

HALLCREST HEIGHTS KEY POLICY GUIDELINES - JULY 2014

Questions have recently arisen regarding the community's major policies. There have been some problems in other Home Owner Associations in McLean. As a result, the Board of Directors feels that it is important to have clear and succinct written policy statements to give guidance to our residents, to allow the community to continue to be such a well-maintained and considerate place to live. The Board discussed these six (6) major policy areas to clarify and highlight them. All residents and owners are bound by these rules of the community.

ARCHITECTURAL REVIEW

Exterior areas should be well maintained and kept in a structurally sound and secure manner, including backyards and fenced areas. In general, repair work on any exterior wall, chimney, fence, door, structure, platform, steps, stoops, walkways, railings or other features will be approved only if the original architectural style of the specific structure is maintained. If, however, the structure or feature is replaced in kind, replacement does not require Architectural Control Committee (ACC) approval.

Any alteration that changes the original exterior appearance in any manner requires prior ACC approval. A plan of construction, including a general description of the work to be done, the materials to be used, and a general time line for completion should be presented to the ACC. In reviewing the plan, the ACC will consider the harmony of the external design and color with the surrounding structure, the effect of construction on the surrounding property, and all other factors that will affect the desirability or suitability of the construction. See revised specific AC Guidelines (attached).

The failure to receive ACC approval prior to construction or renovation will result in an order by the Board of Directors to immediately remediate the action, at the expense of the owner.

TRASH

Trash must be placed outside the rear gate no earlier than dusk on the night before designated trash collection days (Mondays and Thursdays). All household trash must be placed in closed plastic bags, duly tied. Such plastic bags must be placed in a hard trash container with a lid. Trash containers should be maintained in good repair and cleaned when necessary. If any trash does not fit in the trash container(s) owned by the resident, the trash must be placed in a dark trash bag, duly tied, and placed next to the trash container on trash day. There is no trash service on Thanksgiving. If Christmas or New Years Day falls on a Monday or Thursday, there is no trash service for that day; otherwise, there is trash service on all other holidays. E-mail notices will be sent out by the Board if there is any collection problem (snow, emergency, etc.).

Recyclable trash must be placed in blue bins along the front curbside on collection days. The types of recyclable trash to be collected must comply with the collection policies of Fairfax County, which can be found at: <http://www.fairfaxcounty.gov/dpwes/recycling/new-mat.htm>.

Trash containers and recycling bins **must be returned** to the unit's rear yard within 24 hours of trash pickup. Regular violations will be noted and a penalty of \$25.00 per infraction will be assessed.

Yard debris is not collected in Hallcrest Heights. Leaves and other biodegradable yard trimmings should be placed in one of the many compost bins located along the perimeter of the complex. No items with thorns or bark should be placed in these bins. Tree branches, brush, and twigs should be placed in the community brush pile along Hallcrest Drive (opposite 7422 Hallcrest Dr.) for shredding. These wood chips are then reused and scattered to create the pedestrian path that surrounds our neighborhood.

Large or unusual items (mattresses, appliances, etc.) may be picked up by the trash contractor; however a small fee may be charged. Please call McLean Trash prior to the day of disposal at 703.442.7387 to arrange for the pickup. Each Spring, the community also holds a "Dumpster Day" during which these large items can be disposed of, free of charge. The dates of this event change, but will be posted each year on the community calendar.

Finally, with regard to trash, any trash left by tenants upon termination of the lease is the responsibility of the homeowners.

PARKING

The community now has a new **Permit Only** parking policy. Each household is given 1 or 2 resident parking stockers (depending on the number of cars) and 2 Visitor passes. The stickers must be affixed to the rear window (if not tinted) or the lower right side of the windshield. Towing will be enforced if necessary.

Parking spaces are "common properties" of the community. Each home has been assigned one designated parking space indicated by the 4-digit address on the curb near their front entrance. It is understood that the designated space for that home is the one space most "in front" of that home. If a resident has more than one car, he/she must work out parking arrangements beyond the one designated space with immediate neighbors. Unless agreed on by the neighbors, residents with more than 2 cars should park all additional cars in visitor spaces, and not along the curb adjacent to the townhome.

Residents and their guests must respect their neighbors' rights and the parking policies they develop. Residents should inform their guests and contractors of the parking rules. No resident should ever

"reserve" a space by placing a sign or chair in the space. Parking must be within the lined parking spaces (no parking on the lines, essentially taking up two spaces), and not in fire lanes (designated with yellow painted curbs).

No one may have a car owned by another person towed. Only the Board can do that.

Visitor spaces are generally provided along the Eldorado Street Oval, Montcalm Park and the strip near the sound wall along the top of Hallcrest Drive. Vehicles left unmoved for 30 days, or having expired tags or inspection labels will be ticketed by the police and towed at the owner's expense.

RESIDENTIAL USE OF HOME

Hallcrest Heights is a residential community. No part-time, fulltime, retail or wholesale sales activity, or commercial business of any kind is permitted on Hallcrest Heights property.

Use of the home as a professional home office is permitted, provided it is not evident from external appearances that the home is being used as such. There cannot be an increased traffic flow in or out of the community as to create a burden on the parking or to create a nuisance to neighbors. No nonresidential employees may come to the home. No signs, placards, or banners may be displayed in relation to the business. There may be no sale, storage, or inventory of goods on the premises. Examples of acceptable home office include telecommuting and professional consulting.

Operating a day care center in Hallcrest is specifically prohibited if it involves caring for children who are not residents of Hallcrest. Even where it involves residents of Hallcrest, the operation of such a facility is limited to no more than 5 children at a given time and may operate only between the hours of 7am and 7pm, and must be registered with Fairfax County.

Pick-up trucks, vans and any other commercial vehicles displaying company logos may not be parked in Hallcrest Heights overnight. Overnight is deemed to include the hours between 8 PM and 7 AM.

TRAFFIC CONTROL

Hallcrest Heights prides itself on its pedestrian friendliness. Many residents exercise, walk dogs, and enjoy outings with their children throughout the pathways of the community. It is imperative for the safety of residents and guests to respect all traffic rules and regulations. The

speed limit throughout all of Hallcrest Heights is 15 miles per hour. Please obey all speed and traffic signs. Please pay particular attention to stop signs painted on the road surface; Your compliance is essential to the safety of Hallcrest residents and guests.

NON-RESIDENT OWNERS

Non-resident owners must file a form of delegation for their tenants with the Secretary of the Board. The purpose of this delegation form is to ensure that the Board knows everyone living in Hallcrest Heights. The delegation form must include resident contact information, both phone and e-mail. Non-resident owners must also ensure that the residents are given the rules and policies of the community.

DOGS

Dogs can always be a source of concern – especially to non-dog owners. Hallcrest is subject to the Fairfax County rule about dogs must always be on a leash. Hallcrest requires that droppings must always be picked up, and the Washington Post kindly supplies a plastic bag which is ideal for the purpose. This is a necessity because our children play in the many common areas and disaster is always just a step away! Our five public trash can are regularly used for such disposal. If you dog is in any way aggressive, we suggest using a muzzle. Please inform any visitors you may have with a dog and make sure they comply. Many residents are concerned about dogs relieving themselves on front landscaping, so make sure your dog does not “mark” such places. Our unique perimeter path that goes from Great Falls Street all the way around (near our sound wall) to Chain Bridge Road is an ideal dog walking area. If you see any dog walker that is disregarding any of these simple rules, please politely inform them about such infractions.