



PROFESSIONALLY MANAGED BY



**FirstService**  
RESIDENTIAL

**NEW OWNER PACKET**

## Welcome to the Exchange at Van Dorn

### Move In/Out Policy

All residents must register with Management at least two days prior to a move. Registration forms are available in the Managements office.

***Moving is restricted to 9:00 am - 5:00 pm Monday – Friday and 10:30 am – 5:30 pm on SATURDAY'S and holidays. No moving allowed on Sunday's. Noncompliance may result in monetary penalties to the Unit Owner account.***

*UNIT OWNERS: If you are renting your unit, please see POLICY RESOLUTION NO. 9 LEASING AND LEASE ADDENDUM REQUIREMENTS*

**Please contact the Management Office at 703-461-4747 to schedule your move, and to make an appointment for registration.**

Registration must be completed during business hours:

M – Thurs 9:00 AM – 7:00 PM, Friday 9:00 AM – 6:00 PM – unless otherwise posted.

### Utilities

Electricity is provided by Dominion Power. <https://www.dominionenergy.com/> or 866-366-4357

Gas is provided by Washington Gas. <https://www.washingtongas.com/> or call 703-941-HEAT

Cable and internet are provided by Comcast or Verizon – (FiOS is not available). Residents also have satellite options. Unit owners and residents are encouraged to review satellite installation guidelines with management to avoid any additional expense necessitated by corrections to address improper installation.

Unit Owners and residents wishing to install satellite dishes or antennas, must give prior written notice to the Association through the Management Office. The notice must indicate where and how the installation will occur. <http://exchangeatvandorn.org/wp-content/uploads/2008/05/policy-resolution-15-regulations-regarding-placement-of-satellite-dishes-and-antennas.pdf>

### Design Standards and Modifications

Any standard addition, modification or alteration in or to a unit requires the written approval of the Board of Directors or the Covenants Committee. This includes, but is not limited to, flooring, counter-tops, cabinets or any modification that would produce “construction noise”. *Painting does not require approval.*

Owners wishing to make any of the changes requiring approval must submit the proper written application to the Board of Directors or the Covenants Committee with all appropriate sections completed.

**PLEASE NOTE:** All units that have hardwood flooring; Sufficient carpeting and/or rugs and padding must be maintained on a minimum of eighty percent (80%) of the floor surfaces (excluding

kitchens, closets and bathrooms) in units located over other units to adequately reduce transmission of sound between units.

### **Unit Keys**

Unit owners may add or replace the locks on their units, subject to approval by the Covenants Committee. This ensures that the aesthetic integrity of the community is maintained. New locks must match the design and color of the other hardware on the door.

All unit owners are required to provide a copy of their unit's key to the Management Office. This "emergency key" shall be used only in an emergency, such as fire, flood, or any other condition that would adversely affect the common elements or other units. Unit owners may optionally provide a second copy of their unit's key to the management office as a "convenience key." If a resident is locked out of his or her unit and the management office is open, the management office will provide the resident with the convenience key free of charge. *The Exchange does not provide an after-hours lockout assistance service.*

### **Parking Policies**

You can always stop by Managements office to get the most up-to-date information about parking policies.

- All Residents must register their vehicles with the Management Office, and must display the assigned resident sticker on the lower right corner (passenger side) of the vehicle's windshield.
- Residents are not allowed to park in the surface/street "visitor" spaces.
- All guests parked anywhere on the property, must display an assigned visitor hang-tag.
- All vehicles must be properly registered, licensed and display the proper tags and inspections, if applicable.

### **Trash/ Recycling**

A trash compactor is located next to building 4860, adjacent to the traffic circle behind the clubhouse. Additionally, a trash room is located in the 4858 garage (located closest to Eisenhower Avenue).

Items, such as furniture, no matter the size, household goods and appliances, may not be disposed of on the property. Residents who need to dispose of such items should have arrangements made for pickup by a local recycling center or donated to local charities. Each resident is responsible for ensuring that such objects are properly disposed of. More information can be obtained at: <http://www.alexandriava.gov/tes/solidwaste/info/default.aspx?id=19202>

Items such as household hazardous waste and electronics can be recycled at the local center located at 3224 Colvin Street. Hours are Monday and Saturday 7:30am - 3:30pm. Items such as these should never be disposed of on the property.

Garbage, trash and moving supplies should never be left in the hallways. Please make sure that all trash is taken to proper receptacles immediately and not left outside your door. All boxes must be broken down/folded and neatly placed in the recycle bins. All trash bags should be securely tied and placed in the compactor or trash dumpster in the 4858 garage. Properly closing the compactor door will cause it to automatically run.

Trash should never be left on the ground or on top of the dumpster or compactor. Leaving trash on the ground is an invitation for rodents and other critters. Improperly disposing of trash is a Covenants Violation. Failure to comply or dumping on the property may result in monetary penalties.

### **Pet and Assistance Animal Policy**

Many residents are drawn to the Exchange because it is a pet-friendly community. However, it is, indeed, a community and thus requires all pet owners to take responsibility for their pets as a courtesy to their neighbors.

The following is a summary of "Policy Resolution No. 6: Pet Policies," adopted by the board of directors. For the text of the complete resolution,

- Residents of the Exchange at Van Dorn are allowed two pets, up to sixty-five (65) pounds each, per unit. In addition to these restrictions, all residents must be in compliance with any restrictions or rules set forth by the City of Alexandria.
- All pets which may leave a unit, must be registered with the Management Office upon move in. There is one time \$55.00 fee for registering animals with the Exchange at Van Dorn.
- All pets must wear evidence of any required registrations and inoculations and be subject to a DNA saliva swabbing at the time of registration.
- While the Exchange recognizes that you love your pet, please remember that not every resident will. All residents have the right to walk through the community without other residents' pets scaring them, jumping on them, or charging at them. All pets must be either carried or on a leash at all times when they are outside their unit. This includes all hallways, stairwells, sidewalks, garages, and grassy areas. There are no exceptions.
- Pets may not be tied to anything outside.
- Pets may not be left unattended on balconies and patios.
- Pets are not allowed in the pool area.
- Pet owners are responsible for any property damage, injury, or disturbances their pet may cause. All pet owners are required to maintain an acceptable noise level with regard to their pets so as not to disturb other residents.
- All pet owners are responsible for cleaning up after their pets immediately. This applies to all areas, including hallways, stairwells, sidewalks, and grass (including in the rain and snow). Bags are provided at the many cleanup stations located across the community; however, a station being out of bags does not relieve a pet owner of their cleanup responsibility. A \$50 fine will be levied on pet owners who fail to clean up after their pets, plus the cost of a positive DNA test of \$49.95, if applicable.

### **Patios and Balconies**

- No fixtures or decorations may be fastened to the walls, ceiling, or railings, of the balconies and patios or to any exterior building wall.
- Appropriate seasonal patio furniture may be used on the balconies and patios, indoor furniture is not allowed.
- Balconies and patios shall not be used for storage. Small appliances, such as radios and televisions may be used on the balconies and patios, provided the noise levels are controlled to prevent disturbing the other residents and the appliances are used in accordance with local ordinances. No storage containers are permitted on the balconies or patios. *No storage is permitted in HVAC closets.*

- Carpeting or covering of any type shall **not** be installed over the balcony or patio floors.
- Only electric cooking grills may be used or stored on balconies or patios. Grills cannot sit on tables that raise the grills higher than the balcony rail itself. Grills must always be at least six inches away from vinyl or wood siding on balcony walls. Any owner with an electric grill on their balcony must also possess a fire extinguisher.
- The following items shall not be placed on balconies or patios
  - Bird feeders or windchimes
  - Clothing or other items for airing or drying
  - Items or furnishing which may be pushed or blown off a balcony
  - Bicycles
  - Rugs or trash
  - Exercise equipment
  - Children's toys or pet paraphernalia

**Acknowledgement:**

I acknowledge that I have read and understand the items provided to me prior to moving into the Exchange at Van Dorn. All requested information has been completed and provided to the Exchange at Van Dorn Management Office.

Resident Information Form

Move In/Out Agreement

Refundable \$500.00 Deposit

Non-Refundable \$300.00 Move In Fee

Pet Registration Form and \$50.00 Fee if applicable. (Dog(s) must be present when registering)

Executed Lease and signed Lease Addendum, if applicable

I also understand that all Governing Documents, and Rules and Regulations are provided on the Exchange website at: [www.exchangeatvandom.org](http://www.exchangeatvandom.org) and that any issue of non-compliance may result in monetary penalties assessed to the Unit Owner account as defined in the VA Condominium Act.

**Disclosure to Tenants**

Prior to a tenant's occupancy, the Owner of the leased unit is required to provide to their tenant(s) a copy of the lease, the Lease Addendum, and the Association's Declaration, Bylaws and Rules and Regulations.

Please see:

[http://exchangeatvandom.org/wp-content/uploads/2009/08/policyresolution09\\_leaseaddendumamendment1.pdf](http://exchangeatvandom.org/wp-content/uploads/2009/08/policyresolution09_leaseaddendumamendment1.pdf)

\_\_\_\_\_  
Resident Date

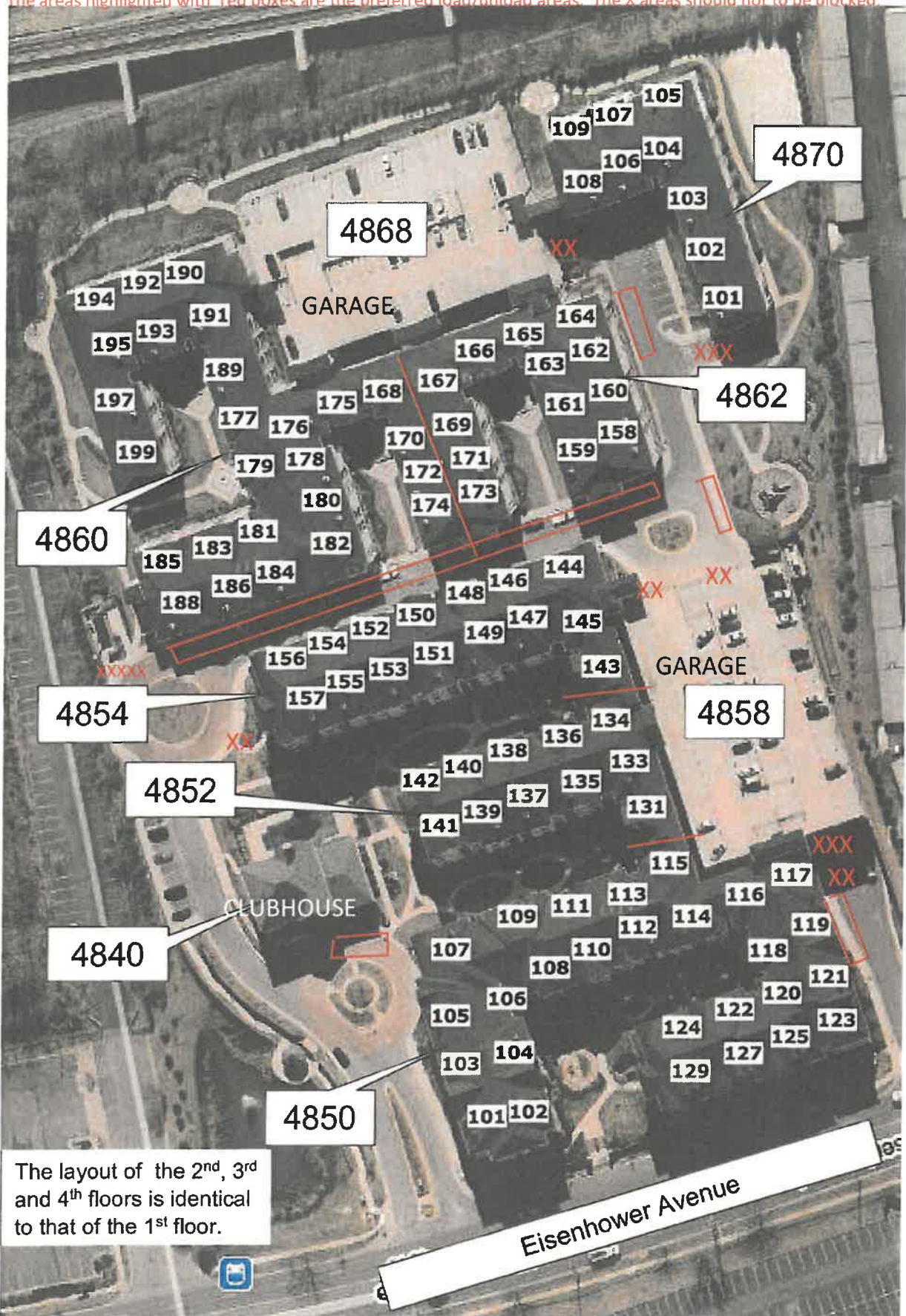
\_\_\_\_\_  
Resident Date

\_\_\_\_\_  
Unit Owner/Landlord or Managing Company Date

\_\_\_\_\_  
Association Representative/Managing Agent: Date

Moving trucks and vans are not allowed to block any security gates, garage doors, sidewalk approaches or paths of travel.

The areas highlighted with red boxes are the preferred load/unload areas. The X areas should not be blocked.



Moving boxes and furniture are not to be "stacked" in any common area and should be loaded and unloaded to and from the unit immediately.

Exchange at Van Dorn Condominium  
4840 Eisenhower Avenue  
Alexandria, VA 22304

BLDG \_\_\_\_\_

FORM COMPLETED ON \_\_\_\_\_

UNIT \_\_\_\_\_

MM/DD/YY

**RESIDENT INFORMATION SHEET**

Please Print Legibly

Resident 1: \_\_\_\_\_

Resident 2: \_\_\_\_\_

Cell: \_\_\_\_\_

Cell: \_\_\_\_\_

Phone 2: \_\_\_\_\_

Phone 2: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**IF RENTER OR LESSEE, ENTER PROPERTY MANAGER OR UNIT OWNER CONTACT INFORMATION**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Lease Term: \_\_\_\_\_

Documents on file: YES NO

Current Lease: YES NO

**EMERGENCY CONTACT INFORMATION**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone 1: \_\_\_\_\_

Phone 2: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

**PROPERTY ACCESS INFORMATION**

DOOR ACCESS FOB/HID (5digit)

GARAGE REMOTE (TR#)

VISITOR HANG-TAG

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VEHICLE REGISTRATION**

All vehicles including Motorcycles must be Registered with Management Office

YEAR	MAKE/MODEL	COLOR	PLATE #	STATE	SPACE#	DECAL
------	------------	-------	---------	-------	--------	-------

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PET INFORMATION**

TYPE	BREED	COLOR	NAME	CITY TAG#	EXCHANGE TAG #
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\_\_\_\_\_

**Acknowledgement: By signing this document, I/we acknowledge receipt of (or receiving access to) the Association's Governing Documents, including, but not limited to, the Policy Resolutions, and agree to comply with all of the Association's requirements.**

Resident 1: \_\_\_\_\_

Date \_\_\_\_\_

Resident 2: \_\_\_\_\_

Date \_\_\_\_\_

Resident 3: \_\_\_\_\_

Date \_\_\_\_\_





January 25, 2023

Dear Unit Owner,

The Exchange at Van Dorn Board of Directors approved revisions to Policy Resolution No. 14 Move-In Move-Out Policy during the Open Session of the Board Meeting on Tuesday, January 24, 2023.

The amended Resolution eliminates moves on Sundays and Federal Holidays to ensure management oversight of moves, including, but not limited to proper parking of moving trucks and use of elevators. **Moving in and moving out is restricted to Monday through Friday during the hours of 9:00 am to 5:00 pm and on Saturday 10:00 am to 5:00 pm.** In addition to ensuring management oversight, eliminating moving on Sundays and Federal Holidays reduces hallway noise and inconvenience to our residents regarding elevator use during times when majority of residents are present.

If you rent your unit, it is imperative to share this policy with your current and future tenants.

Thank you for your support of the community. If you have any questions about Policy Resolution No.14, please feel free to contact the Management Office at (703) 461-4747.

Sincerely,

**Keisha Johnson**

**General Manager, Exchange at Van Dorn**

4840 Eisenhower Avenue | Alexandria, VA 22304  
Direct 703-461-4747 ext.1001  
Email [Keisha.Johnson@fsresidential.com](mailto:Keisha.Johnson@fsresidential.com)



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3975 Fair Ridge Drive, Suite 210S | Fairfax VA 22033

Main 703.385.1133 | [www.fsresidential.com](http://www.fsresidential.com)

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**EXCHANGE AT VAN DORN CONDOMINIUM  
POLICY RESOLUTION NO. 14  
MOVE-IN MOVE-OUT POLICY**

**Amended on January 24, 2023**

**WHEREAS**, Article 3, Section 3.1 of the Bylaws states that "The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are by the Condominium Act or the Condominium Instruments required to be exercised and done by the Unit Owners Association;" and

**WHEREAS**, there is a need to ensure responsible move-in and move-out procedures and to ensure sufficient funds are available to repair areas damaged during moving.

**WHEREAS**, the Association wishes to adopt reasonable procedures and restrictions governing both moving in and moving out as well as large deliveries.

**WHEREAS**, Article 9, Section 9.1 (g) of the Bylaws states that "In accordance with Section 55-79.80:2 of the Condominium Act, the Board of Directors and the Covenants Committee may levy reasonable charges against unit owners for violations of the Condominium Act, the Condominium Instruments or the Rules and Regulations by the unit owner, the members of such unit owner's household, or such unit owner's guests, invites, tenants, agents or employees."

**NOW, THEREFORE, BE IT RESOLVED THAT** the following procedures for move-ins/move-outs and large deliveries be adopted:

**I. Application**

This Policy Resolution applies to all residential units. In addition, as good neighbors, they must not obstruct access to common areas.

**II. Enforcement**

The Association, acting through its Board of Directors, may enforce the provisions of Policy Resolution No. 14 through all legal means available to the Association, including but not limited to:

- 1) The immediate cessation of any move in or out which is in violation of Policy Resolution No. 14, or which is causing damage to the common elements or which unreasonably interferes with the other unit owners' right of use in the common elements;
- 2) the assessment of monetary charges pursuant to Section 55.1-1959 of the Code of Virginia Chapter 19 Virginia Condominium Act; and/or
- 3) legal proceedings pursuant to Bylaws Article 9, Section 9.1(f).

Unit Owners should note that legal relations exist between the Association and Unit Owners, not between the Association and tenants. Unit Owners are responsible for ensuring that tenants follow correct moving procedures, including the payment of monetary charges and

## Policy Resolution No. 14 Move-In Move-Out

assessments. Management shall notify owners, by letter within two (2) weeks, of any infractions by tenants. The Association shall take legal action against Unit owners if their tenants fail to meet the obligations set forth in this Resolution.

### III. Security Deposit and Non-Refundable Move-in Fee

There shall be a refundable security deposit of \$500.00, payable by check or money order to Exchange at Van Dorn, delivered to the Management Agent, along with the appropriate forms no later than two (2) business days prior to a scheduled move-in or move-out along with the appropriate forms. Said deposit shall be refunded in full no later than 10 days post move, provided the Management Agent post-move inspection discovers no damages to common elements or other units associated with the move, and any loaned gate keys or elevator keys are returned to the office.

In the event of damages to the common elements or other units, or any keys not returned to the office, the security deposit shall be retained as a specially assessed expense pursuant to Article 5, Section 5.5(b) of the Bylaws and applied to the repair of said damages. Repair costs for damages exceeding the amount of the security deposit shall be specially assessed against the Unit Owner in accordance with Article 5, Section 5.5(b) of the Bylaws and shall be collected in the manner established by Article 5, Section 5.3 of the Bylaws, pertaining to collection of assessments.

There shall be a non-refundable move-in fee of \$300.00, payable by check to, Exchange at Van Dorn, delivered to the Management Agent no later than two (2) business days prior to a scheduled move-in along with the appropriate forms. These fees pay administrative costs related to scheduling moves, pre-move inspections, post-move inspections, programming security devices, uploading information and general wear and tear on the community.

### IV. Scheduling Moves

All moves into or out of the complex must be scheduled with the Management Agent no later than two (2) business days prior to the move.

Any move into or out of the complex which is attempted without complying with this Policy Resolution or that have not made the appropriate arrangements as required herein, no later than two (2) business days prior to the move, will be required to immediately cease and will be prohibited from using the common elements and elevators until Management Agent is provided with the required paperwork, a check for the security deposit and a check for the non-refundable move fee. Unauthorized moves (moves that occur without Management notification and approval) are a Covenants Violation subject to due process including, but not limited to, monetary charges.

#### Moves in or out may be scheduled as follows:

Monday through Friday during the hours of 9:00 am and 5:00 pm

Saturday 10:00 am and 5:00 pm

**Moves in and out are prohibited on Sundays and Federal Holidays.**

A maximum of three (3) commercial moves at different building entrances may be scheduled on the same day; the total number of moves per day is subject to approval by the Management

**Policy Resolution No. 14 Move-In Move-Out**

Agent. Exceptions may be requested through the Management Agent for approval by the Board of Directors.

Residents who use the elevator for move-in/move-out must acknowledge that they will allow disabled residents and residents with special needs to use the elevator at any time during the move. This means that all elevator-related moving activity must halt to allow disabled residents and residents with special needs to use the elevator as needed. Disabled residents and residents with special needs should contact the on-site management representative if use of the elevator is not being permitted.

**V. Moving Responsibility**

Supervision of moving crews is the responsibility of the Resident. Those moving into or out of the complex are responsible for the actions of their moving crew. Should movers disregard the published rules for moving (e.g., use of elevators and lobbies) or disregard the instructions of the Management Representative, Management may halt the move by denying use of the elevators or common areas.

Moving crews or residents are not allowed to prop open security gates or hold open garage doors moving in or out of the complex. Moving trucks, vans or trailers are not allowed to enter or attempt to enter the garages and shall not block any paths of travel, doorways, or parking spaces marked for disabled use only.

Portable storage containers such as PODS are not allowed. U-Haul type box trucks, semi-tractor trailers or any other commercial vehicles are not allowed to park on the property overnight.

**VI. Responsibility for Damages**

The owners of any unit involved in a move into or out of the complex are responsible to the Association for any and all damages to the common elements or other units caused by tenants or their agents or the owners or their agents as a result of the moving process. (See Section II, Enforcement.) In the first instance, the security deposit will be used to cover the cost of damages; should damages exceed the amount of the deposit, unit owners involved are responsible for the balance.

**VII. Publishing of this Resolution**

It is the responsibility of unit owners to inform their tenants or Property Managers of this resolution in its entirety, and, if necessary, to amend leases to ensure compliance with Policy Resolution No. 14.

Failure to comply with any section of Policy Resolution No. 14, may result in monetary penalties to the unit owner as imposed by the Covenants Committee or Board of Directors as set forth herein.

**VIII. Schedule of Charges**

Security deposit (refundable)	\$500.00
Move-In Fee (non-refundable)	\$300.00

Exchange at Van Dorn Condominium
Move-In Move-Out Agreement

THIS MOVE-IN MOVE-OUT AGREEMENT, made this \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_, by and between the Exchange at Van Dorn Condominium, herein after referred to as the Condominium, and \_\_\_\_\_, herein after referred to as the Resident, for the purpose of:

Form with fields for MOVE IN/OUT (CIRCLE ONE), ELEVATOR KEY # (Supplied by Management), Building, Unit, Eisenhower Avenue, Day of the Week, Month/Day/Year, Start Time, Finish Time.

The Resident agrees to pay a "Move-in Fee" of \$300.00 by check or money order made out to Exchange at Van Dorn. The Resident agrees to provide a refundable Security Deposit of \$500.00 by check or money order made out to Exchange at Van Dorn.

The Resident agrees not to commit or suffer to be committed any WASTE OR NUISANCE on the premises or permit the same by the moving help in contravention of any rules and regulations of the Condominium. Further, the Resident agrees to defend, indemnify and hold harmless the Condominium in respect thereof; to secure the Condominium in part; against loss, damage or expense resulting from the use of the premises and the common property located therein by the Resident hereunder; and the Resident hereby waives any claim to such security deposit or any portion thereof which the Condominium, in its sole discretion shall retain as compensation for damages to common area or willful violation to the rules and regulations as outlined in Policy Resolution No. 14, Move-In Move-Out Policy. The Resident hereby agrees to maintain security of the building by ensuring that the gate to the Resident's building is open only when the Resident's belongings are being moved into the building, and agrees to allow for other residents use of the elevator as needed.

Signature / Printed Name / Date

Phone number / E-mail address

FOR THE CONDOMINIUM:

Signature / Printed Name / Date

**Policy Resolution No. 14 Move-In Move-Out**

**Acknowledgement:**

I acknowledge that I have read and understand the items provided to me prior to moving into the Exchange at Van Dorn. All requested information has been completed and provided to the Exchange at Van Dorn Management Office.

Resident Information Form

Move In/Out Agreement

Refundable \$500.00 Deposit

Non-Refundable \$300.00 Move In Fee

Pet Registration Form and \$55.00 Fee if applicable. (Dog(s) must be present when registering)

Executed Lease and signed Lease Addendum, if applicable

I also understand that all Governing Documents, and Rules and Regulations are provided on the Exchange website at: [www.exchangeatvandom.org](http://www.exchangeatvandom.org) and that any issue of non-compliance may result in monetary penalties assessed to the Unit Owner account as defined in the VA Condominium Act.

**Disclosure to Tenants**

Prior to a tenant’s occupancy, the Owner of the leased unit is required to provide to their tenant(s) a copy of the lease, the Lease Addendum, and the Association’s Declaration, Bylaws and Rules and Regulations.

Please see:

[http://exchangeatvandom.org/wp-content/uploads/2009/08/policyresolution09\\_leaseaddendumamendment1.pdf](http://exchangeatvandom.org/wp-content/uploads/2009/08/policyresolution09_leaseaddendumamendment1.pdf)

\_\_\_\_\_

Resident

\_\_\_\_\_

Date

\_\_\_\_\_

Resident

\_\_\_\_\_

Date

\_\_\_\_\_

Unit Owner/Landlord or Managing Company

\_\_\_\_\_

Date

\_\_\_\_\_

Association Representative/Managing Agent:

\_\_\_\_\_

Date

**EXCHANGE AT VAN DORN CONDOMINIUM UNIT OWNERS ASSOCIATION**

**RESOLUTION ACTION RECORD**

Resolution Type: Policy Resolution No. 14

Pertaining to: Move-In Move-Out

Duly amended and adopted at a meeting of the Board of Directors of the Exchange at Van Dorn Condominium Unit Owners Association held on January 24, 2023.

Motion by: Michael Palmer

**Vote (enter X in column):**

	In Favor	Opposed	Abstained	Absent
Pamela Pitkin	X			
Courtney Morgan-Rodriquez	X			
Matthew Lineberry	X			
Janet Schwarzwald	X			
Greg Holobaugh	X			
Alyssa Homan	X			
Michael Palmer	X			

**ATTESTATION:**

Pamela Pitkin, Board of Directors President  
Meeting Chairperson Name and Office (printed)

\_\_\_\_\_  
Signature

1/24/23  
Date

Resolution effective: February 06, 2023



January 25, 2023

Dear Unit Owner,

The Exchange at Van Dorn Board of Directors approved revisions to Policy Resolution No. 6 – Pets and Assistance Animals Policy during the Open Session of the Board Meeting on Tuesday, January 24, 2023.

Attached is the amended Resolution that will go into effect today. The amended Resolution clarifies content by changing the policy title from Animal Policy to **Pets and Assistance Animals** and includes relevant website links for the convenience of pet and assistance animal owners.

If you currently have tenants in your unit, we recommend sharing this information with them.

Thank you for your support of the community. If you have any questions about Policy Resolution No. 6, please feel free to contact the Management Office at (703) 461-4747.

Sincerely,

**Keisha Johnson**  
General Manager, Exchange at Van Dorn

4840 Eisenhower Avenue | Alexandria, VA 22304  
Direct 703-461-4747 ext.1001  
Email [Keisha.Johnson@fsresidential.com](mailto:Keisha.Johnson@fsresidential.com)



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RESIDENTIAL

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**EXCHANGE AT VAN DORN CONDOMINIUM UNIT OWNERS ASSOCIATION  
POLICY RESOLUTION NO. 6  
PETS AND ASSISTANCE ANIMALS POLICY  
Amended on January 24, 2023**

*Rules and Regulations Regarding Pets and Assistance Animals*

**WHEREAS**, Article 3, Section 3.1 of the Bylaws of Exchange at Van Dorn Condominium (“Bylaws”) states that the Board of Directors (“Board”) for the Exchange at Van Dorn Condominium Unit Owners Association (“Association”) shall have all powers and duties necessary for the administration of Association affairs and may do all such acts and things as are by the Virginia Condominium Act (“Act”) or condominium instruments required to be exercised and done by the Association;

**WHEREAS**, Article 3, Section 3.1(f) of the Bylaws provides that the Board shall have the power to adopt rules and regulations;

**WHEREAS**, Article 5, Section 5.8(a)(8) of the Bylaws prohibits the maintenance, boarding, and/or raising of animals within any unit or upon the common elements, except the keeping of orderly domestic pets such as dogs, cats, caged birds, not to exceed one domestic pet weighing no more than 45 pounds per unit, without the approval of the Board of Directors, assistance (guide) animals and aquarium fish (and other limited species of animals which do not normally leave the unit or make noise) is permitted, subject to the rules and regulations adopted by the Board;

**WHEREAS**, Article 5, Section 5.8(a)(8) of the Bylaws provides that any animal that causes or creates an unreasonable nuisance or disturbance or noise may be permanently removed from the property upon ten days written notice from the Board of Directors;

**WHEREAS**, Article 5, Section 5.8(a)(8) of the Bylaws requires that pets shall not be permitted on Common Elements of the Exchange at Van Dorn Condominium (“Condominium”) unless accompanied by someone who can control the animal and the animal is carried or leashed;

**WHEREAS**, Article 5, Section 5.8(a)(8) of the Bylaws requires that all pets which may leave the unit shall be registered with the Board and shall otherwise be registered and inoculated as required by law;

**WHEREAS**, Article 5, Section 5.8(a)(8) of the Bylaws empowers the Board to establish reasonable fees for the registration of pets not to exceed the additional cost incurred by the Association resulting from the presence of the pet; and

**WHEREAS**, for the health, safety, welfare, comfort, and convenience of all unit owners, the Board wishes to establish uniform regulations for the keeping of animals.

**NOW, THEREFORE, BE IT RESOLVED THAT** the following animal policy be adopted by the Board:

## I. GENERAL GUIDELINES AND PERMITTED ANIMALS

A. Animals shall be categorized as follows:

1. **Ordinary Domestic Animals** shall include dogs, cats, caged domesticated birds, hamsters, gerbils, guinea pigs, aquarium fish, small turtles and tortoises, domesticated rabbits, rats, mice, and creatures normally maintained in a terrarium or aquarium, including reptiles. Ordinary Domestic Animals, limited to two (2) per unit, are permitted subject to the provisions of this Policy. However, reptiles are excluded in accordance with Bylaws.
2. **Unusual Animals** shall include, without limitation, those animals not generally maintained as animals including any anthropoids, felines other than domesticated cats, canines other than domesticated dogs, rodents, mammals, insects, birds, and other creatures other than those listed in Subsection 1 above, or not maintained in a terrarium or aquarium. **Unusual Animals are prohibited.**
3. **Assistance Animals** are not Ordinary Domestic Animals or Unusual Animals. Requests for Assistance Animals shall be governed by both the Animal Policy the Association Reasonable Modification and Accommodation Policy. Anyone who maintains Assistance Animals shall comply with the rules and regulations established in this Policy. The Association may require the same registration fee for Assistance Animals as required for animals maintained as pets.

B. Pursuant to Article I, Section A of this Resolution, Owners and residents ("Animal Owner") of the Association are allowed two (2) Ordinary Domestic Animals per unit (inclusive of visiting dogs); dogs may not weigh more than sixty-five (65) pounds each (limit of two dogs per unit).

C. In addition to these restrictions, all Animal Owners must comply with any restrictions or rules set forth by the City of Alexandria: [Alexandria's Animals and the Law - Alexandria Animals](#)

D. The Association shall use DNA testing for animal waste left on Association Common Elements or elsewhere in the Condominium. Any Animal Owner whose animal is found to have left animal waste through a positive DNA test shall be assessed a DNA testing fee (currently \$49.95) directly to the Owner assessment account. The DNA testing fee (the cost of the DNA testing) shall be in addition to those remedies set forth in Article VI of this Resolution.

## II. REGISTRATION OF ANIMAL WITH ASSOCIATION

A. All Animal Owners are required to register animals that may leave the unit with the Association. Animal Owners must complete an Pet and Assistance Animal Registration Form, [Pet and Assistance Animals Registration FORM - Policy Resolution No. 6](#) (website link) is also attached as Exhibit A to the Resolution, for each applicable animal and provide the Association's Management Office ("Management") with the following:

1. A current picture of each animal;

2. Proof that that each animal has all legally required inoculations in compliance with City of Alexandria Ordinance **5-7-38 INOCULATION AGAINST RABIES**;
  3. All City of Alexandria required permits, licenses or registrations in compliance with City of Alexandria Ordinance **5-7-47 ANIMAL LICENSE REQUIRED**: You can register your cat or dog online [here](#); and,
  4. A DNA cheek swab administered in the Management Office by the Animal Owner.
- B. Animal Owners are required to maintain and renew all registrations and inoculations as required by City of Alexandria and to provide evidence of renewals to Management.
- C. Animal Owners must register animals within four (4) calendar days of maintaining the animal on the Property. Animal Owners currently on the premises who have not already done so must complete the registration process within four (4) days of the effective date of this Resolution.
- D. Specific registration requirements relating to dogs are as follows:
1. Upon registration, and DNA swabbing, Animal Owners will be issued an Exchange at Van Dorn dog park key and a registration tag for each dog to indicate proof of registration. The registration tag must be prominently displayed on collar or harness. Replacement tags are available in the Management Office for \$25.00 each.
  2. Dog owners will be required to pay a one-time \$55.00 registration fee per dog. The total number of animals per unit, shall not exceed two (2).
  3. Dog registration and tags are not transferable.
- E. Fostering of animals is permitted. The foster animal must be registered in accordance with the requirements of Article II of this Resolution. If a foster dog leaves and returns to the property, the original registration tag remains valid and a new registration fee is not required.
- F. Visiting of animals is permitted, however, any animals visiting and remaining for a period of four (4) calendar days or longer must be registered with the Association pursuant to Article I, Section B. and Article II, Section A. of this Resolution. Visiting dogs are included in the 2 dog/unit limit. Visiting dogs must comply with this Association and City of Alexandria requirements.
- G. Animal Owners with registered animals should notify Management if the animal no longer resides on the property.
- H. Animal Owners are responsible to ensure registration is completed and submitted to Management. Registration forms are available from Management and the Association website. Animal Owners should request an email confirmation from Management that animals have been registered.

### III. REQUIREMENTS AND RESTRICTIONS

- A. Animal Owners are responsible for the immediate removal and proper disposal of animal waste on all portions of the property.

- B. Animal Owners are responsible for any property damage, injury or disturbance animals may cause or inflict.
- C. Animals shall not be permitted upon the Common Elements of the Condominium, including elevators and hallways, unless carried or leashed. Animals shall not be permitted in the Clubhouse, except during the registration process, which includes DNA swabbing. Brief visits to the Management Office are acceptable.
- D. Animals on the Common Elements must be under the control of the Animal Owner or a designated responsible party at all times. Animals may not be left unattended on Common Elements nor may animals be leashed or otherwise affixed to any stationary object on the Common Elements. Animals may not defecate or urinate in hallways, stairways, elevators, or garages.
- E. Commercial breeding of animals or animals within the Condominium is prohibited.
- F. Animals which may leave the unit must be registered with the Association Office. Notwithstanding, all dogs must be registered with the Association.
- G. All animals must have and display, as appropriate, evidence of all required registrations and inoculations.
- H. No Animal Owner shall inflict injury on or cause cruelty to any animal.
- I. Animal Owners shall not feed animals other than their own, unless permission has been provided from the other Animal Owner.
- J. Animals may not be left unattended outside the unit, including on Limited Common Element balconies and patios nor may animals be leashed or otherwise affixed to any stationary object on Limited Common Elements balconies and patios. Animals may not defecate or urinate on Limited Common Element balconies and patios.
- K. All Animal Owners are required to ensure animals maintain an acceptable noise level so as not to disturb other residents and comply with City of Alexandria Ordinance: **5-7-42(4) NOISY DOGS PROHIBITED.**
- L. Animals are not permitted in or around the pool except for the "Dog Swim" that will exclusively occur after the seasonal closure of the pool to residents.
- M. Aggressive animals, as defined by the City of Alexandria, are strictly prohibited: **5-7-37 CONFINEMENT OF A BITING ANIMAL.**

#### IV. NUISANCES

The following activities shall constitute a nuisance to the community:

- A. Animals running at large: **5-7-32 RUNNING AT LARGE PROHIBITED**
- B. Animals damaging, soiling, defecating on or defiling any private property or the Common Elements.
- C. Animals causing unsanitary, dangerous, or offensive conditions.

- D. Animals making or causing noises of sufficient volume to interfere with other residents' peaceful enjoyment of the Property.
- E. Animals molesting, attacking, or otherwise interfering with the freedom of movement of persons or other animals on the Common Elements, including but not limited to chasing vehicles, attacking other animals or creating a disturbance in any other way.
- F. Animals attacking, inflicting injury on, or causing harm to a person or an assistance animal.
- G. Animal Owners using a vehicle as a kennel or cage.
- H. Such other behavior as specified by the Board.

## V. PROCEDURES FOR RESOLVING ANIMAL CONCERNS

Any Owner or resident with animal-related concerns may do the following:

- A. Contact the Police or Animal Control: [How to Report Dog Noise to City of Alexandria](#)
- B. Attempt to arrive at a solution to the problem with the Animal Owner in a courteous and helpful manner.
- C. If personal attempts at a solution are not successful, then a written complaint may be filed with the Association Management Office. The complaint must document the matter as thoroughly as possible and include the following information:
  - 1. Identification of the animal involved;
  - 2. Identification of the Animal Owner;
  - 3. A complete description of the concern or disturbance;
  - 4. Dates and times of disturbances (whenever possible);
  - 5. The provision of this resolution violated (if applicable); and
  - 6. A brief description of informal attempts to resolve the matter.
- D. Management will first seek an informal solution to the concern. If such a solution is not possible, Management will refer the matter to the Covenants Committee or the Board, which may initiate Due Process Procedures as set forth in Article VI of this Resolution.

## **VI. COMPLIANCE**

A. This Resolution shall be enforced pursuant to procedures established by the Association Due Process Resolution. Action taken by the Board may include:

1. Suspending or revoking recreational or other privileges for a reasonable period in accordance with the Bylaws and Section 55.1-1959 of the Act;
2. Imposing monetary charges for any violation of the Act or condominium instruments in accordance with the Bylaws and Section 55.1-1959 of the Act;
3. Removal of the animal upon 10 days' notice to the Animal Owner.

B. This policy shall not be deemed to be an election of remedies. The Board reserves all of its powers to enforce this policy and to take any other action available under the Association's Bylaws, Due Process Resolution, rules and regulations, or applicable law, including, but not limited to: (i) imposition of a charge against the Unit Owner in violation, (ii) filing of a complaint with proper City of Alexandria authorities; or (iii) filing suit in the City of Alexandria General District or Circuit Court.

## **VII. MISCELLANEOUS**

A. Residents should report (i) suspected stray animals or (ii) any incidents of bites, attacks, or diseased animals to the City of Alexandria Animal Control Unit (for possible identification) prior to contacting Management.

B. Any Animal Owner who keeps or maintains any animal upon any portion of the Condominium shall be deemed to have indemnified and agreed to hold the Association and each Owner free and harmless from any loss, claim or liability of any kind or character whatsoever arising by reason of keeping or maintaining such animal within the Condominium.

C. Each Animal Owner shall ensure that other persons, such as dog walkers, who are occasionally responsible for animals are aware of and abide by the provisions of this Resolution.

## **VIII. FAIR HOUSING LAWS**

Exceptions to certain provisions of this Resolution may be made by the Board when required by applicable fair housing laws in accordance with the Association Reasonable Accommodation and Modification Policy. Requests for exceptions to the rules established in the Resolution should be directed to the Onsite Manager. The Board may request verification of eligibility for an exception based on protections afforded under fair housing laws.



## **EXCHANGE AT VAN DORN CONDOMINIUM PET AND ASSISTANCE ANIMAL REGISTRATION FORM**

A separate application must be completed for each animal being registered. All applicants are required to submit proof of all legally required inoculations/vaccinations at the time of registering.

### **TO BE COMPLETED BY APPLICANT**

I have read the Bylaws and the Association's Animal Policy. I, and members of my household, agree to comply with the rules as they pertain to harboring an animal.

<b>Owner/Resident Name</b>	_____
<b>Owner/Resident Name</b>	_____
<b>Building and Unit</b>	_____
<b>Home Phone</b>	_____
<b>Work Phone</b>	_____
<b>Email</b>	_____
<b>Name of Animal</b>	_____
<b>Breed</b>	_____
<b>Sex or altered</b>	_____
<b>Weight</b>	_____
<b>Coloration</b>	_____
<b>Age of animal</b>	_____

Attach a photo of animal here  
or email to management.

Management may take a photo

**TO BE COMPLETED BY MANAGEMENT**

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Approved by:

Date:

County Registrations Provided?

County Animal License Number:

Vaccination Certificate Provided?

Exchange Animal Tag Number:

Animal Registration Fee Paid Date:

Form of Payment:

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**NOTE: REGISTRATION TAGS, REGISTRATION FEES AND CITY OF ALEXANDRIA**

**LICENSE NUMBERS APPLY TO DOGS ONLY**





## **Dog Park Rules and Regulations**

1. All dogs must be maintained under control by the owner/handler at all times.
2. Only two dogs per person are allowed.
3. Only dogs 4 months and older are allowed in the dog park.
4. Dogs must be licensed, vaccinated, registered with the Condominium Association Management Office, and wearing all appropriate tags. Exchange at Van Dorn Tag must be prominently displayed.
5. Dogs shall not be allowed to dig or scratch anywhere on the property.
6. Owners/handlers must immediately pick up and dispose of all waste.
7. Aggressive animals, posing a threat to human beings or other animals, are not allowed at any time.
8. Any bite of a person or other animal must be immediately reported to Alexandria Animal Control or Police and all parties involved must wait for an officer to respond, except in the case where immediate medical care is needed.
9. Owners/handlers are legally responsible for their animal(s) and any injury or damage to property caused by them, their guests, and/or their pets or assistance animals.
10. Children under the age of eighteen (18) must be accompanied by an adult when inside the fenced animal park.
11. Food is not allowed inside the dog park. Non-alcoholic beverages are allowed.
12. Owners/handlers shall not leave an animal inside of the park unattended.
13. Prior to use of the dog park, all owners/handlers must register their dog with the Management Office and obtain a key for the animal park gate.
14. Residents must have an up-to-date signed copy of their lease on file prior to receiving a dog park key.
15. Cost of the registration is non-refundable. Dog Park keys may not be duplicated.

16. Owners/handlers who violate the rules of the dog park may be barred from any future use by the Board of Directors or its designee.

17. Use of the dog park is at the owner's/handler's own risk. The Condominium Association shall not be held responsible for any injury or damage incurred while using the dog park.

18. Any incident or use not consistent with the rules of the dog park shall be immediately reported to the Management Office or Alexandria Animal Control at 703-746-4774.

19. No owner/handler shall strike or otherwise mistreat any animal.

I have read and understand the Exchange at Van Dorn Animal Park Rules.

\_\_\_\_\_  
Owner/Handler    Bldg. and Unit #    Date

\_\_\_\_\_  
Owner/Handler    Bldg. and Unit #    Date

\_\_\_\_\_  
Exchange at Van Dorn Representative    Date

Date Received \_\_\_\_\_

**ARCHITECTURAL MODIFICATION FORM**  
**(FORM MUST BE RECEIVED AN APPROVED PRIOR TO START OF PROJECT)**

Name:		Date:				
Street Address		Preferred Phone:				
City/State/Zip:		Check One	Middle Unit		End Unit	
Desired Start Date:		Approximate End Date:				

**IMPORTANT - PLEASE READ CAREFULLY**

**Directions:**

Fill in all appropriate information and submit this form with your complete modification packet. **REMEMBER**, a complete package must be received by the Covenants Committee (CC) before the approval process can begin.

The CC will make every effort to approve your submission **within 30 days** of receiving the complete packet. (Please refer to the Declaration of Covenants for complete details.) A complete application packet may include:

- A complete Architectural Modification Form with all information and signatures (*Required*)
- Any and all diagrams, sketches, pictures, or photographs showing the intended modification (*Required*)
- Description of materials to be used. (*Required*) Please review the CC's list of approved materials included in the Architectural Guidelines. If the CC is unfamiliar with the materials you plan to use for your modification, samples of the material may be required.

**Please review the Architectural Guidelines prior to submitting your project for approval. Homeowners should submit their modification form and complete modification packet at least 30 days prior to the anticipated start date.**

**No project(s) requiring an Architectural Modification Form, as outlined in the Architectural Guidelines, can be started prior to receiving approval from the CC.**

Once a complete packet is received by the CC, the homeowner will be notified of the approval calendar and process.

**Homeowners are advised against purchasing materials prior to receiving written approval from the CC.**

The homeowner is responsible to repair or restore any and all damage to the common areas created or caused by the modification process. Failure to repair damages to the common areas could be considered a violation of the Misuse of Common Area Resolution.

It is the homeowner's responsibility to obtain any and all required City/County Building Permits prior to the start of the project.

The homeowner's modification must be completed within six months of approval. If a longer timeline is required, the homeowner may request an extension prior to the six-month deadline.

Once your project has been completed, please notify the CC for final sign-off/approval.

Send Completed Application Packet to:	Exchange at Van Dorn Condominium Covenants Committee 4840 Eisenhower Avenue Alexandria, VA 22304	E-mail Address: <a href="mailto:management@exchangeatvandorn.org">management@exchangeatvandorn.org</a>
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**PLANNED MODIFICATION:**

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**CHECK LIST:** Please check the appropriate box for each item you are including with your packet. Refer to the Direction Section above for assistance or email any questions to [management@exchangeatvandorn.org](mailto:management@exchangeatvandorn.org)

- Diagram(s), sketch(s) or picture(s) that clearly show the proposed modification
- Description of materials to be used, attach pictures and/or samples, and additional pages, if needed, if the request is unclear, your approval may be delayed
- Other

**ADDITIONAL NOTES:** (Include any information you would like the CC to take into consideration to approve your proposed modification.)

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I/We acknowledge and agree that I/we will be solely liable for any claims, including without limitation, claims for property damage or personal injury, which result from the requested modification. I/we hereby indemnify The Exchange at Van Dorn Condominium Association from and against any and all claims. I/We understand and acknowledge that I/we am/are responsible for complying with all applicable county codes and ordinances for obtaining all necessary permits and inspections for the requested modification and further that I/we am/are responsible for all maintenance, repair, and upkeep of said modification.

Signature of Owner	Date	Signature of Co-Owner	Date
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**ACKNOWLEDGEMENT OF AFFECTED AND ADJACENT PROPERTY OWNERS (2 required):**

Note: Your signature below indicates your awareness of the intent of this application and not your approval. For questions concerning the approval of this application, please email the CC at [management@exchangeatvandorn.org](mailto:management@exchangeatvandorn.org)

Signature: _____	Signature: _____
Name (Print): _____	Name (Print): _____
Address: _____	Address: _____
Alexandria, VA 22304	Alexandria, VA 22304

**DO NOT WRITE BELOW THIS LINE**

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Action by the Covenants Committee

- Approved as Requested
- Approved subject to the following conditions/modifications

Comments:

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- Disapproved for the following reason(s):
- 
- 

Notification of the Unit Owner:	Date:	Authorization Signature:
Complete Packet Received:		
Approval / Disapproval:		
Homeowner Notification:		
Modification Complete:		
Final Inspection / Sign-Off:		



Attention New Owners

## IMPORTANT BILLING NOTICE

On behalf of our entire staff, it is with great pleasure that we welcome you to your new home. As a new owner, we ask that you please review the following information on how we accept your assessments.

### Make Your Payments Online

As the **preferred way** of accepting payments, we invite you to set up automatic or one-time payments online through our provider, **ClickPay**. Payments can be made online for **FREE** by e-check (ACH) from your bank account or by all major credit cards for a nominal fee.

To get started, visit:

**[www.ClickPay.com/FirstService](http://www.ClickPay.com/FirstService)**

- ① Click **Register** and create your online profile with ClickPay
- ② **Link Your Home** using the account number found on your first statement or coupon
- ③ Select your preferred **Payment Option** (e-check for **FREE** or credit card for a nominal fee)
- ④ Set up **Automatic Payments** or click **Pay Now** to make one-time payments



### Owner Benefits

- ✓ Pay by e-Check (ACH) for **FREE!**
- ✓ Pay by All Major Credit Cards
- ✓ Set Up Automatic Payments
- ✓ View Your Payment History

### Owner Support

For help with online payments, please contact **ClickPay** online by visiting **[www.ClickPay.com/GetHelp](http://www.ClickPay.com/GetHelp)** or call **1.888.354.0135 (option 1)**.

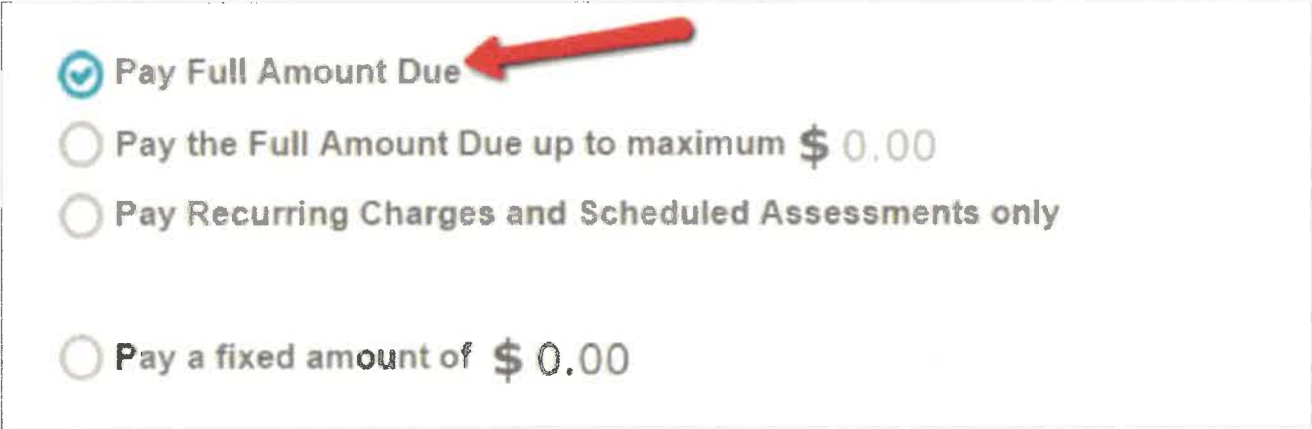
Thank you for your attention and welcome!

**Michael Mendillo**  
President, East | FirstService Residential

## FirstService Residential Automatic Payment (Direct-Debit) Options in ClickPay

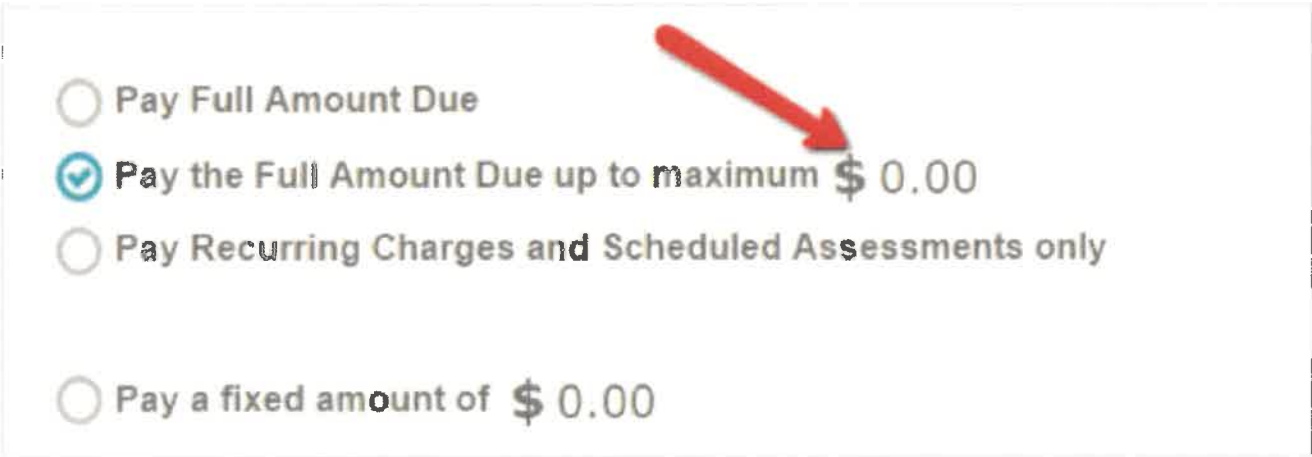
### 1. Pay Full Amount Due

- A. Equivalent to **Total Balance**
- B. Will include ALL monthly recurring charges, utilities, variable charges scheduled assessments, late fees, repairs fees, etc
- C. This is the preferred method of set up for new users

- 
- Pay Full Amount Due
  - Pay the Full Amount Due up to maximum \$ 0.00
  - Pay Recurring Charges and Scheduled Assessments only
  - Pay a fixed amount of \$ 0.00

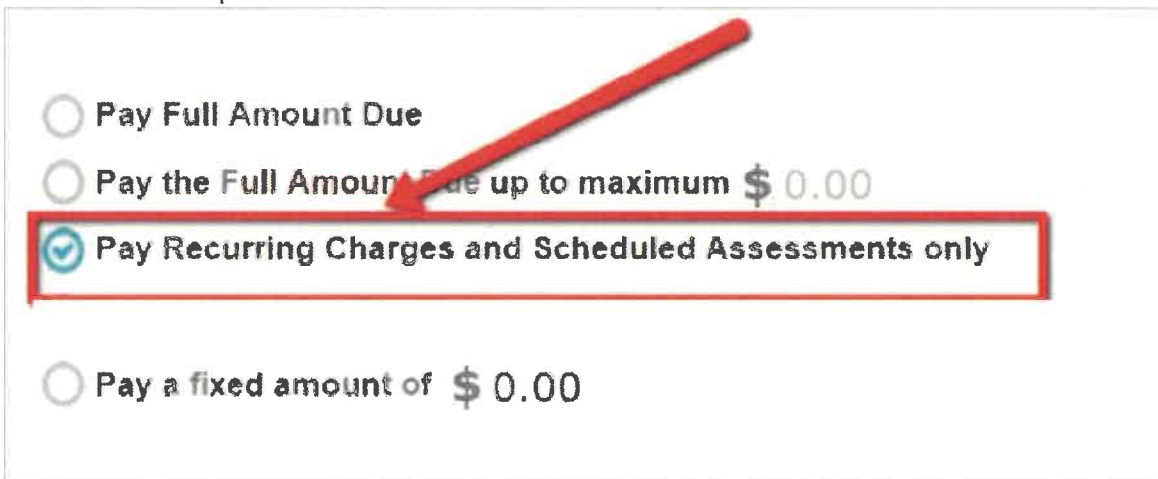
### 2. Pay the Full Amount Due up to a maximum

- A. Meaning the Full Amount (Total Balance) will be paid up to the max amount dictated by the resident
- B. Any amount above the max would be an outstanding balance

- 
- Pay Full Amount Due
  - Pay the Full Amount Due up to maximum \$ 0.00
  - Pay Recurring Charges and Scheduled Assessments only
  - Pay a fixed amount of \$ 0.00

### 3. Pay Recurring Charges and Scheduled Assessments only

- A. This option will only pay regularly scheduled fixed recurring charges – maintenance, utilities (if set at a fixed amount), scheduled assessments, etc
- B. WILL NOT include one-time assessments, late fees, one-time charges, repair fees, variable utilities charges, etc
- C. The vast majority (95% +) of existing FirstService Residential Direct-Debiters are enabled in this option



A screenshot of a payment selection interface. It features four radio button options. The third option, "Pay Recurring Charges and Scheduled Assessments only", is selected and highlighted with a red rectangular box. A red arrow points from the top right towards the selected option. The other options are "Pay Full Amount Due", "Pay the Full Amount Due up to maximum \$ 0.00", and "Pay a fixed amount of \$ 0.00".

### 4. Fixed Amount

- A. Resident sets an amount to run monthly, regardless of total balance or **recurring charges**



A screenshot of a payment selection interface. It features four radio button options. The fourth option, "Pay a fixed amount of \$ 0.00", is selected and highlighted with a red rectangular box. A red arrow points from the top right towards the selected option. The other options are "Pay Full Amount Due", "Pay the Full Amount Due up to maximum \$ 0.00", and "Pay Recurring Charges and Scheduled Assessments only".





FirstService Residential is pleased to announce the arrival of your highly anticipated community website through Connect. Although some of the methods that the Association currently employs will still be used to distribute information, this exciting new website provides an easy and helpful way to access pertinent information about your community and your account. Your secure and fully-supported community website is available anywhere you have Internet access.

## WHAT YOU HAVE ACCESS TO 24 HOURS A DAY, 7 DAYS A WEEK

- Community Calendar
- Community News & Events
- Association Documents
- Forms & Applications
- Work Order Submission Tracking
- Assessment History
- Resident Directory
- Amenity Reservation
- Visitor Management
- Classified Ads
- Group/Committee Pages
- Direct Online Contact with FirstService Residential

*You have been assigned a unit-specific access code, which will allow you to log in and register with your community's website. Simply follow the instructions below.*

## HOW TO GET STARTED

1. In your Internet browser, enter <http://dcmetro.fsrconnect.com/residentwelcome>
2. Follow the on-screen prompts for **Register without a Code** option, by entering your e-mail address.
3. You will be prompted to enter your Account number, Owner's Last Name and E-mail address.
4. Follow the on-screen prompts to complete your registration.
5. Once you have completed the registration process, you will be redirected to the community website.
6. Once on the website, be sure to update your contact information and designate which phone number(s) and/or email address you wish to appear in the resident directory. Additional details can be found on the site in **Website News**.

***After you have completed the registration process, you can access the community website anytime via the following URL:***

**<http://dcmetro.fsrconnect.com/ExchangeatVanDornCondo>**

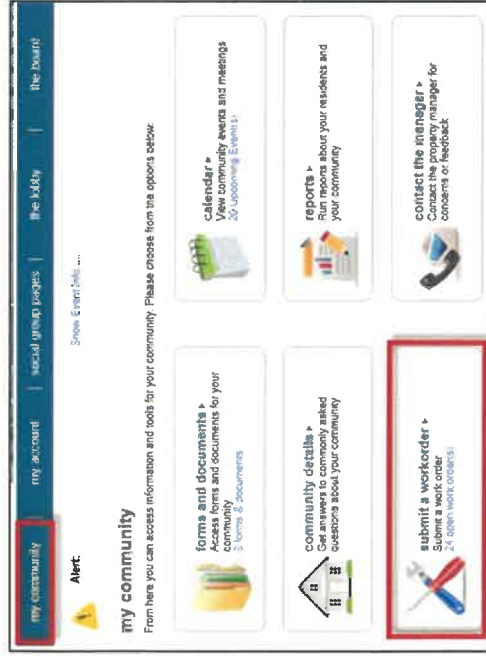
*If you have any questions about this exciting new program, please do not hesitate to contact the FSR™ Team via email at [connect.dcmetro@fsresidential.com](mailto:connect.dcmetro@fsresidential.com)*



**FirstService**  
RESIDENTIAL

# My Community – Submit a Work Order

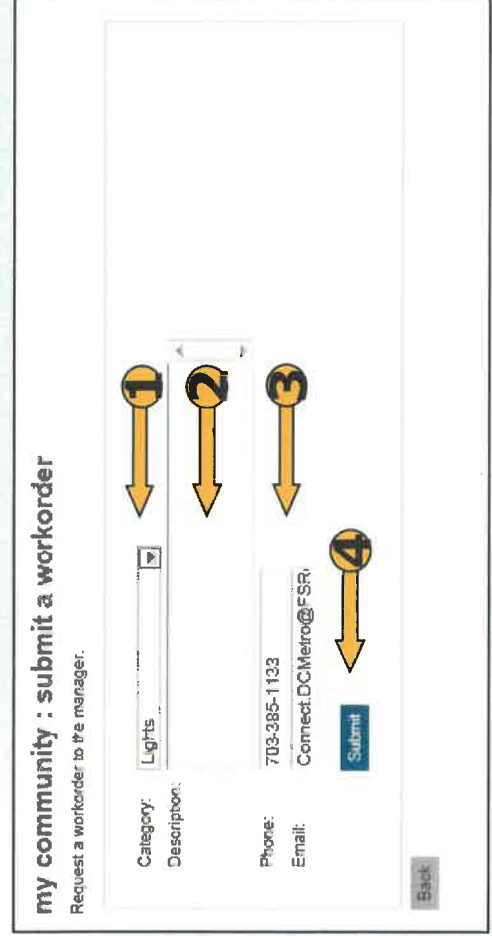
Here residents are able to submit a Work Order request for items related to their specific unit or the association common area.



Click on **My Community** Tab > **Submit a Work Order Button**

1. Choose category of the work order.
2. Type description of request
3. Enter your phone number and/or e-mail.
4. Click on **Submit**.

The property manager will be notified by e-mail of the new request and a work order will be entered into the work order module with a pending status (for manager action).



**FirstService**  
RESIDENTIAL

**Please note that Board of Directors has the authority to change and/or augment the Association's Rules and Regulations by the approval and issuance of policy resolutions. Please check the policy resolutions to ensure that a specific paragraph of this document has not been updated via a policy resolution.**

## RULES AND REGULATIONS

OF

### EXCHANGE AT VAN DORN CONDOMINIUM

#### GENERAL

1. Exchange at Van Dorn Condominium Unit Owners Association ("Association"), acting through its Board of Directors, has adopted the following Rules and Regulations ("Regulations") These Regulations may be amended from time to time by resolution of the Board of Directors.

2. Wherever in these Regulations reference is made to "unit owners," such term shall apply to the owner of any unit, to such owner's tenants whether or not in residence, and such owner's (or such tenant's) household, servants, employees, agents, visitors, guests, invitees or licensees. Wherever in these Regulations reference is made to the Association, such reference shall include the Association and the managing agent when the managing agent is acting on behalf of the Association.

3. The unit owners shall comply with all the Regulations hereinafter set forth governing the buildings, stairwells, breezeways, building entrances, patios, balconies, drives, recreational areas, grounds, parking areas and any other appurtenances.

4. The Association reserves the right to alter, amend, modify, repeal or revoke these Regulations and any consent or approval given hereunder at any time by resolution of the Association or the Board of Directors.

#### RESTRICTIONS ON USE

5. No part of the Condominium shall be used for any purpose except housing and the common purposes for which the Condominium was designed Other than any unit designated by the Board of Directors for non-residential use, each unit shall be used as a private residence.

6. No unit owner shall obstruct any of the common elements nor shall any unit owner place or cause or permit anything to be placed on or in any of the common elements (except the areas designated for storage by the Condominium Instruments or the Board of Directors) without the approval of the Board. Nothing shall be altered or constructed in or removed from the common elements except with the prior written consent of the Board of Directors or the Covenants Committee, as appropriate.

7. The common elements shall be used only for the furnishing of the services and facilities for which the same are reasonably suited and which are incident to the use and occupancy of the units. The sidewalks, building entrances, breezeways and stairwells shall be used for no purpose other than for normal transit.

8. Nothing shall be done or kept in any of the common elements which will increase the rate of insurance for the building or contents thereof applicable for residential use without the prior written consent of the Board of Directors. No unit owner shall permit anything to be done or kept in the unit or on the common elements which will result in the cancellation of insurance

on the building or contents thereof or which would be in violation of any public law, ordinance or regulation. No gasoline or other explosive or inflammable material may be kept in any unit or storage area. No barbecue grill or other similar un-vented cooking device, regardless of the type of fuel, may be used within the Condominium. A unit owner may not use a barbecue grill on the patio or balcony. No waste shall be committed on the common elements.

9. All garbage and trash must be placed in the proper receptacles designated for refuse collection and no garbage or trash shall be placed elsewhere on any common element.

10 Except in the recreational areas designated as such by the Board of Directors, no playing or lounging shall be permitted, nor shall baby carriages, velocipedes, bicycles, playpens, wagons, toys, benches, chairs or other articles of personal property be left unattended in common areas of the building, stairwells, breezeways, building entrances, parking areas, sidewalks or lawns or elsewhere on the common elements.

11 The toilets and other water and sewer apparatus shall be used only for the purposes for which designed, and no sweepings, matches, rags, ashes or other improper articles shall be thrown therein. The cost of repairing any damage resulting from misuse of any of such apparatus shall be borne by the unit owner causing such damage.

12 Each unit owner shall keep the unit in a good state of preservation, repair and cleanliness and shall not sweep or throw or permit to be swept or thrown there from, or from the doors, windows, patios or balconies thereof, any dirt or other substance.

13 Nothing shall be done in any unit or on the common elements which may impair the structural integrity of the building or which may structurally change the building nor shall anything be altered or constructed on or removed from the common elements, except upon the prior written consent of the Board of Directors.

14 No improper, offensive or unlawful use shall be made of the Property or any part thereof, and all valid laws, zoning ordinances and regulations of all governmental agencies having jurisdiction thereof shall be observed. All laws, orders, rules, regulations or requirements of any governmental agency having jurisdiction thereof relating to any portion of the Property shall be complied with, by and at the sole expense of the unit owner or the Board of Directors, whichever shall have the obligation to maintain or repair such portion of the Property, and, if the latter, then the cost of such compliance shall be a common expense. The Association and the Board of Directors must comply with all such laws and have the right but not the obligation to enforce civil or criminal laws; the Association and the Board of Directors have no liability to any owner or other person for any violation of such laws by others.

15 No unit owner shall make or permit any disturbing noises in any building or do or permit anything which will interfere with the rights, comforts or convenience of other unit owners. All units owners shall keep the volume of any radio, television, musical instrument or other sound producing device in their units sufficiently reduced at all times so as not to disturb other unit owners. Despite such reduced volume, no unit owner shall operate or permit to be operated any such sound producing devices in a unit between the hours of eleven o'clock p m and the following eight o'clock a m if such operation shall disturb or annoy other occupants.

16 Except for limited home office use (no customers, employees or regular business pickups or deliveries coming to the unit), no industry, business, trade, paid childcare, occupation or profession of any kind, commercial, religious, educational or otherwise, designed for profit, altruism, exploitation or otherwise, shall be conducted, maintained or permitted on any part of the Condominium. No "For Sale," "For Rent" or "For Lease" signs or other window displays or advertising may be maintained or permitted on any part of the Condominium or in any unit. No unit shall be used or rented for transient, hotel or motel purposes. The right is reserved by the Declarant and the Board of Directors or the managing agent, to place "For Sale," "For Rent" or "For Lease" signs on any unsold or unoccupied units, and the right is hereby given to any Mortgagee who may become the owner of any unit to place such signs on any unit owned by such Mortgagee, but in no event will any sign be larger than one foot by two feet.

17 Draperies, curtains or Venetian blinds must be installed by each unit owner on all windows of the unit and must be so maintained thereon at all times so that the exterior color will appear white, off-white or beige.

18 No unit owner shall cause or permit anything to be hung, displayed or exposed on the exterior of a unit or common elements appurtenant thereto, whether through or upon the windows, doors, masonry, patio or balcony of such unit. This prohibition includes without limitation laundry, clothing, rugs, signs, awnings, canopies, shutters, radio or television antennas or any other items. Under no circumstances shall any exhaust fan, air conditioning apparatus or other items be installed by the unit owner beyond the boundaries of the unit or the patio or balcony without the prior written consent of the Covenants Committee. A unit owner may, however, use a central television antenna provided as a part of the unit and install an antenna permitted by Section 207 of the Telecommunications Act of 1996 in accordance with the guidelines established by the Covenants Committee. No clothesline, clothes rack or any other device may be used to hang any items on any window, patio or balcony, nor may such devices be used anywhere on the common elements except in such areas as may be specifically designated for such use by the Board of Directors. Except for any storage closets accessed from patios or balconies, patios and balconies shall not be used as storage areas. No patio or balcony shall be enclosed or covered by a unit owner without the prior written consent of the Board of Directors.

#### PET RULES

19 No animals, livestock, poultry or reptiles of any kind, regardless of number, may be maintained, kept, boarded or raised, in any unit or upon the common elements, except that the keeping of orderly domestic pets (e.g., dogs, cats or caged birds) not to exceed one per unit without the approval of the Board of Directors, and aquarium fish and other limited species of animals which do not normally leave the unit and which do not make noise is permitted, subject to the Rules and Regulations adopted by the Board of Directors and provided that such animals are not kept for breeding purposes.

20. A pet may be maintained in a unit only for so long as it is not a nuisance. Any such pet causing or creating a nuisance or any unreasonable disturbance or noise may be permanently removed from the Condominium upon ten days written notice from the Board of Directors. Actions which will constitute a nuisance include but are not limited to abnormal or unreasonable crying, barking, scratching or unhygienic offensiveness.

21 Except in designated pet exercise areas, pets must be leashed or calmed, leashes may not exceed a length which will permit close control of the pet.

22 Pet owners are fully responsible for personal injuries and/or property damage caused by their pets and shall indemnify and hold the Association, each unit owner and the Declarant free and harmless from any loss, claim or liability of any kind or character whatever arising by reason of keeping or maintaining such pet within the Condominium.

23 All pets which may leave the unit must be registered and inoculated as required by law and registered with the Association office and the Board of Directors may establish reasonable fees for registration, not to exceed the additional costs incurred by the Association resulting from the presence of the pets

24 Owners of pets walked upon the common elements must promptly clean up their pet's droppings in all areas outside any authorized pet exercise areas.

#### PARKING AND STORAGE

25 No personal property may be stored on the common elements except in storage areas designated as such by the Condominium Instruments or by the Board of Directors. All personal property placed in any portion of the building or any place appurtenant thereto, including without limitation the storage areas, shall be at the sole risk of the unit owner and the Association shall in no event be liable for the loss, destruction, theft or damage to such property.

26 Should an employee of the Association at the request of a unit owner move, handle or store any articles in storage rooms or remove any articles there from or handle, move, park or drive any automobile placed in the parking areas, then, and in every such case, such employee shall be deemed the agent of the unit owner. The Association shall not be liable for any loss, damage or expense that may be suffered or sustained in connection therewith.

27. Trailers, campers, recreational vehicles, boats and other large vehicles may be parked on the Property only if expressly permitted by the Rules and Regulations and only in such parking areas, if any, as may be designated for such purpose by the Board of Directors. All vehicles shall be parked wholly within parking space lines, provided, however, that any unit owner having the right to use one or more limited common element parking spaces may use any adjacent area not within another unit owner's parking space if such space is not otherwise necessary for the use of the Unit Owners Association. No junk or derelict vehicle or other vehicle on which current registration plates are not displayed shall be kept upon any of the common elements Except in areas designated by the Board of Directors, vehicle repairs other than (i) emergency maintenance, (ii) ordinary light maintenance (excluding fluid changes and other operations which might soil the common elements) and (iii) normal cleaning (in areas designated by the Board, if any) are not permitted on the common elements.

28 No vehicle shall be parked on the Condominium with conspicuous "For Sale" signs attached.

29 All unit owners shall observe and abide by all parking and traffic regulations posted by the Association or by municipal authorities. Vehicles parked in violation of any such regulations

may be towed away at the unit owner's sole risk and expense.

30 Parking so as to block sidewalks or driveways shall not be permitted. If any vehicle owned or operated by a unit owner shall be illegally parked or abandoned on the Condominium, such unit owner shall hold the Association harmless from any and all damages or losses that may ensue, and any and all rights in connection therewith that the owner or driver may have under the provisions of state or local laws and ordinances are hereby expressly waived. The unit owner shall indemnify the Association against any liability which may be imposed on the Association as a result of such illegal parking or abandonment and any consequences thereof.

#### ENTRY INTO UNITS

31 The Association or managing agent shall not cause a master key system to be used for units in the Condominium, however, each unit owner shall provide to the Association or the managing agent, and the Association or managing agent shall have the right to keep, a working copy of any key(s) required to gain entry to any unit. These key(s) ("emergency keys") shall be coded in such a way as to prevent identification by unauthorized persons and secured by the Association or managing agent in a locked box for use only if entry to such unit is necessitated by the fact or threat of fire, flood, or any other condition which may adversely affect the common elements or other units. The Association or managing agent shall establish and implement, subject to prior approval of the Board of Directors, procedures and controls to ensure the proper use of such emergency keys. In no event shall such keys be removed from the locked box and used to facilitate entry to a unit for purposes other than those noted above. Unit owners may provide to the Association or managing agent an additional working copy of any key(s) to a unit for non-emergency entry ("convenience keys"). Such keys shall be similarly coded and secured and released only upon written authorization of the unit owner. No unit owner shall alter any lock or install additional locks, or a knocker, or a bell or any other fixture on any doors of a unit without the prior written consent of the Board of Directors.

32 The agents of the Board of Directors or the managing agent, and any contractor or workman authorized by the Board of Directors or the managing agent, may enter any room or unit in any building upon reasonable notice to the unit owner at any reasonable hour of the day (except in case of emergency in which case entry may be immediate and without such notice) for the purpose of exercising and discharging their respective powers and responsibilities, including without limitation pest control.

33 Employees and agents of the Association are not authorized to accept packages, keys, money or articles of any description from or for the benefit of a unit owner. If packages, keys (whether for a unit or an automobile), money or articles of any description are left with the employees or agents of the Association, the unit owner assumes the sole risk therefore and the unit owner, not the Association, shall be liable for injury, loss or damage of any nature whatsoever directly or indirectly resulting therefrom or connected therewith. The Association does not assume any responsibility for loss or damage in such cases. Deliveries requiring entrance to a unit owner's unit will not be accepted.

#### RECREATIONAL AND COMMON FACILITIES

34 All persons using any of the recreational or common facilities do so at their own risk



and sole responsibility. The Association does not assume responsibility for any occurrence, accident or injury in connection with such use. No unit owner shall make any claim against the Association, its servants, agents, or employees, for or on account of any loss or damage to life, limb or property sustained as a result of or in connection with any such use of any of the recreational or common facilities. Each unit owner shall hold the Association harmless from any and all liabilities and any action of whatsoever nature by any tenants, guests, invitees or licensees of such unit owner growing out of the use of the recreational or common facilities, except where such loss, injury or damage can be clearly proved to have resulted from and been proximately caused by the direct negligence of the Association or its agents, servants or employees in the operation, care or maintenance of such facilities.

35 A Facilities Pass is required for access to and use of the swimming pool. Facilities Passes are available at the Association office to all residents sixteen years and older. No Facilities Pass will be issued to non-residents. Facilities Passes are not transferable. Facilities Passes must be available at all times when utilizing the swimming pool and presented upon request. A \$5.00 charge will be made for the replacement of lost, damaged or stolen Facilities Passes

36 Any damage to the building, recreational facilities, or other common elements or equipment caused by a unit owner or such unit owner's pets shall be repaired at the expense of the unit owner.

#### SUSPENSION OF RIGHT TO USE RECREATIONAL FACILITIES

37 In addition to all other rights which the Board of Directors has for nonpayment of assessments, the Board of Directors of the Association shall have the right to bar the use by a unit owner of any of the recreational facilities for failure to make payment of any assessments or fees due as provided for in the Bylaws of the Condominium. Access to the Clubhouse and the pool is barred for those owners and their tenants who are more than 60 days arrears in condo dues.

#### MOVING

38 Move-ins and move-outs are restricted to the hours between 9:00 am and 5:00 pm., Monday through Saturday, excluding holidays. Each unit owner is responsible for the proper removal of trash, debris, crating or boxes relating to that unit owner's move-in or move-out.

#### ASSOCIATION

39 All charges and assessments imposed by the Association are due and payable on the first day of each month, unless otherwise specified Payment shall be made at the onsite property manager's office by check or money order, payable to the Condominium. Cash will not be accepted.

40 Complaints regarding the management of the Condominium or regarding actions of other unit owners shall be made in writing to the managing agent or the Board of Directors.

41 No unit owner shall direct, supervise or in any manner attempt to assert control over or

request favors of any employee of the managing agent or the Unit Owners Association.

#### CONSIDERATION IN USE OF UNITS

42 All persons shall be properly attired when appearing in any common area of the Property including stairwells, breezeways, community buildings and any other public spaces of the Condominium.

43 No electrical equipment, other than normal business equipment such as copy machines, computers or word processing equipment, may be installed in any unit without the prior written consent of the Board of Directors. No electrical equipment shall be installed in a unit which causes interference with the normal operation of electrical equipment in other units. All electrical equipment of any kind or nature installed or used in each unit shall fully comply with all rules, regulations, requirements or recommendation of the Board of Fire Underwriters and the public authorities having jurisdiction, and the unit owner alone shall be liable for any damage or injury caused by any electrical equipment in such unit owner's unit. No facilities or equipment of any nature which will or may necessitate any changes, replacements or additions to, or otherwise burden the portion of the common elements providing for water, electricity, heat, or air-conditioning shall be installed without the prior written consent of the Board of Directors. If the Board of Directors so determine that such facilities or equipment causes an additional expense to the Unit Owners Association, then such increase shall be assessed against the unit owner installing the facilities or equipment as a Limited Common Expense.

44. The installation of additional major appliances in any unit is prohibited. Such prohibited appliances include, but are not limited to, washing machines, dryers, refrigerators, freezers, and additional dishwashers. Replacement of existing major appliances with other than comparable equipment is permitted only with the prior written approval of the Board of Directors or the Covenants Committee, as appropriate.

45 Unit owners are cautioned against excessive use of soaps and other detergents in their appliances or plumbing apparatus which may cause overflow of suds in any unit or in any central waste disposal system. Detergents and soaps shall be used only pursuant to manufacturer's directions.

46 Unit doors opening into stairwells or breezeways shall be kept closed and secured at all times except when in use. Windows and patio or balcony doors should be kept closed during air-conditioning season while the air conditioning system is in use in order to prevent condensation from forming in the unit's cooling mechanism and causing damage to carpets and floors.

47 Sufficient carpeting or rugs and padding shall be maintained on a minimum of eighty percent of the floor surfaces (excluding kitchens, closets and bathrooms) in units located over other units to adequately reduce transmission of sound between units.

#### GENERAL

48 The planting of plants, flowers, trees, shrubbery and crops of any type is prohibited anywhere on the common elements without the prior written consent of the Board of Directors. No fences may be erected around or on the common elements.

49 Solicitors are not permitted. If any unit owner is contacted by a solicitor on the Property, the managing agent must be notified immediately.