Juchnewicz – (703) 426-8097 – pool@parkwestcommunity.org)

The Pool Committee is responsible for overseeing the operation of the community pool. Questions regarding pool rules, membership, admittance procedures and special events should be addressed to either of the Pool Committee Co-Chairs.

Social Committee¹²

(Diane Barnhard – (703) 425-7747 – social@parkwestcommunity.org)

The Social Committee is responsible for organizing various social event throughout the year, to include the Annual Meeting.

Streets and Sidewalks Committee

(Mark Griffin (acting) – (703) 272-7394 – streets@parkwestcommunity.org)

The Streets and Sidewalks Committee is responsible for the maintenance and upkeep of the PWCA streets and sidewalks. This includes paving the streets, painting all markings on the streets and curbs, maintaining the street lights, managing snow removal and repairing damaged concrete.

Webmaster

(Stephen Lubore – (703) 729-9248 – webmaster@parkwestcommunity.org)

The Webmaster is responsible for maintaining the PWCA Web Site.

¹ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 8 December 2015

² Committee re-initiated on 20 December 2016. Addition of section approved by the PWCA Board of Directors on 17 January 2017

ARCHITECTURAL GUIDELINES

In an effort to revitalize the appearance of many poorly maintained homes and yards in our community, the Park West Community Association (PWCA) initiated a home inspection program in November 1993 that enforces the standards and policies set forth in the Architectural Control Committee's (ACC) Guidelines and the Declaration of Covenants, Conditions and Restrictions.

During the spring and fall a team composed of Board Members, ACC representatives, and representatives from Summit Management Services inspect the exteriors and yards of the residences for architectural violations. By employing the property management firm to facilitate regular inspections and handle the notification process, the consistent enforcement of the architectural standards and policies is better assured.

Remember that as members of the Association, all residents are obligated to comply with these standards and policies. Your cooperation helps to enhance the aesthetic appearance of the Kings Park West Townhomes and improves all members' property values.

Architectural deficiencies, on the other hand, diminish the desirability and market value of your residence as well as your neighbor's. It is the Association's hope that residents will keep this in mind, particularly as properties age and require additional upkeep.

Most agree that the overall appearance of the community has improved dramatically since the implementation of the inspection program. Also noticeable is a greater sense of pride, consideration and community-mindedness among residents. Be assured that your Board members will continue to work diligently alongside their fellow residents to maintain the Kings Park West Townhomes as one of the area's exemplary townhome communities.

The Association asks all residents – homeowners and tenants – to please do their best to maintain their townhome exteriors, keep their yards neat and tidy and stay on top of lawn and shrubbery care. Thanks to all of you for your efforts and contributions. If you have any questions, please contact the Architectural Control Committee.

Architectural and Environmental³ Control Guidelines

17 January 2017 (as amended)

For the convenience of the residents of the Kings Park West Townhomes Community, the following guidelines have been reaffirmed by the Park West Community Association (PWCA) Board of Directors and the Architectural and Environmental Control Committee. These guidelines are not to be construed as a waiver of the provisions of the Park West Community Association Declaration of Covenants, Conditions, and Restrictions or the By-Laws.

If no footnote cited the information contained within this document are parts of the original document published to clarify the Governing Documents.

Exterior Paint/Siding⁴ colors

- a. Only the original paint colors, as designated by Richmarr, are acceptable.
- b. McCormick paint is recommended to avoid discrepancies in color over the lifetime of the paint.
- c. Paint color approval by the Architectural Control Committee (ACC) is required prior to the commencement of painting.
- d. Paint swatches are available for members to color match.⁵
- e. Website contains the list of residences and color scheme for each.⁶
- f. All trim must be painted or wrapped – siding is not approved for use to cover any trim.⁷ When replacing windows, window trim will match the trim color specified for the townhome.⁸
- g. When replacing siding with vinyl siding, vinyl siding color will most closely match the designated siding color for the residence as depicted on the color swatch.⁹
- h. Vent covers are preferred to be painted the trim color for the residence. If the vent is located on siding, the vent cover may be painted the siding color for the residence.¹⁰

³ Modification approved by the PWCA Board of Directors on 8 September 2015

⁴ Clarification approved by the PWCA Board of Directors on 30 May 2001

⁵ Modification approved by the PWCA Board of Directors on 12 August 2014

⁶ Modification approved by the PWCA Board of Directors on 12 August 2014

⁷ Modification approved by the PWCA Board of Directors on 19 September 2001

⁸ Clarification approved by the PWCA Board of Directors on 12 August 2014

⁹ Clarification approved by the PWCA Board of Directors on 8 June 2010

¹⁰ Clarification approved by the PWCA Board of Directors on 8 June 2010

Storm or Screen Door Style and Color

- a. “Full light” storm doors are recommended (full glass or screen).
- b. Storm doors will match either the front door color, the trim color, or (if shutters are to either side of the front door) the shutter color specified for the home.¹¹ Exception: Carriagepark Road and Carriagepark Court (the “Portals” section”) also permit “full light” black storm doors as an alternative.¹²
- c. Storm doors with simple grills are authorized if the grill matches both the storm door and front door color.¹³
- d. All storm doors and storm door colors must be approved by the ACC prior to installation.

Entry Doors¹⁴

- a. Entry doors will be six panel doors.
- b. If a residence has double doors they may be changed to a single door with side panels.
- c. The upper two panels of entry doors (the panels between the top rail and cross rail) may be solid or hold glass panes. Glass pane design must be approved by the ACC prior to installation.¹⁵
- d. The upper half of side panels may be solid or hold glass panes.

Deck and Patio Doors¹⁶

- a. Deck and patio doors may be either French doors or sliding doors.
- b. Ground level doors may be white or the entry door color.
- c. Any door above ground level is preferred to be the entry door color.
- d. French doors may have grids if the owner prefers but grids are not required.

Address Plaques¹⁷

- a. For the original wood board address plaques, the following guidelines apply:
 1. Black numerals are preferred.
 2. Numerals should be raised and vertical on the plaques. Numerals should not overhang the wood board edges. Stick-on numerals are not acceptable.¹⁸
 3. Board should be painted the trim color for the residence or stained as natural wood.
 4. Due to the original developer standard for Gainsborough Drive, Malone Court and Treasure Court:

¹¹ Modification approved by the PWCA Board of Directors on 8 December 2015

¹² Modification approved by the PWCA Board of Directors on 21 March 1991

¹³ Modification approved by the PWCA Board of Directors on 21 March 1991

¹⁴ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 14 February 2006

¹⁵ Bullet re-approved by the PWCA Board of Directors on 10 January 2012

¹⁶ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 8 December 2015

¹⁷ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 8 December 2015

¹⁸ Modification approved by the PWCA Board of Directors on 17 January 2017

- i. Bronze numerals may be substituted.
 - ii. Numerals should not overhang the wood board edges.
 - iii. Board should be stained in a natural wood color.
- b. Any alternate address plaque design must be approved by the ACC prior to installation. ACC approved plaques will be in good taste and of appropriate size, shape, color and material commensurate to your neighbors and the community.
- c. Most approved alternate address plaques have been aluminum in material, round or oval in shape, with a black background, and containing bronze or off-white numerals.

Windows¹⁹

- a. Windows and window trim will be painted the trim color of the residence.
 - 1. If vinyl windows are installed, the windows are preferred to be the trim color but may also be white.
 - 2. If vinyl windows are installed, all trim around the windows will be painted the trim color for the residence even if the windows themselves are white in color.
- b. All windows will include a grid pattern to match existing windows.
- c. At the minimum, recommend replacing all windows on the same side of the residence at the same time. A timeline for completion of the remainder of the windows is required if full replacement is not requested.

Steps and Concrete Approach²⁰

- a. Any front steps and/or concrete approach work (except light pressure washing) needs to be approved by the ACC prior to work commencing.
- b. Any concrete steps in the front or rear of a residence and concrete approaches may be fixed in one of the following three ways:
 - 1. Light pressure wash. Use the lightest pressure possible to minimize damage to the concrete surface. Consider using brushes and/or concrete surface cleaners to reduce the water pressure required.
 - 2. Renew the concrete surface. No tile overlays are authorized. Renewing will be accomplished for the entire step structure (e.g. the sides) and/or concrete approach.
 - 3. Remove and replace steps and/or concrete approach.
- c. If removing and replacing the front steps:
 - 1. Plans must be approved by the ACC prior to submission to Fairfax County.
 - 2. A Fairfax County building permit must be obtained and displayed prior to and during construction.

¹⁹ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 8 December 2015

²⁰ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 8 December 2015

- d. Any replacement bricks needed for the repair/replacement will match the brick specification for the residence. If brick substitutions are required that must be specifically addressed in the ACC Modification Form.
- e. Clear concrete sealers may be applied and is recommended to occur to when resurfacing or replacing the steps and/or approach.
- f. Recommend assessing railing replacement and/or repair during any concrete repair activities.

Decks

- a. All deck plans must be approved by the ACC prior to submission to Fairfax County.
- b. All deck plans must be approved by Fairfax County, building permit must be obtained and displayed prior to and during construction.
- c. No staining or painting of decks is permitted. Maintenance of natural color recommended by applying colorless sealant.²¹
- d. Composite decking is permitted as long as a natural wood color is used.²²
- e. Decks should be properly maintained and routinely cleaned.²³

Sheds

- a. Small wooden sheds are permitted.
- b. Small “Rubbermaid” type or vinyl sheds are also permitted.²⁴
- c. Shed style, size, and color must be approved by the ACC prior to installation. Color must match the paint color of the siding and trim on the house. In principle, shed height should not exceed the height of the fence (a maximum of 72”).²⁵
- d. Full fence installation is required with any shed installation.
- e. Sheds must be properly maintained and painted or stained as needed. If stained, maintenance of natural color recommended by applying colorless sealant.²⁶
- f. Wood sheds may be incorporated into a fence with prior approval by the ACC.²⁷

²¹ Clarification approved by the PWCA Board of Directors on 12 August 2014

²² Modification approved by the PWCA Board of Directors on 11 May 2004, re-discussed and approved by PWCA Board of Directors on 14 June 2011

²³ Modification approved by the PWCA Board of Directors on 12 August 2014

²⁴ Modification approved by the PWCA Board of Directors on April 22, 1999, re-discussed and approved by PWCA Board of Directors on 20 March 2002

²⁵ Clarification approved by the PWCA Board of Directors on 20 March 2002 with additional information contained in the 21 February 2002 meeting.

²⁶ Clarification approved by the PWCA Board of Directors on 12 August 2014

²⁷ Clarification approved by the PWCA Board of Directors on 13 December 2011

Fences

For the fences between residences, Virginia code refers to these as “division fences”. Virginia Code § 55-317, § 55-318 and § 55-319 each refer to this matter. The ACC recommends speaking with your adjoining neighbor(s) when considering replacing your fence for possible cost sharing of the “division fence”.²⁸

- a. No staining or painting of fences is permitted. Maintenance of natural color recommended by applying colorless sealant.²⁹
- b. Fences must be approved by the ACC prior to installation.
- c. Standard fences will be vertical board and will meet the following criteria:³⁰
 1. Board on board (1”x4”x6’ pickets) in a shadowbox pattern. Also referred to as alternating board-on-board.
 2. Fence posts (except gate posts) are recommended to be 4”x4”.
 3. Corner posts and posts on short fence sections may be 6”x6” if needed for additional support. Recommended for short fence sections such as end units have if the side property is fenced.
 4. All fence posts will have post caps.
 5. “Length of fence section” is expected to be eight (8) feet or less between posts.
 6. Three stringers/runners (2”x4”xlength of fence section) are required per fence section.
 7. A cap rail, also known as a cap board or top rail, is required (1”x4”xlength of fence section).
 8. No header board will be permanently placed between fence posts. If necessary during construction one may be used for temporary bracing only.
 9. At least one gate must be included. Specific guidelines for the gate:
 - i. Gate posts are recommended to be 6”x6” posts.
 - ii. Gate posts will have post caps.
 - iii. Be appropriately placed.
 - iv. Constructed in like manner as the fence.
 - v. The top of gate pickets are preferred to be curved.

²⁸ Clarification approved by the PWCA Board of Directors on 8 December 2015

²⁹ Clarification approved by the PWCA Board of Directors on 12 August 2014

³⁰ Modification approved by the PWCA Board of Directors on 12 August 2014

- vi. No header board will be permanently placed between the gate posts. If necessary during construction one may be used for temporary bracing only.
- vii. Be properly hinged and able to be securely closed.

Townhome Exteriors³¹

- a. Wood trim (e.g. window grids), wood shutters, doors, and siding must be painted regularly to prevent fading, rotting, and peeling of existing paint. Vinyl shutters should be cleaned regularly. Exterior of gutters and downspouts should be cleaned regularly or painted as necessary.³²
- b. Exterior wrought iron must be painted regularly with gloss black paint.
- c. Exterior should be maintained; broken items (e.g. shutters, windows, screens, storm doors) should be repaired promptly.
- d. Window air conditioning units are not permitted.
- e. Carriage lights are required on front of residences. Flood lights are not permitted to replace carriage light beside the entry doors. If changing the light fixture, submit a picture of the proposed fixture with the modification form.³³

External Cabling for Residences (e.g. Satellite Television Systems, FiOS)³⁴

- a. No television cable or similar transmission line shall be installed or maintained on any lot above the surface of the ground.³⁵
- b. Any reception dishes (e.g. satellite television dishes) shall be installed on the rear roof. Residents may petition the ACC for front roof installation or backyard ground installation on a case-by-case basis.
- c. All external wiring will be secured to the rear wall in corners or other inconspicuous places.
- d. Wiring should be painted the color of the siding, trim and/or brick.

³¹ Modification (addition of section) approved by the PWCA Board of Directors on 12 August 2014

³² Modification approved by the PWCA Board of Directors on 17 January 2017

³³ Modification approved by the PWCA Board of Directors on 10 January 2002, further clarification at 15 November 2007 Annual Meeting

³⁴ Modification (addition of section) approved by the PWCA Board of Directors on 13 January 2015, further clarification provided by the PWCA Board of Directors on 11 August 2015

³⁵ Declaration of Covenants, Conditions, and Restrictions, Article VI, Section 6, Subsection (g)

Townhome Lot Maintenance³⁶

- a. All front yards, side yards and back yards³⁷ must be presented in a well maintained, safe, clean, and attractive condition at all times.
 1. Garden beds shall be kept free of weeds. Recommend mulching to deter weed growth.
 2. Hardscapes (e.g. rocks, pavers) shall be kept weeded.
 3. Lawn areas shall not exceed six (6) inches in height. All edges (e.g. walkways, sidewalks, walls, fences, garden beds, trees, shrubbery) shall be kept neat and presentable through trimming or edging.
 4. Trees, Shrubs, Bushes, and Greenery
 - i. Shall be maintained in good health.
 - ii. Shall be pruned or trimmed to remain clear of sidewalks, pathways, lamp posts, signage, and cable/telephone boxes. Overhanging limbs should be at least seven (7) feet above ground to allow sufficient clearance for sidewalks, pathways, and parking areas.
 - iii. Shall not impede drainage.
 - iv. Any dead trees, shrubs, bushes, or greenery on the homeowner's lot shall be removed promptly. For trees covered under Article VI, Section 6, Item (i) (measuring in excess of six (6) inches in diameter two (2) feet above the ground) those specific trees shall not be removed before receiving written notice from the Environmental Control Committee.
 - v. Any tree being removed should be removed twelve (12) inches below grade and replaced with a new tree or other such landscaping.³⁸
 5. All debris shall be collected and removed in a timely manner in accordance with the Yard Waste Recycling rules.
- b. Front door entryways, stoops, stairs, front yards, and side yards shall not be used as storage areas (e.g. trash cans, recycling bins, bicycles, wood piles).
- c. Vines are not recommended to grow on any residence exterior wall. If vines are growing, they will not grow on any neighboring residence unless there is written approval from the owner of that residence with the ACC. Any vines must be kept well maintained at all times.³⁹
- d. Bicycles, scooters, or motorcycles shall not be parked in front yards or in visible side yards.⁴⁰ Motorcycles or scooters may not be parked or operated on common property.⁴¹ Motorcycles or scooters may not be operated on private property.⁴²

³⁶ Modification (addition of section) approved by the PWCA Board of Directors on 12 August 2014

³⁷ Modification approved by the PWCA Board of Directors on 8 September 2015

³⁸ Modification approved by the PWCA Board of Directors on 14 September 2004

³⁹ Modification approved by the PWCA Board of Directors on 12 August 2014

⁴⁰ Modification approved by the PWCA Board of Directors on 8 January 2013

⁴¹ Modification approved by the PWCA Board of Directors on 8 December 2015

⁴² Modification approved by the PWCA Board of Directors on 8 December 2015

Solar Photovoltaic Systems⁴³

- a. Solar panel installation shall be on the rear roof. Residents may petition the ACC for additional front roof installation on a case-by-case basis.
- b. Solar panels must be of “black on black” mono crystalline with low reflective glass.
- c. Panel installation will have a low profile (approximately six (6) inches) and be mounted flat on the roof (no movement, angle, or tilt allowed) with one side parallel to the roof eaves or peak.
- d. Solar collectors shall not extend above roof ridges or be within one (1) foot of the edges of the roof.
- e. Any racking or standoffs cannot be outside of the panels by more than six (6) inches.
- f. Roof shingles will be Certaineed’s XT-series in the color “Moire Black” (or current suitable substitute as designated by the ACC).
- g. All visible support structures on the roof must be painted black to blend with the panels and shingles.
- h. All wiring from the solar panels to the AC disconnect should be contained within the interior of the house. External wiring will be considered on a case-by-case basis. If wiring is external the following requirements must be met: wiring will be contained in conduit, the conduit will be secured to the rear wall in corners or other inconspicuous places and the conduit must be painted the color of the siding and/or brick.
- i. All support solar equipment exposed to the exterior shall be installed out of view and properly screened.
- j. All applicable permits are drawn and approved.
- k. Detailed drawing(s) depicting actual installation locations and pattern of solar panels is required. Drawing(s) must be submitted to and approved by the ACC prior to installation (this includes roofing changes).

Flags⁴⁴

- a. No flag poles are allowed in front yards.⁴⁵
- b. Flag staffs may be placed on secure support in front or rear of residences.⁴⁶
- c. The U.S. flag is authorized for display in accordance with United States “Flag Code” (Title 4 of United States Code).
- d. The Association website contains a document further explains the code. The weblink to the authoritative source for the document is:
<http://www.senate.gov/reference/resources/pdf/RL30243.pdf>

⁴³ Modification (addition of section) approved by the PWCA Board of Directors on 27 October 2014

⁴⁴ Modification (addition of section) approved by the PWCA Board of Directors on 12 August 2014

⁴⁵ Modification approved by the PWCA Board of Directors on 20 March 2002

⁴⁶ Modification approved by the PWCA Board of Directors on 20 March 2002

Holiday/Seasonal Lights⁴⁷

- a. Christmas lights and decorations shall remain outdoors only from November 15th through January 10th of the following year unless a modification form is submitted and approved by the ACC.
- b. Other seasonal /religious occasion lights shall remain outdoors for a maximum total period of two (2) weeks unless a modification form is submitted and approved by the ACC.

Radon Evacuation Systems⁴⁸

- a. The Radon Evacuation System must be approved by the ACC prior to submission to Fairfax County.
- b. The Radon Evacuation System must be in compliance with all applicable governmental requirements. A Fairfax County building permit must be obtained and displayed prior to and during construction
- c. Installation should be on the rear of the residence, preferably next to an existing downspout. The evacuation fan / blower, piping shall be sealed, painted the trim color. Recommend suitable capping on the end of the piping to prevent intrusion by animals, birds and insects.

⁴⁷ Modification (addition of section) approved by the PWCA Board of Directors on 12 August 2014, modified on 12 January 2015

⁴⁸ Modification (addition of section) approved by the PWCA Board of Directors on 17 January 2017

Park West
Community Association

ACC MODIFICATION REQUEST FORM

Please return the completed form and all documents to:

Summit Management Services
Attn: Lori Randall
8405-A Richmond Highway
Alexandria, VA 22309

or email: lori.randall@summitmanage.com
acc@parkwestcommunity.org

One (1) copy reflecting the action taken by the Architectural Control Committee will be returned to you for your records.

NAME(S) OF OWNER(S): _____

KINGS PARK WEST TOWNHOME ADDRESS: _____

TELEPHONE NUMBERS: (H) _____ (W) _____

E-MAIL ADDRESS: _____

ABSENTEE OWNER ADDRESS (if applicable):

In accordance with the Declaration of Covenants, Conditions and Restrictions referred to in the Deed covering the property described above, I/we hereby apply for written consent to make the following modification(s) or addition(s):

1. _____
2. _____
3. _____

DESCRIPTION/DIAGRAM OF MODIFICATION REQUIRED. Please include with this form:

1. Any diagrams (sketch if appropriate) of the addition or modification being requested.
2. A copy of your plat with the location, size, and shape of the modification(s) indicated on it.
3. The manufacturer's brochure (if available), a grading plan (if applicable) and if you are requesting an exterior color change, samples of the color(s).
4. A copy of the contract (if applicable).

Please attach separate sheet(s) as necessary.

Applicant hereby warrants that Applicant shall assume full responsibility for:

1. All landscaping, grading and/or drainage relating to the improvements
2. Obtaining all Fairfax County permits and approvals relating to said improvements.
3. Any damage to adjoining property (including common area) or injury to third persons associated with said improvement, both during activities necessary to support the modification and throughout the life of the improvement.
4. Compliance and adherence to Fairfax County and Park West Community Association guidelines and ordinances.

OWNER'S SIGNATURE

DATE

Park West ACC Action Taken: _____

ACC CHAIR SIGNATURE

DATE

Park West Community Association Form

Revised 1/30/2016

COMMON AREA, TRASH, AND RECYCLING GUIDELINES

17 January 2017 (as amended)

Common Area, Trash and Recycling Guidelines

For the convenience of the residents of the Park West Community, the following guidelines have been reaffirmed by the Park West Community Association Board of Directors and the Environmental Control Committee. These guidelines are not to be construed as a waiver of the Park West Community Association Declaration of Covenants, Conditions, and Restrictions or the By-Laws.

Common Areas⁴⁹

- a. The storage and placement of material on any location within the Association's common areas property is not permitted. Specifically, the storage of firewood or the planting of a vegetable garden outside of a homeowner's property line or fence is not allowed.
- b. Any alterations, esthetic improvements or private usage of the Association's common ground property must be approved in advance by the Environmental Control Committee. Requests for approval must be in writing.
- c. Pets
 - a. Pets shall be attended at all times and shall be registered, licensed and inoculated as may from time to time be required by law.
 - b. Pets shall not be permitted upon the common areas unless accompanied by a responsible person.
 - c. Pets shall not be permitted upon the common areas unless they are carried or leashed.
 - d. Pet owners must clean up after their pet. Owners who violate the Fairfax County law may incur a fine of between \$25 and \$250.
- d. Inflatable Structures: the use of inflatable structures is not permitted for use within the Association's common areas.⁵⁰

Trash and Recycling

- a. Trash collection will occur on **TUESDAY** and **FRIDAY** each week. Contracted collection provides service on all holidays that fall on a regularly scheduled collection day with the exception of New Year's Day, Thanksgiving Day, Christmas Day, or any other collection day when the refuse and recycling facilities are closed. If a service day

⁴⁹ Section (all non-annotated bullets) approved by the PWCA Board of Directors on 11 December 1990

⁵⁰ Modification approved by the PWCA Board of Directors on 19 July 2016 to be synchronized with insurance policies

falls on one of these days, collection services will resume on the next regularly-scheduled service day, road conditions permitting.⁵¹

- b. Trash cans marked with the home address are highly recommended.
- c. Contractor will supply one wheeled, lidded 64-gallon trash container (Toter brand) to each homeowner for a one-time charge of \$25 to be paid by the homeowner. Contractor will supply one wheeled, lidded 64-gallon recycling container (Toter brand) instead of a recycling bin to each homeowner for a one-time charge of \$25 to be paid by the homeowner. There is a \$50 replacement charge for any 64-gallon trash container and a \$10 replacement charge for any recycling bin that is lost, stolen, or damaged by any means other than normal wear and tear.⁵²
- d. The collection of trash/recycling will occur only at designated locations on islands and in corners of community streets.⁵³
- e. Trash/recycling should not accumulate on any property.
- f. All trash must be secured to prevent littering in the community.⁵⁴
- g. Empty trash cans and recycling bins must be stored in the rear of the townhome and off community property.
- h. Trash/recycling may be placed out after 6:00PM the day before collection and returned to the townhouse no later than the evening of the day of collection.⁵⁵
- i. All trash/recycling should be out before 6:00AM the day of collection.
- j. No trash/recycling should be placed out after collection has occurred.
- k. Separate trash from recycling on the Tuesday morning collection.
- l. Trash bags may be used provided they are dark heavy-duty plastic.⁵⁶
- m. No trash shall be placed in front of homes.⁵⁷
- n. Special items will be collected at the curb each week. Special items include appliances, small furniture, small electronics, mattresses, or other large items. **Advance notice is required for the collection of all special items, with the exception of small furniture and mattresses.** Up to two special items per residence will be collected to no additional charge. Additional items, or items that are extremely large or heavy, will be collected for a minimum fee of \$25. This includes TVs or monitors larger than 19 inches, tires, construction debris, carpeting, etc. All fees for special pickup must be prepaid by the homeowner prior to removal.⁵⁸ Contact Patriot Disposal (703) 257-7100 for an estimate.

⁵¹ Modification approved by the PWCA Board of Directors to be synchronized with the existing Patriot contract on 15 March 2016

⁵² Modification approved by the PWCA Board of Directors to be synchronized with the existing Patriot contract on 15 March 2016

⁵³ Modification approved by the PWCA Board of Directors on 12 March 2001

⁵⁴ Modification approved by the PWCA Board of Directors on 21 February 2002

⁵⁵ Modification approved by the PWCA Board of Directors on 21 November 2001 and amended on 11 October 2005

⁵⁶ Modification approved by the PWCA Board of Directors on 12 March 2001

⁵⁷ Modification approved by the PWCA Board of Directors on 12 March 2001

⁵⁸ Modification approved by the PWCA Board of Directors to be synchronized with the existing Patriot contract on 15 March 2016

Recycling Specific

- a. Recycling collection will occur on **TUESDAY** each week. Contracted collection provides service on all holidays that fall on a regularly scheduled collection day with the exception of New Year's Day, Thanksgiving Day, Christmas Day, or any other collection day when the refuse and recycling facilities are closed. If a service day falls on one of these days, collection services will resume on the next regularly-scheduled service day, road conditions permitting.⁵⁹
- b. Recycling bins marked with the home address are highly recommended.
- c. Contracted recycling collection occurs every Tuesday.
- d. Contractor will supply one recycling bin free of charge to each homeowner. There is a \$10 replacement charge for any recycling bin that is lost, stolen, or damaged by any means other than normal wear and tear.⁶⁰
- e. Acceptable recycling: newspaper, mixed paper, cardboard boxes, glass, aluminum, metal food containers, metal beverage containers, plastic bottles, plastic jugs, and plastic containers. The recycling method is single-stream which allows all recyclable materials to be placed into one container.⁶¹
- f. Packing Boxes: Contractor will remove packing boxes of new residents, from the curb, along with the regular pickup of recyclable materials. No more than 25 moving boxes will be collected at any one time.
- g. Cardboard larger than 48"x48" or over fifty (50) pounds can be taken to these recycling centers: I-66 Citizens' Recycling and Disposal Facility, 4618 West Ox Road, Fairfax or the City of Fairfax Recycling Center, 3410 Pickett Road, Fairfax.

Yard Waste Recycling

- a. Fairfax County requires the recycling of yard waste. Residents are urged to self-manage yard debris by recycling in their own back yards through composting and grass cycling (leaving grass clippings on the lawn).
- b. Yard debris collection will occur on **WEDNESDAY** each week. Yard waste collection will not occur during January, February, and the first half of March. See the contractor website for the exact dates.⁶² Contracted collection provides service on all holidays that fall on a regularly scheduled collection day with the exception of New Year's Day, Thanksgiving Day, Christmas Day, or any other collection day when the refuse and recycling facilities are closed. If a service day falls on one of these days, collection services will resume on the next regularly-scheduled service day, road conditions permitting.⁶³

⁵⁹ Modification approved by the PWCA Board of Directors to be synchronized with the existing Patriot contract on 15 March 2016

⁶⁰ Modification approved by the PWCA Board of Directors to be synchronized with the existing Patriot contract on 15 March 2016

⁶¹ Modification approved by the PWCA Board of Directors to be synchronized with the existing Patriot contract on 15 March 2016

⁶² Modification approved by the PWCA Board of Directors on 17 January 2017

⁶³ Modification approved by the PWCA Board of Directors to be synchronized with the existing Patriot contract on 15 March 2016

- c. Yard debris is defined as grass clippings, leaves, and brush/hedge trimmings that result from the regular maintenance of your yard.⁶⁴ Fairfax County has mandated that residents set out yard waste ONLY in paper bags or personal containers. Per that mandate, Patriot Disposal will require that all Fairfax County customers set out yard waste for collection in paper bags OR personal containers clearly marked “YARD WASTE” on both sides; yard waste out for collection in plastic bags will not be picked up.⁶⁵
- d. Brush must be less than 4-inches in diameter, cut into 4-foot lengths, and tied in small bundles or bagged.⁶⁶ Each bundle can be no larger than two feet in diameter.⁶⁷
- e. Items that are bagged, bundled, or placed in a container cannot exceed 50 pounds.⁶⁸
- f. Yard debris does not include stumps, rocks, dirt, sod, gravel, mulch, whole trees, or clean-up from storm damage. Collection of these items may be provided for an additional charge. Contact the Patriot Disposal (703) 257-7100 for an estimate.⁶⁹
- g. The Environmental Control Committee urges residents not to dispose of large debris in wooded common areas. Excess debris clutters these areas and suffocates the naturally growing plants. Thank you for helping to keep our wooded sites beautiful.

Safe Disposal of Hazardous Household Waste

- a. PWCA strictly prohibits the dumping of any hazardous waste products around homes or in common areas. Fairfax County offers an ongoing program for the safe disposal of HHW. These items include aerosol sprays, automotive fluids, varnish and stains, oil-based paint (latex paint is not considered caustic and can be disposed of with refuse, once dry), paint thinners, gasoline, kerosene and pesticides.
- b. To properly dispose of HHW materials pour them into clean, airtight containers and bring them to:

I-66 Citizen’s Recycling and Disposal Facility
4618 West Ox Road

4618 Thursday from 1:00pm – 5:00pm
Friday from 8:00am – 12:00pm
Saturday from 9:00am – 4:00pm

- c. All waste must be labeled. For more information call (703) 324-5068.

⁶⁴ Modification approved by the PWCA Board of Directors to be synchronized with the existing Patriot contract on 15 March 2016

⁶⁵ Modification approved by the PWCA Board of Directors to be synchronized with the revised Patriot yard waste rules on 15 March 2016

⁶⁶ Modification approved by the PWCA Board of Directors to be synchronized with the existing Patriot contract on 15 March 2016

⁶⁷ Modification approved by the PWCA Board of Directors to be synchronized with the revised Patriot yard waste rules on 15 March 2016

⁶⁸ Modification approved by the PWCA Board of Directors to be synchronized with the revised Patriot yard waste rules on 15 March 2016

⁶⁹ Modification approved by the PWCA Board of Directors to be synchronized with the revised Patriot yard waste rules on 15 March 2016

PARKING GUIDELINES

Breaking parking rules will break your piggy bank. The cost of towing and storing a vehicle can run as high as \$250! A towing company, Dominion Towing, regularly patrols the Kings Park West Townhomes community and has standing authorization from the PWCA Board of Directors to tow vehicles that are in violation of these guidelines. That's why it's important that you – and your visitors – know the PWCA parking rules.

The PWCA endorses strict compliance with these policies, which are designed to assure ready access to emergency and service vehicles; maintain the attractive appearance of the community; and help keep insurance rates low. Please be considerate of fellow residents by obeying the following guidelines.

- ❖ Informing Guests of Parking Regulations – Owners and tenants are reminded that it is their responsibility to inform their guests of the community's parking rules and to ensure that all guests abide by them.
- ❖ Numbered Spaces – These are reserved for owners/tenants. When a nonresident parks in your spot, try to locate the owner of the vehicle by knocking on neighbor's doors. If you are unsuccessful in locating the owner and if the vehicle remains in your spot for a significant period of time, contact the Parking Committee Chair.
- ❖ Assigned Parking – Two spaces per housing unit are assigned by PWCA. If you are new to the community and don't know which spots are yours, contact the Parking Committee Chair.
- ❖ Parking Permits must be displayed on vehicles parked ANYWHERE in the community. Failure to display a permit will result in towing.
- ❖ Visitor Spaces are clearly marked.
- ❖ Curbside Parking – Open to residents, visitors and guests.
- ❖ Double Parking is Prohibited.
- ❖ No Parking Along Yellow Curbs unless otherwise indicated on the curb.
- ❖ Anyone parking along the yellow curb is subject to towing at any time.
- ❖ No Parking on Corners or Near Fire Hydrants – Fire trucks need ready access to our streets and to fire hydrants.
- ❖ Storage of Operable/Inoperable Vehicles – Residents may not store their vehicles in common area parking locations (along curbs and in visitor parking spaces). If you park your car in common area spaces, it must be moved within a 10-day period from the location.
- ❖ All vehicles in the community must have current state tags and county/state inspection and tax stickers. If these guidelines are not followed, you risk having your car towed.

- ❖ Recreational Vehicle Parking – No boats, trailers, campers, etc. are allowed to park within the community. If you have any questions as to the types of vehicles allowed, please call the Parking Committee chair.
- ❖ No Extensive Repairs or Extraordinary Maintenance of Vehicles in common area or private parking.
- ❖ No Parking of Any Vehicles in Common Areas. This includes motorcycles and mopeds.
- ❖ No Parking at the Swimming Pool Lot except when using the pool or when prior permission is obtained from the Parking Committee.
- ❖ Vehicles That Pose a Safety Hazard – Any vehicle that, in the discretion of the BOD, poses a safety hazard shall be prohibited from parking in the community. This includes but is not limited to:
 - trucks with unsecured ladders
 - vehicles over 20 feet in length, except for emergency/commercial and service vehicles which require temporary access to the community.
 - vehicles parallel parked with curbside front and rear wheels not on concrete gutter (nominally more than 24 inches from the curb)
- ❖ If your vehicle is towed, please call: Dominion Towing (703) 339-2400.

POOL GUIDELINES

The Park West Community Association, (PWCA) represents the citizens of PWCA. The PWCA is a private, non-stock, membership corporation established for the purpose of serving the PWCA community and acting on behalf of its residents. The PWCA is governed by a Board of Directors comprised of elected officers and appointed directors. The Board meets monthly and the general membership meets once per year.

The following procedures, rules, and regulations are for the protection and benefit of all to assure safe and sanitary operations of the pool facilities. Your cooperation in abiding by these conditions will afford pleasant relaxation and recreation of all concerned. Parents are requested to caution their children to observe all rules and regulations and obey instructions of Atlantic Pool Service employees. Any failure to comply with these rules should be considered sufficient cause for any action deemed necessary by management, including the barring of violators from use of the pool. The pool staff will consist of a qualified head lifeguard and his/her assistants who will be under direct supervision of management.

POOL LOCATION: 4750 Roberts Road

OPERATING SEASON: from the Saturday of Memorial Day weekend through the Monday of Labor Day weekend.

HOURS FOR SEASON: (late closing days are Thursday and Saturday)

Monday, Tuesday, Wednesday, Friday, Sunday: 11:00AM – 8:00PM

Thursday, Saturday: 11:00AM – 9:00PM

POOL COMMITTEE CHAIR:

Rich Juchnewicz

(703) 426-8097

pool@parkwestcommunity.org

Pool Management

- The PWCA Pool is under the day-to-day management of Atlantic Pool Service of Annandale.
- This is Atlantic Pool's eighth season with us and we are confident that they will provide another summer of quality service.
- If you would like to know more about lifeguarding procedures or private swimming lessons, please contact Atlantic Pool Service at (703) 941-1000. Please report any hazards or safety issues immediately to a lifeguard on duty.

Pool Pass Issuance Procedures

- Each Member (or designee of the Member) must complete a Pool Pass Application Form for pool passes. Completed forms should be returned via drop-off, mail, or e-mail no later than April 30th.
- Member's association dues and assessments in excess of \$30.00 must be paid prior to pass issuance to any residents of the specific address.
- Residents living in a townhome with a Notice of Violation or a Notice of Hearing for architectural or environmental violations will not be eligible to receive pool passes until all violations are corrected or Architectural Control Committee / Environmental Control Committee approved deferral dates are in place.
- Renters must present a current signed rental agreement. Only those individuals whose name appears on the rental agreement will be issued pool passes.
- For children, they must reside with the resident at a residence within the Park West Community Association property.
- Only residences within the Park West Community Association property are offered the opportunity to be issued a PWCA pool pass.
- Upon receipt of the Pool Pass Application by April 30th and upon verification of the preceding condition; pool passes will be delivered to your residence prior to Opening Day.

Guest Pass Procedures

- Each residence in good standing will receive 10 free guest passes in conjunction with receipt of the residence pool passes.
- After reaching the free guest pass limit of 10 passes, each guest is welcome to use the pool for a fee of \$2.00. A resident may purchase additional Sunshine Dollars in lots of \$20.00 from a Pool Committee member. Sunshine Dollars do not expire and may be used for subsequent seasons. Refunds for unused Sunshine Dollars will not be issued. Payment may be made by cash or check to the Park West Community Association. Cash will not be accepted at the pool so please plan ahead if you think you will run out of guest passes.
- Member (or designee of the Member) must complete a Pool Pass Application Form for pool passes. Completed forms should be returned via drop-off, mail, or e-mail no later than April 30th.
- Member's association dues and assessments in excess of \$30.00 must be paid prior to pass issuance to any residents of the specific address.
- Residents living in a townhome with a Notice of Violation or a Notice of Hearing for architectural or environmental violations will not be eligible to receive pool passes until all violations are corrected or Architectural Control Committee / Environmental Control Committee approved deferral dates are in place.

Private Special Events at the Pool

- If you would like to have a birthday party or other celebration at the pool during regular pool hours, please call or email the Pool Chair to schedule the party. This will ensure we have adequate staff for the additional guests.
- If the number of swimmers exceeds the normal load limit during the party, a charge may be assessed for extra staff to support both the normal pool activities and your party requirements.

Admittance Procedures

- Each Member (or designee of the Member) in "good standing" is entitled to use the pool upon presentation of a valid pool pass.
- Pool passes cannot be issued to tenants if the Member is not in compliance.
- Permanent pool passes MAY NOT be shared. Only the person whose name appears on the pass may use the pass.
- Guests will be permitted to use the pool only when accompanied by a resident with a valid pool pass. The sponsoring resident and by extension, the Member associated with the residence of the resident, will be responsible for all actions of their guests. 10 guest passes will be provided to each townhome when they receive their new pool passes. Additional guest passes (known as "Sunshine Dollars") may be purchased by the Member from any Pool Committee member.

Pool Rules

- The use of the pool and pool area is permissive only. Any requests to host parties or other events should be referred to the Pool Committee.
- All persons using the pool will be required to register with the life guard(s).
 - No one under the age of 16 will be permitted to use the pool until they can comply with the minimum standards for water safety as determined by the head lifeguard. All those under 16 who desire to be admitted alone must see the pool manager for testing in order to receive an adult pass.
 - Children under 12 years of age MUST BE ACCOMPANIED by an adult for admission to the pool area. The adult must remain with the child at all times when within the pool area. An adult shall be considered to be anyone over 16 years of age.
 - Admission shall be refused to all persons having any infectious disease, sore or inflamed eyes, colds, nasal or ear discharge, or any communicable disease of any kind. Persons with excessive sunburn, open sores, or bandages of any kind will not be permitted to use the pool.
- All swimmers must shower before entering the pool.
- No pets are allowed within the pool area.
- No wheeled vehicles (except strollers) are allowed in the pool area.
- No glass objects or containers will be permitted in the pool area.

- No profane language or breach of the peace will be tolerated.
- No intoxicants may be brought into the pool area. No food or beverage is permitted within 4 feet of the edge of the pool. Trash and recycling must be placed in the receptacles provided.
- Management reserves the right to refuse entry or deny pool privileges to anyone at its sole discretion.
- The head lifeguard is responsible for the strict enforcement of the rules.
 - All people's use of the facility is at his/her own risk and in conformance with all rules and regulations. Any person(s) may be barred from the pool or pool area at the discretion of the lifeguard in charge for violation of rules and regulations or for any other reason, which in his/her judgment, constitutes hazard to others or to the staff.
 - He/she has authorization to temporarily deprive any resident or guest of this facility. A written statement detailing events, situation and action taken will be filed with the Pool Committee Chair within 24 hours if such action is taken.
- The cost of any property damage will be charged to the responsible party.
- PWCA will not be responsible for loss or damage to any personal property of any kind.
- The pool may be closed at any time due to breakdown, weather, or operational difficulties and at the discretion of the head lifeguard.
- Any play equipment being used in an unsafe manner will be removed from the pool area immediately. NO water projectile devices will be permitted in the pool or pool area.
- Spouting of water and similar unhygienic actions will not be permitted in the pool/pool area.
- Suitable attire must be worn while using the pools. Children and others wearing diapers will not be permitted in either of the pools without rubber pants or swim diapers.

Main Pool Specific Rules

- Running, pushing, wrestling, ball playing (except with basketball or pool volleyball) or causing undue disturbance in or about the pool area will not be tolerated.
- Only one person may be on the diving board at a time. Diving is only permitted straight away from the board. No diving or jumping toward the walls will be permitted. In the interest of the majority and at the sole discretion of the head lifeguard, the diving board may be closed for the purpose of playing water games.
- Games requiring running or jumping into the pool such as "sharks and minnows" will not be permitted in the main pool. Water games such as "Marco Polo" will be permitted unless conditions as determined by the head Lifeguard warrant otherwise.

Wading Pool specifics

- Lifeguards do not provide coverage or supervision of the wading pool or within the fenced wading pool enclosure.