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DEER RUN CROSSING  
HOMEOWNERS ASSOCIATION

OPERATIONS MANUAL

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## DEER RUN CROSSING HOMEOWNERS ASSOCIATION OPERATIONS MANUAL

### 1. The Association

a. The Association is a non-profit organization established by Virginia state law. It consists of the 62 Deer Run Crossing homeowners. Membership in the Association is mandatory by virtue of home ownership.

b. Three primary documents have governed the Association and its members: the *Articles of Incorporation*, the *By-Laws*, and the *Declaration of Covenants, Conditions and Restrictions*. This new document explains policies and how to implement directives that are set forth in the other three documents. As such, it is to be considered a new fourth governing document. Updates to these documents and new policies and procedures are communicated through the Association newsletter or through separate correspondence.

c. The Association membership elects members to a five-person Board of Directors during annual homeowners meetings. The Board elects its officers annually, conducts the everyday business of Deer Run, and establishes policies in accordance with the governing documents. The Board meets quarterly or as called by the president. Meetings are held at the home of one of the Board members and are open to homeowners. Call any director listed in Attachment (a) if you would like to attend.

d. Homeowners are notified of the annual meeting in writing at least one month in advance of the scheduled date. Included in the notification are proxy ballots for use by those who cannot attend. Proxies must be filled out, signed and dated, and given to a neighbor or board member prior to or at the annual meeting.

### 2. Association Dues

a. Dues are payable semi-annually on **January 1st** and **July 1st**. A notice of dues assessments is mailed or hand-carried to each homeowner one month in advance of the due date.

b. A late fee of 10 percent is assessed if dues are not received by **January 15th** or **July 15th**. Delinquency beyond these dates may require the Board to take legal action such as a lien on the property and/or interest on the outstanding debt from its original date. If a homeowner cannot pay on time, the Board recommends making payment arrangements with the Association Treasurer.

c. The Board has authority to increase dues annually by an amount up to the increase in the Consumer Price Index (CPI). Any increase above the CPI must be presented to the Association membership for a vote. The Board is also authorized to levy special assessments for capital improvements or emergency expenditures.

### 3. Association Services

a. General management, accounting, and administrative services are provided to homeowners without cost through Board members who volunteer services.

b. Homeowner's dues procure the following additional services:

- Twice weekly trash pick-up and once-a-week recycling pick-up.
- Mowing, landscaping and general maintenance of the common grounds.
- Mowing and twice-a-year fertilizing of homeowners' front/side yards.
- Electricity for lighting of walkways and parking lots.
- Professional fees for audits, tax preparation and legal assistance.
- Insurance coverage for Association general liability and bonding of the Treasurer.
- Snow plowing and sanding of parking lots, as required.
- Administrative costs for postage, office supplies, reproduction, etc.
- Contingency replacement of community property which includes sidewalks, parking lots, light poles, community fences, etc.

### 4. Trash Pick-up and Storage

a. Routine trash is picked up **behind the rear** fence every Monday and Thursday.

b. Routine trash must be placed in secure plastic bags. The bags must be placed in trash cans behind the rear fence. Trash can requirements and rules are provided at Attachment (a).

c. Routine trash will **not** be placed curbside.

d. Fairfax County requires residents to recycle paper (this includes newspaper, magazines, catalogs, junk mail, phone books, cardboard, and cereal and cracker boxes), aluminum and steel cans, #1 and #2 plastic food containers, and glass. The glass, plastic and metal can be contained together, but the paper must be separate from them. These items must be stored inside residences until packed in paper bags and placed at the street curb each Monday prior to 6:00 a.m. There items must be packed in such a way that the wind cannot scatter the contents and create a mess. Recycling bins are available by contacting the contractor. More information on what is considered an acceptable recyclable item is available by contacting a Board member.

e. Grass clippings, gardening debris, dead shrubbery, and tree trimmings must be either bagged or cut into lengths no longer than 4 feet and tied into neat bundles weighing no more than 50 pounds. Items must be placed curbside for pickup on Mondays and Thursdays. Small appliances (portable television sets, vacuum cleaners, etc...) and other small household items must also be placed at the curb for pick-up.

f. Old furniture, large appliances, and large loads of tree cuttings will only be picked up at the resident's request. It is the responsibility of the individual resident, **not the Association**, to make arrangements for such pick-ups with the Association's contractor. Bulk items are collected only on Thursday and arrangements must be made 24 hours in advance. These items may be placed at the curb the night before the scheduled pick-up. There are also school and charitable organizations that will pick-up old appliances and furniture of all kinds.

g. Trash cans are the **only** items allowed behind residential fences. Storage of debris, firewood, equipment, furniture, etc... behind the fence is strictly prohibited.

## 5. Vehicles and Parking

a. Each townhouse unit is entitled to two assigned parking spaces. The assigned spaces are identified by the corresponding painted house number on the curb. Residents owning more than two vehicles must park extra vehicles on the street. (*See paragraph 6 for restrictions on non-vehicular items.*)

b. Residents will inform visitors and guests that they must park on the street unless the host has vacant spaces to spare.

c. Parking inside the parking lot parallel to the street is prohibited. Such parking blocks emergency vehicles and egress from regular parking slots.

d. All vehicles parked in Association parking lots must have a current state license plate and state inspection sticker in accordance with local laws. Vehicles not properly registered and bearing these items are subject to towing at the owners' expense. These requirements are also applicable to any and all residents' vehicles that are parked on the street.

e. Delivery and maintenance vehicles may not be driven on any grassy area. They must remain on the paved parking lots.

f. Riding motorized vehicles, bicycles, or scooters of any kind or size on any grassy area is strictly prohibited.

g. Making any kind of vehicle repair or doing any kind of vehicle maintenance (except manual washing and polishing) on Association property is strictly prohibited. This includes oil changes and greasing.

h. Bicycles, tricycles, wagons, and other non-motorized forms of transportation of all sizes must be parked off common area sidewalks and lawns and off private walkways. These items **must** be stored indoors or inside fenced backyards when not in use.

6. Boats, Trailers, Campers, Jet Skis, Other Non-vehicular Recreational Items, Portable on Demand Storage (PODS), and Mobile Homes

These items are **not** to be parked in assigned parking spaces or along the curb within the parking lots. Street parking is subject to Fairfax County regulations. All vehicles, including cars that are parked on the street must be at least 10 feet away from driveway entrances and street corners.

7. Architectural Standards

The architectural standards for Deer Run Crossing are set forth in the Association's *Declaration of Covenants, Conditions and Restrictions*. Residents should review this information carefully. The document specifies that residents may make **no architectural changes** whatsoever, including but not restricted to such items as awnings, to the outside of any unit without the prior endorsement of the Architectural Control Committee and the Board.

8. Television and Radio Reception

a.. Cable television hook-ups are available through Cox Communications.

b. Direct broadcast satellite dishes less than one meter (39.37 inches) in diameter are permitted as long as they are installed within the property lines and do not protrude into common space or an adjoining yard. Masts may be no higher than 12 feet. This is a law established by the Federal Communications Commission.

9. Townhouse Staining and Painting

a. Deer Run Crossing homes are *stained* not painted with the exceptions of metal-lined doors, metal roof flashing, and metal wing wall caps. These require semi-gloss enamel paint.

b. Townhouses will be re-stained every six years at a minimum. Re-staining will be total (front, back, chimney, and fence). This is essential to protect property values of all homeowners.

c. Olympic exterior acrylic latex stains are the only standard for all wood surfaces. Mandatory stain colors are:

- (1) Olympic Driftwood Beige for all siding.
- (2) Olympic *Mahogany* for all trim boards, decks, and fences.
- (3) Any of the following seven Olympic stains for window trim panels and/or boxes under windows: *Butternut, California Rustic, Cedar, Forest, Gooseberry, Mountain Pine or Navajo Red.* NOTE: Use of Parchment or Mahogany for these areas is prohibited after December 1, 1997.

d. Exterior enamel paints are the standard for metal surfaces as follows:

(1) Duron Honeywind for flashing and wing wall caps.

(2) Duron Yorktown Brown, Chestnut Brown, Redwood, Farmhouse Red, Forest Green or Old Colonial Red or Olympic Mountain Pine or Gooseberry (one only) for the front door.

e. Olympic stains and enamels and Duron enamels are available at Lowe's Hardware Store.

f. Homeowners are responsible for ensuring that their contractors use the correct brand and color of stains and paints. Failure to do so will result in a Board directive to restrain/repaint at owner's expense.

g. Standard color swatches are available from the Board upon request. When in doubt about any color, contact a board member.

#### 10. General Property Maintenance

a. Inspections -- The Association *Declaration of Covenants, Conditions and Restrictions* compel the Board to ensure that all Association property and individual homes and fences are maintained to the highest standards possible. To this end, Board members make periodic and annual walk-around inspections of each property to evaluate the condition of the homes and yards. The physical and visual conditions of stain/paint, exterior siding, trim boards, windows, fences, front yards, walkways, landscaping, lawns, trees, etc. are reviewed by the Board Members. If deficiencies or potentially dangerous situations are found, the Board will notify the homeowner verbally and/or in writing. If action is not taken to correct the situation within 60 days, the Board will consult to determine if legal action is required.

b. Do-it-yourself Repairs. Some homeowners elect to do their own house staining, fence replacement, etc. If the Board deems such endeavors to be non-conforming to standards, the owners will be directed to correct the job or turn it over to a professional contractor.

c. Snow and Ice Removal -- The Association arranges for plowing and sanding of parking lots as deemed necessary. Shoveling and treatment of sidewalks is a homeowner's/ resident's responsibility. Do not use rock salt to remove ice from walkways as it causes the concrete to break down and crumble. Use Halite or other recommended rock salt substitutes.

d. Termite Control -- Termites are a potential problem throughout Northern Virginia. The Board strongly recommends that homeowners contract with a qualified pest control company for annual termite inspections and if needed, treatments.

e. Trees -- Front yard trees are the property and responsibility of the homeowner, not the Association. They must be periodically cut back to preclude storm damage as well as encroachment on neighboring homes.

f. Backyards -- Landscaping with lawn, shrubs, flowers or small trees is strongly encouraged. Yards consisting predominantly of dirt, crabgrass, and weeds will not be tolerated. Use of bricks, slate, and decking in lieu of grass is permissible. Shrubs, trees and grass must be neatly trimmed. Shrubs and trees may not grow into neighboring yards. Small storage sheds are permissible provided they do not exceed the height of the fence, adhere to standard Deer Run colors, and are approved in advance by the Board. Backyard areas must be routinely maintained to prevent rodent and insect infestation. **PLEASE NOTE:** West Nile disease has been found in Fairfax County and all standing water must be removed regularly to prevent mosquito breeding areas. Board members will notify owners either verbally or in writing if there are discrepancies in this area

g. Backyard fences -- Deer Run Crossing fences are to be maintained as frequently as necessary to guarantee safety for all. The fences were originally constructed of untreated pine during 1979-1980 with a life expectancy of 10-15 years. Replacing those fences is now mandatory. Replacement fences will be made of **pressure-treated** lumber. Posts will be set at least 24 inches deep in concrete. The present design, to include criss-cross lattice-work tops, must be replicated. Replacement costs will be shared among the primary homeowner (who owns the front and gate) and the two adjacent neighbors (who own half of the left and right fences, respectively) at a ratio of 100 percent of the front from the primary owner and 50 percent for the adjacent wall from each neighbor. Any disputes will be resolved by the Board. *Mahogany* staining, both inside and outside, will be accomplished within twelve months of construction.

Additionally, all fences constructed in the 6800 and 6900 blocks after December 1, 1997 will be staggered, that is, the top of the fence on all three sides will be level and pickets will be cut to varying lengths to compensate for terrain variations. Further, the Board recommends that a 2' x 4' be placed 1 to 4 inches down from the top of the two posts supporting the gate. This will stop the gates from binding (sticking) as the fence settles with time.

h. Roof Shingles -- Two colors of roof shingles are used throughout Deer Run Crossing to match the two colors of the townhouse bricks. The brick and shingle colors rotate with each block of eight homes. Homeowners must ensure that contractors use the proper shingle color for their block when re-roofing. If using CertainTeed shingles, the colors are *Timber Blend* for lighter brick and shingle blocks and *Oakwood* for darker brick and shingle blocks.

i. Natural disasters -- Damage to townhouses caused by fire, water, wind, or other natural disasters should be repaired as soon as possible. The Association urges homeowners to carry sufficient insurance to cover home and property restoration, should it become necessary.

## 11. Children

a. Parents are expected to supervise young children when the children are outdoors in the common areas.

b. Children should not skateboard, rollerblade, play ball, or ride bicycles or motorized vehicles in a manner that jeopardizes Association or homeowners' properties, particularly parked cars and grassy areas. Parents will be held liable for any damage done by their children.

c. Excessive screaming, shouting, high volume music, etc. are unacceptable behavior at any time.

d. Throwing trash on the ground anywhere, including the street, is unacceptable. Parents and youth are responsible for removing any trash left behind after outdoor activities. Littering is not only inconsiderate, but also illegal. We urge everyone to be considerate of their neighbors and to pick up the litter that is on the ground near your dwelling, particularly after trash pick up.

## 12. Visitors and Guests

a. Visitors and guests will park on the street, unless the host has vacant spaces to spare.

b. Residents are responsible for their visitors and guests and will be held liable for any damage that they do to private or Association property.

c. Residents are asked to be considerate when entertaining. If possible, notify neighbors ahead of time and keep music and conversation volume down between **11:00 p.m.** and **7:00 a.m.**

## 13. Pets and Animals

a. Fairfax County has a strict leash law for dogs. Dogs may never run loose. Also, a Fairfax County ordinance prohibits noisy barking or howling between **11:00 p.m.** and **7:00 a.m.** Violators owning "nuisance barkers" are subject to county citations, court appearances, and a fine up to \$200 by Fairfax County.

b. Dogs must be walked along the fence across the street from Deer Run Drive and along the woods line opposite Deer Run Court for the purpose of "doing their business." Dog droppings anywhere else must be scooped up and removed by the owner.

c. Raccoons, squirrels, foxes, deer, and other wild animals from Huntley Meadows Park are **not** tame and should never be approached by children or adults. Some animals may carry rabies, Lyme disease or parasites that are transferable to humans. Residents should not feed these animals.

#### 14. Rental Properties

a. Homeowners who rent their properties are fully responsible for their renter's actions and for ensuring their renters comply with all Association rules. Owners will ensure that renters receive and understand all Association governing documents as specified in paragraph 1 above.

b. Owners will provide the Association with their current address, phone numbers and email addresses as well as the names and telephone numbers of their rental agents and renters.

c. Owners will ensure that backyards are cut and trimmed at all times, either by the renter or a contractor. The Association's lawn maintenance contractor can readily provide required services at a reasonable price.

#### 15. Unoccupied Properties

a. If property remains vacant for an extended period of time, the Association strongly urges owners to conduct regular checks of the townhouse. Exterior water taps should be turned off from inside the house, newspaper and mail deliveries should be stopped, and trash containers should be cleaned and placed inside the fence. The Association and county police should be notified of the extended vacancy.