
House Rules and Regulations, Rights and Responsibilities

Also known as: House Rules

The Covenants Committee

Published pursuant to Skyline Square Unit Owners'
Association Bylaws, Article VII, Section 5

FOREWORD

The Skyline Square Unit Owners' Association, through the direction of the Board of Directors, and recommendations of the Covenants Committee, provides this document as an extension of the Association Bylaws, and is published pursuant to Article VII, Section 5, "House Rules and Regulations."

These House Rules are based on a cooperative approach to governance of the Skyline Square community. Owners jointly utilize a large and valuable physical plant of common property, which the Skyline Square Unit Owners' Association maintains. This requires an expectation and understanding of how our own actions can easily affect other owners, tenants, visitors, and staff. For this reason, the House Rules are designed to give a single source of information to engage respect and cooperation, rather than dwelling on restrictions and penalties.

All owners are invited to participate in the House Rules process by submitting comments to the Board in writing or attending Board and/or Covenants Committee meetings.

Board of Directors
Skyline Square Unit Owners' Association

TABLE OF CONTENTS

Introduction 4

HOUSE RULES

I. Common Elements, Limited Common Elements, and Residential Units

- A. Alarm System Signage 8
- B. Attire 8
- C. Balcony and Patio 8
- D. Commercial Enterprises and Solicitations 10
- E. Door Decorations and Hardware 10
- F. Front Desk 10
- G. Garage 12
- H. Heat Pumps 13
- I. Loading Dock 13
- J. Lobby 15
- K. Noise 16
- L. Occupancy Limits 16
- M. Odors 16
- N. Parking Spaces Exposed to the Elements 17
- O. Pets Policy 17
- P. Plumbing and Appliances 18
- Q. Remodeling 18
- R. Roadways and Visitor Parking 18
- S. Satellite Dishes 19
- T. Smoking 21
- U. Storage Bins 21
- V. Trash, Recycling, and Large Item(s) Disposal 21
- W. Unit Emergency Keys 22
- X. Utilities 23
- Y. Water Deliveries/Pick Up Empty Bottles 24
- Z. Window Coverings 24

HOUSE RULES (*continued*)

II. <u>Use of Recreational Facilities</u> (p.24)	
A. Requirements	25
B. Rooms	25
C. Facilities and Hours	25

PURELY INFORMATIONAL

III. <u>Around the Square</u>	
A. Bike Room	28
B. Car Wash.....	28
C. Condominium Fees and Charges.....	28
D. Due Process	29
E. In-Unit Service Program	29
F. Pest Control.....	29
G. Photo ID, Key Card or Fob, Annual Sticker	29
H. Rules Violations	29
I. Unauthorized Vehicle in a Resident's Parking Space	30
J. Unit Documentation	30
K. Wi-Fi	31
Appendix A – Fee Schedule	32
Appendix B – Complaint Adjudication and Due Process.....	34
Appendix C – Skyline Square Parking Regulations	37
Appendix D – American Flag Display	47

INTRODUCTION

Governing Board

The Skyline Square Board of Directors (Board) has overall responsibility for the care and upkeep of all condominium common elements (parts of the property other than the units). The Board has five to seven members.

Board meetings are typically held on the fourth Thursday of the month in the South Penthouse. Residents are welcome and encouraged to attend Board General Sessions in person or remotely. Closed Executive Sessions are held as needed, and just prior to General Sessions, to discuss confidential Association matters. Meeting dates, times, agendas, and remote login instructions are provided in advance.

Management Office

703-379-3992

Two senior managers, a General Manager and Deputy General Manager, oversee the day-to-day operations of the Association. Management provides a number of services to assist residents with Skyline Square business, and collects, maintains, and provides the following:

- Required unit documentation (e.g., names of all persons residing in a unit, and vehicle information)
- A unit key(s) for each lock on the unit entry door for emergency purposes
- An orientation for new residents

Front Desk
703-379-3990

The Front Desk is an arm of the Management Office, and staff members provide the following services to residents 24 hours per day:

- Visitor announcements and check-in
- Notification of package deliveries, and food and beverage deliveries
- Front Desk key admit service
- Take after-hours emergency calls from residents and coordinate with the on-call engineer or manager as necessary

Skyline Square Website
www.skylinesquare.org

Skyline Square's website is your resource for items such as:

- Forms
- Floor Plans
- In-Unit Service Program

BuildingLink Portal
www.skylinesquareresidents.buildinglink.com

BuildingLink is the online application that Skyline Square uses to help residents accomplish the following:

- Submit work orders
- Leave instructions for the Front Desk
- Communicate with Management
- View Association documents
- Submit rules violation complaints
- Reserve the service elevator for moves and deliveries
- E-mail the General Manager
- Submit payments

Contact the Management Office for a BuildingLink logon and password.

National Realty Partners Portal

https://portal.nrpartnersllc.com/home_v2/Login

National Realty Partners (NRP) is Skyline Square's financial management provider for owners. This portal allows NRP to provide the most advanced and secure accounting and property management services possible. The portal also helps ensure transparency for Board members and homeowners. Monthly condominium fees are paid through NRP, and owners can visit the NRP website to view their account.

Studebaker Submetering

www.studebakersubmetering.com

Studebaker Submetering, Inc. (SSI) provides electrical usage services to North building residents. Studebaker bills residents, and bills are paid directly to SSI. Unit owners are responsible for ensuring that electric usage charges are paid regardless if the unit is rented or owner occupied.

*We hope you enjoy living in the community
and benefiting from the amenities and
cordial atmosphere it offers.*

*At Skyline Square, more than 1800 residents
live in close proximity to one another.*

*A common ethic of respect, dignity, and
professionalism among all residents, visitors,
and staff is at the heart of each clause in this
document. A level of good conduct, and respect
for property, are practices that should be the
expected norm, not the exception.*

*The House Rules cannot ensure this,
the House Rules cannot enforce this,
only the residents, visitors, and staff
can make it a reality.*

Board of Directors and Management

HOUSE RULES

*(Enforceable by denial of privileges, fee and/or fine,
or referral to the Due Process Committee)*

I. Common Elements, Limited Common Elements, and Residential Units

Common elements (or common areas) are parts of the property other than the units (i.e., the Lobby, Exercise Rooms, Mailrooms, Library, Party Rooms, etc.). Limited common elements are portions of the common elements reserved for the use of a unit (i.e., the patio, balcony, and parking spaces). Residents are responsible for House Rules pertaining to their unit, the common elements, and limited common elements as follows:

- A. Alarm System Signage
Ensure alarm signage is no larger than 3x3 inches and affixed to the inside of a balcony/patio door.
- B. Attire
Residents and guests must be properly attired in the common areas. Bare feet, bathrobes, pajamas, and bathing suits are not considered proper attire. Shirts and covering garments must be worn over bathing suits.
- C. Balcony and Patio
 - 1. Closely monitor and supervise children. Never leave young children alone in a room where a window or balcony door is open.
 - 2. Never leave young children alone on the balcony.
 - 3. Ensure that water from balcony cleaning, or watering of plants, does not overflow the balcony edge onto the unit(s) below.
 - 4. Never attach or hang items to the outside of the balcony/patio railing. All items (e.g., flower boxes, seasonal/holiday decorations) must be displayed within the boundary of the balcony/patio which is bounded by the walls and

railing. All items on the balcony/patio must be secured against high winds.

5. Never paint or alter the exterior of the balcony.
6. Never shake mops, brooms, dust rags, and other cleaning materials off the side of the balcony or out of unit doors or windows.
7. Only a limited amount of patio/deck furniture may be stored on the balcony/patio, and it must be secured against high winds.
8. Acceptable patio/deck furniture is furniture that is specifically defined as furniture by the manufacturer and is designed and manufactured for outside use only.
9. Prohibited balcony/patio items include, but are not limited to: birdbaths, water fountains, any type of drying apparatus, umbrellas, indoor furniture (chairs, sofas, tables, chests, etc.) bicycles, boxes, banners, etc. Only electric grills are permitted on the balcony/patio.
10. Balconies and patios are not for storing gardening supplies and tools. Do not store dead plants, flowers and/or empty flowerpots/boxes on the balcony/patio.
11. Rugs, carpeting, tiles, or other coverings are not permitted on the balconies/patios unless previously approved in writing by the Board of Directors.
12. Chimes and other noise-producing devices may not be attached to the balcony.
13. Never throw or dispose items, including cigarette butts, off of the balcony, the roof, or out of windows. Such actions are dangerous, illegal, and give a trashy appearance to the community.
14. Ensure that seasonal/holiday decorations are appropriate for the season or holiday, and that they are safe and secure. Decorations shall not be displayed for more than 30 days at a time.
15. Do not feed animals (including birds) anywhere on the property.

- D. Commercial Enterprises and Solicitations
Skyline Square is a residential community. Residents and other individuals are responsible to ensure that there are no commercial enterprises and no solicitations on the property.
 - 1. Do not distribute sale or service notices in the mailrooms, at the Front Desk, or under unit doors.
 - 2. Do not conduct business, trade occupation, commercial, religious, or educational activities in the common areas.

- E. Door Decorations and Hardware
 - 1. Ensure that hallway-side door wreaths and decorations are properly maintained and hung without damage to the door.
 - 2. Decorations may not include message boards, signs, and flags, and may not be lewd or offensive or political in nature.
 - 3. Ensure door decorations are not attached with screws or nails.
 - 4. Door mats may not be placed outside of the unit door. Insect traps must be placed inside of the unit door.
 - 5. Unit entry doors must remain closed except for entering and exiting the unit.
 - 6. Please submit a Request for Architectural Change form prior to installing additional or replacement locks, handles, or any other device on the unit entrance door, to ensure a uniform appearance throughout property hallways. Forms are available in the Management Office and on the Skyline Square website.

- F. Front Desk
 - 1. Checkout Items
 - a. The Front Desk has several items that residents can check out for a two-hour period: hand truck, small cart, wardrobe cart, wheelchair, and snow shovels.

- b. A photo ID is required and must be left at the Front Desk until the item is returned.
- 2. Fast Food Deliveries
 - All deliveries should be brought directly to the Lobby (5503).**
 - a. Residents will be called to announce fast food deliveries.
 - b. Residents must be available to grant or deny requests that deliveries proceed to the unit.
 - c. Make advance arrangements with the Front Desk to receive a food delivery at another unit or at the pool.
 - d. Fast food deliveries must not be delivered or accepted at the side entrances of buildings 5501 and 5505.
- 3. Front Desk Key Admit Service
 - Note: This key is different from the emergency key kept in the Management Office.*
 - a. Residents may provide a duplicate unit key to be kept at the Front Desk for guests or contractors when the resident is not present in the unit.
 - b. The Association is not liable for keys left at the Front Desk.
 - c. Residents must submit an admit slip, or leave instructions in BuildingLink, with the name of the person(s) needing the key.
 - d. ID is mandatory to retrieve the key. This also applies to residents.
- 4. Package Services
 - All deliveries should be brought directly to the Lobby (5503).**
 - a. The Front Desk notifies residents of packages via e-mail and/or the electronic board on the G-1 elevator lobby. Form of notification is according to resident preference in the BuildingLink portal. Residents, who do not have e-mail, are notified by phone.
 - b. Sign for and retrieve packages promptly.

- c. Due to space limitations, packages are held at the Front Desk for a reasonable amount of time, then returned.
 - d. In some situations, a resident might be asked to come to the Front Desk to receive a delivery or meet the delivery person.
 - e. Residents have the option to notify the Front Desk when going on extended travel, so that packages are held, a maximum of two weeks, during that period.
 - f. Package services are for residents' personal use. The Association will not serve as a business delivery point.
 - g. Packages must not be delivered or accepted at the side entrances of buildings 5501 and 5505.
5. Visitor Check-In
- a. Visitors must check-in at the Front Desk and present a valid ID.
 - b. Residents will be called when a visitor arrives, and they have the choice of whether to grant or deny access to a unit.
 - c. Residents may also grant or deny visitor entry, in advance, through BuildingLink or in writing to the Management Office.

G. Garage

- 1. Yield to pedestrians in the garage and on other property roadways. Pedestrians always have the right of way.
- 2. Obey the 5-mph speed limit, and show courtesy to approaching vehicles on the up ramp.
- 3. Use headlights in the garage.
- 4. Park within the perimeters of your parking space.
- 5. Keep your parking space(s) free of oil and grease.
 - a. Temporarily moving a car into the drive lane, to facilitate cleaning of spills, must not restrict the passage of other cars in the garage.

- b. Failure to clean the oil and grease adequately will result in the Association having the space cleaned at the resident's expense.
 - c. Do not leave cleaning materials (e.g., kitty litter, sand, and cardboard) in the parking space in anticipation of future fluid leaks.
6. For reasons of personal safety, the overhead garage doors are for the entry and exit of vehicles only. Pedestrians must enter the garage via the pedestrian doors.
7. Enter the garage, one car at a time, using a key card or fob.
- a. Closely following another vehicle into the garage is a safety concern.
 - b. Personal property (e.g., shopping carts, cases of water, and other miscellaneous items, etc.) may not be left in or around a resident's assigned parking space.

H. Heat Pumps

- 1. Condensation pans must be kept clear and draining properly.
- 2. Submit a work order if you have a clogged drain.
- 3. Change heat pump filter seasonally.
- 4. Heat pumps must be professionally inspected yearly.

I. Loading Dock

- 1. Moves and Deliveries
 - a. The Loading Dock is available for moves and commercial deliveries from 8 a.m. to 8 p.m., Monday-Saturday.
 - b. Moves and deliveries are not permitted on Sundays, New Year's Day, Fourth of July, Thanksgiving Day, and Christmas Day. Exceptions must have prior written consent from Management.

- c. The freight elevator must be reserved in advance using the BuildingLink portal or by contacting the Management Office.
 - d. Freight elevator reservations take priority over delivery of any unexpected large, bulky items. Parties should work together to reach a mutually satisfactory plan to accommodate each other's needs for the elevator.
 - e. Passenger elevators and building entrances and exits must not be used for move-ins or move-outs or to transport large, bulky items like furniture and appliances.
 - f. The unit owner or resident must pay the move-in fee (see Appendix A) prior to scheduling the move. Fees also apply to internal moves within Skyline Square. There is no fee for moving out.
 - g. The applicable unit owner will be assessed a violation charge and/or have their use rights suspended (after following the procedures in Appendix B) for unauthorized moves without approval from Management and/or if there is an unpaid move-in administrative fee. Management may also deny access to the freight elevator for an unauthorized move-in and/or if the move-in fee has not been paid.
 - h. Moving pods are not permitted.
2. Parking
- a. Vehicles parking in the Loading Dock must be registered with the Front Desk.
 - b. Use the intercom by the door to report the vehicle's tag number and unit number.
 - c. Parking of personal vehicles in the Loading Dock is restricted to 20 minutes. Vehicles exceeding the time limit are subject to towing at the owner's expense.

J. Lobby

The Lobby is the busiest space in the complex, and it must be maintained to accommodate equal access for all residents and their visitors. This is the place where visitors get their first impression of our community.

“Lobby” includes the Management Office, Front Desk, and Mailrooms. The Lobby is an Association workplace. **The Association will not serve as a business delivery point for residents (i.e., do personal faxing, make copies, or accept multiple business-related deliveries).**

Management retains the discretionary authority to address any disruptive behavior.

1. Lobby Seating Areas
 - a. Follow the House Rules posted on the two columns in the seating area.
 - b. Do not consume food and/or beverages in the seating area.
 - c. Do not stand on tables or seating.
 - d. Do not prop up feet or put luggage on the furniture.
 - e. Sleeping and using personal comfort items such as pillows and blankets in the Lobby is prohibited.
 - f. Children under the age of 12 must be supervised at all times.
 - (1) Running in the Lobby is not permitted. This is of greatest concern when children are returning from school.
 - (2) Children should avoid the Mailrooms when postal service workers are in the process of distributing the mail.
 - (3) Wheeled toys, bicycles, and other wheeled items may not be ridden or operated in the common areas.
2. Do not dispose of liquids or other items in the Lobby planters.

K. Noise

1. Ensure that in-unit construction is limited to the hours of 8 a.m. to 8 p.m., Monday-Saturday.
2. To minimize floor noise, all units must have no less than 80 percent of the floor space carpeted or covered with padded rugs, including halls and walkways. Additional carpeting, rugs or padding may be required if noise complaints are verified.
3. When unreasonable levels of noise from a neighbor is disrupting peaceful enjoyment, please contact the Front Desk, Management Office, or the Fairfax County Police non-emergency phone number.

L. Occupancy Limits

Unit occupancy is limited, in accordance with State, Federal, and Local laws as follows:

1. Two residents in a 1-bedroom unit
2. Three residents in a 1-bedroom + den unit
3. Three residents in a 2-bedroom unit
4. Four residents in a 2-bedroom + den unit
5. Four residents in a 3-bedroom unit
6. Five residents in a 3-bedroom + den unit

Note: While occupancy of a single unit is limited according to Association Bylaws, exceptions are sometimes made to comply with state and federal fair housing laws pertaining to families with children under the age of 18. For more information, please contact the Management Office.

M. Odors

Cooking and smoking odors must be contained within the unit. Odors should not migrate from one unit to another and into our hallways, disturbing other residents.

1. Use the kitchen fan, above the stove, to help remove some of these odors.
2. Residents may submit a Maintenance request for an engineer to inspect the unit and identify any openings that might be causing the odors to travel, and which need to be sealed.

3. Report continual issues with odors on a Rules Violation Complaint Form for Management follow-up.
- N. Parking Spaces Exposed to the Elements
1. Shovel snow to the back of the parking space.
 2. Never shovel snow onto other parking spaces.
 3. The Association's snow removal process does not include clearing individual parking spaces of snow.
- O. Pets Policy
1. Skyline Square is a **no pets** community.
 2. Verified service animals (per applicable law), required for a specific medical condition, are not pets, and are allowed with prior written approval. See Management to obtain applicable forms to complete. Service animals must be registered with the Management Office.
 3. Applications for having an emotional support animal (per applicable law) must be submitted to the Management Office for review and approval by Management or the Board. See Management to obtain applicable forms to complete
 4. Service and emotional support animals may not urinate or defecate on the common areas, or unit balconies and patios. If this occurs, the resident must immediately clean up after the animal. The resident or unit owner may be held responsible for any damage that is caused.
 5. Service and emotional support animals must not unreasonably affect the quiet enjoyment of other residents by repeated barking, howling, acting in an aggressive manner, scratching, etc. The Association's approval of a specific service or emotional support animal may include additional conditions or requirements that must be met depending on the circumstances.
 6. Pets belonging to visitors are not permitted.

P. Plumbing and Appliances

1. Maintain plumbing and appliances so they do not leak, cause floods, fires, or other damage.
2. Periodically monitor water connections for leaks.
3. Use “high pressure” hoses for toilet, sink, and washing machine supply lines.
4. Do not use any type of chemicals to unclog drains.
5. Do not overflow toilets, sinks, and bathtubs.
6. Do not clean floors by flooding them with water.
7. Use toilets only for their intended purpose – human waste and toilet paper. Do not flush any other items.
8. Clean dryer lint filter after each use. Lint buildup can cause a fire.

Q. Remodeling

1. The Association must approve remodeling of units involving any kind of retrofit, replacement, construction, electrical, plumbing, flooring, or structure.
2. Removal of any portion of a unit wall, in particular, requires prior Association approval.
3. Request for Architectural Change forms are available in the Management Office and on the Skyline Square website. Submit the completed form to Management.
4. Construction debris must be removed from the property by the contractor.

R. Roadways and Visitor Parking

Parking on the property is limited. Roadways are very busy, often with pedestrians.

1. Drive cautiously and obey the 5-mph posted speed limit.
2. Some surface parking is for residents, and some is for guests. Please ensure that your guest does not park in a resident-assigned space, to avoid his or her car being towed. (See the parking regulations in Appendix C.)

3. Leaving unoccupied vehicles parked under the bridges, at building entrances to 5501 and 5505, is prohibited. Vehicles will be towed at the owner's expense.
- S. Satellite Dishes
1. Unit owners and residents are prohibited from having any satellite receiving or transmitting system, dish or antennae of any kind (including any related attachment) located outside the boundaries of the unit (or the unit's patio or balcony) or on the Condominium building's common element walls or roofs.
 2. "Permissible Antennas" Within Patios and Balconies. Unit owners and residents are permitted to install (or have a contractor install) entirely inside the boundaries of their unit's patio/balcony only those types of satellite dish antennas and other antennas specifically covered by the Federal Communication Commission's Over-the-Air Reception Devices Rule (the "FCC Rules"). No other exterior antennas are permitted. The FCC Rules currently specifically cover the following types of antennas ("Permissible Antennas"):
 - a. A "dish" antenna that is one meter (39.37") or less in diameter or diagonal measurement and is designed to receive direct broadcast satellite service, including direct-to-home satellite service, or to receive or transmit fixed wireless signals via satellite; to receive video programming services via broadband radio service (wireless cable) or to receive or transmit fixed wireless signals other than via satellite;
 - b. An antenna that is designed to receive local television broadcast signals.
 3. Permissible Antennas that are installed in full compliance with these Rules do not require prior approval from the Association. If unsure,

contact the Management Office to discuss in advance.

4.

Proper installation of Permissible Antennas includes:

- a. Do not drill through the building's wall. Use a flat wire type that goes under the door.
- b. Installation must be secure enough to withstand strong winds.
- c. Install the dish in such a way that it cannot damage windows, doors, and railings, or potentially fall off the balcony.
- d. Ensure that Permissible Antenna (including any attachments) do not extend beyond the horizontal and vertical boundaries of the patio/balcony (e.g., not beyond the perimeter of the balcony railing).

5. Removal. When a dish or antenna is removed, the unit owner is responsible for cleaning and restoring the impacted area/property as needed to return it to its original condition (except for ordinary wear and tear). If maintenance or repairs performed by the Association require the temporary removal of a Permissible Antenna in order to properly carry out such tasks, the Association will endeavor to provide the unit owner with at least 7 days' written notice of the need for the temporary removal, except in cases of emergency or other need to quickly make repairs, in which event no prior notice shall be required. After notice is given, the owner is responsible for removing or relocating the Permissible Antenna before the scheduled maintenance or repair begins and for re-installing it afterward in accordance with these rules. Otherwise, the Association may temporarily remove the Permissible Antenna at the owner's expense. The Association is not

liable for any loss of service or for damage to the Permissible Antenna or other personal property caused by the temporary removal of the Permissible Antenna.

6. Professional Installation. It is recommended that all Permissible Antennas be installed by professional installers. However, professional installation is *mandatory* for Permissible Antennas that transmit signals (rather than just receive them) so that the antenna is properly installed to help minimize RF radiation exposure to others.

T. Smoking

Smoking (including e-cigarettes and vaping) is prohibited in all common areas of the property, including the garage, pool bathrooms and showers, as well as outdoor pool deck and shelter areas. If smoking within a unit is causing reasonable levels of smell in another unit, patio or balcony, the Association may require the smoker to take measure to help alleviate the problem (including, e.g., buying and using an in-unit filter.

U. Storage Bins

1. Do not store items prohibited by law, such as flammable liquids, paint, or gases.
2. Maintain a clean and secure storage bin.
3. The Association bears no liability for personal property stored in the storage bins.
4. Any items stored outside of the assigned bin will be disposed of without notification.

V. Trash, Recycling, and Large Household Item(s) Disposal

1. Place all garbage down the trash chute in closed plastic bags.
2. Break down (fold flat) all boxes and dispose of them in the large dumpster inside of the Loading Dock area.
3. Only the following items **MAY BE** placed in the large dumpster:

- a. Plastic bottles and containers
 - b. Food and beverage cans
 - c. Paper
 - d. Flattened cardboard or paperboard
4. The following items are examples of what **MAY NOT BE** placed in the large dumpster:
- a. Food or liquids
 - b. Foam cups, plates, and containers
 - c. Loose plastic bags and film
 - d. Bagged recyclables
 - e. Green waste
 - f. Clothing, furniture, and carpet
 - g. Glass bottles and containers
5. Loading Docks must be kept clean and free of clutter.
6. Options for disposing of large items, including but not limited to kitchen appliances, cabinets, furniture, and carpeting:
- a. Ensure that the company/contractor doing the work will haul away the old item(s) for disposal.
 - b. If you personally cannot dispose of items off the Condominium property, make payment arrangements with Management for the disposal, otherwise a disposal charge will apply. (See Appendix A.)

W. Unit Emergency Key

As stated in the Condominium Declaration (Article V, Section F), unit owners are required to provide a key to their unit for use by the Association in the case of emergencies (e.g., active water leak or a condition threatening another unit or the common elements). It also states that if an owner fails to provide a key, and there is an emergency requiring the Association to enter the unit, the Association's entry is at the risk/expense of the unit owner. Note, however, that the Association has

the discretionary right, but not the mandatory obligation, to enter into units due to an emergency.

1. Each unit owner must provide and ensure that a current unit key(s) is always on file in the Management Office.

If the unit owner is unsure whether the Association has a working unit key for his/her unit, the owner must promptly contact Management to coordinate confirmation.

2. Management staff maintains the integrity and safety of keys, and they are not handed out to guests, friends, relatives, contractors, realtors, etc.
3. The emergency key is used by Management during an active water leak, fire or other emergency involving Association areas of responsibility when the resident is not at home or cannot be reached.
4. When a key is unavailable, emergency entry into the unit will be at the unit owner's risk and expense.
5. Residents may check out their key when locked out of a unit.
 - a. There is no charge for the key when the Management Office is open.
 - b. There is a \$50 charge for the key when the Management Office is closed. The fee is payable directly to the on-call engineer.
 - c. The key must be returned within 48 hours.

X. Utilities

1. Ensure that all unit equipment and fixtures are properly maintained and do not adversely impact other units or building systems.

2. Notify the Management Office or Front Desk promptly of any drain backups or other water emergencies.
- Y. Water Deliveries/Pick Up Empty Bottles
1. Water delivery trucks must park in the Loading Dock; and Loading Dock rules apply.
 2. A maximum of three water bottles may be placed outside the unit door for pickup and/or delivery.
 3. Water bottles must be inside the unit by the end of the day of delivery.
- Z. Window Coverings
1. No unit owner or resident can alter the unit's windows without the prior written consent of the Board.
 2. Window coverings are limited to curtains, shades, or blinds.
 3. Ensure that window coverings present a uniform, white or off-white appearance from the outside.
 4. Ensure that window coverings do not blow outside of open windows.
 5. Torn or broken window screens and window coverings must be promptly removed and/or replaced.

II. Use of Recreational Facilities

Prospective buyers are interested in the recreational facilities a condominium has to offer. Skyline Square makes it a priority to ensure that our recreational facilities are well maintained and in good order for residents and their guests to enjoy.

The privilege of using recreational facilities is limited to residents in good standing. Residents of units appearing on the Suspension of Services list will be denied use of the facilities. Residents who damage property may be

banned from the facility, and damages will be assessed to the owner(s) of the unit.

The Association assumes no responsibility for accidents, injuries, liabilities, or actions by residents or their visitors. Damage to any recreational facility is the responsibility of the person who caused the damage.

A. Requirements

1. Present a valid state issued Photo ID (i.e. driver's license or identification card) to the Front Desk staff to use the Billiard Rooms, Ping Pong Room (South), South Card Room, and North Library.
2. A resident must be 18 years or older to sign-out a key and equipment for any recreational facility.
3. Charges will be assessed for lost keys, and damages to the equipment and/or room.
4. Keys and equipment must be returned within two (2) hours.
5. Entry to the North and South Exercise Rooms is by scanner. The Management Office will validate your key card or fob to enable you to use the scanner.

B. Rooms

1. Keep the room you use clean, and leave furniture as it was when you entered.
2. Report unsatisfactory conditions (e.g., damaged, broken equipment or unsafe conditions) to Management or the Front Desk staff.
3. Food and beverages are not allowed in recreational facilities, with the exception of bottled water-

C. Facilities and Hours

1. **Billiard Rooms/Ping Pong (South only)**
10 a.m. to 11 p.m.
Maximum number of people allowed in the Billiard Room at one time is eight.
2. **Exercise Rooms, Saunas, and Showers**

- a. South Building
Separate rooms for men and women
6 a.m. to Midnight
 - b. North Building
Unisex Exercise Room
24 hours per day
 - c. No one under the age of sixteen (16) is permitted in the Exercise Rooms except that an individual 12 to 15 years of age is permitted when accompanied at all times by that individual's parent, legal guardian or other responsible supervising adult (18 or older).
 - d. Must use personal earphones for any audio equipment and cell phones.
 - e. Do not remove any equipment from the rooms.
3. **South Card Room, North Library**
- a. 10 a.m. to 10 p.m. daily, except for scheduled meetings or events.
 - b. Obtain keys for these rooms from the Front Desk staff. There is a fee to rent the South Card Room** for exclusive use. (See Appendix A)
4. **Pool and Poolside Area**
The Swimming Pool is open daily, from 10:30 a.m. to 8:30 p.m., Memorial Day weekend to Labor Day. Lifeguards will be on duty. Obtain pool use procedures from the Management Office.
5. **Party Rooms (Special Events)**
10 a.m. to Midnight – Sunday through Thursday
10 a.m. to 1 a.m. – Friday and Saturday
(See Appendix A for fees.)
- a. A deposit is required, two weeks in advance, to rent and reserve a Party Room**.
 - b. Rental forms are available in the Management Office. Additional rules apply (See the rental agreement).
 - c. Reservations are on a first come, first served basis.

***Card and Party Rooms can only be rented by current residents. Unit owners are responsible for any damages caused by renters and their guests.*

PURELY INFORMATIONAL

III. Around the Square

A. Bike Room

The Association has a locked and well-lit Bike Room, on the G-1 level of the parking garage, for residents to store their bike(s).

1. All bikes must be registered with the Management Office.
2. All bikes in the Bike Room must have a Skyline Square Permit sticker.
3. Stickers, and the code to access to the Bike Room, will be provided during registration.
4. Bikes that are left in the Bike Room, after a resident moves out of Skyline Square, will be donated.
5. Bikes are not to be placed or stored on balcony, patio, or common areas.

B. Car Wash

The Association has a free, manual car wash area, on the G-1 level of the parking garage, for residents' use. The car wash can accommodate two cars.

1. Residents must provide their own cleaning supplies.
2. Residents must leave the area clear of trash and cleaning supplies when finished.
3. Use of the car wash is recommended for 60 minutes.

C. Condominium Fees and Charges

1. All fees and special assessments are due on the first of the month, unless otherwise stated on the bill. (See Appendix A for late fees.)
2. Delinquent assessments and charges are subject to collection procedures such as liens, suit, post-judgment action, suspension of services and foreclosure.

D. Due Process

The Due Process Committee serves residents with unresolved violations of the House Rules. (See Appendix B for due process procedures.)

E. In-Unit Service Program

Skyline Square has an In-Unit Service Program that gives residents a way to save on maintenance costs. Work is done by building engineers. On the website, search on "Maintenance" for additional information on services and how to join the program. All services must be paid in advance.

F. Pest Control

1. The Association provides pest control services to residents free of charge.
2. Contact the Front Desk to be put on a list for a visit the next time the pest control company is on site.
3. Residents are responsible for addressing bed bug infestations and pigeon issues.

G. Photo IDs, Key Card or Fob, and Annual Sticker

1. Residents in good standing must have a valid Skyline Square Photo ID to use the Pool, South Card Room, North Library, and the Billiards Rooms, and to participate in organized Association activities.
2. Obtain a Photo ID from the Management Office for each household member.
3. Keep all Photo IDs current with an annual sticker to validate pool passes for current residents.

H. Rules Violations

From time to time, it is necessary to report rules violations to Management. Residents should use due diligence and prudence when submitting violations.

1. See Appendix B – Complaint Adjudication and Due Process.
2. Rules Violation Complaint Form

- a. Forms are available in the Management Office, at the Front Desk, and on the Skyline Square website.
 - b. Submit the completed form to the Management Office, or place it in the secured box outside of the Management Office when the office is closed.
 - c. The BuildingLink portal, or an e-mail to Management, may also be used to communicate violations. Verbal complaints are insufficient, and should be avoided.

- I. Unauthorized Vehicle in a Resident's Parking Space

Sometimes a resident misjudges where he or she is supposed to park, and they park in someone else's space by mistake. If there is an unauthorized vehicle parked in your parking space, do the following:

 - 1. Contact the Front Desk and give them a description of the vehicle, the parking space number, the license plate number, and Skyline Square sticker number.
 - 2. The Front Desk will try to contact the resident.
 - 3. If the Front Desk is unable to contact the resident, towing from a reserved parking space is at the sole discretion of the owner.
 - 4. The Association does not tow from reserved spaces.

- J. Unit Documentation

Owners must provide all required unit documentation to the Management Office to comply with Virginia Law and Skyline Square Bylaws. This includes situations where real estate agents act on behalf of their clients. Required documents include:

 - 1. Notification of any move, including from one unit to another.
 - 2. Copy of any rental/lease agreement, and list all residents, prior to move-in.
 - 3. Settlement sheet within a week after a unit is sold.

4. Current personal vehicle information for all unit residents.
 5. Provide and maintain key(s) for all locks on the unit door.
 6. New residents must schedule a New Resident Orientation.
 7. Owners moving out of Skyline Square are asked to provide a forwarding address.
- K. Wi-Fi
The North building Library has free Wi-Fi for residents.

APPENDIX A FEE SCHEDULE

Replacement Keys

Any lost, stolen, or inoperable keys will be replaced at the owner's expense as follows:

- Key Card \$20
- Key Fob \$35
- Clicker/Remote \$60
- Mailbox Lock and Key \$30

Bulk Trash Removal

- Fine for Dumping (large items) \$75 or more
(Items that do not fit a normal 30 gal. garbage can)
(Fee is for each item or actual cost)
- Fine for Dumping (small bulk items) \$50

Late Payments

- Condo Assessments \$40
- Electric Payments \$25

Lockouts

If the unit key is on file in the Management Office

- To obtain the key during business hours \$0
- To obtain the key during non-business hours \$50
(Fee payable to the on-call engineer)

If the unit key is not on file Contact a locksmith

Maintenance-Related Items From the Front Desk

- Filters for bathroom, & AC/heat pump \$5
- Algae tablets for AC/heat pump \$5

Move-In Administrative Fee

Move-Ins \$300

This one-time fee includes moving from building to building and internal moves between units.

Investor Administrative Fee \$50

Over-Occupancy Fee

Fee is per person/per month with no age limitations \$100

Facility Fees

Swimming Pool Guest Day Pass	\$2
Card/Library Room Rental	\$50
– Security Deposit.....	\$100
Patio Rental.....	\$50
– Security Deposit.....	\$100
Party Room Rental (Complete Rules & Regulations available in Management Office)	
– Rental Fee (South).....	\$500
– Rental Fee (North)	\$400
– Security Deposit (South).....	\$1000
– Security Deposit (North).....	\$800
– Security Guard (4-hour min.)	\$25/hr per guard

Violation Charges/Penalties

Residents are responsible to resolve violations, working directly with the Management Office staff. When a violation is unresolved, per the recommendation of the Due Process Committee and a decision of the Board of Directors, the following penalties and/or charges may be levied:

- Suspension of services with denial of privileges.
- Fines
 - Single Offense.....Up to \$50
 - Continuing Offense \$10 per day/max. \$900 per offense
- Legal action when the infraction is a violation of the law.

Penalties are determined by the Board of Directors after a recommendation by a consensus vote of a Due Process Committee, if such committee is staffed and in effect.

APPENDIX B COMPLAINT ADJUDICATION AND DUE PROCESS

The Due Process Committee serves the community by taking on the responsibility to investigate allegations of violations of condominium documents, including the Bylaws and House Rules. If the Committee concludes that a violation has occurred, the Committee attempts to work toward a resolution. Upon failure to resolve the situation, the Committee makes a recommendation to the Board of Directors. The Board has the final authority regarding any action that may be taken. The following procedures are applicable to complaint investigation and hearing by the Due Process Committee. The purpose is to resolve disputes; the goal is to be expeditious while being fair to all parties involved.

Initial Procedures

All complaints involving Bylaws or House Rules violations will be referred **in writing** to the Deputy General Manager for resolution. In most cases, a Rules Violation Complaint Form will be necessary.

- Clear details must be provided.
- The details must be specific to the violation, and include dates and times.
- The details must include enough explanation of the situation or incident to see how the House Rules designate the situation or incident as an infraction.

When a complaint is sent to the alleged resident/violator, the violation must be clear and include all of the details as described, above, as well as any additional facts or details that could assist the resident to resolve the violation.

Complaints which cannot be resolved by Management will be referred to the Due Process Committee, if such a committee is duly staffed and empowered. The Committee will require documentation, as necessary.

- The Due Process Committee will conduct an informal investigation into the complaint to include gathering of witness statements and review of historical files. If no Due process Committee is staffed and duly empowered, the Board of Directors will conduct the investigation.
- The Due Process Committee may recommend the following:
 - Dismissal of the complaint.
 - A “Notice to Correct Violation” to be sent to the alleged violator, or
 - A hearing procedure to be conducted.

The Hearing Procedure

A “Notice to Correct Violation” will be sent to the alleged violator. The recipient may request a hearing to contest the violation or imposition of rules violation charges or other action.

If a hearing is requested, a “Notice of Hearing” will be delivered or mailed by certified mail, with return receipt requested, to assure that the alleged violator (who is now the “respondent”) has notice of the hearing at least fourteen days prior to the scheduled hearing. The “Notice of Hearing” will detail the violation charged, the time and place of the hearing and the rights of the respondent. Also included will be information pertaining to the right to legal representation at the respondent’s cost, to hear evidence bearing on the allegations, to question the witnesses and to present evidence in his/her own behalf.

- The Due Process Committee, or Board of Directors, will have the right to question witnesses. The rules of evidence applicable in a court of law are not applicable to this hearing. The Due Process Committee, or Board of Directors, may consider any evidence it believes will tend to prove or disprove the allegations.
- The Due Process Committee will prepare a summarized transcript of the hearing, along with a copy of the Notice of the Hearing, statements, or other evidence presented

at the hearing and the recommendations of the Committee with the vote there on. The Board of Directors will take action, as it deems appropriate, after considering the entire record and the recommendations. The Board of Directors may, in its sole discretion, call for additional hearings, request additional evidence, or pursue additional investigations as necessary to adjudicate any violation.

- Action by the Board may include assessment of rule violation charges, injunctive relief in court, correction and abatement of the violation and suspension of use rights. Remedies shall be cumulative. Assessment of rules violation charges shall be treated for all collection purposes in the same manner as an assessment including collection by lien, suit and/or foreclosure.
- Violation charges and penalties are provided in Appendix A – “Fee Schedule,” “Violation Charges/Penalties

APPENDIX C SKYLINE SQUARE PARKING REGULATIONS

WHEREAS Article N, Section D of the Declaration states that, “The use of the Common Elements shall be governed by the Bylaws...and by the House Rules and Regulations adopted by its Board of Directors;” and

WHEREAS Article N, Section 3 and VII, Sections 4(b) and 5 of the Bylaws enables the Board of Directors to “Promulgate, amend and enforce House Rules and Regulations concerning the operation and use of the Condominium:” and

WHEREAS the Board of Directors deems it necessary and desirable to establish certain Rules and Regulations for the use of owner, visitor, and Association owned parking spaces;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy and rules regarding the use of parking spaces on Association property is hereby adopted, effective December 1, 2002 and revised February 23, 2012:

I. DEFINITIONS:

For the purpose of these rules, the following definitions pertain:

A. Association. The Skyline Square Unit Owners’ Association.

B. Inoperative Vehicle. Any vehicle with a malfunction of an essential part required for the legal operation of the vehicle such that the vehicle cannot move under its own power; or, any vehicle which is partially or totally disassembled as a result of broken glass, the removal of tires, wheels, engine, or other essential parts required for legal operation of vehicle.

C. Oversized Vehicle. A vehicle which exceeds the length of an 18-foot parking space by more than eighteen inches for garage parking; any vehicle which exceeds 6 feet 6 inches in height to accommodate door size for all areas; any vehicle which is more than 8 feet in width or which carries extended appurtenances or fixtures attached to or extending more than 6 inches beyond the vehicle. Vehicles with a gross vehicle weight (loaded weight) of more than 4.5 tons or 9000 pounds are prohibited except for the Loading Dock areas.

D. Public Nuisance. Any action or condition that interferes with the quality of life or safety of the Association and its members. For example, without limitation, a vehicle leaking flammable fluids or whose security system has been triggered and allowed to continue unabated for more than fifteen (15) minutes, or a vehicle with an inoperable muffler that interferes with the community's right to quiet enjoyment and/or is a public nuisance.

E. Resident. Any person, whether owner, tenant, or household member of either who is known by the Association Management Office to legally reside in a specific unit at Skyline Square Condominium. Generally, this is accomplished by inclusion of the person's name on a completed Occupancy Information Form. In addition, for the purpose of this resolution only, any person obtaining a visitor parking pass for more than 20 days during any 45-day period is considered a resident.

F. Owner's Vehicle. A motorized vehicle for the transportation of passengers, in operable condition, registered and displaying current license plates for the Commonwealth of Virginia or other appropriate authority, and displaying current Fairfax County stickers, or as otherwise required by law.

II. GENERAL RULES:

The following rules and regulations shall govern the operation and parking of vehicle and trailers on condominium property:

A. Persons operating motor vehicles on Association property must have a valid operating license issued by appropriate licensing authority.

B. Persons operating motor vehicles on Association property must observe relevant Virginia and Fairfax County laws and Association traffic management regulations. This includes but is not limited to: (1) obeying posted speed limits; (2) yielding to pedestrians at crosswalks; (3) avoiding aggressive driving; (4) using headlamps within the parking garage; (5) operating motor vehicles on paved roadways only; (6) observing handicap parking space rules; and (7) maintaining the vehicle's sound system at a minimum volume whether driving, standing or parked, etc.

C. The condominium property parking areas may **not** be used for any purpose other than vehicular parking. Storage of equipment or other objects is prohibited. No vehicle shall be positioned on the condominium property for any length of time so as to occupy any space other than that within the designated vehicle parking areas, delineated by parking lines.

D. Vehicles may be parked only in appropriately designated parking spaces and areas. Only one (1) vehicle may be parked within each parking space provided, however, a motorcycle or moped may be parked in front of a car provided that both are within the perimeter of an owner's assigned space and do not interfere with access to vehicles parked in adjacent spaces. Vehicles may occupy any portion

of more than one space so delineated or park perpendicular to the marked parking spaces.

E. Parked vehicles may not: (1) be within fifteen (15) feet of a fire hydrant or in a designated fire lane; (2) impede the normal flow of traffic; (3) block any sidewalk ramp; (4) prevent the ingress and egress of any other vehicle to adjacent parking spaces or the open roadway.

F. No oversized vehicles shall be parked anywhere on condominium property.

G. For visitor parking areas, all vehicles must be registered with the Front Desk. No inoperative or abandoned vehicles, vehicles presenting a safety hazard or security concern (for example, and without limitation, through leaking fluids, broken glass or damaged parts, etc.) or other equipment and machinery shall be parked anywhere on condominium property.

H. The Board of Directors reserves the right to prohibit the parking and enforce the towing of other types of vehicles not specifically cited above, provided that such vehicles' presence might constitute a nuisance or aesthetic problem for the community upon notice reasonable under the circumstances.

I. Repairs or maintenance to vehicles, painting of vehicles, or the drainage of automobile fluids are not permitted anywhere on the condominium property, except for emergency repairs of a minor nature, such as the repairing of a flat tire or the re-charging of a dead battery.

J. Washing vehicles is permitted in the designated car wash area only.

K. Vehicles exceeding the height of 66" are prohibited from entering the Association garage building.

L. Dumping, disposal or leaking oil, grease, or any other chemical residual substance, or any substance or particles from the holding tanks of any vehicle is **not** permitted on the condominium property. Owners' parking spaces must be kept free of excessive grease, oil and other leaked fluids. The Association reserves the right to assess appropriate clean-up charges against owners if the Association elects to clean their parking space of unauthorized residues.

M. All owners are responsible for ensuring that their family members, employees, visitors, tenants, and agents observe and comply with all vehicle parking rules and regulations as may be adopted by the Association.

III. Parking in Owner's Assigned Parking Space.

The following rules and regulations shall govern parking in owner's assigned parking spaces:

A. Use of Association Parking Sticker.

Upon registering vehicles, the Association will issue parking stickers to unit owners (or tenants). Parking stickers are not transferable.

B. Eligibility for Association Parking Stickers. The Association will issue parking stickers only if the following criteria are met:

1. Each owner (or tenant) must complete and update an Owner Information Form and Vehicle Information Card prior to obtaining a sticker.
2. Each new Owner must provide the Management with a copy of the deed to the property, signed

settlement sheet or other satisfactory proof of ownership; or, if applicable, the Owner (or tenant) must provide the Association with a copy of the current lease.

C. Issuance of Replacement Stickers. Upon obtaining a new vehicle, an owner should request a new Association parking sticker from the management office.

D. Remedies for Owner Parking Violations

1. The Association is not responsible for towing a vehicle that is parked without authorization in an owner's assigned parking space and will not be responsible for any towing charges or damages. Accordingly, it is the responsibility of the owner assigned the parking space to decide whether to have the unauthorized vehicle towed from the parking space, with all costs and risks of towing and impounding the sole responsibility of the vehicle's operator/owner. The owner who calls the towing company may be held responsible for improper towing or resultant damage and by authorizing the towing agrees to indemnify the Association.

2. The Association recommends that owners make an effort to contact the person parked in their space before having the vehicle towed. If the vehicle has an Association sticker, the Front Desk might be able to assist in locating the vehicle's operator. If you sign a tow ticket to remove a vehicle from your assigned space, a copy of the ticket must be provided to the Front Desk clerk on duty.

3. Owners are prohibited from parking in visitor parking including handicap visitor parking. Owners who park in visitor parking are subject to having their vehicles towed without notice at their expense and risk.

V. Visitor Parking Rules.

The Association provides limited visitor parking as an Association amenity for owners' registered visitors governed by the following rules and regulations:

A. All visitor vehicles parked in the visitor parking areas must be registered at the Front Desk in order to be lawfully parked within the visitor parking areas.

B. All visitors are required to register with the desk clerk and provide personal and vehicular information as prescribed by the Board of Directors. This includes, but is not limited to presenting their operator's license and providing their name, the name and unit number of the person they are visiting, the year, the make and type of vehicle, their vehicle's license plate number and the state of issuance.

C. Visitor parking registration will not be accepted by owners and/or persons whose operator's license reflects a Skyline Square address (i.e., 5501 or 5505 Seminary Road). Any person registering for visitor parking for more than 20 days during a 45-day period is considered an owner and ineligible to register for visitor parking.

D. Registration expires 24 hours from the time of issuance. Visitors must personally return to the Front Desk to renew their parking registration. Owners are not permitted to renew parking registration for their guests.

E. Visitor parking is permitted only in identified "Visitor" parking spaces. Visitor parking is not permitted in Association owned spaces or other assigned parking spaces.

F. All vehicles parked in designated “Handicap” spaces must display valid and current license plates with integral handicap indicia issued by appropriate authority; or must exhibit a valid and current handicap placard suspended from the rearview mirror.

G. The Association reserves the right to refuse visitor parking privileges as it sees fit. Visitors who fail to follow the Association’s rules and regulations will be subject to the loss of visitor parking privileges.

H. The Association reserves the right to tow a vehicle from visitor parking without notice at the operator’s/owner’s expense and risk, if the vehicle is parked in violation of the Association’s parking rules, presents a safety or security concern, represents a public nuisance for the community or is an abandoned vehicle.

V. Loading Dock Parking Rules.

Owners requiring the services of the Loading Dock for short-term delivery and pick-up must call the Front Desk and advise the desk clerk of the presence of their vehicle at the Loading Dock. Parking at the Loading Dock for short-term delivery and pick-up is limited to twenty (20) minutes. Violators may be towed at the operators/owner’s expense and risk without notice.

VI. Remedial Action.

A. Any vehicle in violation of the Association’s parking rules or which presents a safety or security concern may be towed without notice at the operator’s/owner’s expense. The Association may, but is not required to, post solicitation notices on any vehicle not in compliance with the rules and regulations of the Association. No other form of notice is required.

B. When a citation notice is provided, if the vehicle's owner does not bring the vehicle into compliance within seven (7) days of the date of the citation notice, the vehicle may be subject to towing without notice at the operator's/owner's expense and risk. The Association Management Office will record the date of all citation notices and towing.

VII. Association Rights and Responsibilities.

A. The Association reserves the right to have any vehicle not in compliance with the provisions of this resolution removed by towing immediately and without notice from Association Property or booted at the operator's/owner's expense and risk. The Association reserves the right to exercise all other powers and remedies provided by the Association's governing documents and/or the laws of Virginia and Fairfax County. For the purpose of this resolution, the General Manager, Deputy General Manager and Officers of the Board of Directors are empowered to serve as the agents of the Association.

B. All costs and risks of towing and impoundment shall be the sole responsibility of the vehicle's operator/owner. Additionally, all expenses and/or attorney's fees incurred by the Association in enforcing the provisions of this Resolution shall be the sole responsibility of the operator/owner.

C. The Association reserves the authority to hold owners legally responsible for any damage caused within the Association Common Elements by the use, repair or maintenance of their vehicle; including, as a result of negligence or violation of these rules and regulations, whether on the part of the owner, his family, tenants, visitors or agents.

D. Disclaimer of Bailee Liability. The Association, Board of Directors, its employees and agents assume no responsibility for the provision of any security service of vehicles parked in the parking areas, and it disclaims responsibility for theft or damage to any vehicle, or its contents, parked or operated on Condominium Property.

APPENDIX D AMERICAN FLAG DISPLAY

Displaying the Flag of the United States

The United States Flag may be flown as appropriate and in accordance with “Freedom to Display the American Flag Act of 2005” (*Pub. L. 109-243, 120 Stat. 572, enacted July 24, 2006*). Residents have the right to fly the US Flag, as long as it is flown in accordance with United State Code, Title 4, Chapter 1, “The Flag,” and Title 36, Chapter 10, “Patriotic Customs.”

- A. Ensure that flying the flag “is not inconsistent with any reasonable restriction pertaining to the time, place, or manner of displaying the flag of the United States necessary to protect a substantial interest of the condominium association.”
- B. Ensure the flag meets the following, as described by Flag Rules and Regulations:
 - 1. When the flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out.
 - 2. The union (the blue part with stars) should be uppermost and to the flag’s own right, that is, to the observer’s left.
 - 3. No disrespect should be shown to the flag of the United States of America. The flag represents a living country and is itself considered a living thing.
 - 4. The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
 - 5. The flag should never be used as a covering for a ceiling.
 - 6. “Anything goes” is not acceptable practice for displaying and flying the US Flag.
 - 7. The US Flag may not be displayed on non-balcony windows, or in hallways.