

Dominion Square Townhouse Condominium Association Information, Rules and Regulations, Paragraph 18.1 (Revised)

To ensure that repainting is accomplished in an organized manner, the Board has adopted a painting schedule. The schedule requires that all units beginning in 1992 be painted on a four-year cycle (1992, 1996, 2000, 2004, etc.) Effective with Painting Year 2000, painting is to be accomplished between March and September 15th.

However, pursuant to the Bylaws, the Board retains the authority to direct and require unit owners to repaint exterior surfaces at other intervals in order to maintain community appearances.

It is the owner's responsibility to make arrangements to have the painting accomplished on schedule.

Once exterior painting has commenced on a particular unit, it should be completed within 30 days so that the appearance of the community can be maintained with minimum disruption.

If it is determined by the Board that a unit has not been painted within the designated time frame, or that a paint job is incomplete or slipshod, and the unit owner refuses to take corrective measures, the Board will contract for repainting and the unit owner will be assessed for the cost of such repainting. It should be noted that the Board is under no obligation to contract with the "low" bidder. The Board's overriding concern is the appearance and upkeep of the community.

DOMINION SQUARE

INFORMATION,

RULES AND

REGULATIONS.

May 1996

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1.0 The Association

The Dominion Square Townhouse Association (hereinafter referred to as the "Association") is defined as the owners of the twenty-four units in Dominion Square Phase I and the twenty-four units in Dominion Square Phase II. Each unit shares equally in the Association and, regardless of the number of registered owners for a given unit, has one vote in the affairs of the Association.

2.0 Board of Directors

The Dominion Square Board of Directors (hereinafter referred to as the "Board") is composed of a minimum of five (5) and a maximum of nine (9) owners elected to Board membership at each Annual Meeting of the Association. While there is no restriction on consecutive terms, each member of the Board must be elected/re-elected by the Association's membership each year.

The term of the Board is from 1 January to 31 December of the year following its election. In the event a vacancy occurs during an ongoing term, the Board will solicit volunteers from the community and, by simple majority, will elect the replacement member(s) from among the candidates put forward either at the next monthly meeting or at a special meeting called at the discretion of the President of the Board. The term of the replacement member(s) will be the same as that of the originally elected members.

2.1 Officers

The Board will elect its officers at the first meeting of its term. Officers will be elected to the following positions:

President
Vice President
Secretary
Treasurer

The duties of the officers of the Board will be those normally associated with those positions.

2.2 Meetings of the Board

The Board meets approximately once a month. At the discretion of the President of the Board additional meetings may be called as necessary. The monthly meetings are usually held on the third Tuesday of the month. Any owner in the Association is welcome to attend any Board meeting as an observer or to present an issue to the Board. The dates, time and place of the Board's meetings will normally be published in the Association Newsletter. However, since the Association Newsletter may not be published on a regular basis, it is the responsibility of the owner desiring to attend a Board meeting to ascertain its date, time and location. Tenants who wish to address an issue to the Board should do so through the owner of the unit they are renting. In unusual circumstances, tenants may address correspondence to the Board, which will then take the matter raised under consideration.

Attendance at meetings of the Board is a requirement of Board membership. While it is recognized that occasional absences are unavoidable, such absences should be coordinated with the Board to insure that a quorum is available for Board meetings. Two or more consecutive, unexcused absences by a Board member may result in that member being dismissed from the Board and replaced at the discretion of the remainder of the Board. The procedure for replacing dismissed members will be the same as that for filling any other vacancy on the Board.

Membership on the Board requires that serving, or prospective, members remain in good standing. The following are some examples of what might be grounds for a member to be declared not in good standing.

- a. Consistent, or consecutive, failure to pay Association dues on time.
- b. Flagrant and/or continuous disregard for the Association's By-laws and Rules and Regulations.

3.0 Annual Meeting

An Annual Meeting of the Association is held in accordance with the Bylaws of the Association. This meeting is normally scheduled in November. The primary purposes of this meeting are to:

- a. Elect the following year's Board members;
- b. Review and comment on the proposed budget for the upcoming year. (It should be noted that the membership does not approve the Budget; approval of the budget is a fiduciary responsibility of the Board);

- c. Consider and vote on any proposed Bylaw changes; and
- d. Discuss any other issues of common interest.

In accordance with the Association's Bylaws, a meeting announcement is mailed to all owners in advance of the meeting. This notice includes such items as the agenda for the meeting; the proposed Budget for the upcoming year; information about pre-announced candidates for the Board; information on potential Bylaw changes, if any; and information on issues included on the agenda. Proxy forms are also provided for unit owners who are unable to attend the Annual Meeting, but wish to express their views and vote. The signed proxies may be assigned to any member of the Association.

4.0 Communications with the Association

Any comments or questions on the Association's rules, regulations, standards, or on any matter involving the Association may be sent to the Board through the Management Company, **Virginia Management, Inc.**, delivered in person at any of the monthly Board meetings; or presented to any member of the Board for consideration by the full Board.

5.0 Communications by the Association

The Association communicates with the owners/tenants of Dominion Square by means of a periodic Newsletter, occasional flyers, and the U.S. Postal Service.

5.1 Newsletter

On a periodic basis the Association publishes a Newsletter outlining items of interest to the entire community. The editor of the Newsletter is a volunteer solicited from the community by the Board. Since there are not always items of general interest the Newsletter is not published on a specific schedule. Any member of the community wishing to have an item of general interest published may do so by submitting it to the editor of the Newsletter or to any member of the Board, who will pass it on to the editor. It should be noted that the Newsletter is not a commercial activity, and articles offering items for sale will not be accepted.

5.2 Flyers

From time to time events of special interest occur or information that is time sensitive needs to be transmitted to the community. In these cases the Board will publish Flyers that will be placed in the doorway of each unit and in the display boxes located at the mail kiosks in each phase.

5.3 Mail

Certain notifications are for owners only, or are mandated by the Association Bylaws. In these cases the Association will use the U.S. Postal Service to provide these notifications.

6.0 Management Company

The Management Company for Dominion Square is:

VIRGINIA MANAGEMENT INC.
4600 N. Fairfax Drive
Suite 1002
Arlington, Virginia 22203

703/358-0022
FAX 703/358-8897

Communications with the Management Company can be in person, by phone or FAX, and/or through the mail.

7.0 Bylaws.

The Bylaws of the Association are published in accordance with the laws of the State of Virginia. Prior to settlement each owner received a copy of the Bylaws of the Association with any changes thereto. Any owner requiring an additional/replacement copy may order it from the Management Company, which will provide it for the cost of its duplication and postage.

8.0 Shared Areas

The shared areas of the Association are divided into "common elements" and "limited common elements".

8.1 Common Elements

The parking lots and grounds of Dominion Square, including sidewalks, fences, open lawn areas, and landscaped mulch beds comprise Association's

"common elements". These areas are for the general use of the entire community.

8.2 Limited Common Elements

The stairs, stoops, and entranceways to the unit, the fenced-in patio area of each unit, and the assigned parking space for each unit are considered "limited common elements". These areas are designated for the exclusive use of the units to which they are assigned.

8.3 Upkeep

The Association is responsible for the upkeep of all common elements, while the individual unit owners are responsible for the limited common elements assigned to their units. Such upkeep and maintenance includes keeping the limited common elements in a clean and sanitary condition, to include the removal of unsightly weeds and "trash trees" from patio areas. Patio areas are deemed to be unsightly when weeds and/or "trash trees" extend over and/or through the fence.

Unit owners are also responsible for the external upkeep of their individual units. This includes, but is not limited to, roof repair and/or replacement; gutter cleaning, repair and/or replacement; repainting the exterior of their units, to include iron railings and/or metallic flashings on of selected units, according to the schedule published by the Board and with the color scheme approved for each unit.

The Board has adopted procedures and standards applicable to several of the normal chores of owners, and these are to be found in the various sections of this document. The Association will not, therefore, assume the cost of repairs to limited common elements due to the negligence of a unit owner in their proper use and maintenance. Thus, for example, unit owners should ensure that the door in the fence surrounding their patio area is closed when not in use. This will help protect the door latch from being bent out of shape, the hinges from breaking, and the vertical support post from warping and splitting due to excess stress caused by the gate swinging free. Owners should ensure that only the appropriate chemicals (discussed below) are used for snow/ice removal from the stoops/steps in front of their units.

9.0 Condominium Fees

Condominium fees are assessed by the Board as part of its fiduciary responsibility. Payment of the assessed fees is due monthly to the Management Company. To facilitate payment the Management Company will provide to each owner/designated management agent, prior to the first monthly due date, a years worth of monthly payment coupons and necessary address stickers for use in mailing the fees. In addition, the management company offers an electronic plan. Those owners who may be interested in electronic paying should contact the management company for details.

The condominium fees provide the Association with funds to pay costs for water and sewer; repairs and alterations to the common elements; legal and accounting work; lawn, tree, and shrub maintenance; parking area lighting and electricity; snow removal from parking areas and sidewalks; trash service; insurance; supplies; management fees; and miscellaneous expenses. The fees also provide for the Association reserve account(s) which are used for the long term replacement of common element items, as repairing/replacing fences, repaving the parking areas, installing shrubbery, etc.

Since the Association's fiscal health depends upon the payment of these fees, a unit owner's prompt remittance of the condominium assessments is expected. Pursuant to Sections 7.5 and 11.1(d) of the Bylaws of the Association, a \$10.00 late charge will be accrued if the monthly fee is not received within 15 days of the due date. If legal action becomes necessary, the amount due to the Association, both fees and late charges, shall bear interest from the first date due until paid at a rate of 18% per annum. Additionally the Board reserves the right to recover legal fees.

10.0 Parking

Parking is perhaps the most aggravating element of Association living. Courtesy and compliance with the rules are required of each and every member of the community, owners and renters alike. Each member of the Board has been empowered to enforce the parking rules of the Association and has the authority to enforce the rules by authorizing the towing of vehicles parked in unauthorized areas, in reserved spaces without the permission of the unit resident assigned that space, or in visitor spaces without displaying an approved Dominion Square parking permit. The Board also has been granted, through the Bylaws, the authority to change the allocation of parking spaces if it deems such changes are in the interest of harmonious living.

Parking at Dominion Square is very limited. It consists of assigned spaces and a few extra spaces designated as "Visitor Parking".

10.1 Assigned Spaces

In accordance with the Bylaws, the Association has designated individual parking spaces to specific units. Each such space is marked with a letter of the alphabet. Each unit in the Association will have an assigned lettered parking space, except for units 3301 and 3341. These units have limited common element driveway approaches that are of sufficient length to allow no impediment to pedestrian traffic along the sidewalks when a vehicle is parked there. As such, these limited common element drives are the designated reserved parking for units 3301 and 3341.

Vehicles other than those belonging to a specific unit, or those parking in that unit's assigned space with the permission of the unit resident, are subject to towing. A unit owner/resident who discovers an unauthorized vehicle parked in his/her unit's assigned space should immediately contact a Board member who will make the necessary arrangements to have the vehicle towed. It should be noted that **ONLY** Board members have the authority to have a vehicle towed.

10.2 "Visitor" Parking

Unassigned spaces are marked "Visitor". There are strict limits as to the use of these spaces and vehicles parked in violation are subject to immediate towing. The rules for the use of these spaces are outlined below.

Each unit has been issued a Dominion Square parking permit. Any vehicle parked in one of the spaces marked "Visitor" must display one of these parking permits. The permit should be either hung from the rear view or placed in clear sight on the dash of the vehicle. It is the responsibility of each unit owner/tenant to ensure that guests using a "Visitor" spot are provided with a parking permit, and that it is displayed as stated above. Vehicles not displaying a valid Dominion Square parking permit are subject to towing **without further notice**. Courtesy warnings will normally **NOT** be given.

Dominion Square residents who observe vehicles parking in "Visitor" spaces without the appropriate permit may contact a Board member, who will make arrangements for the towing of the vehicle.

10.3 Parking Permits

Parking permits are serialized. They are issued to individual units and accounted for by that serial number. Broken permits may be replaced by contacting the Board and turning in the remnants of the broken permit. If the serial number of the broken permit can be identified, the permit will be replaced at no cost. If the serial number can not be identified, the permit will be deemed to have been lost. Lost permits will be replaced only after the payment of a \$25.00 replacement charge.

10.4 Storage of Vehicles

Whether or not a vehicle is displaying a valid Dominion Square parking permit, it is not permitted to be stored in a "Visitor" space. The Board has defined storage to be presence in a "Visitor" for a period in excess of two weeks. Since twenty-four hour monitoring is not readily feasible, intermittent observance of a vehicle in the same "Visitor" parking space for a two week period by one or more Board members is sufficient to indicate "storage".

In addition, vehicles parked in any parking space, assigned or visitor, with expired state tags and/or inspection stickers or expired county stickers are considered "stored". Vehicles in this category will be towed upon two weeks notice. For purposes of this rule, notification is defined as the placing of a notice on the windshield of the vehicle in question.

10.5 Covering of Vehicles

The use of vehicle (dust) covers on vehicles parked in "Visitor" spaces in NOT permitted.

10.6 Other

Aside from the two categories of parking spaces discussed above there is no parking permitted anywhere else in the parking lots. Standing to load or unload at the yellow curbs along the East side of both phases of Dominion Square is permitted for brief periods of time. Vehicles "Standing" unattended for periods of 30 minutes or more will be considered Parked and, as such, are subject to Towing.

At no time will vehicles be permitted to park in the designated fire lanes. The Arlington County Fire Department has designated the West side of the narrow passage between the two phases of Dominion Square as a fire lane.

This is the area along the fence line separating Dominion Square from the swimming pool belonging to Dominion Towers. This posted fire lane is subject to enforcement by the County's police and fire departments, and vehicles parked there are subject to fines by the County as well as to towing by either the County or the Association.

11.0 Grounds Care

As part of its annual budget, the Association contracts for lawn mowing, and shrub and tree care. In an attempt to keep these costs down, the Association solicits the assistance of the unit owners/tenants in ensuring that the front lawns and garden plants are adequately watered, particularly during the hot season and when new plants are planted. Failure by the owners/tenants to assist in this endeavor could result in Board action to reduce the number of shrubs and plants, or eliminate them altogether, or to contract for a watering service. The former would detract from the overall attractiveness of the grounds and potentially reduce resale values, while the latter represents an additional cost to the Association.

Faucets are available on the front of each unit of Dominion Square. The valves to turn water supply for these faucets on and off are generally located under the unit's kitchen sink, or in the "utility" room. (Note: The outdoor water supply should be turned off during the winter months to avoid pipe freezing.) Unit owners without a hose may borrow one from the Association. Hoses are kept in the storage shed located next to unit 3352 in Phase I. It is requested that hoses be returned promptly for use by other residents. Access to the storage shed may be gained by contacting a member of the Board.

Every effort will be made by the Board to inform unit owners/tenants when new plants are to be planted, however, residents are asked to be especially observant during the spring and fall planting seasons.

12.0 Private Vegetable/Flower Gardens

The planting of appropriate flowers in the front mulch beds is encouraged. It should be noted that the planting of such flowers brings with it the responsibility to maintain them in a neat, orderly manner.

Private gardens in the East woodlot common element are allowed under certain circumstances. However, in no way should they become a

nuisance to the Association, cause a safety hazard, or result in additional maintenance costs to the Association.

To preclude some of the problems that have arisen in the past, the rules listed below will apply to any gardens in the East common element woodlot.

a. No garden, whether vegetable or flower, can be planted in the common element without specific **PRIOR** Board.

b. A limited area will be designated by the Board prior to May of each year in which residents wishing to maintain a garden may do so.

c. Individuals wishing to maintain a garden plot must request permission from the Board, in writing, prior to May of each year.

d. Assignment of the plots will be on a first come, first issued basis, until the limited area assigned to garden plots is allocated.

e. A previously established garden may be considered for "grandfathering" upon written request to the Board from the original planter of the garden. Such request will normally receive favorable consideration from the Board provided that the garden is properly maintained and does not present a safety hazard.

f. Any "grandfathering" will be reconsidered on a yearly basis, and will not convey to a new resident.

g. All gardens in the common element will be kept in a neat, orderly fashion at all time. The Board reserves the right to inspect any plot at any time, and take whatever action it deems necessary to correct unsightly or unsafe conditions.

h. All gardens, old, grandfathered or new, must be restored at the end of each growing/harvesting period. Restoration will consist of removing all vestiges of vegetation; resodding, **not just** reseeding, the plot; and refilling the plot with soil, if necessary, to bring the sod level even with that of the surrounding grass. Restoration will be at the expense of the resident using the plot.

i. Failure to restore the plot at the end of the season will cause the Board to take action to restore the plot and bill its user. Failure to respond to the billing may result in legal action by the Board. If legal action

becomes necessary, the amount due to the Association shall bear interest from the first date due until paid at a rate of 18% per annum, plus legal fees.

j. Failure to restore the plot will also result in the Board not looking favorably on future requests for use of a garden plot.

13.0 Snow/Ice Removal

The Association contracts for the removal of snow and ice from the common element parking lots and sidewalks. Individual owners/tenants are responsible for snow and ice removal from their front doors to the sidewalks. For this purpose appropriate supplies are provided in the trash sheds located in both Phases I & II. These supplies include sand, calcium chloride, and urea and are available to all residents for the taking.

The use of rock salt is prohibited. Rock salt causes excess deterioration of the concrete and chemically poisons the surrounding plants. Calcium chloride will do just as good a job of assisting in the removal of snow and ice, without the harmful side effects.

14.0 Common Element Storage

As a general rule, no firewood, furniture, appliances, or other items may be stored in any common element at any time.

As stated previously, the one major exception is the temporary storage of construction material. Construction materials for Board approved projects may be stored in designated a common element site with prior, written Board approval. This storage is limited to 60 days, and the owner in question is responsible for restoring the common element to its original state, to include any expenses to do accomplish the restoration.

15.0 Leases

Section 7.7(6) of the Bylaws of the Association governs the use of units for rental purposes. All leases should contain a provision requiring the tenants to abide by the Association's Bylaws and these rules, regulations, and standards. The Board has adopted a recommended lease provision, which may be obtained from the Management Company.

In addition, a copy of each lease must be forwarded promptly upon execution to the Secretary of the Association, for forwarding to the

Management Company, or to the Management Company directly. The Board may impose a fine for non-compliance with this requirement. Information for emergency use of the Board, including the number of tenants, a name and phone number in the unit, and vehicle information must also be provided with the copy of the lease.

To ensure that tenants are familiar with the rules of the Association, upon receipt of a copy of the lease the Management Company will provide each leasee with a "Renter's Package," including a copy of the Bylaws and a copy of this document.

It must be emphasized that unit owners are responsible for their tenants behavior, and that damage caused by ignorance or negligence on the part of the tenant will have to be redressed by the unit owner.

16.0 Pets in the Development

The Board requests that, on an annual basis, owners of pets notify the Association of the presence of their pets, both dogs and cats, to facilitate the identification of wandering animals and to protect the community from nuisances. Appropriate forms for such information will be provided to the residents by the Management Company upon request.

Dominion Square is one of the few townhouse condominium association communities that does not severely restrict pets. However, common courtesy is still required. At its meeting on May 3, 1984, the Board adopted a resolution requiring that resident dog owners comply with the Arlington County leash laws while walking their dogs through the development, i.e., a dog should be physically restrained on a leash while transiting the common elements of the Association, and fecal matter shall be immediately picked up by the dog walker. When in the East woodlot, a dog need not be on a leash. However, the walker must be in attendance at all times when the animal is in this common element, and efforts must be made to ensure that the dog is not becoming a nuisance to others. Further, dog walkers are expected to prevent their dogs from urinating on the front lawns, plants, trees and stoops of the Association.

17.0 Trash Disposal.

Because we are a private condominium association we are required by County regulation to use private contractors to effect trash removal. The Board provides for this service as part of the normal yearly budget process and uses a portion of the monthly dues to pay for it..

17.1 Normal Removal

Trash is removed six times weekly, Monday through Saturday, from the trash receptacles provided by the Association and located in the trash sheds located next to the Dominion Towers swimming pool in both phases of the Association. Separate containers are also provided for recycling newspapers and glass, metal and plastic bottles and cans. There are plainly marked separate containers for newspaper and other recyclable. Non-recyclable trash and garbage should be disposed of in the appropriate containers in tied plastic bags. Large cardboard boxes should be broken down before disposal.

Every attempt should be made to keep the trash sheds tidy. Remember that someone else has to clean up any mess made.

Arrangements for the removal of unusually large amounts of trash, or seasonal trash, such as Christmas trees, can be made through the Management Company. Any additional pickup charges will be assessed to the resident requesting a special pickup.

Residents must make their own arrangements for the removal of construction material, old rugs, furniture, appliances and hazardous and/or combustible liquids and materials.

Residents who fail to comply with these trash regulations may be assessed for the costs incurred in correcting any resulting problems.

17.2 Moving In/Out.

Because moving in/out creates excess trash, particularly empty boxes, anyone (owner or tenant) moving into or out of Dominion Square is responsible for calling the Management Company so that extra trash pickups can be arranged. Any additional charges incurred for non-scheduled pickup(s) will be billed to the party moving in/out.

18.0 Exterior Painting of Units

It is the responsibility of each unit owner to ensure that the painted exterior surfaces of his/her unit are always satisfactorily maintained.

18.1 Painting Schedule

In 1990, to ensure that repainting is accomplished on an organized manner, the Board revised the previous repainting schedule. The new schedule requires that all units be repainted on a four-year cycle beginning in 1992. Painting is to be accomplished between March and October of those years when it is due.

However, pursuant to the Bylaws, the Board retains the authority to direct and require unit owners to repaint exterior surfaces at other intervals in order to maintain community appearances.

It is the owner's responsibility to make arrangements to have the painting accomplished on schedule.

Once exterior painting has commenced on a particular unit, it should be completed within 30 days so that the appearance of the community can be maintained with minimum disruption.

If it is determined by the Board that a unit has not been painted within the designated time frame, or that a paint job is incomplete or slipshod, and the unit owner refuses to take corrective measures, the Board will contract for repainting and the unit owner will be assessed for the cost of such repainting. It should be noted that the Board is under no obligation the contract with the "low" bidder. The Board's overriding concern is the appearance and upkeep of the community.

18.2 Standards

Unit owners must repaint in the existing color combinations or submit requests to the Board in writing to change their color combinations. The written request must be submitted with sufficient lead time for the Board to act on them at its next regular meeting, prior to the scheduled commencement of painting. A color combination change can only be considered approved after receipt of written notification of approval from the Board.

Attachment A to this document is the current list of approved color combinations. From time to time this list may be changed. Owners wishing to verify the approved color combination for their unit should contact the Management Company. Twin units (e.g., 3303 - 3305, 3343 - 3345, 3309 - 3311, 3328 - 3330, etc.) must be painted identically. In the event of a disagreement between adjacent owners of such twin units, the color scheme to be used will be the original colors as noted in the list.

To ensure an acceptable mix of colors among units, the Board will not permit more than six (6) units to use the same color scheme. The use of the color schemes will be on a first-come, first-served basis. A unit owner whose first choice has been completely reserved may make an alternative selection, subject to the same conditions. Unit owners will be notified in writing whether or not their request for a color combination change has been approved, or whether a modification to their request is necessary.

The Board reserves the right to request that a unit owner choose another color combination or retain the original color scheme. The Board also reserves the right to request that the color combination of a unit (or a pair of units) be changed at the next painting cycle if the existing combination is deemed not suitable to the community's overall appearance. If such a change is dictated, the unit owner(s) or management agent(s) will be advised in writing prior to March 1st in the year painting is required.

-Storm doors will be painted the same color as the units existing front door, or that of the surrounding trim. All windows must be painted to match the surface where the window is mounted.

Rain gutters and down spouts are to be painted the same color as the trim of the adjacent surfaces. All vents are to be painted the same color as adjacent surfaces.

19.0 Modifications to the Exterior of a Unit

The key rule to remember is that modifications of any kind to the exterior or outward appearance of any unit are prohibited without the prior written approval by the Board. This includes, but is not limited to:

- a. The erection of any structure such as storage sheds, tool sheds, greenhouses.
- b. The construction of any patio, deck, or other similar items, whether or not visible from outside the patio fence.
- c. The installation of any device on the exterior of the unit, including the area within the window.
- d. The alteration or removal of any exterior surface, including repainting of any painted surfaces except in a color, shade and tone the same as the previously existing paint.

e. The planting, replanting, or rearrangement of any plant life visible from another unit or the parking lot (excluding flowers planted in mulch beds).

Violations of this requirement for prior approval have caused considerable consternation in the past and remain, next to parking issues, the main sticking point of community life.

19.1 Procedures for Approval

The following procedures are designed to provide a framework through which a unit owner may petition the Board to effect a change or modification to the exterior of his/her unit or to the limited common element assigned to that unit.

Any unit owner who seeks to modify or alter the exterior design, color or appearance of his/her unit or the limited common elements to which he/she is entitled for his/her exclusive use and enjoyment, or who wishes to make any changes whatsoever that may affect the common grounds or the appearance of the community must petition the Board prior to such action, unless otherwise expressly permitted in the standards listed below.

All such petitions must be in writing and include all information necessary for the Board to take action. Necessary data would include, but not be limited to, height, width, length, size, shape, color and location of the proposed change. The submission of photographs or sketches to aid the Board in its consideration is encouraged, and, in some cases, may be required.

All written requests will be considered at a regular Board meeting, usually within 30 days of receipt of the request. As with all Board meetings, the owner requesting the modification is welcome at the Board's discussions on the proposed change. Regardless of the Board's action, written notification of approval or disapproval of the request will be forwarded to the owner.

An owner requesting a modification that requires a County permit to proceed will receive favorable approval in a two step process. If the Board accepts the owners proposal, he/she will be given permission to proceed with the County permit process. When the owner receives the necessary permit(s), he/she will notify the Board, which will then render final approval of the request. It is acceptable to the Board if the owner wishes to submit a County permit with his/her original request for modification.

However, an already approved County permit does not guarantee favorable action by the Board.

At no time will the Board entertain an architectural change from a tenant. Tenants desiring to request a change should do so through the unit's owner or the owner's authorized agent.

Nothing in this section, or elsewhere, gives any owner, owner agent or tenant the right to take any action that will modify or alter any portion of the common elements or limited common elements of the Association without prior written approval of the Board.

19.2 Standards

The standards described below address a variety of items and set forth the criteria for certain permitted alternatives which are consistent with the community's Bylaws and architectural standards.

Architectural standards have been developed by the Board to establish norms for the Dominion Square community. These standards supplement the Bylaws, which are part of the condominium documents. All unit owners/tenants must comply with the Bylaws as supplemented by these standards.

While some owners may feel that the standards deal with minute details, it is the Board's judgment that such matters are appropriate to maintain the appearance of the community.

One general standard is that no modification of any type may extend into the common elements of the community. Another is that no item may be visible over the top of a fence, other than an umbrella, temporary sun screen, or approved plants or trees.

Standards and rules that have been developed to date for specific types of modifications are listed below. If a modification desired by a unit owner is not addressed by these established standards, the Board will impose, on a case-by-case basis, its best judgment as to what is appropriate for the community.

19.2.1 Storage Sheds. Any proposal for the erection of a storage shed in the enclosed patio area in the rear of a unit, which is a limited common element, must be submitted, in writing, to the Board for approval prior to construction and/or installation.

Basic standards have been established for storage sheds, and it should be noted that the Board will deny any proposal that fails to follow the following standards:

- a. No shed may be taller than the privacy fence.
- b. All sheds that are generally visible to neighbors, or to the community, should be consistent with the appearance and style of fencing in the development.
- c. Any approved shed must be constructed in a professional manner or must be of a standard prefabricated design.
- d. All sheds must be properly maintained.
- e. Under no circumstances may a shed be attached to any of the privacy fences. (See Section 20.0 Fences, for details on the required distance between structures and the fence.)

The existence of these general standards does not eliminate the requirement to receive written Board approval prior to erecting a shed.

19.2.2 Patios and Decks.

Any proposal for the construction of a patio or deck in the enclosed area in the rear of a unit must be submitted to the Board for approval prior to construction. Since utilities, such as water, electric and sewer, are located underground in the rear patio areas of units, any repairs may require the removal of all, or part of, the deck/patio. The Board is not responsible for any resulting damages, or for the repair of such damages to patios or decks if access to these utilities becomes necessary.

No general standards exist for patios or decks, and several designs have been approved in the past. However, any patio or deck must be constructed in a professional manner according to code requirements, and all patios and decks must be properly maintained and kept in a clean and sanitary condition. They may not be attached in any way to the units themselves or to the fencing surrounded the patio area. (See Section 20.0 Fencing, for more details concerning the fencing.)

It is the owner's responsibility to contact "Miss Utility" to establish the location of any underground lines, and to secure any necessary permits from the County.

19.2.3 Storm/Screen Doors.

Effective August 18, 1983, the Board approved the installation by unit owners of front storm doors of the "full view" or "single light" type of construction, with no crossbuck, crossbar or extra ornamentation. Any unit owner installing such a storm door must order it, or paint it, to match either the color of the unit's existing front door or the surrounding wood trim.

The installation of rear storm doors are not considered an architectural change and does not require Board approval. However, the same painting standards that apply to the front storm door, apply equally to the rear storm door.

19.2.4 Storm Windows.

Any proposal for the installation of storm windows on a unit must be submitted to the Board for approval prior to construction.

While official standards have not been promulgated by the Board relative to storm windows, the following characteristics are viewed as a minimum for approval.

- a. Frames of storm windows must be narrow, not to exceed 3.5" in width.
- b. The frames must be paintable and must be painted to match the window frame color at the time of the installation.
- c. The windows must be of the 50/50, upper/lower split type.
- d. Full screens are preferred.

19.3 Construction Timetables

In order to ensure timely completion of any approved construction, the Association has established a time limit of sixty (60) days from the date of the delivery of materials or commencement of work, whichever comes first, by which the construction must be completed. Extensions will only be granted by the Board on a case-by-case basis, and then only due to unusual circumstances.

No construction materials may be stored in any common element without prior approval of the Board. Residents who are granted approval of the Board to temporarily store articles in a common element for purposes such as construction are required to restore the common element to its original condition after removal of the items. Arrangements must be made for the disposal of bricks, boards, and other construction materials, since it is not permissible to discard these items in the trash receptacles.

20.0 Fences.

Fencing is provided as part of the common element of the Association and falls into two categories: barrier fencing separating Association property from the surrounding community, and privacy fencing provided around the back patios of each unit. In both cases, maintenance of the fencing is the responsibility of the Board.

Access to the fences to perform periodic scheduled maintenance and/or repair must be preserved. No permanent or semi-permanent structure may be attached to the fencing in any way. When such things as Board approved patios and/or sheds are installed or upgraded, there must be a four inch separation between the items and the fences.

The hanging of small items such as flower pots and wind chimes inside of the fencing in a unit's patio area is permitted. The use of small metal or plastic hangers to accomplish the mounting is also permissible. Such hangers will be either black or of an earth tone color that does not clash with the fencing. The painting, cleaning and other maintenance of the hangers, flower pots, etc. is the responsibility of the owner/tenant. The Board reserves the right to remove any hangers, flowers pots, chime, etc., if necessary, during the course of normal and/or emergency maintenance of the fencing. The reinstallation of such items, if desired, is the responsibility of the resident(s).

The painting of fencing is **NOT** permitted at any time. **NO** exceptions to this rule will be entertained by the Board.

21.0 Hoses

If a hose is kept connected to the outside spigot in the front of a unit during the summer, and is generally visible, the unit owner/tenant should make every effort to neatly store the hose close to the residence. Such hoses must be removed from the tap and the front of the unit during the winter.

22.0 Decorative Flowers/Ornamental Plants in Pots

It is permissible to place neatly maintained flower pots with flowers or ornamental plants on the front steps of the various units. Any such pots should be located so as not to become a safety hazard.

23.0 Planting of Shrubs, Plants and Flowers

No shrubs or plants can be added to the existing mulch beds in the front of units, or to any common element of the development without prior approval of the Board. (See paragraph 11.0, Grounds Care.) However, residents are permitted and encouraged to enhance the existing mulch beds in the front of their units by the planting of flowers. Residents are responsible for neatly maintaining any flowers they have planted in the mulch beds.

Certain plants and shrubs may cause damage to patios or foundations if not planted in containers, or planted too close to a foundation. For example, bamboo planting is NOT permitted in the community due to its pervasive root structure. Owners are responsible for any expense to the Association due to plantings or other patio area alterations which hinder access to pipes, fences, or foundations, or any other such limited common elements which is the responsibility of the Association under the Bylaws. Owners are encouraged to seek information from the Board for intended specific planting.

24.0 Signage

As a general rule no signage is authorized within the community. Based on input from various owners the Board has authorized the following exceptions.

24.1 Display of "For Sale" Signs

Effective February 2, 1984, the Board authorized any unit owner whose home is on the market to post one realty company "For Sale" sign on the "lawn" area in front of the unit during the period of listing. The realty sign must be removed promptly upon termination of the listing. The affixing of auxiliary signs such as "Sold," "Under Contract," etc. onto the realty sign is strictly prohibited. Units without a "lawn" may affix the aforementioned sign to the railing leading up to the front door or to the garage door. In accordance with Arlington County regulations, a realty sign should not

exceed four (4) square feet in area, nor should it be attached to a post or frame higher than three (3) feet. Because of the amount of damage caused to plants, mulch beds, and shrubs, the use of scaffolding type display signs is prohibited. The realty sign should not obstruct the sidewalk or any common element.

The provisions for realty signs are inclusive of units which are for "Sale by Owner".

In addition, one sign may be placed in the window of the unit for sale.

No realty sign shall be posted at the entrances to the development except in the case of an "Open House." Such signs may be installed on the day of the "Open House" and must be removed promptly at the end of the day.

The unit owner is responsible for restoring/repairing any damaged caused by the placing of the sign.

24.2 Display of "For Rent" Signs

A single "For Rent" signs may only be displayed in a front window, facing the parking area, of the unit for rent.

24.3 Security Signs

Based on the concerns of several members of the community, the Board has adopted the following standard with regard to "Security Signs."

A single security sign; i.e., one displaying anyone of several security company's logo, may be attached to the gate leading to the patio area of any unit. The sign should not exceed ten (10) inches across, and be mounted in such a manner that it may be easily removed in the event fence maintenance is required. Reinstallation, if desired, is an owner responsibility. Window appliques, roughly on the order of 1 1/2 by 3 inches, may be applied on the inside of windows at the owners discretion.

The use of pole mounted security signs, placed in the limited common element is prohibited.

ATTACHMENT A

DOMINION SQUARE TOWNHOUSE APPROVED COLOR COMBINATIONS			
UNIT(S) BRAND	FRONT DOOR & SHUTTERS	REAR DOOR	TRIM
3301 Duron	Chestnut Brown	Leighton Ivory	Leighton Ivory
3303 & 3305 Duron	Black	Federalist Gold	Federalist Gold
3307 Duron	Sierra Brown	Ivory	Ivory
3309 & 3311 Duron	Chestnut Brown	Homestead White	Homestead White
3313 Duron	Chestnut Brown	Ivory	Ivory
3317 Duron	Sierra Brown	San Tan	San Tan
3319 & 3321 Duron	Georgetown Green	Jade Cream	Jade Cream
3323	Special Mix (Red) (???)	Special Mix	Special Mix (Gray) (Gray)
3325 & 3327 Duron	Black	Homestead White	Homestead White
3329 Duron	Harvest Spice	Ivory	Ivory
3341 Duron	San Tan (Door) Light Buckskin* (Shutters) Black * (1/2 White & 1/2	Homestead White <i>white</i> Light Buckskin)	Light Buckskin* <i>white</i>
3343 & 3345 Duron	Sierra Brown	Ivory	Ivory
3347 Pittsburgh	Mayflower Blue	Shenandoah	Shenandoah
3349 & 3351 Pittsburgh	New England Red	Slate Stone	Slate Stone
3353 Duron	Black	Homestead White	Homestead White
3355 & 3357 (???)	Blue Green (Custom Mix)	Cream (Custom Mix)	Cream (Custom Mix)

DOMINION SQUARE TOWNHOMES
APPROVED COLOR COMBINATIONS
(con't)

3359 Pittsburgh	Mayflower Blue <i>Black</i>	Slate Stone <i>Homestead White</i>	Slate Stone <i>Homestead White</i>
3310 Duron	Chestnut Brown	Light Buckskin	Light Buckskin
3312 & 3314 Pittsburgh	Mayflower Blue	Slate Stone	Slate Stone
3316 Duron	Chestnut Brown	Light Buckskin	Light Buckskin
3318 & 3320 Duron	Yorktown Brown	Homestead White	Homestead White
3322 Duron	Chestnut Brown	Light Buckskin	Light Buckskin
3326 Duron	Chestnut Brown	Leighton Ivory	Leighton Ivory
3328 & 3330 Duron	Charter Gold	Federalist Gold	Federalist Gold
3332 Duron	Chestnut Brown	Light Buckskin	Light Buckskin
3334 & 3336 Duron	Black	Leighton Ivory	Leighton Ivory
3338 Duron	Sierra Brown	Ivory	Ivory
3354 & 3356 Duron	Chestnut Brown	Homestead White	Homestead White
3358 Duron	Georgetown Green	Chesapeake Green	Chesapeake Green
3360 & 3362 Duron	Chestnut Brown	Light Buckskin	Light Buckskin
3364 Duron	Chestnut Brown	Leighton Ivory	Leighton Ivory
3366 & 3368 Duron	Yorktown Brown	Homestead White	Homestead White
3370 Duron	Chestnut Brown	Leighton White	Leighton White

All iron railings are to be painted Black.

All flashings are to be painted Chestnut Brown.

Storm/Screen door must be the same color as the door, or the doorway trim, where it is mounted. Storm windows must be the same color as the window trim where mounted.

ATTACHMENT B
DOMINION SQUARE TOWNHOUSE
PARKING ASSIGNMENTS

Table B-1

NUMERICAL LISTING BY PHASE							
PHASE I (S. 2nd Street)				PHASE II (S. 5th Street)			
3310	A	3336	X	3301	*	3327	U
3312	D	3338	Y	3303	B	3329	V
3314	E	3352	R	3305	C	3341	*
3316	H	3354	P	3307	H	3343	A
3318	I	3356	O	3309	G	3345	D
3320	L	3358	M	3311	J	3347	E
3322	U	3360	K	3313	K	3349	F
3326	Q	3362	J	3317	O	3351	I
3328	S	3364	G	3319	P	3353	L
3330	T	3366	F	3321	R	3355	M
3332	V	3368	C	3323	S	3357	N
3334	W	3370	B	3325	T	3359	Q

* Limited common element Driveways are assigned as parking space.

Table B-2

ALPHBETICAL LISTING BY PHASE							
PHASE I (S. 2nd Street)				PHASE II (S. 5th Street)			
A	3310	M	3358	A	3343	M	3355
B	3370	O	3356	B	3303	N	3357
C	3368	P	3354	C	3305	O	3317
D	3312	Q	3326	D	3345	P	3319
E	3314	R	3352	E	3347	Q	3359
F	3366	S	3328	F	3349	R	3321
G	3364	T	3330	G	3309	S	3323
H	3316	U	3322	H	3307	T	3325
I	3318	V	3332	I	3351	U	3327
J	3362	W	3334	J	3311	V	3329
K	3360	X	3336	K	3313		
L	3320	Y	3338	L	3353		