



BUILDING CAPTAIN'S HANDBOOK

**SOUTH MEADOWS, A CONDOMINIUM
CYRENE BOULEVARD AND FORDSON ROAD
ALEXANDRIA, VIRGINIA 22306**

October 2013



WELCOME TO SOUTH MEADOWS!

The Board of Directors of South Meadows, a Condominium would like to welcome you to our community. We hope you will enjoy living here.

Please take a few minutes to read the attached information and familiarize yourself with the rules and regulations which govern our community. Also visit our website at www.SouthMeadows.org for current community news and information.

If you have any questions, please feel free to call Klingbeil, Powell and Alrutz, Inc. (KPA), the company that manages our property. KPA's telephone number is 703-532-5005.

If you are the unit owner, please sign up on the Senearthco web-based community information site. To set up your account, call Randy Lebson at 703-532-5005 x14. Once you receive your login information, please proceed to the login screen for Senearthco via www.kpalink.com.



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LIVING IN A CONDOMINIUM COMMUNITY

Like apartment tenants, condominium residents share walls, floors/ceilings, hallways, entrances and parking areas with their neighbors. Respect for other people's right to the quiet enjoyment of their homes is part of the arrangement. Your neighbors will appreciate, and hopefully reciprocate, your efforts to turn down the volume, walk softly, close your doors quietly and limit your vacuuming to reasonable hours.

Condominium owners are bound by the association's covenants, conditions and restrictions. These thick legal documents cover everything from special assessments and the election of the association's officers to the allocation of parking spaces and the use of recreational facilities. Owners who fail to follow the rules may be charged a fee, and most associations have the power to attach a lien to an owner's property if the fees or assessments aren't paid. Your willingness to follow the rules and regulations greatly impacts your enjoyment of your new home.

Single-family homeowners needn't consult their neighbors about financial decisions with respect to their own property. Condominium owners, however, are represented by elected Board Members who review and manage the South Meadows property. All residents are welcome to attend the board meetings held on the second Wednesday of each month, details of when and

where these meetings will be held will be posted on the cork board within each condo building approximately one week prior to the meeting date. Whether you are interested in applying for one of the elected positions or resident committees or just want to find out more about the inner workings of the South Meadows Community we encourage you to attend one of our monthly meetings and introduce yourself.

When you become a part of a condominium community, one of the most important things you can do is participate in the inner workings of the community. You can do this in a number of ways -- run for a vacant seat on the Board, join one of the established committees; or, if you and your neighbors identify a particular need, submit the appropriate documentation to the Board of Directors to establish a new committee. However, your lack of participation will be noticed when things that will benefit the community as a whole never bear fruit. If you are willing to pitch in, you will earn the gratitude and respect of your fellow neighbors.



GENERAL INFORMATION



SAFETY AND SECURITY

South Meadows started a Neighborhood Watch Committee to promote a safe and secure community. Alarm systems for the units and cars are the surest bet for keeping ourselves and our property safe, but there are a number of things in addition to alarm systems that residents can do to deter crime here at South Meadows. Everyone should watch for unusual activities in the neighborhood - suspicious looking strangers on foot and in vehicles. We also encourage first floor occupants to leave their patio lights on at night to deter burglars.

Ground floor residents should be especially careful of leaving expensive property on their patios. Whenever possible, bicycles should be stored in your storage closet. Hanging bikes from a heavy duty hook from your ceiling stud in the closet will protect your bicycle and save storage space. Patio furniture can also be stored in the storage closet during the off-season.

These are a few practical, common sense steps you can take to safeguard yourself and your property:

- ❑ Be sure to lock your doors and windows, even for a brief trip to the store or to visit a neighbor.

- ❑ Always use your deadbolt locks.

- ❑ Do not put objects in the building entrance door to keep it open. Not only does it provide access to trespassers, but it also damages the sensors that are connected to the electronic entry system.

- ❑ Be sure not to let strangers into the building. Someone might use the excuse of ringing the wrong bell in order to gain access to the building to perpetrate a crime.

- ❑ Window locks can be opened from the outside by savvy burglars. To secure your windows - especially on the ground floor --consider getting inexpensive spring-loaded tension curtain rods and inserting them vertically at the side of the upper half of the window to prevent anyone from raising the lower window from the outside.

The Fairfax County Police Department encourages homeowners to take advantage of their expertise to help you make your home safe from crime. A guide to home security, prepared by the Department, is available upon request. South Meadows' Neighborhood Watch Committee is always in

search of volunteers. Watch the bulletin board in your building for notice of the next scheduled meeting of the Neighborhood Watch Committee. Call 911 for the Fairfax County Police immediately if you suspect that something criminal is about to happen.

The Neighborhood Watch Committee was created to keep our community informed of security issues and to help prevent vandalism to our homes, automobiles and other property. The Committee is concerned with a variety of issues such as door locks, sufficient lighting, and our Neighborhood Watch Program. The program's effectiveness depends on the amount of community participation. Like other Neighborhood Watch Programs in our area, ours is sponsored by the Fairfax County Police Department. Here are three ways you can become a part of the program:

1. **Citizen Patrol** -- Join with your neighbors in volunteering your eyes and ears on a regular basis to watch your neighborhood and report anything suspicious to the Fairfax County Police.



2. **Free Home Security Inspection** -- A qualified, trained Fairfax County Police officer or auxiliary officer will inspect the locks, doors and windows of your home with you at no cost to you. Call the Mount Vernon District Station Crime Prevention Unit at 703-360-8928 to arrange a free home inspection.

3. **Property Identification** -- A Fairfax County Police Officer will instruct you on how to properly mark your property so it can be identified and how to make an inventory of your valuables.

We urge you to become involved with the Neighborhood Watch Program. If you are interested in being part of the Neighborhood Watch Committee, please call the South Meadows voice message system at 703-912-4032.

DOOR ENTRY SYSTEM

The door entry system, when used properly, helps us to protect ourselves and our property. The system is connected to your telephone. When a visitor rings your telephone using the keypad outside of the building, you may open the door by pressing "9" on your telephone keypad. Do not prop the door open by putting things into the space where the hinges are attached to the door. This damages the sensors, thus, causing the entry system to malfunction.

COMMUNITY LIVING

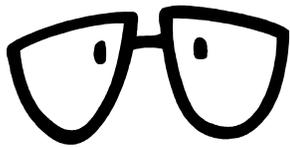
Board and Committee members often receive phone calls about situations that should **FIRST** be reported to other sources. Here are a few examples of common incidents and who should take care of them.

KPA Electronic entry system is not working
Lock on the building entrance door is damaged
Someone is not cleaning up after their pet
Existing or potential damage to the property
Balcony or patio that is an eyesore

FAIRFAX COUNTY POLICE Trespassers on the property
Cars parked in fire lanes
Stray animals
Vandalism/Destruction of property
Excessive noise*
Illegal grilling/cooking

YOUR RESPONSIBILITY Lock is broken on the door to your unit
Your toilet overflows
Your washer water hose breaks
Your car is towed
Someone is parked in your numbered space
(Call the towing company)

*Noise in our community can be a sensitive issue, and each person has a different noise tolerance level. First, ask yourself -- Am I being reasonable in my expectations of peace and quiet in a condominium environment? None of the buildings here are totally sound proof, and, every movement we make in our units create the sounds of everyday living. If you have a noisy neighbor, talk to your neighbor in a polite manner about the excessive noise. Most times, our neighbors are not aware that someone is being disturbed. Also, please try to avoid heavy walking, running, moving furniture and playing loud music. These sounds are disturbing to most people, especially at night. If you are having problems with a very noisy neighbor, you may find the Fairfax County Noise Ordinance helpful. You can obtain a copy of this publication from the Office of Zoning Administration. The most important thing to remember is that there is a difference between excessive noise and sounds of everyday living.



RULES AT A GLANCE

COOKING AND GRILLING - As prohibited by Fairfax County law, open flame cooking is not allowed on patios or balconies or within 15 feet of the building. No propane grills or tanks may be stored in private storage areas or on patios or balconies.

FOR SALE/RENT/LEASE SIGNS - "For Sale", "For Rent" and "For Lease" signs are not allowed to be displayed anywhere on the property. "Open

House" signs may be displayed in the common areas on the day the unit will be shown only and may not remain on the common property overnight.

KEYS - When you purchased/rented your unit, you should have been given two (2) keys that were engraved with the words "DO NOT DUPLICATE". These keys will exactly fit the cylinders in the locking mechanism in the entrance door. These keys are special types for our building entry door locks. Making keys at the local key shop or home improvement store may fit and open the door; however, over time they will change the shape of the internal cylinder and eventually the lock will not work. Making illegal duplicates will not only cause lock malfunctions making it impossible to access the building, but will be costly for either the individual building's unit owners, the Unit Owners' Association or both. If you need new keys, please contact KPA, our Property Manager. Send your request and \$5.00 per key to KPA Management, 6400 Arlington Boulevard, Suite 700, Falls Church, VA 22042. Don't forget to include your return information. Your new keys will be sent to you in a quick turn around.

NOISE/UNLAWFUL ACTIVITY - According to the bylaws of the Association, no improper, unlawful, noxious or offensive activity shall be carried on in any unit or on the common element, nor shall anything be done therein which may be or become an annoyance of nuisance to other residents.

PARKING - All vehicles must display current registration plates, tags, stickers and decals in accordance with Fairfax County law. Vehicles parked in guest spaces must have guest parking hang tags. All vehicles that are parked routinely on the property must be registered with the Association.

PETS - All pets must be registered with the Association. As of September 1, 2002, pets may not exceed 35 pounds fully grown. Residents are responsible for cleaning up after their pets. "Dog scoop" receptacles and bags are available to make it easier for you to clean up after your pet. All pets must be on a leash when they are in common areas of the property. No pets are allowed to be leashed to any stationary object on the common areas.

SATELLITE DISHES - Satellite dishes cannot be installed on the common elements. A dish must be properly and professionally attached to your balcony railing, balcony floor or within patio boundaries and no other portion of the building. Wiring must not be visible.

SOLICITING - No soliciting is permitted on any part of the Condominium property.

STORAGE - Other than patio furniture, personal property cannot be stored on patios or balconies

STRUCTURAL CHANGES - According to the bylaws of the Association, nothing shall be altered, constructed on, or removed from the limited

common elements and/or the common elements except upon prior written consent of the Board of Directors. Construction changes to the interior walls, floors, etc. must also be approved by the Board of Directors.

TRASH COLLECTION - Dumpsters are emptied on Monday, Wednesday and Friday. Recycle stations are located on Coxtton and Calderon Courts.

VEHICLE MAINTENANCE - Auto repairs are not permitted on the property. The bylaws of the Association allow car washing only.

WINDOWS - Window shades, blinds, draperies, curtains, shutters, and other window treatments that face the outside, must be white.

A complete set of the bylaws are in the Condominium Declaration you received when you purchased your unit.

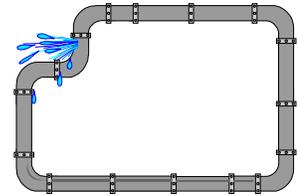
The Board of Directors also posts essential community information on our website and on the bulletin boards in each building. We encourage you to make it a habit to routinely check the board for the latest news.

Periodically, each unit owner will receive a policy resolution created by the Board of Directors from our Managing Agent, KPA. These resolutions are amendments to the South Meadows bylaws. Please keep all of the resolutions with your copy of the bylaws that you received when you purchased your unit. Should you decide to sell your unit, you are responsible

for purchasing a new copy of the resolutions and the Condominium Declaration for the buyer of your unit.

The Board of Directors has the right to suspend use of all common use facilities for non-payment of condominium fee assessments.

WATER LEAKS - If water is leaking from the unit above you, please contact that unit owner and notify KPA. The



unit owner above you is responsible for stopping and repairing the leak. Damage resulting from the leak is an insurance matter. Notify your personal property insurance carrier for professional advice on how to proceed.

HEATING AND AIR CONDITIONING UNIT

FOR FIRST FLOOR UNITS: First floor units have a condensation pump located on the floor in front of the furnace. Twice a year unscrew the cap at the top of the PVC pipe and pour in 1-2 quarts of tap water until the pump turns on automatically. Never pour bleach into the pump as this will corrode and destroy the pump.

FOR SECOND AND THIRD FLOOR UNITS ONLY: Each furnace has a condensation drip trap. This is the small white "elbow" in the pipe next to the furnace. Slightly above and protruding from this pipe is another piece of pipe that has a screw cap on it. Twice a year unscrew this cap and pour in one half (1/2) cup of bleach. Let it stand for a few minutes and then pour in one (1) gallon of water. Performing this procedure will prevent condensation

and algae from building up inside the trap. It will also keep the drain clear thereby aiding in the efficient running of the furnace.

SNOW REMOVAL - Plowing snow in our parking lots is contracted to a private company; it is not handled by on-site personnel. The company sets its own schedule, so neither KPA nor the Board will know when snow will be removed from our lots. Snow is plowed and not actually removed from the community. That means there could be big piles of snow in some places which will likely affect parking. Be prepared that some spaces may be unavailable unless shoveled out by hand or until the snow melts. Fairfax County is responsible for snow removal on Cyrene Boulevard. Owners and their guests may park on Cyrene Boulevard if parking spaces are unavailable in the parking lots. Sidewalks will be cleared by on-site personnel using our own snowblower. Buckets of sand will be placed inside each building for your use to prevent slipping and falling.

VOICE MESSAGE SYSTEM - South Meadows has a voice message system available for leaving messages to advise the board of Directors of situations that may need their attention. When leaving a message on the system, remember to leave your name, address and phone number. The number is 703-912-4032. The Board will make every effort to return your call within 24 hours. Specific comments and complaints that need to be handled by the property manager should be made in writing and sent to KPA.



We realize that many of you may be concerned about confidentiality, so be assured that all of the personal information you provide on the voice mail system or in writing will remain private.

PERSONAL LIABILITY - Do you know that you can be held liable for damage to your neighbor's unit? The By-laws state in part the following: "The unit includes the room containing the hot water heater and/or heating and air-conditioning apparatus serving only that unit, whether or not the apparatus is located within the boundaries of the unit." Therefore, any portion of a utility system or other apparatus serving more than one unit (e.g., pipes, conduits, ducts) which is located partially within and partially outside the unit is part of the unit it serves." This means the plumbing pipes that run from the main source to your building connections are "common elements." The cost of repairing/maintaining any defect or problem in these connections must be borne by the owners, also known as the South Meadows Unit Owners Association. Now, the plumbing pipes that run from the building to your individual unit and serve only your unit are your responsibility. So, if your toilet overflows and water leaks into your neighbor's unit, you are financially liable not only for the damage to your property, but also financially liable for any damage to your neighbor's unit as well. To avoid these costs, periodically check your pipes and around your garbage disposal for any moisture; watch the water flow in and out of your

toilet. Got a short in a light fixture or outlet? Call an electrician immediately. Simple maintenance and knowing the bylaws can save you a lot of money in the long run.

MAIL TIPS - If you receive misdirected mail, circle the address and drop the mail into the nearest U. S. Postal Service mailbox or in the slot in the mailbox in front of 7524 Snowpea Court. The postman will also pick up stamped mail from this spot.

CHRISTMAS TREE REMOVAL - It seems like no time at all between the time you decorate a tree and the time you have to take it down. When you throw out your live tree, put it NEXT TO the dumpster. Do not place your tree inside the dumpster - it takes up too much space. Consider purchasing a Christmas tree disposal bag to prevent needles from falling everywhere when you take your tree out after the holidays. There will be fewer needles for you to clean up when you take it outside. The cleaning staff is not responsible for cleaning up the needles. Above all, be sure to take appropriate fire safety precautions if you buy a live tree.

LAUNDRY ROOM TIPS - Do not store boxed powdered laundry detergent that contains bleach in your laundry room. The flame sensor in your gas furnace and water heater can act as a magnet for the bleach fumes that escape from the box. It could cost \$200 to \$400 to replace the flame sensor. To avoid this expense, remove the laundry detergent from your laundry room, or take the detergent out of the box and store it in an airtight container. This also applies to powdered bleach in boxes.

AUTOMATIC WASHER - DON'T GET HOSED!!!. Imagine a river rushing from your laundry room with hundreds of gallons per hour pouring over carpets, into floorboard and onto furniture. The cause? - Your washing machine hose has sprung a leak. The cost to repair this could cost you from a few hundred dollars to more than \$100,000. Think it will never happen to you? These troublesome tubes cause \$150 million in damage each year. The problem can be easily, and inexpensively, prevented. Consider purchasing quality hoses instead of the \$5.00 cheapos. Inspect them annually and replace them every five years.

Many of our buildings are ten years old and in some cases the hoses have not been replaced. Please inspect your washer hoses and replace them before there is a costly and inconvenient mishap that could damage your home as well as your neighbors' home. As an added precaution, turn the water off when the washer is not in use, especially, when you are away from home for an extended period.

SOUTH MEADOWS FAIRFAX CONNECTOR BUS STOPS:

Northbound -- directly across the street in front of the UCM building on Fordson Road

Southbound -- adjacent to 7528 Coxtan Court on Fordson Road

Fairfax Connector Bus Company: 703-399-7200.

SOUTH MEADOWS WEBSITE - The Condominium By-Laws, Vehicle Registration Form and Pool Pass Application are online at the South Meadows, A Condominium website at: www.southmeadowsva.org.



SOUTH MEADOWS, A CONDOMINIUM QUICK LOOK UP

South Meadows Association and Board Voice Mail	703-912-4032
South Meadows Emergency Service (after hours only)	703-644-2177
Klingbeil, Powell & Alrutz, Inc. (KPA) (Management Company) Community Manager - Jeff Miller Administrative Assistant - Randy Lebson	703-532-5005 703-532-5098 (FAX)
Eric Gurley, Maintenance Supervisor/Pool House	703-768-7880
Dominion Towing and Storage	703-978-7990 703-978-0092
Emergency Calls	911
Fairfax County Police, Fire and Rescue (non-emergency)	703-691-2131
Cable - Cox Communications	703-378-8422
Electric - Dominion Virginia Power	1-888-667-3000
Gas - Washington Gas	703-750-1000
Post Office (Community Branch-Hybla Valley)	703-768-6091
Trash Pickup - Potomac Disposal Service	703-560-8866