

Shadowood Condominium Association

New Resident Manual



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New Resident Checklist

Please complete (front and back) and return this page to the Shadowood Condominium Association (SCA) business office at 11639 Stoneview Square, Reston VA 20191 within 14 days of moving into Shadowood.

Although this form is optional, the Association strongly recommends that each new resident complete and file it with the Association's business office. Many issues can be avoided by reviewing each of the following items, discussing any items which you are unclear with the Association's staff, and filing a completed form in your unit file.

General Information

My name is: _____

My Shadowood unit address is: _____

My mailing address is: _____

I am a Tenant / Owner-Occupant. (circle one)

My email address is: _____

I do or do not (circle one) want to be subscribed to the Shadowood e-mail distribution list.

The name and contact details of whom SCA should contact in any emergency:

Name: _____

Relationship to You: _____

Phone Number: _____

Vehicles

I have or have not registered and titled my vehicle(s) in the Commonwealth of Virginia and Fairfax County and paid all related fees. (circle one)

- or -

I am exempt from registering my vehicle(s) in the Commonwealth of Virginia and/or Fairfax County for the following reason(s): _____

Manuals

I have or have not received a copy of the Shadowood Unit Owners' Manual. (circle one)

I have or have not received a copy of the Shadowood Rules and Regulations. (circle one)

I will obtain insurance consistent with the SCA governing documents on or before: _____

Pets

I have _____ dogs (enter number, 0 if none)

I have _____ cats (enter number, 0 if none)

I have or have not obtained all vaccinations required by law for my pets and will keep them current. (circle one)

Keys

I have or have not received and paid for a storage room key. (circle one)

I have or have not received and paid for a mailbox lock and key. (circle one)

I have or have not supplied the Association with key(s) to access my unit. (circle one)

If I have supplied key(s), I attest that they open the lock(s). Yes No Did Not Supply
(circle one)

I have checked with the Association office and determined that the previous owner's key on file works with the lockset installed on my unit's door. Yes or No (circle one)

If I have a key to my unit on file with the Association, I agree that it is my responsibility to ensure that the key works in the locks on my unit door. Yes or No (circle one)

Hoses

I have or have not properly installed and paid for burst-proof washing-machine hoses for my unit. (circle one)

I have or have not checked my washing machine hoses for leaks and bulges and found them to be in good order. (circle one)

Important Disclosers

If I am a tenant, I understand and agree that I must contact my landlord for all but emergency maintenance issues and all property-management questions. Yes or No (circle one)

Finally, I understand that:

1. Shadowood is a condominium, not an apartment complex.
2. Owners are responsible for their tenants and will manage them and the unit properly.
3. With few exceptions, I own everything inside my unit including the drywall.
4. I am fully responsible for care, cleaning, and maintenance of the interior of my unit.
5. I will properly insure my unit and the personal property contained within it.
6. It is my responsibly to purchase contents insurance for my unit; I am fully responsible for all losses regardless of cause.
7. Shadowood uses an "energy management system" on my air-conditioning unit. See Chapters 9 & 10.
8. Shadowood owns and maintains the heating and cooling (HVAC) systems.
9. I may not tamper with, replace or adjust any of the HVAC components outside of my unit.
10. I may have a limited amount of air conditioning on very hot days. See Chapters 9 & 10.
11. The Association determines when heating or cooling is provided to each unit.
12. Only heating OR cooling is provided at any given time.
13. It is NOT POSSIBLE to have heating and cooling services at the same time.

One copy of this manual is provided free of charge to each new resident of the community. Additional copies are available free on the Shadowood website or at a charge of \$40 from the Association's business office.

New Resident Signature

Date

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PREFACE

WELCOME TO SHADOWOOD CONDOMINIUM!

We are one of Virginia's very first condominiums and are delighted that you have chosen to purchase and/or live in our community. The Board of Directors welcomes you and hopes this manual will ease your transition into your new home; make your stay here pleasant and profitable; and answer many of the questions you may have.

This manual is provided to give you an introduction to Shadowood and a better understanding of how a common-interest community operates. It also contains useful information you will need as a unit owner (or tenant if you rent your unit from an owner).

This manual is not intended to take the place of any of our legally established documents, i.e. the Master Deed, By-Laws, Rules and Regulations or Policy Resolutions. Please take the time to read those documents in their entirety as well as the community newsletter, *The Shadowood*. The Board of Directors highly encourages and welcomes each unit owner to provide input on the operation and management of the Association. If you have any questions, the on-site management team and any member of the Board of Directors will be happy to assist you.

Because this is a condominium association, it is in everyone's best interest to become involved in the operation of the Association. Volunteers are always needed for various committees. Without adequate volunteers to serve on committees, it is difficult to find knowledgeable replacements for election to the Board of Directors and more work is placed on the management staff, which means a larger staff and increased assessments. In other words...

PLEASE GET INVOLVED, YOU ARE THE ASSOCIATION!

The contact information is provided below. Please do not hesitate to contact the on-site management team at anytime should you have questions. Again, welcome to Shadowood! We're glad you're here!

Business Office:

Shadowood Condominium Association
11639 Stoneview Square
Reston, VA 20191-2952

Phone: (703) 620-5444

Fax: (703) 620-4233

Web: www.shadowoodcondos.com

E-mail: president@shadowoodcondos.com

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Chapter 1

Introduction

WHEN YOU PURCHASE/MOVE IN

When you purchase a unit in Shadowood, the Association requires that you provide proof of ownership. This may be accommodated by furnishing the Association's business office one or more of the following:

- Settlement Statement
- Property Deed
- Deed of Trust
- Shadowood Condominium Association (SCA) Resale Form

All of these items should be provided to you by the firm handling your settlement the day you close on your unit.

Before permanent parking decals can be issued for your unit, the following must be completed by the Unit-Owner:

1. Unit Owner Status Report (UOSR): All unit owners are required to complete a UOSR, which is provided in the "Resale Package" you should have obtained from the seller of your unit. If you are unable to locate this form, contact the Association's business office to obtain a replacement.
2. Move-In Fee: A move in fee is due within 14 days of moving into Shadowood. Currently the move-in fee is \$200; however, you should check with the business office to make sure this amount is still current. Checks or money orders are accepted but please note that the business office does not accept cash or credit cards.
3. Liability Insurance: Unit owners must provide evidence of liability insurance in an amount of no-less than \$300,000, within 30 days of settling on the unit. Evidence must be hand delivered or mailed to the business office; faxed or emailed certificates of insurance are not accepted.
4. Vehicle Registration Form: A vehicle registration form including a \$25 decal fee must be received within 14 days of moving into Shadowood. The business office accepts checks or money orders only; cash or credit cards are not accepted.

Once all required documentation has been filed and fees paid, the business office is able to issue permanent parking decals.

LEASING YOUR UNIT

Units within Shadowood shall be occupied and used only as private residences and for no other purposes, i.e. business or commercial. Leases of fewer than 30 days are prohibited by the Master Deed.

Should you decide to lease your unit, in addition to the items listed above, the By-Laws of the Association require that you file copies of the following with the Association's business office:

1. The Unit Lease: A copy of the executed lease between the unit-owner and the tenant must be provided to the Association.

2. Exhibit A: Exhibit A is an addendum to the lease between the unit owner and tenant. It makes the Association a third party to the lease for the limited purpose of allowing the Association to enforce the Master Deed; By-Laws; and the Rules and Regulations. Under certain circumstances, it gives the Association the power to evict renters.
3. Exhibit B: Exhibit B is another addendum to the lease between the unit owner and the tenant. By signing this exhibit, the tenant agrees to purchase \$300,000 liability insurance within 5 days of the execution of the lease.
4. In addition to the above documents, the Association requires that each tenant provide a certificate of tenant personal liability insurance in an amount of no-less than \$300,000. Please note that this insurance is in addition to the insurance required of the owner — each tenant and each owner must obtain and maintain their own separate liability insurance policies; owners may not be listed as additional insureds on the tenant policy at any time for any purpose.

Special Note: Exhibits A and B, as well as a model lease, are available on the Shadowood website. The Association provides model documents for information purposes only; each unit owner should obtain competent counsel before using any of these documents. The Association assumes no risk whatsoever for their use or misuse.

Parking decals will be provided to residents after these items have been filed with the Association's business office. However, as a courtesy, temporary parking permits may be issued for a period not to exceed 15 days if a new resident provides a copy of the lease or a preoccupancy agreement.

The unit owner is always responsible for all actions of their tenants and must represent himself before any administrative or hearing panels convened by the Association.

All information provided to the Association is confidential and for Association use only. You, as a unit owner, are responsible for, and required to, providing copies of Shadowood's governing documents to your tenants.

OCCUPANCY LEVELS

Based on the habitable square footage of our units, the Board of Directors will seek enforcement of the Virginia Uniform Statewide Building Code, Fairfax County Zoning Ordinance, and the Housing Hygiene Ordinance as follows:

- Two bedroom units may be occupied by no more than four unrelated or related persons at any given time.
- Three bedroom units may be occupied by no more than four unrelated persons and no more than five related; or, a combination of five related and unrelated persons at any given time.

In both 2- and 3-bedroom units, every occupant under the age of 7 counts as 1/2 occupant.

Chapter 2

Community Information

ABOUT SHADOWOOD

Shadowood is a residential property of 450 garden-type family units located on 23.5 landscaped acres surrounded by woodlands in Reston, Virginia. The property includes a community building where the business office is located, playgrounds, and a (decommissioned) basketball court. Swimming pools, tennis courts, and other amenities are locally available through the Reston Association. A public golf course and YMCA are located within a mile of Shadowood.

Shadowood's construction began in 1974. The 450 units are grouped in 21 buildings, accessible by 74 inside stairwells. With the exception of buildings numbered 2200-2204 where each stairwell serves eight units, stairwells serve six individual units.

CONDOMINIUM OWNERSHIP

To understand best how your community functions and how it can better serve you, you must fully understand the condominium concept.

The term "condominium" refers to a unique form of property ownership rather than a type of architecture. While used for centuries in Europe, condominium ownership in the United States only became widespread in the late 1960's.

Just like the owner of a detached single-family home, the condominium owner is the sole owner of their home, holding title in fee simple. But in addition, the condominium owner holds an interest in other property including the land upon which the entire condominium is developed, the parking facilities, recreation areas, and other community facilities and property.

The property owned in common is called the "common elements." Each owner's share of ownership is set forth in the Master Deed. The Master Deed was filed by the property's Developer, Gulf Reston, on April 4, 1974. The ownership interest each owner has in the common elements cannot be separated from his ownership interest in his unit. Thus, the share of common element ownership is characterized as an undivided interest. It is this ownership of an undivided interest in the common elements which distinguishes condominium ownership from other forms of property ownership.

The ownership of an undivided interest in the common elements, called a percentage interest, also gives the owner the right and responsibility to participate in the control of the Association. The obligation to pay a defined share of the expenses of operating and maintaining all the common elements is also based according to percentage interest.

Certain common elements are designated as "limited common elements." A limited common element is a portion of the common elements set aside for use by less than all of the owners. In most cases, a specific limited common element is for the use and enjoyment of the owner and occupants of just one unit. The owner of a unit to which a limited common element is assigned has a special right to use the limited common element as set forth in the condominium instruments. At Shadowood, patios and balconies are designated by the Master Deed as limited common elements.

A CONDOMINIUM UNIT is a combination of what you own:

- What you own alone = Your UNIT
- What you own in common = COMMON ELEMENTS (including LIMITED COMMON ELEMENTS)

Together, your interest is called a CONDOMINIUM UNIT

When you purchased your unit and a share of the common elements, you also agreed to accept the documents that run with the land. These are the conditions, covenants and restrictions of use contained in the Master Deed and By-Laws. Your purchase of a unit constitutes a contract with all other owners to abide by our Association's documents, which includes the Rules and Regulations as approved and amended from time to time by your Board of Directors.

WHAT SHADOWOOD IS

The Shadowood Condominium Association is a not-for-profit Association on behalf of, and for the benefit of, its members. All 450 unit owners are, by fact of ownership and deed, members of the Association and are strongly encouraged to participate in the Association's governance. While the Association employs a management company to care for the day-to-day affairs of the community and to look after the finances, all of the Association's strategies and decision-making processes is set by the (all-volunteer) Board of Directors and its committees.

Shadowood is a large financial entity with an annual budget in excess of \$1.7 million dollars and a \$1.3 million reserve fund. All of the costs of operating, maintaining and improving the community (often called the "condo fee") are set and managed by the Board of Directors. YOU are the Association and elect its board members...it is imperative that each unit owner exercise their right and responsibility in the Association by attending the monthly Board meetings and voting at the Annual Meeting. The Annual Meeting is, by Master Deed, always held on the first Monday in March.

WHAT SHADOWOOD IS NOT

Some people living in condominiums, particularly tenants renting from unit owners, are confused by who owns what and who maintains what.

The Association is not a tenants' association. Although we welcome and serve renters in our community, the tenants have no rights of membership in the Association and can neither vote, address, nor petition the Board of Directors. All such contact for all issues must be through the unit owner on behalf of the tenant, as the Board of Directors owes its fiduciary duty to the members (unit owners) of the Association.

Along the same lines, the Association is not a property manager for landlords. Landlords are fully responsible for the actions of their tenants and will be assessed and summoned to all administrative proceedings for any acts or neglect of their tenants. The Association expects that all landlords will familiarize their tenants with the rules and regulations of the Association and handle all calls for maintenance and repairs on behalf of their tenants.

With a few exceptions noted later in this manual, most of the interior elements of the unit are owned and maintained by the condominium unit owner. This means that when a pipe leaks in your unit; a toilet clogs; insects enter the unit; a window or door breaks; or an appliance malfunctions; it is the unit owner who is responsible for the repair, replacement and upgrade of the item.

In a similar fashion, all of the interior surfaces, including the drywall, are owned and maintained by the unit owner. If a leak develops on the roof, and through no act or negligence of the owner of that roof (in this case, the Shadowood Condominium Association), and damages interior unit components or private property, it is the responsibility of the unit owner to repair or replace that which he owns. This means that the Association will repair the roof, but the unit owner will pay for repairs to the interior damages, including any damaged or breached drywall or ceilings. That, among many other reasons, is why the Association requires each owner and tenant to have their own liability insurance. Although not required, the Board of Directors strongly suggests that each owner and tenant have insurance on the unit contents and personal property attached to each unit.

Shadowood is not an apartment complex and does not offer services that are typically associated with apartment living. The Association cannot provide most of these services for reasons of liability and property protection; however, your Association does provide an array of services designed to make living comfortable and cost efficient for all.

The Association is unable to provide:

- Lock-out service;
- Package acceptance;
- Pet sitting;
- Child care, supervision, babysitting and recreation-related services;
- Appliance and fixture repair;
- Window repair and replacement;
- Patio or front door repair and replacement;
- Towing (other than for improper parking);
- Jump starts or any form of vehicle service, repair or relocation;
- Tool or ladder lending;
- Handyman services;
- Plumbing and electrical repairs (with the exception of leaking faucet or running toilet repairs);
- By-passes from the energy management system;
- Process service;
- Light bulbs for unit interiors;
- Renovation debris removal;
- Extra parking decals;
- Extra storage facilities or lockers;
- Contractor referrals;
- Letters of credit or credit reference;
- Any form of credit or payment reductions;
- Legal advice;
- Heating-bill credits for vacant or unoccupied units; or
- Air-conditioning service and parking privileges for delinquent accounts.

In addition, Policy Resolution 2006-04 strictly limits access to personal information by the Association.

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Chapter 3

HISTORY

HISTORY OF SHADOWOOD

The following is a very brief history of Shadowood. It includes much of the year to year progress of Shadowood that led to the current community we now enjoy. This history is pulled mostly from the minutes of hundreds of board meetings over the years, and includes everything from the interesting to the mundane. This is hardly a complete history of our community, but we hope this narrative will give you some insights into Shadowood and how this community has progressed over the years. Thanks for reading, and we hope that you will positively impact the history of Shadowood in the days and years to come.

1974 Shadowood's developer, Gulf Reston, Inc., files for condominium status with the State Corporation Commission. Approval is received and development begins. Phase I, 2200 thru 2244 Castle Rock Square, is completed later that year.

1975 October: The first Board of Directors meeting is held. The directors are all employees of Gulf-Reston, Inc.. The Board approves an assessment schedule, selects Warner Cable of Reston contract for bulk basic cable TV, approves a contract with Rucker Management Company, and opens a bank account for Shadowood.

1976 June: The Board discusses a special assessment for community room furniture, additional landscaping, and exterior lights. The Board also selects the third Tuesday of each month for future Board meetings.

July: The Board approves a custodial contract and proposes a \$20 special assessment to provide for community room furniture. The Board also discusses problems the community experienced with two Fairfax County tenants.

August: By this time, 23 units Shadowood units are sold. The Board proposes a \$6 assessment for landscaping and for community room furniture.

September: With Shadowood becoming populated as more units are sold, the Board adopts rules for the use of Shadowood's community room. The Board discusses a proposed \$7 special assessment for landscaping and community room furniture, and considers increasing assessments by \$7.45 per month. The Board also decides that Shadowood's playgrounds are to be covered with wood chips, rather than mulch, and addresses complaints concerning gutters, heating, and fire extinguishers reported stolen.

October: The Reston Association Design Review Board rejects Shadowood's proposed community center lighting. At this point, there has been no decision by Gulf-Reston, Inc. to continue Phase III, 11600 thru 11637 Stoneview Square. Tensions rise between unit owners and tenants regarding parking spaces and the Board notes a lack of community participation in planning activities for the community room.

November: The Board receives complaints that water bills in Shadowood are too high and one complaint of damage to a vehicle by children. The Board also approves a paving plan for the front of the community center.

December: The Board votes to discount assessments by 10% if paid by the 10th of the month. The 1977 budget is approved, with monthly fees of \$99.56 for two bedroom units, \$111.56 for three bedroom units, and \$52.78 for unsold or unoccupied units.

1977 Phase II, 2231 thru 2259 Castle Rock Square, is completed.

January: The water lines in 28 attics freeze. Some of the lines burst and cause damage to units. The Board receives several complaints concerning insufficient heat or hot water, boilers running out of fuel oil, and some unit heating coils freezing.

April: The first Shadowood Unit Owners are appointed to the Board. Reports are received of faulty three-way valves in unit HVAC rooms.

April: The 1977 budget is revised, resulting in a \$20 per unit increase. Shadowood contracts with Warner Plumbing to service air-conditioning units.

June: A Steering Committee is established to develop Rules and Regulations for the community.

September: Shadowood contracts with a new management company, Associated Community Management. The three-way valve problems are believed to be resolved, with repairs made by Gulf-Reston, Inc., and a contractor.

November: Shadowood's first Annual Unit Owners Meeting is held. Two Unit Owners are elected to the Board.

December: The first issue of Shadowood's newsletter is drafted for January, 1978. By December, 294 units have been sold and assessments for 1978 are set at \$117.82 per unit.

1978 Phase III, 11600 thru 11637 Stoneview Square, is completed.

January: Despite earlier beliefs, Shadowood again experiences problems with the three-way valves. The "Shadowood Script" is selected for the newsletter name.

March: Procedures are established for renting Shadowood's community room. Those wishing to use the room needed to provide a \$150 cashier's check for deposit and the rental rate was set at \$6 per hour, with an occupancy limit of 50 people. In response to problems with litter, a request is made to provide litter containers throughout Shadowood.

May: The Board continues to improve Shadowood's landscaping by approving the purchase of 67 Barberri Julliane shrubs.

August: As a result of parking concerns, a "reserved parking survey" is conducted. The Board receives 47 replies, with 36 for and 11 against assigned parking spaces. The Board then approves implementing a plan for assigned parking spaces at Shadowood.

September: The Board agrees to discuss the individual metering of electricity and approves the purchase of a Shadowood unit to house a maintenance employee.

November: The 1979 budget is set at \$123 for two bedroom units and \$138 for three bedroom units.

1979 Phase IV, 11641 thru 11661 Stoneview Square, is completed.

February: The Board accepts an offer from Gulf-Reston, Inc., to install indoor/outdoor carpet in the stairwells.

March: Shadowood's Annual Unit Owners Meeting is held.

April: Signs are proposed for the South Lakes and Soapstone entrances.

June: The Board approves the installation of speed bumps.

October: Gulf-Reston, Inc. turns over control of the Association to the Unit Owners, Community Management Corporation takes over management, and the Second Amendment to the By-Laws is proposed. The Board approves reflective green parking space lines.

December: The Board approves the hiring of an on-site maintenance engineer and a 14% increase in the budget for 1980,

1980 February: The Board accepts the Stoneview Square units from Gulf-Reston, Inc.

March: The Board discusses Section 8 and Fairfax County-owned units, vandalism, and implementing a neighborhood watch program. The Board also decides to hire a security firm, but soon decides to end the firm's services.

May: The Board approves a curfew resolution.

June: The Board discusses dirty trash rooms, door slamming, and implementing individual electric meters.

Due to the increasing cost of fuel oil, Shadowood converts the fuel oil-fired central boiler system for heating and hot water to natural gas with fuel oil backup in case of disruption to the gas service.

1981 Shadowood begins self- management with the staff handling the day to day affairs of Shadowood as direct employees of the Association.

1982 February: The Board grants Fairfax County Police the authority to enforce traffic laws on Shadowood property. The Board discusses complaints of children playing in streets.

April: Bill Martin is hired as Shadowood's Maintenance Engineer.

August: Shadowood's Treasurer, Gerald Baker, proposes purchasing a computer system and bringing financial management in-house. The Board discusses complaints about rubber tile being installed in stairwells and odors from trash rooms. (The trash rooms would eventually be replaced with the dumpster enclosures.) The Board turns down a proposal by the maintenance department for water loss inspections.

September: The Board approves the computer purchase.

November: The Board approves the installation of a security and fire alarm system in the community center.

The computer system for Administrative and Financial management is implemented, giving Shadowood the ability to have daily updates on finances, and insuring accurate information for budgeting purposes. Mr. Baker wrote the unit owner and financial software, resulting in a savings to the Association of several thousand dollars.

1983 January: The Board decides to eliminate exterminating services to individual units due to non-cooperation by residents.

March: Shadowood's Treasurer, Gerald Baker, proposes the booting of improperly parked vehicles rather than towing.

April: A special Unit Owners' Meeting is held regarding the storage room sprinkler system.

April: The Board discusses the need for parents in Shadowood to take responsibility for the actions of their children. The Board approves a contract with Early Bird Trash Service.

May: The Board discusses Shadowood obtaining approval for VA financing.

July: The Board approves the replacement of the community center's roof shingles and decides to convert incandescent stairwell lights to longer life florescent bulbs to reduce electric usage.

December: The water lines in several attics freeze, causing damage to some units.

1984 The annual Unit Owner Status Report is created to keep unit owner and tenant information up to date.

March: The Annual Unit Owner Meeting is held. Among the discussions are the installation of an Energy Management System (EMS). The EMS monitors electrical usage and, during peak usage hours, controls the usage by shutting off air conditioners for short periods of time in different stages throughout the community. This controls the "electric demand charge" which is based on the highest amount of electricity used within any half hour period during the months of June

through September. The association must pay this electrical demand charge each month for the next year. The EMS will lower that charge and, consequently, lower electrical costs for Unit Owners.

April: Bill Martin is promoted to Shadowood's Community Manager. The Board approves a proposal from Loudoun Electric for the installation of the EMS.

June: Installation of the EMS is completed. Prior to installation, the demand charge was 64% of the total electric bill. With the EMS installed, the charge would soon be 54%, reducing costs by \$25,000 to \$40,000 per year.

July: The Board approves the installation of storage room smoke detectors to comply with the Fire Marshall's requirements.

September: The Board votes to hire two off-duty Fairfax County Police Officers for security and approves adding insulation to attics to help prevent water lines from freezing.

October: The Board votes to file a lawsuit against the Fairfax County Redevelopment and Housing Authority for not providing the Association with an "Exhibit A" for tenants.

November: The Board purchases a maintenance van.

- 1985** After numerous meetings and debates, strict parking regulations are instituted
Shadowood begins a program of water loss inspections to reduce waste caused by leaky faucets and toilets.
The change from carpet to rubber tile in the stairwells is completed.
- 1986** The Association is approved for VA and FHA financing.
The roofs are resingled on Castle Rock Square.
- 1987** Shadowood obtains the first commercial loan by a condominium in the Washington area. The loan was for the installation of electric sub-meters.
In the first year of approval for VA and FHA financing, owner occupancy at Shadowood is increased from 24% to 38%, with an accompanying increase in property values.
Electric sub-meters are installed in each unit to encourage conservation of electricity and to fairly allocate costs to each unit owner based on the actual amount of usage. With this sub-metering, monthly billing statements begin.
Renovations are made to the Tot Lots and metal trash containers are replaced with vinyl containers.
- 1988** Vinyl siding is installed on the Stoneview Square buildings to eliminate the need to repaint the wood siding every four to five years.
Shadowood replaces the incandescent security light fixtures on the rear of the buildings with longer lasting, and more energy-efficient, mercury vapor fixtures.
- 1989** Virginia Power's streetlights are removed, and new light fixtures at each building entrance are installed, to better illuminate the sidewalks and parking areas.
The Board approves the purchase of a second unit to house on-site maintenance staff.
- 1990** New pole lights are installed at the South Lakes Drive and Soapstone Drive entrances and the electric sub-meter installation loan is retired
- 1991** To reduce association liability due to possible leaks, Shadowood removes the 15,000 gallon oil tank at the community center. Upgrades are then made to the entrance patio.

- 1992** Unit Owners approve the Third Amendment to the by-Laws. This amendment requires tenants to provide a minimum of \$300,000 liability insurance coverage during occupancy of a unit.
- Deterioration of the underground domestic hot water and heat lines make it necessary to replace the central boiler system with individual boilers and water heaters in each building. This eliminates the underground piping and the need to shut down the entire system when repairs are required. This vital work was financed with a loan from our capital reserves, resulting in a savings to the Association of several thousand dollars that otherwise would have been paid in loan origination fees and interest.
- Personal computers are purchased to replace the old multi-user system.
- The Board approves Policy Resolution 92-03 which allows the Association to charge a move-in fee to all new residents. This fee is to offset Association expenses for additional trash generated by moving in and out, as well as damage to the stairwell tile.
- 1993** Shadowood initiates the recycling of newspapers, aluminum, glass, plastic, & bi-metal cans, as required by Fairfax County.
- Louvers are installed in all trash room windows in order to conform with the trash room windows application where boilers are located, and to improve the appearance of the buildings.
- The roofs are resingled on one-half of the buildings on Stoneview Square.
- Shadowood's parking policy is revamped to include immobilizing vehicles as well as towing. The Association recovers the cost of booting with the boot removal fee.
- The parking area in Phase IV, 11641 thru 11661 Stoneview Square, is resurfaced.
- 1994** The parking area in Phase III, 11600 thru 11637 Stoneview Square, is resurfaced.
- The roofs are resingled on the other half of the buildings on Stoneview Square.
- 1995** The parking area on Castle Rock Square is resurfaced.
- New "Shadowood" signs are installed at the South Lakes and Soapstone entrances.
- New glass doors are installed at the front entrance of Shadowood's community center, and a new overhead door is installed in the basement.
- To continue with the beautification of Shadowood, several new flower beds are planted.
- Shadowood's janitorial department is brought in-house, reducing costs by about 40%.
- The Board passes Policy Resolution 95-03, which allows the Association to suspend unit owners' rights, privileges, services, and benefits if they are delinquent in paying assessments.
- Reston Association agrees to automatically issue credits on Reston Association assessments to all Shadowood units. Low property values on the Fairfax County tax assessments qualify Shadowood for lower assessments.
- The use of off-duty Fairfax County Police Officers for security is suspended due to the requirement that Shadowood employ numerous officers rather than two or three permanent officers. The Board then approves a contract with a private company to provide security.
- 1996** Tot Lot renovations are completed, bringing the lots into compliance with Consumer Product Safety Commission guidelines.
- Shadowood completes landscaping work on the area at the corner of South Lakes and Soapstone Drives.
- Shadowood's first annual Oktoberfest is held.

- 1997** The Board votes to eliminate the use of a private company for security services and hires two off-duty Fairfax County Police Officers as part-time Safety and Security Officers.
- Shadowood is named the Reston Association Condominium Garden of the Year.
- A new security system with keypad entry is installed in the community center.
- General Manager Bill Martin and Assistant General Manager Joe Falkowski qualify with Community Associations Institute as Certified Managers of Community Associations (CMCA). This is part of a nationwide manager certification program.
- Dumpster enclosures are built to replace the use of trash rooms in Shadowood's buildings, resulting in an annual savings to Shadowood of approximately \$40,000.
- Vinyl siding is installed on the community center.
- Shadowood's computer network is upgraded from Lantastic to Novell.
- Upgrades are made to the Energy Management System.
- 1998** Shadowood receives the Reston Association Condominium and Woodlands Award for Professionally Assisted Garden.
- Shadowood's basketball court is fenced in.
- A Shadowood Brochure is introduced to aid in the sale of units.
- Shadowood receives the National Community Association Institute's Merit Award for Environmental Initiative.
- Reston Association approves Shadowood's conversion of security lighting to high pressure sodium, which will increase illumination levels threefold.
- 1999** Shadowood contracts with Henry's Wrecker Service to tow the property on a daily basis and tow vehicles not displaying valid Shadowood parking decals.
- Shadowood provides the use of the community room to Terraset Elementary School for an after-school tutoring program.
- 2000** The Board contracts with a landscape architect to design a master plan for future landscaping to Shadowood.
- The Board invests capital reserve funds in high interest Certificates of Deposit at several banks.
- Shadowood provides the use of the community room to Reston Community Center for English as a Second Language classes and after school clubhouse activities.
- Shadowood installs a pad, benches, and a trash can for the school bus stop on South Lakes Drive.
- Fencing is installed around the community center's flower garden.
- Shadowood is awarded Reston Association's Certificate of Recognition "For Outstanding Care and Improvements to the Condominium Common Property."
- 2001** Shadowood locks in a 2002 gas rate of \$0.445 per therm, a 24% reduction from the 2001 rate.
- The Board votes to install new equipment in the Tot Lots.
- The Board votes to close the basketball court permanently due to vandalism, off-property individuals using the court, and complaints from residents about noise.
- The average selling price for two bedroom units reaches \$73,794 and the average price for three bedroom units reaches \$93,669.
- 2002** The Board approves the purchase of new Unit Owner/Accounting software.

The old wood stairwell handrails are replaced with maintenance-free plastic handrails.

Bill Martin, Shadowood's General Manager, completes 20 years of service with the Association.

Shadowood locks in a 2002 gas rate of \$0.499 per therm.

The average selling price for two bedroom units is now \$100,416 and the average price for three bedroom units is \$118,703.

- 2003** Shadowood's Financial Administrator admits to embezzling several thousand dollars from the Association. Charges are filed and a large portion of the money is recovered.

The Board votes to hire a janitorial company.

A stairwell ceiling collapses at 2214 Castle Rock Square and the Board approves a proposal to re-enforce all of the stairwell ceilings.

A private company is hired to replace off-duty Fairfax County Police Officers as security.

Shadowood locks in a 2004 gas rate of \$0.596 per therm.

Brian Olivia is appointed to the Board.

The average selling price for Shadowood units reaches \$124,065 for two bedroom units and \$144,469 for three bedroom units.

- 2004** Fire extinguisher cabinets are replaced in the stairwells.

The Board approves the installation of a patio enclosure that was also approved by the Reston Association Design Review Board. However, after further review by Shadowood's attorney, it is decided that no more enclosures will be approved.

The Board approves a four year program with H2Options for water conservation. H2Options repairs leaking faucets and toilets at no charge to unit owners and then receives a portion of the savings generated. This results in a significant decrease in water consumption at Shadowood.

The Board approves an energy audit agreement with ChevronTexaco. The agreement provides that if ChevronTexaco cannot come up with a proposal for heating and A/C equipment that will pay for itself with energy savings, there will be no cost to the Association for the survey.

The Board approves a program of pest control for all units.

The Board approves a Fairfax County Sheriff's program, whereby the Association provides reduced cost housing in return for security services.

The Board signs an agreement with SmithBarney to manage the Association's reserve investments. Reserve funds will be invested in certificates of deposit. There is no charge to Shadowood for this service.

The Board approves an agreement with Comcast to provide bulk services for Cable TV and high-speed Internet.

Shadowood locks in a 2005 gas rate at \$1.358 per therm.

The average selling price for two bedroom units is now \$178,872 and for three bedroom units the average price is \$197,538.

- 2005** After the agreement with H2Options, water consumption in Shadowood units is reduced from 211 gallons per unit per day to 171 gallons per unit per day. Shadowood retains the services of a savings-based fee consultant (at no cost to owners) to competitively bid for and secure the cheapest natural gas prices. The 2005 gas rate is reduced to \$0.908 per therm for six months. Continuing with the goal of reducing utility costs for Shadowood owners, the EMS system undergoes some fine-tuning reprogramming in order to increase comfort and decrease costs.

The Fourth Amendment to the Bylaws is approved requiring liability insurance of all owners and allowing the Association to expend common funds to replace private elements.

Owner occupancy rate passes the 70% mark and the first Shadowood unit sells for over \$300,000 while rental rates for three-bedroom units exceed \$1,700.

ACH and credit card payments are enabled allowing more flexible payment options for Shadowood owners.

Brian Olivia completes the new Shadowood Website, www.shadowoodcondos.com

The Board approves the removal of declining evergreen trees on the parking island in front of 2231 through 2237 Castle Rock Square. This allows new landscaping to be installed according to plans by Shadowood's landscape architect, Kate Davidson. The plan includes a retaining wall on the lower side, and the installation of lighting on the island. Shadowood also secures a promise from Fairfax County to install streetlights along Soapstone and Southlakes Drives. Rejuvenation of the parking lots also continued.

The Board votes to discontinue the Fairfax County Sheriff's program. On the advice of the Association's attorney, the Board will no longer hire security personnel.

The boiler in the community center is replaced with a heat pump.

The Board approves automatic assessments for violations of Shadowood's Rules and Regulations.

The Novell LAN is retired and new computers, printers, and a wireless LAN is installed.

The average selling price for two bedroom units reaches \$247,675 and, for three bedroom units, reaches \$275,337 and Shadowood reserves pass the \$1,000,000 mark.

2006 Shadowood launches bulk-pricing for cable television service and, as part of the agreement, acquires its own community TV Channel on channel 10.

A major new landscaping plan is revealed at the Annual Meeting.

A new roof is placed on the community center. The center is later damaged by fire which led to major renovations to the community center's interior allowing a more efficient place for Shadowood and our unit owners to do business and to have a more community-friendly design.

As part of the continuing landscaping efforts, work is undertaken on the island of Phase II.

New asphalt overlay is put in place on Phase IV areas and rejuvenation work is undertaken on the Phase III areas.

Chapter 4

GOVERNANCE

GOVERNING THE ASSOCIATION

The Shadowood Condominium Association is the organization responsible for governing the condominium. Each owner has a vote in the Association proportionate to the percentage assigned to their unit by the Master Deed. Since a three-bedroom unit has a greater percentage interest (.0023085%), the owner of a three-bedroom unit will have a greater vote in the Association than a two-bedroom unit (.0020460%). Normally, owners only vote in the annual election of board members, and on amending the By-Laws or Master Deed.

The By-Laws may be amended by a vote of 66 2/3% of the total percentage interest as stated in the First Amendment to the By-Laws. Amending the Master Deed requires a vote of 100% of the owners and 100% of the mortgagees holding the first deed of trust—a virtually impossible goal. Although in its 33-year history the Association has not found a need to amend the Master Deed, the Association annually appeals to the Commonwealth of Virginia for legislative relief of this impossible burden. Unfortunately, the Commonwealth's legislature has not granted relief.

The Association is administered by an elected Board of Directors. As "trustees" for each owner's interest in the Common Elements, the Board oversees the operations of the Association, including any staff that may be employed, contractors, and committees. Under the provisions of the By-Laws, the Board consists of five directors, all of whom must be owners, elected at-large to staggered three-year terms at the annual owners' meeting held the first Monday of March each year.

The operation of the Association is governed by the By-Laws. The By-Laws were recorded in the Fairfax County land records along with the Master Deed at the time the condominium was created. In addition to provisions relative to the Board and officers, the By-Laws provide for annual and special meetings, common expense assessments and obligations of owners. The Master Deed provides for insurance, restrictions on the use of units and common elements, and numerous other matters affecting the occupancy and operations of the condominium. All owners should have received copies of the Association's governing documents prior to purchasing a unit and are required by deed and law to obey and follow the directions contained in the governing documents.

For those who may have misplaced their copies, all of the Association's governing documents are contained on line on the Shadowood website. You may also purchase additional copies from the Association's business office.

All owners are required to obtain written approval from the Board of Directors, and in some cases the Reston Association, for all structural additions, alterations, or improvements in or to their unit, or on limited or general common elements. This approval deals with the most fundamental property rights of the owners and is intended to assure that any changes are consistent with the general plan for design, appearance, use, or maintenance of the limited or general common elements.

In the majority of cases, the Board of Directors approves interior modifications without undue interference to the owner. It is very important, however, to notify the Board of any interior changes you may wish to make for the safety of you and your fellow condominium dwellers. Many electrical and plumbing elements are original and aging—and in some cases, they are not in the best of condition. It can be disastrous to turn a wrench the wrong way and in less than a minute you have caused a severe flood causing thousands of dollars of damages to your or another unit-owner's unit.

Special Note: Unit owners are responsible for hauling renovation debris to the proper disposal facilities including, but not limited to, cabinets, toilets, tubs, windows, doors, carpeting, padding, appliances and drywall. Those who illegally dump on the property are referred to law-enforcement agencies and, for owners, assessed heavy fees by the Board of Directors.

STANDING COMMITTEES

Activities – This committee develops social programs responsive to the needs of the community and sets up recreation events for all interests and age groups (funded annually based on community interest).

Budget – Meets annually to review the preliminary budget and to conduct public hearings on the proposed budget. It submits its recommendation to the Board of Directors in November for the upcoming fiscal year (January 1 – December 31).

Communications – Advises and assists the Board of Directors in keeping the community informed of all activities and functions of the Association by preparing periodic newsletters; maintaining the community website and TV channel; arranging publicity for community events; and informing new residents about the Association.

Covenants – The primary function of this committee is to assist the Board of Directors in regulating the external design, appearance, use, and maintenance of the common elements; developing Rules and Regulations; and interpreting the condominium instruments.

Finance – Reviews financial reports and procedures; reviews and advises the Board of Directors of interest and late fee waiver requests; and makes recommendations to the Board of Directors concerning investment of funds.

Landscape – This committee regularly inspects the property and identifies areas for improvement. At the time of this manual was produced, this committee was overseeing a facelift of the entire property to include: improving the aesthetic appearance of the property; mitigate and reduce erosion damage; and replace invasive plants species with native species.

Maintenance/Safety – The purpose of this committee is twofold. First, it advises and assists the Board of Directors in preserving and enhancing the physical environment of all common areas. Secondly it identifies safety hazards and develops solutions to promote the safety of the community. Tasks include, but are not limited to, inspecting common areas, recommending improvements of these areas, and negotiating contracts with maintenance firms.

Neighborhood Watch – Coordinates with the Fairfax County Police Department Neighborhood Watch Program. Patrols the Association grounds watching for signs of criminal activity, rules violations, and reports any such activities directly to the police and/or the Board of Directors (funded annually based on community interest).

ASSOCIATION MEETINGS

The Shadowood Condominium Association meetings are usually held at the Community Building located in the middle of the development at 11639 Stoneview Square. Meetings are public except for executive sessions of the Board of Directors, which are for discussion of personnel matters; consultation with legal counsel; discussion and consideration of contracts; pending or probable litigation; and matters involving violations of Association documents.

The Board is empowered by the Master Deed to set the meeting times and locations as it sees fit. Currently, the Board of Directors meets on the third Saturday of each month at 10:00 AM. All details on the Board's meetings, the minutes, and agendas and topics for consideration are posted on the community website.

Annual Owners' Meeting

The Unit Owners' Annual Meeting is, by Master Deed, held each year on the first Monday in March. Owners have the responsibility under the Association documents to hold an annual meeting by forming a

quorum of 10% of the membership. The purpose of the meeting is for the Board of Directors to report on the progress of the Association during the previous year and to afford the membership the opportunity to nominate and vote for candidates to fill vacancies on the Board of Directors.

Special Note: The annual owners' meeting is for owners only. Tenants are not invited or admitted to the annual owners' meeting.

Hearings

Hearings are scheduled once a month if required. Owners are called before a hearing panel made up of at least one Board members and other unit owners for violations of Association documents. Hearings, if required, are conducted on the third Saturday of each month beginning at 9:00 AM. The community website is updated regularly to reflect changes in schedule or meeting locations.

Committee Meetings

Committee meetings are held as needed at places and times convenient to the committee members.

Check *The Shadowood* or the community website for any meeting times and locations.

Owners and tenants are encouraged to serve on a committee. Participation is important because you are the Association.

Board of Directors' Meetings

Board meetings are usually held monthly, but special meetings may be called from time to time.

Board meetings are divided into two parts:

- Owner and Resident Forum – provides each owner and tenant the opportunity to raise any issue or problem and seek answers to questions from the Board of Directors. Up to 30 minutes of each meeting is allocated to this forum.
- Business Meeting of the Association – Management and Committee reports are presented to the Board of Directors, issues of concern to the Association are discussed, and the business of the Association is conducted. All owners and tenants are welcome to attend.

Budget Committee Meetings

While our documents provide that the Board of Directors is responsible for establishing the annual budget and setting the monthly assessment dues, the Board believes it is the duty of every owner to assist in the protection of their investment. The Board urges all owners to attend the Budget sessions held on two (2) Saturday mornings in November. In most years, the budget committee is able to complete its draft budget during one session.

Meeting Dates and Times

Days and times of meetings are published and distributed annually and posted in the community center. They are listed in *The Shadowood* newsletter, in each stairwell, and on the community website at (www.shadwoodcondos.com) each month. You may also call the office during regular business hours for updates on meeting dates and times. Please note that the after-hours answering service does not know the dates and times of the meetings.

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Chapter 5

MAINTENANCE

MAINTENANCE OF COMMON ELEMENTS

The Shadowood Condominium Association is responsible for providing many services to the unit owners of Shadowood. These responsibilities include, but are not limited to, the following:

Exterior Maintenance

Grounds – The Association has responsibility for grounds maintenance which includes seeding, fertilizing, mowing, trimming, mulching, pruning, and planting on the common elements of the community. Grounds maintenance also includes removal of plantings that have not received written approval by the Board of Directors. The clean up of the grounds is also a responsibility of the Association.

Snow – The Association contracts for snow pushing and removal service for the parking lots and streets. Sidewalks and building entrances are cleared by on-site Shadowood maintenance staff. While the Association will make every reasonable effort to clear snow promptly, *it clearly cannot accomplish total removal in all areas at once, especially while snow or sleet is still in progress*. Frequently, members of the community will help remove snow in front of their building.

Building Maintenance – This service includes roof and gutter repair; exterior painting and masonry repair; repair of sidewalks; street and curbs under Association control; repair and maintenance of tot lots; lighting repair; cleaning of stairwells; and clearing stoppages* in stairwell drains, sewer lines, and kitchen stacks.

* Owners and occupants are responsible for stoppages in individual sinks, commodes, and bathtubs as well as house cleaning the patio and balcony areas. Please see Chapter 10 for additional information.

With some exceptions, all exterior maintenance is the responsibility of the Association.

Special Note: Please do not paint, alter, install plants, or otherwise perform any work on the exterior of the building or the grounds without the approval of the Board of Directors. If you notice an item that requires service, or appears to be a violation of the community's design standard, please notify the business office at (703) 620-5444.

Interior Maintenance

Generally the Association does not have an obligation to perform interior or "in unit" services unless such a program is initiated by the Board of Directors for some purpose which impacts on the common elements either directly or indirectly.

However, the Association does provide a number of in-unit services that benefit all owners by either saving money, reducing the cost of the service, or providing timely assistance where it would otherwise be unavailable.

The following are in-unit services the Association provides:

Water Leaks – The Association does not administer unit-to-unit water leaks; this problem is strictly between the owners of the units involved. The Association only becomes involved should a common element (line) be responsible for the leak. If you should discover a leak, please immediately call the business office so that the Association may determine if the source of the leak is from a common element line or from a line or fixture belonging to a unit. Once the source of the leak is determined, the Association may have the ability to alleviate damage to other units by shutting off the water to that line.

If the source of the leak is determined to be from a common element line, repairs to the common element line are made by and paid for by the Association. Repairs to any private property, including breaches of any walls or ceilings, in the unit is not paid for by the Association even if the Association has to breach the wall or ceiling to make the repair.

If the source of the leak is determined from a line or fixture belonging to a unit, we advise the owner to make repairs. We also advise the owner that, according to our By-Laws, they are responsible for any damage that has occurred to any other unit because of that leak.

Special Note: Replacement of water shutoff valves for fixtures and appliances (which are privately owned and repaired at the expense of the owner) requires that water be shut off in the entire building. Please advise the management office at least 24 hours in advance if a valve must be replaced as we need to notify building residents that the water will be off. This work is typically done during the work week between the hours of 10 AM and 2 PM. Weekend requests require the unit owner to reimburse the Association for all overtime costs it may incur for the benefit of a single unit owner.

Leaking Faucets and Toilets – The Association has contracted with H2Options, an Oakton-VA based water-loss management contractor, to provide free limited repairs on particular items within your household. If any faucets, tubs, or toilets are leaking in your unit, please contact H2Options at (703) 242-2201 and schedule a repair. All basic repairs are free of charge to owners, residents, and the Association.

Pest Control – The Association pays for limited in-unit pest control. Three stairwells a week are scheduled for interior treatments and up to six additional units per week are included in the weekly treatment. Please call or email the business office if you wish to schedule a special treatment or if you wish to opt out of treatments when you receive a notice that your stairwell is scheduled for a treatment.

Special Note: There is no charge for the regular service provided by the Association. There is, however, an extra charge for special treatments. Please contact the business office for current rates.

Owner maintenance responsibilities include, but are not limited to, the following:

- Balcony or patio slab cleaning;
- Patio door and the lock;
- Windows and locks;
- Screens;
- Balcony railings;
- Cleaning and appearance;
- Unit interior;
- Bathtub, shower stall and all related caulking;
- Cabinets;
- Carpeting and all floor coverings;
- Dishwasher;*
- Disposal;*
- Door and all hardware (including locks, hinges and exterior door paint);
- Dryer*
- Dryer vent/exhaust pipes from the back of the dryer to the roof vent hood;
- Drywall;
- Paint and wall coverings;
- Range;*
- Refrigerator;*
- Smoke Detectors;

- Washing Machine;*
- Window Treatments;
- Electrical Wiring (serving only your unit except air-conditioner wiring);
- Switches, light fixtures, light bulbs, light globes, outlets;
- Plumbing*:
 - Water supply and drain lines (only those that serve only your unit);
 - Faucets;
 - Shower stall and caulking;
 - Sinks;
 - Toilets (wax seal, ballcock/flapper, stoppages and interior components);
 - Valves (water shutoff); and
 - Washing Machine Hoses.

* Major appliances originally conveyed by the developer are considered fixtures and may not be removed without replacement. All replacements should be at least equal in quality to the originally conveyed appliances.

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Chapter 6

INSURANCE REQUIREMENTS

INSURANCE

The Master Insurance policy provides blanket coverage of the common elements and coverage for personal property of the Association. Losses are subject to a \$10,000 deductible. The coverage is "all risk" with specific exclusions such as earthquake; flood; wear and tear; deterioration; and rust and corrosion. The policy provides liability coverage for the common areas and Directors' and Officers' Liability coverage. In addition, there is a Fidelity Bond; a Boiler and Machinery policy; an Auto policy; and an Umbrella Liability policy.

The Master policy contains "single entity" type insurance coverage. This means that the interior of the units are covered, including the floor covering, bathroom and kitchen fixtures, appliances, and all other equipment deeded at the time of the original sale by the developer. The owner is responsible for any alterations and additions that have been made to the unit, as well as personal property and personal liability within the unit. These items should be covered in your individual insurance policies. Your policies should also include coverage for the deductible amounts, water damage, and sewer or drain backups. For further information on insurance, see Policy Resolution 95-04, Master Insurance Policy.

TENANT INSURANCE

During a seven-year period, Shadowood had seven major fires in individual units. These fires resulted in the deaths of two children, over \$500,000 in property damage and the cancellation of our master insurance policy. All of these fires originated in tenant-occupied units. Three of the fires were caused by unsupervised children, one by a carelessly thrown match, and two by arson.

Shadowood's Master Deed does not allow insurance companies to subrogate (sue for damages) against owners; however, they can subrogate against tenants. After a special meeting of owners to discuss the cancellation of insurance, the Board of Directors proposed an amendment to the By-Laws requiring tenants to carry liability insurance coverage of not less than \$300,000 for bodily injury and property damage losses.

The Third Amendment to the By-Laws, requiring the coverage, was approved at the March 4, 1991, Annual Co-owners meeting.

Tenants must obtain and maintain at least \$300,000 of liability insurance within 5 days of lease execution. The tenant must provide the Association with evidence of the paid and in-force insurance policy before permanent parking decals will be issued. Furthermore, the tenant must provide evidence to the Association of paid and in-force insurance each year on the policy anniversary.

OWNER INSURANCE

For similar, but distinct, reasons, the Board of Directors proposed the Fourth Amendment to the By-Laws which requires all Unit Owners to carry an amount of not less of \$300,000 in liability insurance. This includes those owners who lease their units and do not reside within them. The Fourth Amendment was approved at the March 7, 2005 Annual Co-owners meeting.

New owners must obtain and maintain at least \$300,000 of liability insurance within 30 days of settlement. Owners must provide the Association with evidence of the paid and in-force insurance policy before permanent parking decals will be issued. Furthermore, the owner must provide evidence to the Association of paid and in-force insurance each year on the policy anniversary.

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Chapter 7

ASSOCIATION FINANCES

MONTHLY ASSESSMENTS

Shadowood currently contracts with Koger Management Group to manage the finances and day to day operation of the Association. That said, it is important to remember that the Board of Directors, made up of only Shadowood unit-owners, sets the annual operating budget and oversees all operations and finances.

Although many communities send out annual coupon books for assessment charges, Shadowood purchases all utilities used in the units (except telephone service) in-bulk and at a significant discount and bills them back to each unit owner at cost. As with any residential property, utility charges change from month to month and therefore the amount due the Association changes. For that reason, the Association is unable to send out an annual coupon book and instead mails monthly statements to each unit owner.

Payments are due on the fifth calendar day of each month. Each owner is responsible for timely, monthly payments of the common expenses and may be subject to additional fees and interest for late payment.

Each assessment statement contains the following charges and credits:

Monthly Assessment – This is the proportionate share of the annual budget and usually changes annually based on the recommendations of the Budget Committee (see page 16).

Electric Assessment – Cost of electricity used by each individual unit. This charge is billed up to two and half months in arrears.

Common Electric Assessment – This charge is divided proportionally based on ownership and covers electric costs incurred by the community as a whole, but not attributable to an individual unit. Examples include the outside security lighting and the Community Center.

Electric Billing Charge – This charge is passed through to the unit owners and covers the cost of owning, operating, and maintaining the equipment and services necessary to sub-meter electricity use within the units.

Gas Assessment – This charge is divided proportionally based on ownership and covers the actual monthly gas bill. Billed monthly on the assessment statement, natural gas is used to provide heating and hot water to each unit.

Water/Sewer – This charge is divided proportionally based on ownership and covers the cost of water and sewage usage by the community as a whole. The amount changes quarterly but is charged monthly.

Monthly Cable – This charge appears monthly and covers the cost for Comcast expanded basic television service. As required by the Master Deed, the Association must provide all utilities to the units including cable television. The Board of Directors was able to negotiate a highly discounted rate with Comcast to provide service to Shadowood. Should you choose a different package from Comcast in addition to expanded basic television, you will be billed at the retail price directly from Comcast.

Late Fee Charge – If monthly assessments are not received by the fifteenth of each month, a late fee is charged.

Late Interest Charge – If monthly assessments are not received by the fifteenth of each month, a late interest charge of 8% is charged to the full balance owed to the Association.

Assessed Charges – Charges assessed by the Association, which are not for common expenses, but are attributable to an individual unit or are the result of a hearing for violations of the Association By-Laws and/or Rules and Regulations, or for fees and costs awarded to the Association in any court judgment.

Utility Deposit – When a unit is sold, the seller is required to make a utility deposit at settlement. This deposit is used to cover utility use for the unit from the last billing period assessed to the settlement date. Any unused portion of the deposit will be refunded to the settlement attorney for disbursement to the seller.

Certified Mail – When the Association sends certified letters for official business, the cost of the postage is automatically charged to the unit account receiving the letter. This charge applies for both tenant notices and owner notices and includes both the initial and all follow-up letters.

Payments – Payments are only received via lockbox, automated debits, or credit cards. All payments are reflected on your statement, usually as a negative number, including the date received and posted.

Special Note: Assessment payments are not accepted at the Association's business office. All payments must be arranged through the Association's financial management contractor. Contact details are on the Shadowood website: www.shadowoodcondos.com

MISCELLANEOUS CHARGES

These charges are subject to change. Please contact the management office for prices on the following items:

- Parking Decal Replacement
- Move In/Out Fee
- Resale Package & Resale Package Update
- Condominium Document Copies
- Pet Fee (per pet)
- Utility Deposit (seller paid)

ONLINE ACCOUNT ACCESS

On-line account access and management, including the ability to make automated clearinghouse and credit card payments, is currently available through our financial management contractor's website: www.kogermanagement.com

New residents or those accessing their account for the first time must contact Koger Management for an account number and password. The Association's business office can also provide assistance during normal business hours.

FUNDING OF SERVICES

As seen in previous sections, the Association administers many of the services provided to Shadowood residents. Each year, the Association compiles an annual budget. This budget contains the estimates of expenses which will have to be met in the coming year based on the services and programs offered. The budget year starts on January 1st and ends on December 31st.

Included in the budget are adequate sums to build up reserves to cover unforeseen expenses, working capital, and the major repair or replacement of common elements. Operating expenses and reserves together make up the common expenses. The common expenses, multiplied by your percentage interest, are the annual assessment on your unit. This assessment, under the By-Laws, is payable monthly. Each

payment is due on the fifth day of each month with late fees and interest of 8% being assessed against all accounts not current by the 15th day of the month.

In the event that insufficient funds are budgeted for any budget year, the Board of Directors may levy an additional assessment to make up the deficit. Any additional assessment will be payable by owners either in a lump sum or in installments, as the Board of Directors determines. Fortunately, with excellent planning and budgeting, the Board of Directors has never levied a special assessment for any routine or extraordinary expenses.

Although normal common expenses are apportioned among all owners, certain expenses are payable in their entirety by individual owners. If the Association must make an emergency repair on behalf of an absent owner, for example, the charge for the repair must be paid by the owner.

If owners do not maintain a limited common element appurtenant to their unit (patio or balcony), and damage to other units or the common elements results from this lack of maintenance, that owner may be charged, on an individual basis, with the cost of maintenance and repair of the limited common element. If any additions, alterations, or improvements to the common elements are requested by certain owners and result in benefit to only those owners, the cost will be charged on an individual basis to those owners.

When an owner becomes 30 days delinquent in paying assessments, the unit owner will be called to a hearing at which their rights, privileges, services and benefits may be suspended. Among the services suspended, parking, air conditioning, cable television, all utilities and voting rights are included.

All of the amounts assessed against a unit give rise to a lien on that unit. If assessments are not paid when due, the Association may file a lien by recording a Memorandum of Condominium Lien in the Fairfax (or any other) County land records. Owners cannot dispose of their unit free of the lien until it is satisfied by payment of the assessments secured by the lien and costs of collection, including but not limited to, lien fees, attorney fees, and court costs. The Association may sue the owner for past-due assessments or foreclose on the lien (resulting in a forced sale of the unit). The Association usually notifies the lender when an owner's account is delinquent 60 days or more.

Special Note: The Association mails a monthly assessment statement showing the amount due, to the mailing address supplied by you. You are responsible for notifying the office of any change in address or telephone numbers. If you do not receive your statement (postal error, moved, mailbox full or any other reason), you are still responsible for making your payment on time.

Please note that all account information is available online at www.kogermanagement.com.

All payments and the return portion of your statement should be mailed in the envelope provided for your convenience. To assure proper credit, always write the account number found on your statement on your check.

The Association encourages all owners to pay by automated clearing house debit. By using this service, no checks need to be written or mailed, and timely payment is guaranteed.

- Credit card payments are available through the financial management contractor for a small additional charge. All questions concerning your assessment statements should be addressed to Koger Management at (703) 620-5444.

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Chapter 8

LIVING IN YOUR HOME

OWNER/TENANT INFORMATION

The Association maintains a resident status registry of the owners and tenants in the community. This registry is used for administrative and/or emergency purposes only.

The registry contains the name; address; business and home telephone numbers; mortgage holder; vehicle; and pet information of the owners. If a unit is rented, the registry contains similar information for the tenant. The owners are responsible for keeping this information current by annually filing an updated Unit Owner Status Report or when a unit's occupancy changed.

KEY CONTROL AND EMERGENCY UNIT ACCESS

The Association does not have or maintain a "master" key to the units, but it does maintain a key registry for most of the units on the property. Each unit owner is encouraged, **but is not required**, to keep a key on file with the Association so that the administrative and emergency actions the Association is required to perform can be done efficiently and at the lowest cost to both individual owners and the Association.

The Owner Registry is to be used to notify you, if possible, when an emergency exists in your unit. However, many emergencies do not allow time for such notification. Action must be taken immediately when a serious threat to life or property exists.

In all non-emergency cases, the Association will give prior notice, by mail or telephone, of the need to enter the unit and will make arrangements with the owner or tenant to gain access.

RESPONSIBILITY FOR DAMAGES

Under the provisions of the Master Deed, if emergency access is needed and the owner or tenant cannot be reached in time to avert damage to life or property, the Association or its duly authorized agent shall have the right to enter a unit without obtaining consent.

Should the Association, or any authorized agent, be required to force entry into your unit, you will be responsible for the costs of restoration. A fire-rated door and frame for a Shadowood unit costs at least \$1500 to replace, so please consider leaving a key on file with the Association office.

LOCK-OUT SERVICE NOT PROVIDED

The Association will not assume responsibility for admitting family members, delivery, trade, or visitors of an owner or tenant into units; nor does it provide lock-out service for any reason. Each unit owner must make any necessary arrangements for unit access and must not involve the Association in this process.

Anyone (tenant or owner) calling the emergency answering service claiming an emergency exists in a unit will be charged for the cost of the emergency call should the on-call maintenance engineer determine that no emergency exists. Owners will be charged for any non-emergency calls made by their tenants if the Association incurs expenses. The minimum cost of each call will be \$200.

The Association does not have the facilities for receiving deliveries at the business office for residents and cannot accept packages or mail for residents.

SECURITY SERVICES

The Association does not provide security services on the property at any time. All crimes against people or property should be reported to the Fairfax County Police Department at either (703) 691-2131 (non-emergency) or 911 (emergency). Rule and regulations violations should be reported to the Shadowood business office.

Residents can increase the security of the community through community awareness programs and by making sure windows and doors are locked with proper equipment. "Charlie Bars," pin locks, or strong wooden dowels are some tools commonly used for securing windows and patio doors.

We also have a Neighborhood Watch Committee. Anyone interested in participating should contact the business office.

Special Note: Security is a personal responsibility. Be aware of what goes on in your community, who comes and goes and the daily rituals of life. **If you observe any suspicious or criminal activity, no matter how minor it may appear, telephone the Fairfax County Police Department at either (703) 691-2131 (non-emergency) or 911 (emergency).**

Time is very important in alerting the police to criminal actions. The longer you wait to report something, the better the criminal's chances are of getting away.

FIRES

Please do not call the Association if you discover smoke or fire. Immediately telephone the Fire Department at 911. Exit the unit, close the door and pull the building fire alarm near the mailboxes to evacuate the building.

Both the Fairfax County and the Virginia Fire Prevention Codes require at least one operating smoke detector in each unit. Many of the detectors in the units are battery operated and should have batteries replaced at least twice a year. **NEVER** deactivate your smoke detector for even a minute—when a new battery is required, replace it immediately.

IMPORTANT: There are no sprinklers installed in the units. Each unit has only one door to the stairwell. In one fire, two children were killed because they could not exit the front door.

A fire is never predictable. Because of the way Shadowood was constructed, a fire may block exit to the stairwell. The Association strongly recommends and that unit owners on top-floor units consider purchasing an escape ladder for use over the balcony. In addition, the Association strongly recommends that at least one home fire extinguisher be installed in each unit.

EVERY resident should develop a personal emergency plan and arrange to contact loved ones.

Additional information may be found at www.ready.gov

Any fire damage to the unit should be promptly reported to both your insurance company and the Association office. The report should be made to the office as soon as possible. The Association will make any claims against the master policy on behalf of any unit owner.

PARKING

Parking at Shadowood is a privilege, not a right, and that limited right is offered to all users in good standing. Parking is also a limited resource within the community. There are 690 parking spaces for 450

units on the property. Unfortunately, no overflow or visitor parking spots were included in the developer's plan and there is no additional space on the property for new parking facilities.

For more than 20 years, Shadowood has had a parking policy that allocates two parking decals per unit—no more and no less. The parking passes remain the property of the Association, are not transferable, and may not be sold or copied. Each unit is granted one reserved parking space on the property—usually near the unit or building—and one decal for all remaining spaces. Please check with the business office to obtain your parking space number.

Parking is by decal only and is strictly controlled and managed by the Association and its parking-management contractors. Only two nontransferable parking decals are issued to each unit annually at no charge. Vehicles parked on the property (in reserved or non reserved paces) between the hours of 11 PM and 7 AM must visibly display decals or the vehicles are subject to being towed at the owners risk and liability. Notices to this effect are a posted in each stairwell, at each entrance to the property, and in the community center window.

There are no provision for visitor parking during the hours of 11 PM and 7 AM. (See Policy Resolution 93 01 for details on parking). Overflow parking is available on Soapstone Drive—please obey the signs if you wish to park on the streets.

Special Note: Shadowood does not reimburse for towing or storage charges under **ANY** circumstances. If your vehicle has been towed, please contact the towing company for information on how to obtain your vehicle.

Mass transit facilities are nearby, including a Fairfax Connector bus stop at the Castle Rock Square entrance. Express buses run to and from the West Falls Church Metro station. Reston is at the end of the first leg of the Metro expansion program to Dulles Airport. The future station, to be located located at Wiehle Avenue and the Dulles Toll Road, is about a mile from the Shadowood property.

PETS

All pets must be registered with the Association and rabies vaccination certificates must be provided. A total of two pets are allowed to be housed in each unit. The Association requires that a non refundable pet fee be paid for each pet to cover cost of damages and extra maintenance to the common elements.

As long as your dog is under your control, he is a good friend and worthwhile companion. If he is turned loose, he quickly becomes a nuisance to our community.

Special Note: Fairfax County ordinance, as well as the Shadowood Rules and Regulations, require pets be on a leash at all times when outside your unit.

Kitty litter is to be disposed of by placing it in a plastic bag, securing the top, and placing the bag in a dumpster.

Pet waste stations are located throughout the property and provide bags and disposal containers.

CHILDREN

It is the responsibility of parents, caretakers or guardians to oversee their children when they are playing on the property. Tot lots are provided for the younger children. A Reston Association youth playground and ball field are located next to Children's World. For their own safety, children are not allowed to play in the streets and parking areas at any time. This includes throwing or catching balls or flying discs.

PUBLIC SCHOOLS

Schools are located within walking distance of Shadowood. They are:

- Terraset Elementary School, 11411 Ridge Heights Road Phone: (703) 860 8886
- Langston Hughes Middle School, 11401 Ridge Heights Road Phone: (703) 715 3600
- South Lakes High School, 11400 South Lakes Drive Phone: (703) 715 4500

TRASH DISPOSAL

Dumpsters are provided in four separate areas of the property for trash disposal. There is also an area in back of the community center building for disposal of large items. It is the responsibility of each owner to dispose of appliances, fixtures, carpet and construction debris from remodeling.

Special Note: All residents must place the trash in a dumpster. It is **NEVER** acceptable to place any trash (bagged or otherwise) on the ground. If one dumpster is full, please take your trash to another dumpster on the property or take it home until the dumpsters are emptied.

Physically Impaired Residents' Trash Disposal Assistance

Upon request and qualification, Association contractors will assist physically impaired residents by carrying trash from their units to the dumpster. To qualify for this service:

- Physically impaired residents must have a valid DMV handicap parking permit and have no one living with them who is capable of carrying trash to the dumpster. For physically impaired residents without valid DMV handicap parking permits, trash disposal assistance will be approved by the Board of Directors on a case-by-case basis.
- Association contractors will pick up trash from qualified residents units between 8:00 and 10:00 a.m. on Monday, Wednesday, and Friday. If a holiday falls on one of these days, the trash will be picked up the next regularly scheduled work day. This service is not available on weekends or holidays.

Recycling

Recycling is required by Fairfax County Ordinance and Shadowood Rules and Regulations.

Green recycling containers labeled for paper (newspapers, magazines, junk mail, phone books and inserts) and mixed materials (plastic containers with a neck, all glass and metal containers) are located in each dumpster enclosure and are picked up on Thursday each week.

Please rinse out food residue before recycling and discard any lids or caps in the regular trash.

Pie tins, pots and pans, foil, light bulbs and mirrors, and scrap metal are not accepted for recycling and should be disposed of in the regular trash.

Hazardous materials must not be disposed of on the property and must be taken to the I-66 Transfer Station in Fairfax.

CHESAPEAKE BAY ORDINANCE – STORM WATER MANAGEMENT

All of the storm drains on our property are unfiltered, untreated and drain into the Potomac River and Chesapeake Bay. Although this type of storm drainage is now illegal under the Chesapeake Bay Ordinance, Shadowood's facility predates the ordinance and our facilities are exempted.

However, vast amounts of storm water cross our acres of paved surfaces and anything dropped onto the sidewalks or parking lots and all animal wastes and automotive fluids will end up in local rivers and streams leading to polluted waterways.

Please do your part to protect these priceless national treasures: please do not litter, clean up all animal waste and do not allow any other fluids, particularly automobile fluids, to leak onto the parking lots or sidewalks. Please call the business office or police non emergency number to report any leaks or potential pollution you may observe.

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Chapter 9

QUICK REFERENCE

QUICK REFERENCE

Air Conditioning – Electric air-conditioning units are in the HVAC rooms located on the patio or balcony of each unit. These are controlled by an energy management system which allows the units to operate for a limited amount of time during peak electric usage hours—typically from 5 to 10 PM on days where outdoor temperatures are above 85 degrees. All units must be connected to the energy management system; it cannot be bypassed and the Association cannot increase the amount of air conditioning units receive on very hot days.

The best way to maximize the amount of cooling in units is to set the cooling temperature at a comfortable level, leave it there and close blinds on sunny windows. Try to minimize baking and clothes-drying on very hot days as these appliances divert electricity from the air conditioning system.

The air-conditioning system is designed to lower the indoor temperature no more than 20 degrees cooler than the outdoor temperature. The Association determines when the air-conditioning system operates and there may be times during the spring and fall when you may desire to have heating when the cooling is on or cooling when the heating is on. Unfortunately, it is not possible to operate both heating and cooling at the same time and the Association makes the switch from cooling to heating once in the fall (usually October) and from heating to cooling once in the spring (usually April).

The Association is evaluating new heating and cooling systems that will eliminate many of these conditions.

All heating and air-conditioning equipment is Association-owned and maintained.

Cable TV – Shadowood purchases, at a large discount, Comcast's expanded basic analog TV service of about 80 channels for all 450 units. The cost is billed to all owners on the monthly statement and the service and charge may not be declined. Other video services may be purchased from Comcast at retail prices.

Car Washing Area – The area on the north side of the community center at 11639 Stoneview Square is for washing vehicles. This area is for owners and their tenants only—all users of the area must display a valid Shadowood parking decal. The area is open from 9 AM to dusk each day and is closed during freezing and other inclement weather. You must supply your own hoses and all must be regulated with a nozzle or sprayer to conserve water. Be sure to tightly close the spigots when through, do not wash any hazardous chemicals from your vehicle and do not use any car or external sound systems.

Circuit Breakers – The circuit breaker panel is located just inside the entrance door of each unit. If you should overload the electrical system and a circuit breaker trips, follow these steps to turn the affected area back on:

1. Turn off all appliances in the unit
2. Push the tripped breaker to the fully OFF position and then
3. Push the breaker to the ON position

Clubhouse/Party Room – The Association owns and maintains the building at 11639 Stoneview Square. The building houses the business and maintenance offices of the Association and a clubhouse room for resident rentals. The facility is being remodeled in 2006 and will offer a more appealing and intimate environment for resident use. In addition to an expanded and more inviting lobby, the main recreation room will be refitted with a smaller and modern galley, new ADA-compliant restrooms, better and softer lighting and other amenities, including free wireless internet and Digital Cable TV with HBO. Contact the

business office for rental rates and details. Please note, smoking and alcoholic beverages are not permitted at any time in the building.

Community TV Channel – The Association owns and maintains Channel 10 on the cable TV system. This channel broadcasts information and news about Shadowood and its viewing is limited to the 450 units on the property. Residents may place selected and board-of-directors' approved advertising on the channel at no charge. Contact webmaster@shadowoodcondos.com to place an ad or inquire about advertising rates.

Complaint Form – For use in making complaints to Management Office about rule violations. Please pick one up in the business office should the need arise.

Unit Owner Status Report (UOSR) – Owners are required to complete this form annually and upon change in occupancy.

Deliveries – The Business Office does not accept deliveries for residents. If a delivery is being made and you are unable to be at home, make arrangements with a neighbor to receive it. The Association will not admit third parties into units for any reason.

Domestic Hot Water (Association owned and maintained) – Provided from water heaters located in each building.

Electric Sub Meters (Association owned and maintained) – Each owner is billed for electricity use in their units. The sub meter is located near the circuit breaker panel.

Email Distribution List – The Association and our financial manager conduct a great deal of business through email. If you would like to sign up for the email distribution list service, please register on the Shadowood website: www.shadowoodcondos.com

Energy Management System – Controls the peak electric demand charge component of the master electric bill by randomly shutting off the air-conditioning units around the property at times of high electric usage.

Exhibit "A" – An addendum to each lease which makes the Association a third party to the lease only as far as the By-Laws, and Rules and Regulations are concerned. Must be signed by both the Owner and Tenant. (Second Amendment to the By-Laws, Article VI, Section 7).

Exhibit "B" – An addendum to each lease which states that the tenant will carry \$300,000 liability insurance in their name only. Must be signed by both Owner and Tenant. (Third Amendment to the By-Laws, Section 8d)

Fire Extinguishers – Located at the 11 C & 12C levels in each stairwell. (2200, 2202, 2204 also located at 31 C & 32C levels)

Fire Alarms – Internal building alarm at each entrance landing. (Not connected to or monitored by Fire Department)

Furnace Air Filters – The Association changes the filter in your unit three times a year. If you need or want to install a special kind of filter, please co-ordinate with the business office when you receive a post card notifying you of the scheduled filter change.

Garbage Disposal – Not to be used for disposal of grease, bones, egg shells, or fibrous raw vegetables (celery, corn husks and lettuce). These items may pass through your disposal, but will clog the drain lines causing problems for the entire building. Use only cold water when operating the disposal and occasionally run ice cubes through it to sharpen the blades.

Grills – No open flame grills or cookers of any type are to be used or stored on balconies. Electric grills are permissible as long as no extension cords are used.

Heating (Association owned and maintained) – Supplied from boilers located in each building. Hot water is pumped to fan coil units in the HVAC rooms located on the patio or balcony of each unit. Temperature of heating the water is controlled by the outside air temperature.

HVAC Closet – The closet on your balcony or patio is called the “HVAC Closet.” Association owned and maintained equipment is located in these rooms. As such, these rooms are not accessible to unit owners or tenants, are not storage closets, and nothing should be stored against the door.

Late Fee Waiver Requests – All requests for waiver of late fees must be made in writing to the Board of Directors. The request will be reviewed at the next board meeting and the owner will be notified of the results within 10 days. Neither Koger Management nor any individual member of the Board has authority to waive any late fees or interest. Please do not ask them to waive these fees.

Lease – The Association By-Laws require that each time a unit is leased, a copy of the lease must be furnished to the Management office by the Owner or tenants within 15 days.

Lockouts – The Association does not provide lockout service under any circumstances.

Mailboxes – The Association maintains the mailboxes; however, the locks and keys are the owners' responsibility and are available for purchase at the Business Office at cost.

Monthly Assessment Statement – Mailed around the 25th of each month to all owners. Shows all transactions on your account for the last month and the amount of monthly utility assessments. Statements are also available anytime online at www.kogermanagement.com using your account number and password printed on your statements.

Move in Fee – Policy Resolution 2006-03 provides for a move in fee for all new residents who move onto the property. This fee is to offset our expenses for additional trash caused by moving in and out and damage to stairwell tile.

Notice Boards (For Association use only) – Located over the mailboxes in each stairwell. Notices are posted by management concerning water and heat outages, rule reminders, special events and upcoming meeting information concerning the residents.

Notice Boards (For resident use) – Located in the clubhouse near the business office. Residents may post (for a limited time) for rent, for sale, and other community related information. The Association reserves the right to remove all materials it, in its sole determination, deems inappropriate. Realtors, tradesmen and other service providers may post business cards. No commercial advertising is permitted.

Parking – One assigned reserved space per unit. Parking by decal permit only, 2 decals per unit. Vehicles not displaying proper decals will be towed between 11 PM and 7 AM at owner's sole risk, expense, and liability. You may have vehicles towed from your numbered reserved space at any time.

Property Management Designation (PMD) – If you have a Property Management Agent for your unit(s), this form must be completed by the Owner and notarized. On receipt of this form all assessment statements, correspondence and notices will be mailed to the property manager.

Pest Extermination – Weekly service is provided for units on a rotating basis. Call or email the management office for the schedule. HOWEVER, owners are responsible for all in-unit extermination.

Recycling – Required by Fairfax County. All recyclables must be separated from other trash and placed in recycling bins in the dumpster enclosures.

Repair persons – The Association does not admit repair persons into units for tenants or owners.

Resale Package – It is required by Virginia law that condominium unit owners wishing to sell their unit provide prospective purchasers with information concerning their unit and the Association. Resale Packages must be purchased from the Association.

Reston Association (RA) – A master planned community association of which all Shadowood units are members. The RA owns and operates most recreation amenities in Reston and charges an annual assessment for their use and maintenance. This charge is not made by Shadowood and must be paid by all owners. The RA assessment is tax deductible for landlords, but is not so for resident owners.

Screens – Windows and patio/balcony door. Fairfax County Health Department requires that screens be placed in all windows and sliding glass doors during the months of April thru October in a multi family dwelling. The Association sells window (but not patio door) screens at cost.

“The Shadowood” – Our community newsletter published about every 2 – 3 months or as necessary. The *Shadowood* is distributed on-site to all 450 units and bulk-mailed to off-property owners. Residents and interested parties may place some free and paid advertising. Contact the business office for rates and to place an ad.

Smoke Detectors – Owners are required by Fairfax County and Shadowood rules to provide at least one functioning smoke detectors in their units and to maintain them in operable condition at all times 24 hours a day, 7 days a week.

Sprinkler System – Located in each trash and storage room, connected to an internal building fire alarm.

Storage Rooms – Ground floor level of each building, door on left. A storage bin is available for each unit. Owners must provide lessee with a storage room key. The Association assumes no liability, and specifically disavows any responsibility for any item placed in storage by an owner or tenant at Shadowood. Any item left in the storage room aisle is a Fairfax County Fire Code violation and will be disposed of by the Association.

Swimming Pool – Reston Association owned and operated. Although called the “Shadowood” pool, the pool is owned and operated by the Reston Association. Annual passes are sold by the Reston Association.

Thermostats – The Association owns and maintains the thermostats in each unit. Please do not tamper with or replace the thermostat, particularly with a programmable model. These thermostats will interfere with the energy management system. Should the Association discover that a thermostat was tampered with or replaced, all costs of restoration will be charged back to the unit owner.

Tot Lots – the Association owns and maintains three tot lots on the property.

Washing Machine Hoses – Please check these hoses at least annually. Should one break, extensive damage can be caused and you will be responsible for these damages. Burst proof hoses are available at the business office at cost.

Website – The Association publishes and maintains a large website with an array of useful and timely information. See www.shadowoodcondos.com for more details.

Chapter 10

HELPFUL INFORMATION

EMERGENCY SERVICES

The Association has a maintenance engineer on call 24 hours a day, seven days a week for emergency calls. Should you have an emergency, please contact the business office at (703) 620-5444. If your call is received after normal business hours, your call will automatically forward to the evening answering service which will be able to page the maintenance team for you.

Emergencies are limited to:

- Unit-to-Unit Water Leaks
- Flooding (Sewers, Drains, or Stack Stoppages)
- Fire
- No Heat (during winter months when the heating system is operating)
- No Hot Water
- No or Partial Electricity

Air conditioning problems are not considered emergencies and will be repaired on a first-in, first-repaired basis during normal business hours. Most air-conditioning service calls are repaired on the same day reported, but there may be delays, particularly during seasonal start up in the spring and on very hot days.

UNIT ELECTRIC CIRCUIT BREAKERS

You should become familiar with the circuit breakers in the electrical panel in the foyer opposite the front door in your unit. The circuit breakers are usually marked as to what outlets, switches and appliances are connected to them. The large circuit breaker in the upper right hand corner is the main breaker for your unit.

UNIT WATER SHUTOFF VALVES

In your unit, there are normally water supply line shutoff valves for the dishwasher, kitchen sink (under the sink), bathtub, shower (access panel), toilet (under tanks), lavatories (under sink), and faucets for the washing machine.

2200 thru 2244 Castle Rock Square may or may not have shutoff valves to the bathtubs depending on how the units were built and delivered and what modifications have been made by previous unit owners over the years.

BUILDING MAIN WATER SHUTOFF VALVES

Each building has a main hot water supply and return shutoff valve, and a water meter shutoff valve (cold water) in one of the boiler rooms. These shut off the water to the entire building. Boiler rooms are only accessible to the maintenance staff. Building water shut offs must be scheduled with the business office. Shut offs are only available during normal business hours with 24 hours notice. Exceptions, made for emergencies, are determined by the Association on a case-by-case basis.

PREVENTIVE MAINTENANCE – WASHING MACHINE

Special Note: The single item in your unit which may cause the most water damage to your and your neighbors units is your washing machine. Thousands of dollars in damages can occur in a very short period of time if a washing machine hose should burst or become disconnected. The owner of the unit where the break occurred would be responsible for all of the damages regardless of which unit suffered the damages. Listed below are some things you can do to help prevent this type of occurrence.

First, shut off the hot and cold water faucets to the washing machine when it is not in use and/or before you begin any sort of maintenance/renovation work in your unit. Second, make sure someone is in your unit while the washing machine is in use. Should a hose burst or become disconnected, thousands of dollars of damage can be prevented if someone is readily accessible to shut off the water. Third, check the washing machine hoses on a regular basis, with the faucets on, and look for drips or signs of wear. Most hoses burst near the coupling where they are attached to the faucet. If a hose has become spongy, or has a bubble on it, shut the water off and replace the hose immediately!

What to do Should a Washing Machine Hose Burst

Listed below are some things you can do, to help minimize the damage and prevent injury to yourself or family, if one of your washing machine hoses should burst:

1. If the cold water hose has burst or become disconnected, immediately attempt to shut off the water supply to the hose. This valve is located next to or behind the washing machine. If the hot water hose is the problem, do not attempt to shut off the faucet. Instead, call the Association's emergency number at (703) 620-5444.
2. Call the Association emergency number at (703) 620-5444; someone is on duty 24 hours a day.
3. Shut off the main electric circuit breaker for your unit. (located in the panel on the wall opposite the front door).
4. If the cold water hose has burst, you can attempt to shut the faucet behind the washing machine off. If you can not get to it, call the emergency number: 703-620 5444.

STAIRWELL AND SEWER BACKUPS

Occasionally a backup will occur in the ground level of the stairwell or a sewer line will back up into a unit.

Although the maintenance department has the responsibility of snaking the sewer lines to clear the stoppage, the Association will not and does not assume liability (or pay for any repairs) for damages caused by these backups. Most backups are caused by residents of the building in which the backup occurs. Listed below are some of the most common causes of backups:

- Malfunctioning garbage disposal. Placing items such as celery, corn husks, banana skins, onion skins, bottle caps, bones, cigarettes, grease and other fibrous items in the garbage disposal can cause a backup.
- Flushing disposable diapers, sanitary napkins and other items down the toilet. (We have even pulled underwear out of the line on more than one occasion.)

There are also backups which occur in the kitchen sinks and the common stack serving them. If your sink and the one next door to you are both backing up, this is a stack stoppage and the maintenance department will clear it. If only your sink is backing up, it is your responsibility to clear the stoppage.

Special Note: The Association's Master Insurance Policy does not provide coverage for damage caused by backups; therefore owners of ground-floor units should make sure they have coverage under their Home Owners (HO 6) Insurance Policy.

HEATING AND AIR CONDITIONING

We receive numerous calls from residents regarding not getting enough heating and cooling in the bedroom areas of units. Unfortunately, due to the layout of the units and the location of the equipment, most of the heating and cooling comes into the dining and living room areas. The only way to correct this problem is to balance the heating and cooling by partially closing the registers in the dining and living rooms.

We have found that many of the calls for service we receive on the A/C not working are due to a tripped circuit breaker. Quite often this is caused by short cycling of the thermostat (turning it up and down). It is best to set the thermostat at a comfortable temperature and leave it there.

If your air conditioning isn't cooling at all, the first thing to do is check the circuit breaker (located in the electrical panel in the foyer opposite the front door in your unit); it should be marked "A/C." If it has tripped, it will be in the center of its range. Flip it the opposite way from the position the other breakers on that side of the panel are in, then all the way back to the same position as the other breakers (on). This should restart your air conditioning.

If the circuit breaker is on, or continues to trip, call the business office at (703) 620-5444 for service.

Another reason your air conditioner may not operate is that on extremely hot days, when the electricity demand is high, our Energy Management System will take control of the A/C units and not allow them to turn on for short periods of time (the energy management system is explained in Chapter 9).

Under these circumstances, typically on days with outdoor temperatures above 85 degrees and between the hours of 5 and 10 PM, all units will have less cooling. There is nothing that can be done by the Association or the power company, so please be patient and the units will eventually cool your unit to a comfortable temperature.