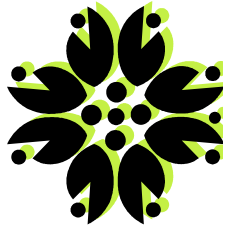
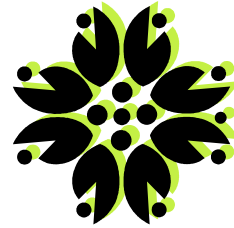


# WELCOME TO THE GEORGETOWN VISTA



## RESIDENT MANUAL



Dear New Resident(s):

Welcome to *Georgetown Vista*, your new home. We hope you will enjoy living in your condominium area as much as we do.

Attached to this letter is information that is important to you and the *Georgetown Vista* community. This information highlights important information about *Georgetown Vista* community life and basic questions you might have about living at *Georgetown Vista*. If you have any further questions or concerns after reading this or at any other time, please call our management company, ProCAM, LLC., at (703) 536-5200 or via email at [ProCAM@ProCAMVA.com](mailto:ProCAM@ProCAMVA.com).

Also enclosed with this letter is an information/parking permit request form. Please complete it as soon as possible and return it to ProCAM, LLC., at 1422 Portner Road, Suite # 5, Alexandria, VA 22314. Upon receipt of the completed request form and payment of the \$100.00 move in fee, you will be issued your parking permit. There is more information on parking in the attached Summary.

*Georgetown Vista* has a regularly scheduled Board meeting the second Tuesday of each month at 7:00 PM in the Association meeting room in building 1577 Colonial Terrace (on the ground floor). You are encouraged and welcome to attend. We hope to see you soon.

**Important note:** The declaration page at the end of this welcome packet must be signed and returned to the management agent at the time of the move-in, to ensure that resident(s) has read and understood the requirements of the Association. In addition, the residents must also complete and return the Resident Information form and Authorization to Enter Unit form.

Sincerely

*Board of Directors*

Georgetown Vista Unit Owners Association

# WELCOME TO THE GEORGETOWN VISTA



2013

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### **Admittance of Delivery and Repair Crews**

Each resident is responsible for admitting his or her own contractors. ProCAM, LLC., should be notified that you are having work in your unit performed. All contractors are responsible for removing all their debris from the property. They are not to use the Georgetown Vista dumpsters; dumpsters are for regular trash only. Residents are also responsible for any damage to the common elements caused by their contractor (we suggest that you use licensed and insured contractors). Please warn your contractors to be careful and make them aware that if they cause damage you will pass the cost on to them.

### **Board of Directors Meetings**

Board Meetings are held the second Tuesday of every other month in the meeting room at 7:00 PM on the ground floor of 1577 Colonial Terrace. There is a resident forum at the beginning of each meeting set aside for resident's remarks. All residents are invited to attend but may speak only at the allotted time or at the invitation of the President.

### **Condominium Fee Payment**

Pre-addressed envelopes are provided to each owner by the Management Agent for payment of the condominium fee. When selling, the former owner should pass on their envelopes to the new owner. The Board of Directors has the authority, by law, to accelerate payment of the condominium fees for one year ((i.e. payment in full) in the event that an owner does not pay the fee in a timely and regular fashion (monthly, prior to the first). Condominium fees are due of the 1<sup>st</sup> day of each payment period. The fees are late if they are received after the 10<sup>th</sup> day of each month. A \$25.00 late fee is assessed for payments received after the 10<sup>th</sup>.

Administrative fees also apply.

### **Drip Policy**

Residents are urged to have leaky faucets repaired immediately. If the Management Agent discovers a leak that has not been repaired, notice will be given to the owner and resident. If the repair is not made in ten days, the Management Agent will have the repair made and bill the owner. Owners can have leaks repaired by plumber of their choosing or can contact the Management Agent for the name of the Association plumber who is familiar with the building. Tenants must notify the owner or the owner's agent to get authorization for repairs.

It is necessary to turn off water in the building to complete some plumbing repairs. ProCAM, LLC., should be notified at least 72 hours before work has to be conducted, to arrange the date in which the work can take place, the unit owner or tenant are responsible for the cost related to a water shut down (Management posts the necessary notices).

### **Entraguard Telephone Door Control**

Georgetown Vista Condominium is equipped with ENTRAGUARD Telephonic Door Control. To be connected with the system, each resident must give his or her home telephone number to the Management Agent. You will be connected only after paying of the \$100.00 move-in fee. The system operates as follows:

1. Each resident's telephone number is programmed into the memory system of Entra-Guard and remains confidential. Once you have given your telephone number to the Management Agent, your number will be programmed into the system.
2. When the visitor dials your assigned code number and you answer, you are placed in direct two-way telephone conversation with the caller at the front door.
3. If you wish to allow the visitor to enter the building, simply do the following:
  - a. For rotary phone dial "05" and for push button phones push "0".

The front door lock will be released and the door will buzz. Tell the visitor not to hang up the telephone until the door buzzes.

**Note:** Be sure to tell your visitor(s) in advance what your apartment number is, since the code number has no relationship whatsoever to it.

### **Fire Detection Devices**

Georgetown Vista Condominium does not have a sprinkler system or an alarm monitoring service. As such, residents are responsible for ensuring that their units have smoke detectors and fire extinguishers. Battery operated smoke detectors should be checked routinely to ensure that batteries are working. Fire extinguishers should be the right type and size and should be checked at least once a year to ensure proper function. Residents should be aware of surrounding at all times, at the sign of smoke, the Fire Department should be notified first, followed by a call to the management agent.

### **Grills**

Residents are reminded that the Arlington County Fire Prevention Code has the following provisions regarding grills:

#### ***Section 8-10.4.5. Cooking Devices***

No charcoal cooker, brazier, hibachi, grill or any gasoline or other flammable or combustible liquid or liquefied petroleum gas-fired stove or similar except for electric cookers or grills shall be ignited or used on the balconies of any apartment buildings, stacked units, or other structures with similar occupancy. The management of such buildings, which have balconies, shall notify their tenants in writing of this code requirement when tenant initially occupies the apartment and periodically thereafter as may be necessary.

#### ***Section 8-10.4.5.1 Storage of liquefied petroleum gas***

The storage of liquefied petroleum gas containers that are used with said charcoal cooker, grill, or other flame producing device shall be prohibited on balconies or inside of any apartment building, stacked units, or other structures with similar occupancy.

#### ***Section 8-10.4.5.2 Location requirements***

No charcoal cooker, brazier, hibachi or grill or any gasoline or other flammable liquid or liquefied petroleum gas-fired stove or similar device shall be ignited or used closer than fifteen (15) feet (4572 mm) from any apartment building, stacked units, or other structure with similar occupancy.

PENALTIES for violating the fire code are harsh. Violations are misdemeanors. If you are convicted, you are subject to confinement in jail for up to 12 months and/or a fine of up to \$2,500. Penalties are imposed by Arlington County, not by the Association. Residents for Georgetown Vista Condominium, whether renters, owners, or guests are responsible for complying with the County ordinances.

### **Heating and cooling units**

The radiators provide heating units and their maintenance is the responsibility of the unit owner. Air sometimes builds up in the radiators causing them to stop putting out heat; we recommend you make a habit of bleeding air from the radiators from time to time (instructions are available from the management agent on bleeding the radiators). The window units provide cooling and are also the responsibility of the unit owner. We recommend that you have the air conditioning unit serviced to ensure that they are working properly. For references on a service contractor, please contact the managing agent.

### **Insect Extermination**

The Association has contracted with Action Environmental Service for pest control treatment. If you experience problems with roaches, ants, etc., please call the Management Agent to make arrangements for treatment.

### **Keys**

Management must have a current set of keys to each apartment for emergencies. Anytime locks are changed, be sure a new set of keys is given to the Management Agent. Hide a duplicate set of keys or give them to a friend or neighbor in the event you lock yourself out. Otherwise you will have to hire the services of a locksmith to gain entry to your unit. The Management Agent or Board members cannot provide lock out services.

The front door key opens all exterior doors and bicycle storage doors. Additional or replacement keys may be obtained from the management agent for \$5.00 each.

### **Laundry Rooms**

There is a laundry at the end of each building with coin-operated machines. The machines are maintained by MacGray; if you have problems with a machine, please call MacGray at 1-800-622-4729 or the management agent to report the problem.

### **Leasing**

Units cannot be rented for a period of less than six months. In addition, the unit owner must provide a copy of the lease to the management agent and ensure that the tenant agrees to comply with the Association's rules and regulation.

## **Moving Policy**

A \$100.00 non-refundable move-in fee applies to every move-in. The move-in fee must be paid at least seventy-two (72) hours in advance of the scheduled move. The checks should be made payable to Georgetown Vista Condominium and directed to the Management Agent.

## **Noise**

Please be courteous of your neighbors and keep all noise producing activities to a minimum. Please keep the sound level of your televisions and stereos at a volume that will not be heard outside your unit. Please do not vacuum, rearrange furniture, dance, exercise, etc. after 10:00 p.m. weekdays and 11:00 p.m. on weekends and before 9:00 a.m. in accordance with the Arlington County Ordinance. If you are aware of someone violating the above guidelines, please submit a written complaint to the Association, c/o ProCAM, LLC., 1422 Portner Road, Suite 5, Alexandria, VA 22314 which if warranted, will take appropriate action. Residents are, of course, entitled to contact the Arlington County Police Department non-emergency number at the time of the disturbance. In addition, the governing documents require that at least 80% of the floor surfaces in a unit should be covered with sufficient carpeting and padding to reduce the level of noise transference.

## **Parking**

The following are the Parking Rules and Regulations of the Georgetown Vista Condominium Unit Owners Association (GVCUOA). They are based on the association's bylaws and the rules adopted periodically by the Board of Directors of GVCUOA.

The GVCUOA consists of 80 condominium units and 94 parking spaces, located on two different lots. Lot #1 is located off N. Nash Street and Lot #2 is located off Colonial Terrace.

Due to the limited number of parking spaces, only one REGULAR DECAL permit is issued to each unit. This permit can be used on either parking lot. It is free of charge and must be affixed properly by peeling and sticking the decal on the rear window of the car.

One additional SECOND CAR DECAL may be issued to eligible residents (see below) for a prorated \$50.00 annual fee, if there are available spaces. Unlike the REGULAR DECAL, the SECOND CAR DECAL may only be used in Lot 2 and must be glued in the front window of the car. Use of a Second CAR DECAL in Lot #1 will result in the towing of the car at owner's risk and expense.

All permits (REGULAR DECAL & SECOND DECAL) are issued solely by the Association Management Office, ProCAM, LLC., (703-536-5200) to qualified residents, upon written request. In order to qualify one must fill out a parking permit request form and must:

- (a) Be a current resident and present satisfactory evidence to that effect (i.e. copy of lease if tenant or title if owner). Also, one must provide name, address, unit number and telephone.
- (b) Identify the vehicle for which the parking permit is requested, including color, make, license plate number and state.

- (c) Furnish documentation (i.e. registration) that the applicant-resident owns the car for which the permit is needed.
- (d) The above information must be mailed to:

**Georgetown Vista Condominium  
C/O ProCAM, LLC.  
1422 Portner Road, Suite 5  
Alexandria, VA 22314**

1. Parking is by permit only on both parking lots. Any vehicle parked on the lots without a valid permit is subject to towing at any time without notice.
2. REGULAR DECAL AND SECOND CAR DECALS must be affixed (glued) on the front window near the Arlington County sticker.
3. Temporary visitor permits should be placed on the dashboard and be clearly visible from the front windshield. Temporary visitor permits are not valid in Lot #1. Overnight guest will be permitted in Lot #2. Temporary visitor permits are available from Management upon request.
4. Any vehicle blocking another vehicle will be towed.
5. All vehicles must park between the white lines.
6. A new permit can be obtained, without charge, if the old permit is returned.
7. All permits are non-transferable and are only valid for current residents of the Georgetown Vista Condominium.
8. Any vehicle with a transferred, voided, expired, copied, forged, or altered permit will be towed.
9. Any vehicle abandoned, unregistered, or left for storage will be towed.
10. No Commercial vehicles, boats, recreational vehicles, including rented moving trucks are allowed to park, except in emergency, between the hours of 6 p.m. and 6 a.m., without the prior written permission of the Board of Directors.

Any dispute or appeal of a towing or other enforcement action must be submitted in writing to the Board of Directors through the Association Manager. Two Board members and the management agent will review the request. Final authority on interpretation and application of parking rules rests with the Board of Directors. Any questions regarding these rules and regulations may be answered by calling our Management Agent, ProCAM, Inc. at 703-536-5200.

The Georgetown Vista Condominium assumes no responsibility for any damage or theft to automobiles parked on the premises, or any damage resulting from the removal of any vehicle for any reason whatsoever. The above rules and regulations supersede all previous regulations issued by the Board of

Directors. The Board reserves the right to amend these rules and regulations from time-to-time, as appropriate.

### **Pets**

Absent the expressed written approval of the Board of Directors, no more than one domesticated pet is allowed in a unit. Residents are responsible for ensuring that pets are not cause a disturbance to neighbors or cause damage to common elements. All pets have to be registered with the Board of Directors. Please pay attention to the following:

- (1) A pet may not be permitted to relieve itself whenever possible on the common elements at Georgetown Vista.
- (2) A pet shall not be permitted upon the common elements of the Condominium unless carried or leashed.
- (3) A pet may not be leashed to any stationary object on the common elements, without the presence of its owner.
- (4) Pet owners are responsible for any property damage, injury or disturbances that their may cause may cause or inflict. Owners must clean up pet waste in accordance with Arlington County laws.
- (5) Any pet left unattended or unleashed on the common elements will be subject to pick-up by the Arlington County Animal Welfare League.

### **Problems, Complaints, or Suggestions**

It is very important that all problems with the building be reported to the Management Agent (ProCAM, 703-536-5200 or Fax 703-536-8105), some examples are:

Lights out, door locks broken, Entra-Guard phone not working, wall paper torn, carpet torn etc.

### **Security**

Please pay strict attention to security measures. Be sure all exterior doors are closed and locked securely. Do not allow anyone to enter the building that you do not know. Residents are asked to participate in the surveillance of the property by reporting suspicious persons or activities anywhere around the building to the Arlington County Police Department.

### **Storage**

Each unit is assigned a storage bin, please be aware of the following rules regarding the use of storage bins.

- ▶ Make sure that no tires and flammable liquids (paint thinners, lighter fluids etc.) or other flammable items are stored in the bins. This is a violation of the Arlington County Fire Code.



- ▶ Please do not store any of your furniture, or any other personal item(s) outside the bins (or in any common areas).
- ▶ Storage in the bins is at your own risk. So you may not want to store items of great value in the bins. Also, there can be occasional water pipe breaks in the buildings, which can leak into the storage rooms. Therefore, you may want to store your items up on a pallet so it clears the floor by several inches.

## **Trash**

The proper disposal of trash and garbage in the building is extremely important. Trash at Georgetown Vista should be handled according to the following guidelines:

- (1) All trash must be contained in closed plastic bags and placed in the trash dumpsters in the Colonial Terrace or Nash Street parking lots. No open bags should be placed in the dumpsters.
- (2) The trash pick-up schedule is Tuesdays and Saturdays. Recycling is picked up on Friday.
- (3) Under NO circumstances should trash be left on balconies, patios, or inside hallways or foyers.
- (4) Under NO circumstances should bulk trash items (i.e. mattresses, dishwashers, stoves, etc.) be placed at the dumpster. Residents are responsible for making arrangements for removal of bulk trash items. Residents can contact the trash removal company Potomac Disposal Service directly at (703) 560-8866 to arrange for special pick-ups.

Recycling - Georgetown Vista has a recycling program in place for all of its residents. In order to do our part for the environment and to comply with the laws of Arlington County, the Association collects mixed paper (cardboard, magazines, newspapers, office paper, and misc. papers); cardboard; metal cans; aluminum cans; glass (bottles and jars); plastics (bottles, jars, plastic tables, chairs, and buckets); metal household items for recycling.

Recycling makes a significant dent in the amount of waste thrown away and conserves natural resources in the process. For the recycling program to work, we need the participation of all residents. Containers for your recyclables are located in each parking lot. Please place your recyclables in the appropriate containers. More detailed instructions for how to recycle are attached to this package. Please do not throw your trash in recycling containers. Trash contaminates recyclables and the recycling company may not accept the materials.

Additionally, the trash company no longer disposes of televisions and computer monitors with traditional pictures tubes or thermostats containing mercury as trash. Please visit [www.arlingtonva.us/recycle](http://www.arlingtonva.us/recycle) for information on how to dispose of these items. If you have any questions, please contact the management at 703-536-5200.

Your participation in this program makes a difference! Thanks for your help.

## **Washer/Dryers**

Washers and dryers are not permitted in individual apartments without the approval of the Board of Directors.

## **Water Leaks**

Unit owners are responsible for repairing leaks from plumbing lines that serve one their unit. In addition, when a leak affects another unit, unit owners are responsible for taking measures to mitigate damage by taking exploratory steps to determine the source of the leak. We suggest those residents have plumbers check the placement of the ball valve in toilets on a routine basis to address silent leaks.

*Tip: To check for silent leaks, you can place a few drops of food coloring in the toilet tank, wait for 15 minutes (do not flush) and check for color in the bowl. If color appears in the bowl, the toilet is leaking.*

Water leak detection devices have been installed in the boiler rooms in buildings 1569 and 1593. If a beeping sound is heard, the management company should be notified at 703-536-5200.

**GEORGETOWN VISTA CONDOMINIUM**

**Resident Information and Parking Form  
(PLEASE TYPE OR PRINT)**

**General Information**

Unit Owner Name #1		Unit Street Address	
Home Phone		Work Phone	
Cell Phone		Email Address	

**Off-site Address (if applicable):** \_\_\_\_\_

Unit Owner Name #2			
Home Phone		Work Phone	
Cell Phone		Email Address	

**Off-site Address (if applicable):** \_\_\_\_\_

**Tenant Information, if applicable (submit attachment if more than two tenants):**

Tenant Name #1		Cell Phone	
Home Phone		Email Address	

Tenant Name #2		Cell Phone	
Home Phone		Email Address	

**If there is an emergency at my house and I am not available, please contact this person:**

Name		Cell Phone	
Home Phone		Email Address	

**Vehicle Information (attach separate sheet if more than two vehicles are housed in the community):**

Vehicle #1 Make/Model		Year	
Color		Tag	

Vehicle #1 Make/Model		Year	
Color		Tag	

**Pet Information**

Pet #1 Name		Breed	
Color		Other Markings/Info	

Pet #2 Name		Breed	
Color		Other Markings/Info	

**Please return by mail, fax, or email to ProCAM, LLC:**

1422 Portner Road, Suite #5  
Alexandria, VA 22314

Fax 703-536-8105

Email [Kasanda.Chisambisha@procamva.com](mailto:Kasanda.Chisambisha@procamva.com)

=====

**For Office Use Only**

Date Received \_\_\_\_\_ Parking Permit #(s) \_\_\_\_\_ Date Issued \_\_\_\_\_

# Georgetown Vista Condominium

## Authorization to Enter Unit

I/we the undersigned do hereby authorize the Georgetown Vista Condominium to Unit Owners Association (UOA) permit and provide access by authorized agents to my apartment unit for the following maintenance items:

1. Emergency plumbing repairs when I/We or the landlord cannot be contacted;
2. Service personnel with prior notice when the work to be performed benefits the Georgetown Vista or the safety and welfare of the residents of the building. An emergency situation may arise at any time, which may not allow time for prior notice but notice of entry will be given at such time as allow. An example of the latter may be a fire.
3. I/We agree that the UOA and /or its managing agents and/or employees will not be held responsible for any damages or losses that may be incurred by any action taken as a result of this authorization. I/we also agree to hold harmless such UOA, managing agents and/or employees from any cause of action, claims or obligations and any consequential or incidental damages arising out of or related to any acts or omissions on the part of the UOA or its duly authorized agents.

Date \_\_\_\_\_

Signed \_\_\_\_\_

Owner/Resident

Signed \_\_\_\_\_

Owner/Resident

Building and unit # \_\_\_\_\_

Colonial Terrace

Arlington, VA 22209

The Georgetown Vista Condominium DOES NOT provide entry for residents who lock themselves out or lose their keys to their apartment. Please do not ask board members or the management agent to make exceptions to this rule.

GEORGETOWN VISTA CONDOMINIUM

DECLARATION

By my signature below, I acknowledge the following:

I received, read and understand the Georgetown Vista Welcome Packet. If applicable, I have agreed to furnish this information to my current and future unit tenant(s). I further agreed that I and current and future tenant(s) will abide by the guidelines provided in this packet. I understand that violation of Georgetown Vista rules will subject to the possible levy of rules violations assessment charges.

Owner/Tenant (circle one)

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_