



Shadowwood Condominium Association  
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**SHADOWWOOD CONDOMINIUM ASSOCIATION  
Rules and Regulations  
Effective March 18, 2007**

The following Rules and Regulations of the Shadowwood Condominium Association are made in accordance with of the Master Deed and the By-Laws of the Association, known as the governing documents or condominium instruments, and are written for the protection of the Association as a whole and the rights of individual Unit Owners to the peaceful enjoyment of their property.

**PROCEDURES FOR KEEPING THE RULES AND REGULATIONS UPDATED**

Upon adoption, the Secretary of the Association shall mail any newly enacted rule(s) to the Unit Owners prior to the effective date. Each Unit Owner who leases a unit shall distribute to the tenant the current Rules and Regulations. The Board of Directors shall periodically review and consider updating the rules and regulations. All Unit Owners are strongly encouraged to submit their ideas and comments concerning the rules to the Board.

**RULE ENFORCEMENT**

All Unit Owners and their families, tenants and their families, guests, invitees, and anyone who would use the condominium property in any manner are required to comply with the Master Deed, By-Laws, and the Rules and Regulations of the Association, as amended, at all times.

The following procedures will remain in effect to enforce the governing documents including these Rules and Regulations:

1. Written notice shall be sent to the Unit Owner of the unit involved, stating the complaint, citing the document violated, and requiring the Unit Owner and/or tenant of the unit to comply within a reasonable time, if applicable.
2. In the event the Unit Owner and/or the tenants fail to comply within the time specified, the Board of Directors may call a hearing, upon 14 days notice served by First Class mail, certified, return receipt requested. Within a reasonable time after the date of the hearing, The Association shall send written notice to the Unit Owner informing the owner of the hearing panel decision, including any charge assessed and the payment schedule. In the case of a tenant violation, the Association may take action to require eviction of the tenant unless full compliance is obtained within the time period specified in the decision.
3. The same or subsequent violation(s) by the same individual(s) may result in additional proceedings as authorized by the governing documents, including these Rules and Regulations.

**I. OWNERSHIP**

1. All purchasers of Shadowwood units are required to provide proof of ownership to the Association. Those whose deeds are not recorded among the land records of Fairfax County must conform to the current Policy Resolution defining ownership (incorporated by reference into these Rules and Regulations) in order to be recognized as a Unit Owner.

2. All Unit Owners are required to file with the Association, annually, a Unit-Owner Status Report (UOSR) on a form provided by the Association. Information provided is for use by Management, the Board of Directors, and mortgagees in carrying out the business of the Association. If at any time between the annual filing dates of the UOSR the information in the UOSR changes, the Unit Owner is responsible for providing an updated UOSR to the Association within 15 days of the date of any change.

## II. RENTAL OF UNITS

1. A written lease must be duly executed by the Unit Owner and/or agent and tenant and must be in effect for any unit occupied by any individual(s) other than a duly recognized Unit Owner and/or his or her immediate family living with that Unit Owner.
2. In order for property managers to be recognized before the Association as an agent of the Unit Owner, a properly executed and notarized Property Management Designation form or other valid power of attorney must be filed with the Association. The form shall remain in effect until the Association is notified, in writing, by the Unit Owner that this power of attorney has been revoked. Forms are available from the Association office.

## III. PARKING

Shadowood contains fewer than two parking spaces per unit. The following parking rules are extensive, but are the result of many refinements over the years in response to feedback and suggestions from the community. While there are simply not enough spaces to accommodate every demand for a parking space at all times, the following rules attempt to create a fair system for the community as a whole while maximizing the number of spaces available for residents and improving the appearance and enjoyment of the community. In addition, please note that Fairfax County Police possess the authority to enforce traffic and vehicle laws within Shadowood.

1. Only Unit Owners of record and their tenants will be issued Shadowood parking decals, provided a current and complete Unit Owner Status Report (UOSR) is on file with the Association by the Unit Owner. In the case of tenants, a current lease, and the required Exhibits A and B to the lease, if the lease does not contain the verbatim wording of Section 7, Article VI of the By-Laws, in the addition to UOSR, must be on file with the Association in order for the Association to issue the parking decals. Prior to the issuance of any parking decals, a parking registration form must be completed by the resident and filed with the Association along with the paying of the move in/move out fee.
2. All vehicles parked upon the property must display at all times during the period between the hours of 11 p.m. through 7 a.m. a current, valid SCA parking decal, on the front bumper of the driver's side or hung on the rear view mirror. Vehicles such as motorcycles, mopeds, or motorbikes must display the decal on the front fork. (Exception: Licensed motorcycles, mopeds, or motorbikes parked completely within the same parking space occupied by another vehicle with a valid SCA decal do not require a decal as only one space is being used.)
3. Any vehicle parked on the property between the hours of 11:00 p.m. through 7:00 a.m. that does not properly display a valid SCA parking decal is subject to towing at any time and at the sole risk and expense of vehicle owner.
4. Decals issued will be valid until the expiration date of midnight, April 30 each year or until the effective date of settlement or lease on the unit by the new Unit Owner or tenant. New residents must make application to the Association for a Shadowood Condominium Association (SCA) parking decal no more than 15 days prior to the effective date of settlement or lease on a unit, but should do so no later than the last business day prior to the date of move-in. In the

event of a resale of a unit, if the tenant remains as the resident of the unit, no new issuance of SCA parking decals is required.

5. SCA parking decals are not transferable from resident to resident or unit to unit, including when a unit is sold or leased to a new tenant. Any such transfer of a decal invalidates the decal, and any vehicles on which they are affixed or in which they are displayed are subject to towing at any time and at the sole risk and expense of vehicle owner.
6. Residents making application to the Association for parking decals will be required to provide a current driver's license and a vehicle registration. In the event that residents of a unit will not park a vehicle upon the property, or no resident holds a valid operator's license, other government-issued identification acceptable to the Association sufficient to identify the person as a resident of SCA may be provided.
7. Temporary parking permits for new residents may be issued by the Association and are valid for up to fifteen (15) days. Temporary parking permits will be issued only to new residents who provide a copy of a valid lease or proof of unit ownership. Permanent decals will be issued upon compliance with Parking Rule #1, above, and the return of temporary parking permits.
8. Only decals issued by the Association are valid and decals remain the property of the Association. Facsimile or counterfeit decals are not valid and any vehicle displaying such decals is subject to towing at any time and at the sole risk and expense of the vehicle owner. Such decals are subject to confiscation by the Association, and the Unit Owner of the unit to which that decal number was issued will be called to a hearing. Any SCA parking decals which are altered or defaced are invalid, and any vehicle on which invalid decals are affixed or in which they are displayed is subject to towing at the sole risk and expense of the owner of the vehicle.
9. The Association may tow at any time and at the sole risk and expense of the vehicle owner, any vehicle parked on any portion of the property not marked for parking, such as fire lanes, sidewalks, any portion of the lawns, patio and the entryways and exits from and to South Lakes Drive and Soapstone Drive.
10. Each unit is assigned one marked reserved parking space. Any vehicle parked in another's reserved parking space is subject to towing at any time and at the sole risk and expense of the vehicle owner.
11. In the event more than one set of SCA Parking Decals is requested per unit, per year, outside the annual issuance of the decals due to change of residents, to replace lost or stolen decals, or to replace unreadable or defaced decals, a fee, as set by the Board of Directors, will be charged to cover the cost of the decals, administrative overhead, and all file updates. If more than one set of decals is provided to the resident(s) of a unit, the previously issued decals and decal numbers will be invalid, and any vehicle on which they are affixed or in which they appear will be subject to towing at any time and at the sole risk and expense of the vehicle owner.
12. All vehicles parked upon Shadowood property must be properly licensed and inspected, as applicable. Any vehicle not so licensed and inspected is subject to towing at any time and at the sole risk and expense of the vehicle owner.
13. Only emergency start-up, towing, and tire repair or replacement may be performed within the marked parking spaces of the common elements, provided the vehicle under repair is owned by or leased to a resident or Unit Owner of the Association, and displays a valid SCA parking decal. All other vehicle repair is prohibited on the property. No vehicle may be left unattended with the motor running or left on blocks or jacks at any time. To avoid damage to Shadowood property and the costs to repair such damage, any vehicle leaking gasoline, oil, antifreeze, or any other fluid must be repaired within two (2) days by the owner of the vehicle or the vehicle will be subject to towing at any time and at the sole risk and expense of the vehicle owner. If the condition of any vehicle poses an immediate threat, as determined by the Association, to the Association or any Shadowood resident, that vehicle will be subject to towing at any time

and at the sole risk and expense of the vehicle owner. The appropriate Unit Owner is responsible for all costs of cleaning and/or repair to the common elements.

14. An area immediately adjacent to the north side of the Community Center is designated for use by residents and Unit Owners, on a first-come, first-served basis, for the purpose of vehicle washing. All debris, trash, used parts, tools, and any other items must be removed with the vehicle, or placed in an appropriate trash container. Washing of vehicles may be performed only in the designated area provided the vehicle washed is owned by or leased to a resident or Unit Owner of the Association, and displays a current SCA parking decal. Interior cleaning (provided no water is used), waxing, and polishing is allowed and must be conducted in a marked parking area.
15. All vehicles which are not self-propelled, such as trailers, boats, etc., and vehicles over two and one-half tons are prohibited from parking on the property (with the exception of moving vans and delivery vehicles which are loading and unloading) and are subject to towing at any time and at the sole risk and expense of the vehicle owner.
16. Disabled, inoperable, or abandoned vehicles are subject to towing at any time and at the sole risk and expense of the vehicle owner. Any resident who will be away for an extended period of time should notify the office that the vehicle will not be moved during that period.
17. All vehicles must be parked within the markings of one parking space. No vehicle may be parked upon the property so that the vehicle extends either by width and/or length beyond one marked parking space. Vehicles not parked according to this rule are subject to towing at any time and at the sole risk and expense of the vehicle owner.
18. No portion of any vehicle, nor any item, thing or object within, upon, or attached to any vehicle may extend beyond the curbing so as to interfere with the unobstructed and safe use of the entire sidewalk by pedestrians.
19. Motorcycles, mopeds, and minibikes should share parking spaces with other vehicles to the extent possible, provided they do not extend beyond the marked area of one parking space.
20. To prevent dangerous exhaust fumes from entering any portion of a building, to prevent damage to all plantings, and to prevent harm to any pedestrian using the sidewalks, all vehicles must be parked with the front of the vehicle facing the curb.
21. For the safety and comfort of residents and guests, no vehicle or machine of any type, such as, but not limited to, motorcycles, mopeds, minibikes, lawnmowers, etc., which use a flammable fuel may be stored or parked in any unit, storage area, stairwell, hallway, balcony, or patio. If any violation of this Rule and Regulation results in any damage to the property or any increase in the cost of insurance for the Association, the Unit Owner responsible is liable for these costs.
22. Please note that all vehicles operated on Shadowood property must be operated with respect and care to the community and to individuals within the community.
23. Honking of any vehicle horns between 8:00 p.m. and 9:00 a.m. is prohibited. Residents are required to notify guests, car pools, bus drivers, etc., of this rule.

#### IV. PETS

Shadowood recognizes the importance placed on pets by their owners and adopted the following rules and regulations to allow for pets in Shadowood and, at the same time, to help ensure that pet ownership does not unfairly burden other Unit Owners and residents or interfere with the peaceful enjoyment of the community by all.

1. For the purpose of offsetting the extraordinary maintenance and cleaning of the common elements, and to repair and replace such plantings damaged by pets, a one-time fee per pet housed upon the property and allowed on the Common Elements will be collected from the owner of each such pet. Said fee shall be set by the Board of Directors.

2. For Unit Owners and tenants choosing to keep a dog, cat, or other similar and common household pets, the total number of such pets is not to exceed two (2), total, in any unit whether or not such pets are allowed on the Common Elements. Common household pets may not be kept or bred for commercial purposes in any family unit.
3. All Unit Owners and tenants who will house pets upon the property must register them by completing a pet registration form(s), and paying all applicable fee(s) within five (5) days of the occupation of any unit, or within five (5) days of acquiring a new pet.
4. A valid rabies vaccination certificate acceptable by Fairfax County is required for each dog and cat to be housed upon the property and allowed on the Common Elements, and a copy of the certificate must be presented to the Association and filed in the unit file.
5. Please note that all dogs in Fairfax County are required to be licensed and, when outside of a unit, dogs must be on a leash and accompanied by its owner or designee.
6. All owners and/or custodians of a pet may not allow their pet(s) to run at large in the Common Elements of Shadowood. A pet will be deemed to run at large while roaming, running, or hunting within the Common Elements of Shadowood, while not under its owner's or custodian's immediate control.
7. The Association has the right to order any person whose pet is a nuisance, as determined by the Association, to remove such pet from the premises, and/or assess the unit owner for any damages to the Common Elements caused by the pet.
8. Pets may not be chained or leashed to any of the General Common Elements or Limited Common Elements or confined in any manner to the General Common Elements or Limited Common (e.g., on balconies, stairwells, landings, patios, lawns, etc.).
9. Pets must be curbed in designated areas only. Pet owners are responsible for removing droppings of their pets.
10. Balconies, patios, and all Common Elements must be kept free of pet wastes.

#### **V. BEHAVIOR**

1. For their own safety, children are not permitted to play in the parking areas or on the streets at any time. Parents or legal guardians are responsible for the safety and behavior of their children at all times. Minor children must be supervised by a parent, legal guardian, or responsible adult at all times on the property.
2. For the safety of the community, individuals may not congregate in the streets or parking areas of Shadowood and congregations for the purpose of games, sports play, or recreation on any of the Common Elements is prohibited except in designated recreation areas. No toys or any sporting or recreation equipment may be left unattended outside any unit. Due to Fairfax County fire regulations, no items may be stored in stairwells or landings, including newspapers, trash, bicycles, and toys.
3. No person or persons may play, loiter, or congregate in or on the entranceways to the buildings, stairwells, hallways, or storage rooms at any time.
4. No disturbing or offensive activity may be carried on upon any portion of the Property, nor may anything be done on any portion of the Property that may be or become a nuisance or annoyance to the neighborhood. All Unit Owners, residents, and guests must keep the level of noise in their units, on the General or Limited Common Elements, and in any vehicle at a reasonable level. No resident or guest may make or permit any disturbing noises in the buildings, units, or on the General or Limited Common Elements, or do or permit anything that would interfere with the safety, rights, comfort, or convenience of other residents. All residents and guest will take special care not to disturb other residents at all times. Any behavior or activity which may cause harm or pose a safety hazard to any person or any portion of the property is strictly prohibited.

5. Please note that for the safety and comfort of the community as a whole, smoking or drinking alcohol while on any of the Common Elements is strictly prohibited.
6. Shadowood Meetings. Orderly and professional meetings are a positive force in increasing community involvement, encouraging participation in Shadowood business, increasing a sense of community, and encouraging continuing and future ownership and investment in Shadowood. To that end, attendees at any Shadowood meeting must conduct themselves in an orderly and professional manner and may not disrupt or distract from Shadowood business. Recording of meetings is allowed with advance notice to the Board of Directors, but please note that the Board of Directors, or any committee or subcommittee, if applicable, may require certain placement and use of any equipment used to record the meeting in order to prevent interference with the proceedings, as determined by the Board, committee, or subcommittee.
7. No activity in violation of federal, state, or local law may be conducted within any unit or upon the Common Elements at any time.
8. "Move-in" and/or "move-out" as well as moving furniture or appliances in or out of the units may only be undertaken between the hours of 9:00 a.m. and 8:00 p.m.
9. To avoid the risk of sewage back-up, no items may be flushed down the toilets or put down any sink that may clog the toilet, sink, or pipes.
10. For the safety of all residents, at no time may devices such as skateboards, scooters, or go-carts be used on the streets, parking areas, or sidewalks. Toys such as Big Wheels and tricycles may be used on sidewalks provided they do not impede pedestrian traffic.
11. No game or sport activity involving the use of a ball, flying disc, or similar objects are allowed on the lawns or against any wall of a building (including within a unit), stairs, stairwells, or on any of the Common Elements except in designated areas.
12. No individual may litter on or deface any Limited or General Common Elements.

## VI. PROPERTY

1. Each Unit Owner must keep his or her unit in good, safe working order and repair, and in a clean condition at all times.
2. In the event it is necessary to shut off any electricity or water line serving more than one unit in order to make repairs, the Unit Owner must notify the Association at least 24 hours in advance and only the Association may make the shut-off and re-connection of these utilities. Water shut off can be done between 9:00 a.m. and 3:30 p.m., Monday through Friday only.
3. Disposal of appliances, carpeting, plumbing fixtures, kitchen cabinets, and any other similar items, including from unit renovation, are the responsibility of the Unit Owner and these items are not to be placed in the dumpster enclosure for pick-up. Any such items removed from a unit must be immediately removed from the property. Removal of these items is the responsibility of the Unit Owner. Any such items which are not immediately removed from the property may be removed and disposed of by Shadowood at the expense of the Unit Owner. Please contact the Shadowood office to see if assistance can be provided, if needed, in removing these items from Shadowood property.
4. Large items (sofas, chairs, mattresses, box springs, etc.) must be placed inside the dumpster enclosure in the area specified. Please do not block the enclosure for pick-up..
5. A garbage disposal must be in place in every kitchen sink and maintained in proper working order at all times. Grease, raw vegetables, eggshells, and bones of any type may not be put through the disposal.
6. Any damage emanating from the Common Elements must be reported to the Association immediately or as soon as reasonably possible.
7. For the safety of everyone in our community, at least one smoke detector must be properly installed in each unit. All smoke detectors must be maintained in proper working order at all

- times according to Fairfax County law.
8. Please note that only the Association and its authorized agents may gain entry into the mechanical closets adjacent to each unit. Entry by any other person is strictly prohibited. An appropriate Unit Owner will be held responsible for all costs involved in making repair or maintenance to any item contained within the mechanical rooms as well as any charges for unauthorized use of any utility consumption occasioned by such prohibited entry or tampering or vandalism to these Common Elements.
  9. Windows and screens are the property of the Unit Owner and must be maintained in good working order.
  10. No individual may post any sign, notice, advertisement or poster of any kind on the Common Elements. "For Rent" and "For Sale" signs, visible from any window of any unit, are also prohibited. No individual may remove any notice from the building bulletin boards.
  11. No individual may tamper with, damage, destroy, use, or remove without authorization any fire protection system or fire extinguisher in any building.
  12. Blinds, curtains, shades, and inside shutters visible from any window or sliding glass door must be kept in good order at all times. No rugs, blankets, sheets, or plastic may be hung as curtains, shades, or insulation in any window.
  13. Only normal patio accessories such as patio furniture, planters, flower containers, properly stored bicycles, etc., may be used or kept on any balcony or patio. No balcony or patio may be so filled as to prevent ease of escape in the event of a fire. No appliances of any type may be used or stored on any balcony or patio and no vehicle tires, doghouses, doll houses, playhouses, any other structures, stored items, containers, or flammable fluids may be kept or stored on any balcony or patio.
  14. No charcoal grill, cooker, brazier, hibachi, or any gasoline or other flammable liquid or liquefied petroleum gas-fired stove, wood-burning stove, or similar device may be ignited or used on any balcony or upon any patio or within 15 feet of any building, nor are any of these devices allowed to be stored on any balcony. Electric grills are specifically excluded from this provision. Residents who choose to use such devices must take care to avoid damaging the Common Elements and are responsible for all clean-up or costs incurred by the Association, e.g., for damaged grass or landscaping.
  15. Flower boxes or pots on balcony railing or on the wooden window boxes on the front of the buildings must be safety secured at all times.
  16. No clothing, laundry or rugs may be hung from or spread upon any balcony, patio, window, or exterior portion of the unit or building or any other portion of the General or Limited Common Elements at any time. No clothes line or similar device, or any antenna of any type is permitted on any portion of the condominium property including patios and balconies.
  17. No person may install any wiring, antenna, machine, device, structure, or screening on the exterior of any building or on the General Common Elements or the Limited Common Elements or in such a fashion that it protrudes through the room or any wall of the building without written authorization of the Board of Directors.
  18. With the exception of storage rooms in each building, all other non-unit rooms are the property of the Association and may not be entered into except by the Association and its authorized agents.
  19. At all times garbage and trash must be placed in plastic bags, the bags tied off, and placed in a dumpster with the door firmly closed. Trash may be disposed of only in the dumpsters. At no time may any trash be left outside the dumpsters on the floor of the enclosure, outside the enclosure, in building stairwells, or on the Common Elements outside any building. The dumpster enclosures may not be used as play areas by children.
  20. Residents may plant flowers, annuals, perennials, and bulbs provided such plantings do not obstruct any window of a unit or interfere with the normal use and maintenance of the General

**Common Elements.** Those residents are responsible for the care of such plantings. Residents may plant trees, plants or shrubs with the written approval of the Association. All such plantings in this provision become the property of the Association. No digging or planting of any type may interfere with any water, electrical, or cable lines. Any person conducting any planting is responsible for any damage to those lines and any cost to make repairs.

21. No person may paint any portion of the exterior of any Shadowood building without the prior written permission of the Association.