

II. GENERAL INFORMATION

A. Administration

The affairs of the Association are managed by the Board of Directors ("Board"), which consists of five (5) persons elected by the Association membership for terms of three years. The Association has four (4) officers: President, Vice-President, Treasurer, and Secretary. (See Section III.A. of the Handbook.)

The Board has established committees and other representatives to assist the Board in the administration of the Association's activities. The role and composition of the Committees and the such representatives are contained in Sections III.B. through III.H. of this Handbook.

B. Parking

Residents are urged to review the Parking Restrictions contained in Article XVIII of the Association's By-Laws and in Resolution 2.

We have 400 designated parking spaces for the 195 units in our community. Parking is permitted only in spaces marked on the curbs. Parallel parking is not permitted.

Each unit has one reserved parking space, usually located directly in front of the unit. Reserved spaces are designated as such by the word "Reserved" and the corresponding lot number painted on the curb; the owner of that lot (or his tenant) has the exclusive right to park in that space. Any Resident or guest of a Resident may park in the unreserved designated parking spaces throughout the community. Some Residents decide that certain unreserved spaces are theirs exclusively; there is no basis in our documents for this opinion.

Any vehicle parked in violation of the Parking Restrictions is subject to being towed at the owner's risk and expense. Residents are urged to advise guests of the Association's parking rules, and suggest that they park only in unreserved designated spaces or on county streets bordering our community (e.g., Bradwood Street).

C. Trash Service

The Association provides for the collection of trash from each property. Trash collection is on Tuesday and Friday. Recyclables are collected on Tuesdays only. The holidays for the trash contractor are: Thanksgiving, Christmas and New Years Days. If a trash or recycling collection day falls on a holiday, there will be no pickup that day; trash service will resume on the next regularly scheduled pickup day.

Trash must be secured in heavy duty trash bags or trash cans. Trash may not be placed in boxes, grocery store plastic bags or other types of containers. Trash should be placed out **after dark** the day before trash pickup. **NO earlier placement of trash or recyclables is permitted.** Trash may be picked up as early as 6:00 a.m. on collection day. Trash, trash cans and recycling bins are not to be stored on front porches, visible side yards or front yards of homes. Residents should not place trash or recycling bins on the grass. If the home has no curb in front of it, trash and recycling should be placed at the closest available curb on that resident's street. Trash should not be placed on curbs in front of cars; make sure trash is visible to the contractor. Trash cans and recycling bins must have the owner's house number and street on them.

Recycling bins have been provided to each home; the bin is the property of the contractor and the responsibility of the resident. Recycling will be picked up each Tuesday. Newspapers, magazines, mixed paper should be placed in a brown paper bag or bundled and tied with twine and placed in or next to recycling bin. Cardboard and paperboard should be cut to less than three feet square in size, flattened, and placed in or next to recycling bin. #1 and #2 plastic bottles and jars, glass bottles and jars, metal food containers, soda bottles and cans should be rinsed and placed in recycling bins. Dairy tubs, plastic bags such as grocery bags, styrofoam packaging, aluminum foil, foam take out trays, pizza boxes, hardback books, lids/caps/tops, lightbulbs, ceramics, prescription vials, alkaline batteries are not recycling but ordinary trash. Brush and limbs should be not exceed 4 feet in length and 3 inches in diameter and should be put in manageable bundles. Leaves and other small yard debris should be bagged. No recycling should be placed in plastic bags, boxes or containers other than indicated above.

Our contractor will NOT pick up rocks, propane tanks, bricks, construction material, dirt, sod, stone, rocks, cement, tree stumps, limbs over 6 inches in diameter, paint, motor oil, car batteries, tires, dead animals, poisons, dangerous acids, caustics, explosive materials or items too large to be handled by refuse collectors.

The Contractor will remove moving boxes placed at the curb. The Contractor will provide curbside pickup for furniture, extra large amounts of yard debris, mattresses and other large non-ferrous (metal) items. Collection of ferrous metals/white goods (appliances) such as refrigerators, stoves, washers, dryers, etc. and other bulky items will be scheduled by appointment only. There will be an additional charge for white goods. Call customer service at 703-368-0500 for special pickups.

D. Snow Removal

The Association contracts for snow plowing and street sanding services. The contractor automatically plows snow when it reaches a certain depth (2-3 inches). Plowing and sanding are limited to the streets in our community, except that we do plow Bradwood Street to allow for entry/exit by our residents. Snow and ice removal from parking areas and sidewalks is the responsibility of the Residents.

E. The Common Area