



COMMUNITY RULES AND REGULATIONS

PREFACE

This document is based on the following authorities:

- Section 55-513 of the Virginia Code, Property Owners' Association Act and the Association's Governing Documents empower the Board of Directors to assess certain remedies, including monetary charges and suspension of privileges, against Members of the Association who are responsible for violating the Association's Governing Documents; and
- Paragraph 4 of the Articles of Incorporation defines the management of the affairs of the corporation to be vested in the directors; and
- Article VI, Section 5 of the Declaration provides the ability to adopt rules and regulations for architectural control for the Association; and
- Article VI, Section 10 of the Declaration sets forth the provision to establish 'house rules' to further clarify and focus specific actions; and
- Article VII defines the powers and duties of the directors and their ability to adopt and publish rules and regulations; and
- Article IX of the By-Laws authorizes the board of directors to appoint committees as deemed appropriate.

As such, the Board of Directors adopt the following Community Rules and Regulations on October 16, 2018. This document replaces a document approved on May 16, 2017 by said Board of Directors. These rules and regulations may be revised, adopted, and published from time to time as appropriate by the Board of Directors.

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BOARD OF DIRECTORS, OFFICERS AND COMMITTEES OF THE ASSOCIATION

The management of the affairs of the Park West Community Association is vested in a nine-member Board of Directors. Each Director is elected for a three-year term. Three of the nine directors are elected each year at the annual meeting. Current Director information may be found on the website www.parkwestcommunity.org.

The officers of the Park West Community Association are elected by the Directors. Officers serve for one year and are elected at the first meeting following each annual meeting. Officer positions include a president, vice president, treasurer, and secretary. Current officer information may be found on the website.

The Park West Community Association appoints committees as deemed appropriate in carrying out its purpose. The sole committee required to be appointed is the Nominating Committee. All current committee chairperson information may be found on the website. If you are interested in joining any of the committees listed herein or if you have any questions or concerning related to the committee, please contact the committee.

Architectural Control Committee

acc@parkwestcommunity.org

The Architectural Control Committee (ACC) is responsible for maintaining the attractive appearance and property values of the community. This is done through the enforcement of the PWCA Architectural Rules and Regulations (see section within the Community Rules and Regulations). Call the ACC Chair if:

- ❖ you are planning to paint the exterior of your home or replace your roof.
- ❖ you are planning to build a deck or patio, install a new storm/patio door, siding, shutters, fence, or windows, replace your steps, or alter your landscape.
- ❖ you receive a notice stating that your property does not conform to Architectural Control Committee criteria.

Communications Committee

communications@parkwestcommunity.org

The Communications Committee is responsible for disseminating information to PWCA residents. This includes publicizing special events, informing residents of changes to PWCA services, and notifying residents of news affecting the community. The main vehicles for disseminating this information are through the PWCA Newsletter, *Park West Pages*, and the PWCA Web Site.

Environmental Control Committee

(environment@parkwestcommunity.org)

The Environmental Control Committee is responsible for scheduling maintenance of the common areas. This includes planting, trimming, mulching, tree removal, lawn care, trash/recycling, the tot lot and overall neighborhood beautification. The Environmental Control Committee also plans and coordinates community clean-up days.

Hospitality Committee

(hospitality@parkwestcommunity.org)

The Hospitality Committee is responsible for welcoming new residents to the community and manages the Block Captain program.

Nominating Committee

(nomination@parkwestcommunity.org)

The Nominating Committee is responsible for nominating members of the Association for election to the Board. Any member of the Association who desires to be considered for election should contact this committee. The nomination form may be found on the website.

Parking Committee

(parking@parkwestcommunity.org)

The Parking Committee is responsible for enforcing the community's parking restrictions. This is done to ensure road safety and allow emergency and service vehicles to access homes in the community. The PWCA retains the services of a towing company, Dominion Towing, which regularly patrols the community. Any vehicle found to be in violation of the parking rules and regulations is subject to be towed, at the owner's expense. Call the Parking Committee Chair if:

- ❖ you notice that a car has not been moved from a common area parking spot for an extended period of time
- ❖ an unidentified car is parked in your spot and you are unsuccessful in locating the owner of the vehicle
- ❖ you see a vehicle double-parked, parked along a curb painted yellow, or poses a safety hazard to the community.

Pool Committee

(pool@parkwestcommunity.org)

The Pool Committee is responsible for overseeing the operation of the community pool. Questions regarding pool rules, membership, admittance procedures and special events should be addressed to the Pool Committee Chair.

Social Committee¹

(social@parkwestcommunity.org)

The Social Committee is responsible for organizing social events throughout the year, to include the Annual Meeting. Current social calendar information may be found on the website.

Streets and Sidewalks Committee

(streets@parkwestcommunity.org)

The Streets and Sidewalks Committee is responsible for the maintenance and upkeep of the PWCA streets and sidewalks. This includes paving the streets, painting all markings on the streets and curbs, maintaining the street lights, managing snow removal and repairing damaged concrete.

Webmaster

(webmaster@parkwestcommunity.org)

The Webmaster is responsible for maintaining the PWCA Web Site.

¹ Committee re-initiated on 20 December 2016. Addition of section approved by the PWCA Board of Directors on 17 January 2017

ARCHITECTURAL RULES AND REGULATIONS

In an effort to revitalize the appearance of many poorly maintained homes and yards in our community, the Park West Community Association (PWCA) initiated a home inspection program in November 1993 to enforce the standards and policies set forth in this document and the Declaration of Covenants, Conditions and Restrictions.

During the spring of each year (and potentially the fall of the same year) a team composed of Board Members, ACC representatives, and representatives from Summit Management Services inspect the exteriors and yards of the residences for architectural violations. By employing the property management firm to facilitate regular inspections and handle the notification process, the consistent enforcement of the architectural standards and policies is better assured.

Remember that as members of the Association, all residents are obligated to comply with these standards and policies. Your cooperation helps to enhance the aesthetic appearance of the Kings Park West Townhomes and improves all members' property values.

Architectural deficiencies, on the other hand, diminish the desirability and market value of your residence as well as your neighbor's. It is the Association's hope that residents will keep this in mind, particularly as properties age and require additional upkeep.

Most agree that the overall appearance of the community has improved dramatically since the implementation of the inspection program. Also noticeable is a greater sense of pride, consideration and community-mindedness among residents. Be assured that your Board members will continue to work diligently alongside their fellow residents to maintain the Kings Park West Townhomes as one of the area's exemplary townhome communities.

The Association asks all residents – homeowners and tenants – to please do their best to maintain their townhome exteriors, keep their yards neat and tidy and stay on top of lawn and shrubbery care. Thanks to all of you for your efforts and contributions. If you have any questions, please contact the Architectural Control Committee.

Architectural and Environmental² Control Rules and Regulations

For the convenience of the residents of the Kings Park West Townhomes Community, the following rules and regulations have been reaffirmed by the Park West Community Association (PWCA) Board of Directors and the Architectural and Environmental Control Committee. These rules are not to be construed as a waiver of the provisions of the Park West Community Association Declaration of Covenants, Conditions, and Restrictions or the By-Laws.

If no footnote cited the information contained within this document are parts of the original document published to clarify the Governing Documents.

Exterior Paint/Siding³ colors

- a. Only the original paint colors, as designated by Richmarr, are acceptable.
- b. McCormick paint is recommended to avoid discrepancies in color over the lifetime of the paint.
- c. Paint color approval by the Architectural Control Committee (ACC) is required prior to the commencement of painting.
- d. Paint swatches are available for members to color match.⁴
- e. Website contains the list of residences and color scheme for each.⁵
- f. All trim must be painted or wrapped – siding is not approved for use to cover any trim.⁶ When replacing windows, window trim will match the trim color specified for the townhome.⁷
- g. When replacing siding with vinyl siding, vinyl siding color will most closely match the designated siding color for the residence as depicted on the color swatch.⁸
- h. Vent covers are preferred to be painted the trim color for the residence. If the vent is located on siding, the vent cover may be painted the siding color for the residence.⁹

² Modification approved by the PWCA Board of Directors on 8 September 2015

³ Clarification approved by the PWCA Board of Directors on 30 May 2001

⁴ Modification approved by the PWCA Board of Directors on 12 August 2014

⁵ Modification approved by the PWCA Board of Directors on 12 August 2014

⁶ Modification approved by the PWCA Board of Directors on 19 September 2001

⁷ Clarification approved by the PWCA Board of Directors on 12 August 2014

⁸ Clarification approved by the PWCA Board of Directors on 8 June 2010

⁹ Clarification approved by the PWCA Board of Directors on 8 June 2010

Storm or Screen Door Style and Color

- a. “Full light” storm doors are recommended (full glass or screen).
- b. Storm doors will match either the front door color, the trim color, or (if shutters are to either side of the front door) the shutter color specified for the home.¹⁰ Exception: Carriagepark Road and Carriagepark Court (the “Portals” section”) also permit “full light” black storm doors as an alternative.¹¹
- c. Storm doors with simple grills are authorized if the grill matches both the storm door and front door color.¹²
- d. All storm doors and storm door colors must be approved by the ACC prior to installation.

Entry Doors¹³

- a. Entry doors shall be six panel doors.
- b. If a residence has double doors they may be changed to a single door with side panels.
- c. The upper two panels of entry doors (the panels between the top rail and cross rail) may be solid or hold glass panes. Glass pane design must be approved by the ACC prior to installation.¹⁴
- d. The upper half of side panels may be solid or hold glass panes.

Deck and Patio Doors¹⁵

- a. Deck and patio doors may be either French doors or sliding doors.
- b. Ground level doors may be white or the entry door color.
- c. Any door above ground level is preferred to be the entry door color.
- d. French doors may have grids if the owner prefers but grids are not required.

Address Plaques¹⁶

- a. As per the Fairfax County Rules, the numerals are recommended to be a minimum of 4 inches and be visible in a contrasting color from its background.¹⁷

¹⁰ Modification approved by the PWCA Board of Directors on 8 December 2015

¹¹ Modification approved by the PWCA Board of Directors on 21 March 1991

¹² Modification approved by the PWCA Board of Directors on 21 March 1991

¹³ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 14 February 2006

¹⁴ Bullet approved by the PWCA Board of Directors on 14 February 2006 and re-approved by the PWCA Board of Directors on 10 January 2012

¹⁵ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 8 December 2015

¹⁶ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 8 December 2015

¹⁷ Modification approved by the PWCA Board of Directors on 16 October 2018

- b. For the original wood board address plaques, the following criteria apply:
 - 1. Black numerals are preferred.
 - 2. Numerals should be raised and vertical on the plaques. Numerals should not overhang the wood board edges. Stick-on numerals are not acceptable.¹⁸
 - 3. Board should be painted the trim color for the residence or stained as natural wood.
 - 4. Due to the original developer standard for Gainsborough Drive, Malone Court and Treasure Court:
 - i. Bronze numerals may be substituted.
 - ii. Board should be stained in a natural wood color.
 - iii. Numerals should not overhang the wood board edges. Owners should consider replacing their original address plaque in accordance with item C immediately below.¹⁹
- c. Any alternate address plaque design must be approved by the ACC prior to installation. ACC approved plaques will be in good taste and of appropriate size, shape, color and material commensurate to your neighbors and the community.
- d. Most approved alternate address plaques have been aluminum in material, round or oval in shape, with a black background, and containing bronze or off-white numerals.

Windows²⁰

- a. Windows and window trim will be painted the trim color of the residence.
 - 1. If vinyl windows are installed, the windows are preferred to be the trim color but may also be white.
 - 2. If vinyl windows are installed, all trim around the windows will be painted the trim color for the residence even if the windows themselves are white in color.
- b. All windows will include a grid pattern to match existing windows.
- c. At the minimum, recommend replacing all windows on the same side of the residence at the same time. A timeline for completion of the remainder of the windows is required if full replacement is not requested.

Steps and Concrete Approach²¹

- a. Any front steps and/or concrete approach work (except light pressure washing) needs to be approved by the ACC prior to work commencing.

¹⁸ Modification approved by the PWCA Board of Directors on 17 January 2017

¹⁹ Modification approved by the PWCA Board of Directors on 16 October 2018

²⁰ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 8 December 2015

²¹ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 8 December 2015

- b. Any concrete steps in the front or rear of a residence and concrete approaches may be fixed in one of the following three ways:
 - 1. Light pressure wash. Use the lightest pressure possible to minimize damage to the concrete surface. Consider using brushes and/or concrete surface cleaners to reduce the water pressure required.
 - 2. Renew the concrete surface. No tile overlays are authorized. Renewing will be accomplished for the entire step structure (e.g. the sides) and/or concrete approach.
 - 3. Remove and replace steps and/or concrete approach.
- c. If removing and replacing the front steps:
 - 1. Plans must be approved by the ACC prior to submission to Fairfax County.
 - 2. A Fairfax County building permit must be obtained and displayed prior to and during construction.
- d. Any replacement bricks needed for the repair/replacement will match the brick specification for the residence. If brick substitutions are required that must be specifically addressed in the ACC Modification Form.
- e. Clear concrete sealers may be applied and is recommended to occur to when resurfacing or replacing the steps and/or approach.
- f. Recommend assessing railing replacement and/or repair during any concrete repair activities.

Roofs²²

- a. Damaged shingles must be repaired promptly. This includes blown off shingles. Shingle repairs must match existing roof color. This may not be the original shingle color depending on age of the shingle.
- b. The shingle color on the front and rear elevations must be the same.
- c. Unless roof stacks are stainless steel, roof stacks should be painted with heat resistant flat paint. The ACC recommends black for shingles in the black, gray, or blue-gray color range and brown for brown colored range. Other colors may be acceptable to the ACC depending on shingle color.
- d. Roof stacks should be properly maintained, to include the flashing, boots, and caps.
- e. If an owner is considering solar installation during the life of the roof – review the section titled, “Solar Photovoltaic Systems” for applicability and potential request for variance.

Decks

- a. All deck plans must be approved by the ACC prior to submission to Fairfax County.
- b. All deck plans must be approved by Fairfax County, building permit must be obtained and displayed prior to and during construction.

²² Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 16 October 2018

- c. Modifications to existing decks such as barrier walls, built in seats, etc. must comply with Fairfax County Building Code. An ACC approval is required prior to project start. Submission of project to Fairfax County for approval may be required.²³
- d. No staining or painting of decks is permitted. Maintenance of natural color recommended by applying colorless sealant.²⁴
- e. Composite decking is permitted as long as a natural wood color is used.²⁵
- f. Decks should be properly maintained and routinely cleaned.²⁶

Sheds

- a. Small wooden sheds are permitted.
- b. Small “Rubbermaid” type or vinyl sheds are also permitted.²⁷
- c. Shed style, size, and color must be approved by the ACC prior to installation. Color must match the paint color of the siding and trim on the house. In principle, shed height should not exceed the height of the fence (a maximum of 72”).²⁸
- d. Full fence installation is required with any shed installation.
- e. Sheds must be properly maintained and painted or stained as needed. If stained, maintenance of natural color recommended by applying colorless sealant.²⁹
- f. Wood sheds may be incorporated into a fence with prior approval by the ACC.³⁰

Fences

For the fences between residences, Virginia code refers to these as “division fences”. Virginia Code § 55-317, § 55-318 and § 55-319 each refer to this matter. The ACC recommends speaking with your adjoining neighbor(s) when considering replacing your fence for possible cost sharing of the “division fence”.³¹

- a. No staining or painting of fences is permitted. Maintenance of natural color recommended by applying colorless sealant.³²
- b. Fences must be approved by the ACC prior to installation.

²³ Modification approved by the PWCA Board of Directors on 16 October 2018

²⁴ Clarification approved by the PWCA Board of Directors on 12 August 2014

²⁵ Modification approved by the PWCA Board of Directors on 11 May 2004, re-discussed and approved by PWCA Board of Directors on 14 June 2011

²⁶ Modification approved by the PWCA Board of Directors on 12 August 2014

²⁷ Modification approved by the PWCA Board of Directors on April 22, 1999, re-discussed and approved by PWCA Board of Directors on 20 March 2002

²⁸ Clarification approved by the PWCA Board of Directors on 20 March 2002 with additional information contained in the 21 February 2002 meeting.

²⁹ Clarification approved by the PWCA Board of Directors on 12 August 2014

³⁰ Clarification approved by the PWCA Board of Directors on 13 December 2011

³¹ Clarification approved by the PWCA Board of Directors on 8 December 2015

³² Clarification approved by the PWCA Board of Directors on 12 August 2014

- c. Standard fences will be vertical board and will meet the following criteria:³³
1. Board on board (1"x4"x6' pickets) in a shadowbox pattern. Also referred to as alternating board-on-board.
 2. Fence posts (except gate posts) are recommended to be 4"x4".
 3. Corner posts and posts on short fence sections may be 6"x6" if needed for additional support. Recommended for short fence sections such as end units have if the side property is fenced.
 4. All fence posts will have post caps.
 5. "Length of fence section" is expected to be eight (8) feet or less between posts.
 6. Three stringers/runners (2"x4"xlength of fence section) are required per fence section.
 7. A cap rail, also known as a cap board or top rail, is required (1"x4"xlength of fence section).
 8. No header board will be permanently placed between fence posts. If necessary during construction one may be used for temporary bracing only.
 9. At least one gate must be included. Specific criteria for the gate:
 - i. Gate posts are recommended to be 6"x6" posts.
 - ii. Gate posts will have post caps.
 - iii. Be appropriately placed.
 - iv. Constructed in like manner as the fence.
 - v. The top of gate pickets are preferred to be curved.
 - vi. No header board will be permanently placed between the gate posts. If necessary during construction one may be used for temporary bracing only.
 - vii. Be properly hinged and able to be securely closed.
 - viii. Gates will extend to the ground level.³⁴

Townhome Exteriors³⁵

- a. Wood trim (e.g. window grids), wood shutters, doors, and siding must be painted regularly to prevent fading, rotting, and peeling of existing paint. Vinyl shutters should be cleaned regularly. Exterior of gutters and downspouts should be cleaned regularly or painted as necessary.³⁶
- b. Exterior wrought iron must be painted regularly with gloss black paint.

³³ Modification approved by the PWCA Board of Directors on 12 August 2014

³⁴ Modification approved by the PWCA Board of Directors on 16 October 2018

³⁵ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 12 August 2014

³⁶ Modification approved by the PWCA Board of Directors on 17 January 2017

- c. Exterior should be maintained; broken items (e.g. shutters, windows, screens, storm doors) should be repaired promptly.
- d. Window air conditioning units are not permitted. If supplemental air conditioning is required, portable air conditioning units may be operated that have no portion of the system extending beyond the existing window screens of the residence.
- e. Carriage lights are required on front of residences. Flood lights are not permitted to replace carriage light beside the entry doors. If changing the light fixture, submit a picture of the proposed fixture with the modification form.³⁷
- f. All outdoor cooking equipment, fire pits, and any open fires must meet Fairfax County Fire Prevention Code. Temporary (moveable) grills must be stored behind the house or in the dwelling when not in use. Permanent grills should not be visible from the street. An ACC application is required for all permanent grills and portable fire pits.³⁸
- g. Play equipment such as swings, slides, and playhouses are acceptable, provided that such equipment is located directly behind the house. Play equipment must be maintained in good condition and in such a manner so as not to create a safety hazard or unsightly appearance, and may not exceed 6 feet in total height. Private play equipment shall not be installed on common grounds.³⁹
- h. Any hot tub installation must meet Fairfax County code. Adequate insurance coverage must be in effect at all times. An ACC application is required for all hot tub (permanent or temporary) installations. A Fairfax County electrical permit is required to be attached to the application. Proof of insurance coverage is required prior to ACC approval.⁴⁰

External Cabling for Residences (e.g. Satellite Television Systems, FiOS)⁴¹

- a. No television cable or similar transmission line shall be installed or maintained on any lot above the surface of the ground.⁴²
- b. Any reception dishes (e.g. satellite television dishes) shall be installed on the rear roof. Residents may petition the ACC for front roof installation or backyard ground installation on a case-by-case basis.
- c. Non-functional reception dishes are to be removed from the residence or lot.⁴³
- d. All external wiring will be secured to the rear wall in corners or other inconspicuous places.
- e. Wiring should be painted the color of the siding, trim and/or brick.

³⁷ Modification approved by the PWCA Board of Directors on 10 January 2002, further clarification at 15 November 2007 Annual Meeting

³⁸ Modification approved by the PWCA Board of Directors on 16 October 2018

³⁹ Modification approved by the PWCA Board of Directors on 16 October 2018

⁴⁰ Modification approved by the PWCA Board of Directors on 16 October 2018

⁴¹ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 13 January 2015, further clarification provided by the PWCA Board of Directors on 11 August 2015

⁴² Declaration of Covenants, Conditions, and Restrictions, Article VI, Section 6, Subsection (g)

⁴³ Modification approved by the PWCA Board of Directors on 16 October 2018

Townhome Lot Maintenance⁴⁴

1. All front yards, side yards and back yards⁴⁵ must be presented in a well maintained, safe, clean, and attractive condition at all times.
 1. Garden beds shall be kept free of weeds. Recommend mulching to deter weed growth.
 2. Hardscapes (e.g. rocks, pavers) shall be kept weeded.
 3. Lawn areas shall not exceed six (6) inches in height. All edges (e.g. walkways, sidewalks, walls, fences, garden beds, trees, shrubbery) shall be kept neat and presentable through trimming or edging.
 4. Trees, Shrubs, Bushes, and Greenery
 - i. Shall be maintained in good health.
 - ii. Shall be pruned or trimmed to remain clear of sidewalks, pathways, lamp posts, signage, and cable/telephone boxes. Common-area trees are pruned 6 feet from any part of the residence, 6 feet away from community street lights, 8 to 12 feet off common sidewalks, and 15 feet over common streets. Owners should seek to follow the same parameters for trees found on their property as this limits damage to residences and vehicles along with unobscured lighting of the walkways at night.
 - iii. Shall not impede drainage.
 - iv. Any dead trees, shrubs, bushes, or greenery on the homeowner's lot shall be removed promptly. For trees covered under Article VI, Section 6, Item (i) (measuring in excess of six (6) inches in diameter two (2) feet above the ground) those specific trees shall not be removed before receiving written notice from the Environmental Control Committee.
 - v. Any tree being removed should be removed twelve (12) inches below grade ("grind the stump") and replaced with a new tree or other such landscaping.⁴⁶
5. All debris shall be collected and removed in a timely manner in accordance with the Yard Waste Recycling rules.
2. Front door entryways, stoops, stairs, front yards, and side yards shall not be used as storage areas (e.g. trash cans, recycling bins, bicycles, wood piles).
3. All items related to the maintenance and operation of the residence (e.g. trash cans, recycling bins, bicycles, wood piles) shall be stored in the rear yard and within the confines of any fences. Storage external to a fence is not permitted. Long term storage of appliances, indoor furniture, automotive parts, televisions, or other types of items not normally found in an outdoor living area is not permitted.⁴⁷

⁴⁴ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 12 August 2014

⁴⁵ Modification approved by the PWCA Board of Directors on 8 September 2015

⁴⁶ Modification approved by the PWCA Board of Directors on 14 September 2004

⁴⁷ Modification approved by the PWCA Board of Directors on 16 October 2018

4. Vines are not recommended to grow on any residence exterior wall. If vines are growing, they will not grow on any neighboring residence unless there is written approval from the owner of that residence with the ACC. Any vines must be kept well maintained at all times.⁴⁸
5. Bicycles, scooters, or motorcycles shall not be parked in front yards or in visible side yards.⁴⁹ Bicycles shall not be parked and secured on common property.⁵⁰ Motorcycles or scooters shall not be parked or operated on common property except in drive lanes and parking areas.⁵¹ Motorcycles or scooters shall not be operated on private property.⁵²

Solar Photovoltaic Systems⁵³

- a. Solar panel installation shall be on the rear roof. Residents may petition the ACC for additional front roof installation on a case-by-case basis.
- b. Solar panels must be of “black on black” mono crystalline with low reflective glass.
- c. Panel installation will have a low profile (approximately six (6) inches) and be mounted flat on the roof (no movement, angle, or tilt allowed) with one side parallel to the roof eaves or peak.
- d. Solar collectors shall not extend above roof ridges or be within one (1) foot of the edges of the roof.
- e. Any racking or standoffs cannot be outside of the panels by more than six (6) inches.
- f. Roof shingles will be Certainteed’s XT-series in the color “Moire Black” (or current suitable substitute as designated by the ACC).
- g. All visible support structures on the roof must be painted black to blend with the panels and shingles.
- h. All wiring from the solar panels to the AC disconnect should be contained within the interior of the house. External wiring will be considered on a case-by-case basis. If wiring is external the following requirements must be met: wiring will be contained in conduit, the conduit will be secured to the rear wall in corners or other inconspicuous places and the conduit must be painted the color of the siding and/or brick.
- i. All support solar equipment exposed to the exterior shall be installed out of view and properly screened.
- j. All applicable permits are drawn and approved.
- k. Detailed drawing(s) depicting actual installation locations and pattern of solar panels is required. Drawing(s) must be submitted to and approved by the ACC prior to installation (this includes roofing changes).

⁴⁸ Modification approved by the PWCA Board of Directors on 12 August 2014

⁴⁹ Modification approved by the PWCA Board of Directors on 8 January 2013

⁵⁰ Modification approved by the PWCA Board of Directors on 8 December 2015

⁵¹ Modification approved by the PWCA Board of Directors on 8 December 2015

⁵² Modification approved by the PWCA Board of Directors on 8 December 2015

⁵³ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 27 October 2014

Flags⁵⁴

- a. No flag poles are allowed in front yards.⁵⁵
- b. Flag staffs may be placed on secure support in front or rear of residences.⁵⁶
- c. The U.S. flag is authorized for display in accordance with United States “Flag Code” (Title 4 of United States Code).
- d. The Association website contains a document further explains the code. The weblink to the authoritative source for the document is:
<http://www.senate.gov/reference/resources/pdf/RL30243.pdf>

Holiday/Seasonal Lights⁵⁷

- a. Christmas lights and decorations shall remain outdoors only from November 15th through January 10th of the following year unless a modification form is submitted and approved by the ACC.
- b. Other seasonal /religious occasion lights shall remain outdoors for a maximum total period of two (2) weeks unless a modification form is submitted and approved by the ACC.

Radon Evacuation Systems⁵⁸

- a. The Radon Evacuation System must be approved by the ACC prior to submission to Fairfax County.
- b. The Radon Evacuation System must be in compliance with all applicable governmental requirements. A Fairfax County building permit must be obtained and displayed prior to and during construction
- c. Installation should be on the rear of the residence, preferably next to an existing downspout. The evacuation fan / blower, piping shall be sealed, painted the trim color. Recommend suitable capping on the end of the piping to prevent intrusion by animals, birds and insects.

⁵⁴ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 12 August 2014

⁵⁵ Modification approved by the PWCA Board of Directors on 20 March 2002

⁵⁶ Modification approved by the PWCA Board of Directors on 20 March 2002

⁵⁷ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 12 August 2014, modified on 12 January 2015

⁵⁸ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 17 January 2017

Park West
Community Association

ACC MODIFICATION REQUEST FORM

Please return the completed form and all documents to:

Summit Management Services
Attn: Lori Randall
8405-A Richmond Highway
Alexandria, VA 22309

or email: lori.randall@summitmanage.com
acc@parkwestcommunity.org

One (1) copy reflecting the action taken by the Architectural Control Committee will be returned to you for your records.

NAME(S) OF OWNER(S): _____

KINGS PARK WEST TOWNHOME ADDRESS: _____

TELEPHONE NUMBERS: (H) _____ (W) _____

E-MAIL ADDRESS: _____

ABSENTEE OWNER ADDRESS (if applicable):

In accordance with the Declaration of Covenants, Conditions and Restrictions referred to in the Deed covering the property described above, I/we hereby apply for written consent to make the following modification(s) or addition(s):

1. _____
2. _____
3. _____

DESCRIPTION/DIAGRAM OF MODIFICATION REQUIRED. Please include with this form:

1. Any diagrams (sketch if appropriate) of the addition or modification being requested.
2. A copy of your plat with the location, size, and shape of the modification(s) indicated on it.
3. The manufacturer's brochure (if available), a grading plan (if applicable) and if you are requesting an exterior color change, samples of the color(s).
4. A copy of the contract (if applicable).

Please attach separate sheet(s) as necessary.

Applicant hereby warrants that Applicant shall assume full responsibility for:

1. All landscaping, grading and/or drainage relating to the improvements
2. Obtaining all Fairfax County permits and approvals relating to said improvements.
3. Any damage to adjoining property (including common area) or injury to third persons associated with said improvement, both during activities necessary to support the modification and throughout the life of the improvement.
4. Compliance and adherence to Fairfax County and Park West Community Association rules and ordinances.

OWNER'S SIGNATURE

DATE

Park West ACC Action Taken: _____

ACC CHAIR SIGNATURE

DATE

COMMON AREA, TRASH, AND RECYCLING

RULES AND REGULATIONS

For the convenience of the residents of the Park West Community, the following rules and regulations have been reaffirmed by the Park West Community Association Board of Directors and the Environmental Control Committee. These rules are not to be construed as a waiver of the Park West Community Association Declaration of Covenants, Conditions, and Restrictions or the By-Laws.

Inspections are conducted on an on-going basis for environmental violations community common areas, residence exteriors and yards of the residences. All information regarding an environmental violation must be sent to the ECC Committee Chair via personal contact, PWC email, or through the community management firm. The community management firm handles the notification process (to include door hangers, flyers, or notice of violations). Due to the persistent nature of environmental violations, all violations are considered to hold a duration of twelve-months.⁵⁹

Note: Except for a member of the Board or ECC Committee Chair, no volunteer is authorized to make official direct contact with an individual believed to be in violation of the trash rules and regulations.⁶⁰

Common Areas⁶¹

- a. The storage and placement of material on any location within the Association's common areas property is not permitted. Specifically, the storage of firewood or the planting of a vegetable garden outside of a homeowner's property line or fence is not allowed.
- b. Any alterations, esthetic improvements or private usage of the Association's common ground property must be approved in advance by the Environmental Control Committee. Requests for approval must be in writing.
- c. Inflatable Structures: the use of inflatable structures is not permitted for use within the Association's common areas.⁶²

Specific Pet Rules⁶³

- a. The Association is asking all dog owners to please walk their dogs only in the common areas (front yards are not common areas) only and to CLEAN UP after your animals.

⁵⁹ Addition of paragraph (all non-annotated bullets) approved by the PWCA Board of Directors on 16 October 2018

⁶⁰ Addition of paragraph (all non-annotated bullets) approved by the PWCA Board of Directors on 16 October 2018

⁶¹ Addition of section (all non-annotated bullets) approved by the PWCA Board of Directors on 11 December 1990

⁶² Modification approved by the PWCA Board of Directors on 19 July 2016 to be synchronized with insurance policies

⁶³ Addition of section (all non-annotated bullets) re-affirmed (existing information compiled together) by the PWCA Board of Directors on 16 May 2017

- b. Pets shall be attended at all times and are not permitted upon the common areas unless accompanied by a responsible person and they are carried or leashed. Specific information may be found here:
https://www.municode.com/library/va/fairfax_county/codes/code_of_ordinances?nodeId=FACOCO_CH41.1ANCOCA_ART2ANCORACO_S41.1-2-4UNDOPRLELA
- c. Pets shall be registered, licensed and inoculated as may from time to time be required by law. Specific information may be found here:
https://www.municode.com/library/va/fairfax_county/codes/code_of_ordinances?nodeId=FACOCO_CH41.1ANCOCA_ART2ANCORACO_S41.1-2-3CEVAPRISDOLI
- d. Pet owners must clean up waste deposited by their pets on others' property or public property, the so-called "pooper scooper" law. Specific information may be found here:
https://www.municode.com/library/va/fairfax_county/codes/code_of_ordinances?nodeId=FACOCO_CH41.1ANCOCA_ART2ANCORACO_S41.1-2-6ANCAUNCO. Failure to clean up after your dog creates a health hazard for children who play in the common areas as well as adults who walk this area. Owners who violate the Fairfax County law may incur a fine of between \$25 and \$250.
- e. Dog owners must annually purchase County dog licenses for all dogs four months or older. They can be purchased, at any time after the animal has received its first rabies inoculation, at the Animal Shelter and at all area governmental centers. The fee to purchase a dog license is \$10 for all dogs. Specific information may be found at the link:
http://www.fairfaxcounty.gov/dta/dog_licenses.htm
- f. Owners must register dogs found by a court to be dangerous and euthanize dogs found by a court to be vicious.
- g. The County authorizes the Department of Animal Control to pick up animals other than dogs that are running at large if they are creating a public nuisance or threatening public safety or health. Dogs are prohibited from running unrestricted at all times. Stray animals are held for 6 days at the Shelter prior to adoption or euthanasia or 10 days if wearing a collar, tag or tattoo identification. (State Code 3.1-796.96 A. and B.) To retrieve a pet that has been picked up by Animal Control, owners should bring proof of rabies vaccination and, for a dog, a current dog license to the Animal Shelter at 4500 West Ox Road during business hours, which are: Tuesday through Friday 8 a.m. to 6:00 p.m., Saturday 6 a.m. to 5:00 p.m.
- h. Citizens may not keep wild, exotic or vicious animals for any purpose except for those state and federal licensed exemptions already spelled out in the County Code.
- i. How to Report Violations: citizens may report infractions of County regulations to the Department of Animal Control at (703) 830-3310.

Trash and Recycling

- a. Trash collection will occur on **TUESDAY** and **FRIDAY** each week. Contracted collection provides service on all holidays that fall on a regularly scheduled collection day with the exception of New Year's Day, Thanksgiving Day, Christmas Day, or any other collection day when the refuse and recycling facilities are closed. If a service day

falls on one of these days, collection services will resume on the next regularly-scheduled service day, road conditions permitting.⁶⁴

- b. Residents are responsible for all trash deposited onto common grounds and are subject to assessment of fees for dumping, littering, and any waste that is not disposed of within the acceptable trash program. This includes all waste which is improperly placed, blown or otherwise outside of approved pickup locations, schedules, and other rules and regulations.⁶⁵
- c. Trash cans and recycling bins⁶⁶ marked with the home address are highly recommended.
- d. Contractor supplied one wheeled, lidded 64-gallon trash container (Toter brand) to each homeowner. As of the date of publication of this document, there is a \$50 replacement charge for any 64-gallon trash container and a \$10 replacement charge for any recycling bin that is lost, stolen, or damaged by any means other than normal wear and tear.⁶⁷
- e. The collection of trash/recycling will occur only at designated locations on islands and in corners of community streets.⁶⁸
- f. Trash/recycling should not accumulate on any property.
- g. All trash must be secured to prevent littering in the community.⁶⁹
- h. Empty trash cans and recycling bins must be stored in the rear of the townhome and off community property.
- i. Trash/recycling may be placed out after 6:00PM the day before collection and returned to the townhouse no later than the evening of the day of collection.⁷⁰
- j. All trash/recycling should be out before 6:00AM the day of collection.
- k. No trash/recycling should be placed out after collection has occurred.
- l. Separate trash from recycling on the Tuesday morning collection.
- m. Trash bags may be used provided they are dark heavy-duty plastic.⁷¹
- n. No trash shall be placed in front of homes.⁷²
- o. Special items will be collected at the curb each week. Special items include appliances, small furniture, small electronics, mattresses, or other large items. **Advance notice is required for the collection of all special items, with the exception of small furniture and mattresses.** Up to two special items per residence will be collected to no additional charge. Additional items, or items that are extremely large or heavy, will be collected for a minimum fee of \$25. This includes TVs or monitors larger than 19 inches, tires,

⁶⁴ Modification approved by the PWCA Board of Directors on 15 March 2016

⁶⁵ Modification approved by the PWCA Board of Directors on 16 October 2018

⁶⁶ Addition of “and recycling bins” approved by the PWCA Board of Directors on 16 October 2018

⁶⁷ Modification approved by the PWCA Board of Directors on 15 March 2016

⁶⁸ Modification approved by the PWCA Board of Directors on 12 March 2001

⁶⁹ Modification approved by the PWCA Board of Directors on 21 February 2002

⁷⁰ Modification approved by the PWCA Board of Directors on 21 November 2001 and amended on 11 October 2005

⁷¹ Modification approved by the PWCA Board of Directors on 12 March 2001

⁷² Modification approved by the PWCA Board of Directors on 12 March 2001

construction debris, carpeting, etc. All fees for special pickup must be prepaid by the homeowner prior to removal.⁷³ Contact Patriot Disposal (703) 257-7100 for an estimate.

Recycling Specific

- a. Recycling collection will occur on **TUESDAY** each week. Contracted collection provides service on all holidays that fall on a regularly scheduled collection day with the exception of New Year's Day, Thanksgiving Day, Christmas Day, or any other collection day when the refuse and recycling facilities are closed. If a service day falls on one of these days, collection services will resume on the next regularly-scheduled service day, road conditions permitting.⁷⁴
- b. Contractor supplied one recycling bin free of charge to each homeowner. As of the date of publication of this document, there is a \$10 replacement charge for any recycling bin that is lost, stolen, or damaged by any means other than normal wear and tear.⁷⁵
- c. Acceptable recycling: newspaper, mixed paper, cardboard boxes, glass, aluminum, metal food containers, metal beverage containers, plastic bottles, plastic jugs, and plastic containers. The recycling method is single-stream which allows all recyclable materials to be placed into one container.⁷⁶
- d. Packing Boxes: Contractor will remove packing boxes of new residents, from the curb, along with the regular pickup of recyclable materials. No more than 25 moving boxes will be collected at any one time.
- e. Cardboard larger than 48"x48" or over fifty (50) pounds can be taken to these recycling centers: I-66 Citizens' Recycling and Disposal Facility, 4618 West Ox Road, Fairfax or the City of Fairfax Recycling Center, 3410 Pickett Road, Fairfax.

Yard Waste Recycling

- a. Fairfax County requires the recycling of yard waste. Residents are urged to self-manage yard debris by recycling in their own back yards through composting and grass cycling (leaving grass clippings on the lawn).
- b. Yard debris collection will occur on **WEDNESDAY** each week. Yard waste collection will not occur during January, February, and the first half of March. See the contractor website for the exact dates.⁷⁷ Contracted collection provides service on all holidays that fall on a regularly scheduled collection day with the exception of New Year's Day, Thanksgiving Day, Christmas Day, or any other collection day when the refuse and recycling facilities are closed. If a service day falls on one of these days, collection services will resume on the next regularly-scheduled service day, road conditions permitting.⁷⁸

⁷³ Modification approved by the PWCA Board of Directors on 15 March 2016

⁷⁴ Modification approved by the PWCA Board of Directors on 15 March 2016

⁷⁵ Modification approved by the PWCA Board of Directors on 15 March 2016

⁷⁶ Modification approved by the PWCA Board of Directors on 15 March 2016

⁷⁷ Modification approved by the PWCA Board of Directors on 17 January 2017

⁷⁸ Modification approved by the PWCA Board of Directors on 15 March 2016

- c. Yard debris may be placed out after 6:00PM on TUESDAY and returned to the townhouse no later than the evening of the day of collection.⁷⁹
- d. All yard debris should be out before 6:00AM on WEDNESDAY.⁸⁰
- e. No yard debris should be placed out after collection has occurred.⁸¹
- f. Yard debris is defined as grass clippings, leaves, and brush/hedge trimmings that result from the regular maintenance of your yard.⁸² Fairfax County has mandated that residents set out yard waste ONLY in paper bags or personal containers. Per that mandate, Patriot Disposal will require that all Fairfax County customers set out yard waste for collection in paper bags OR personal containers clearly marked “YARD WASTE” on both sides; yard waste out for collection in plastic bags will not be picked up.⁸³
- g. Brush must be less than 4-inches in diameter, cut into 4-foot lengths, and tied in small bundles or bagged.⁸⁴ Each bundle can be no larger than two feet in diameter.⁸⁵
- h. Items that are bagged, bundled, or placed in a container cannot exceed 50 pounds.⁸⁶
- i. Yard debris does not include stumps, rocks, dirt, sod, gravel, mulch, whole trees, or clean-up from storm damage. Collection of these items may be provided for an additional charge. Contact the Patriot Disposal (703) 257-7100 for an estimate.⁸⁷
- j. The Environmental Control Committee urges residents not to dispose of large debris in wooded common areas. Excess debris clutters these areas and suffocates the naturally growing plants. Thank you for helping to keep our wooded sites beautiful.

⁷⁹ Modification approved by the PWCA Board of Directors on 21 November 2001 and amended on 11 October 2005

⁸⁰ Modification approved by the PWCA Board of Directors on 16 October 2018

⁸¹ Modification approved by the PWCA Board of Directors on 16 October 2018

⁸² Modification approved by the PWCA Board of Directors on 15 March 2016

⁸³ Modification approved by the PWCA Board of Directors on 15 March 2016

⁸⁴ Modification approved by the PWCA Board of Directors on 15 March 2016

⁸⁵ Modification approved by the PWCA Board of Directors on 15 March 2016

⁸⁶ Modification approved by the PWCA Board of Directors on 15 March 2016

⁸⁷ Modification approved by the PWCA Board of Directors on 15 March 2016

Safe Disposal of Hazardous Household Waste

- a. PWCA strictly prohibits the dumping of any hazardous waste products around homes or in common areas. Fairfax County offers an ongoing program for the safe disposal of HHW. These items include aerosol sprays, automotive fluids, varnish and stains, oil-based paint (latex paint is not considered caustic and can be disposed of with refuse, once dry), paint thinners, gasoline, kerosene and pesticides.
- b. To properly dispose of HHW materials pour them into clean, airtight containers and bring them to:

I-66 Citizen's Recycling and Disposal Facility
4618 West Ox Road

HOURS OF OPERATION:

Thursday from 1:00pm – 5:00pm

Friday from 8:00am – 12:00pm

Saturday from 9:00am – 4:00pm

- c. All waste must be labeled. For more information call (703) 324-5068.

PARKING RULES AND REGULATIONS

Breaking parking rules will break your piggy bank. The cost of towing and storing a vehicle can run as high as \$250! Our contracted towing company, Dominion Towing, regularly patrols the Kings Park West Townhomes community and has standing authorization from the PWCA Board of Directors to tow vehicles that are in violation of these rules. That's why it's important that you – and your visitors – know the parking rules.

The PWCA endorses strict compliance with these policies, which are designed to assure ready access to emergency and service vehicles; maintain the attractive appearance of the community; and help keep insurance rates low. Please be considerate of fellow residents by obeying the following rules.

This information is also found in the current resolution, "Regarding Policies and Procedures for Management of the Parking Program". Violations will be processed in accordance with the current resolution, "Regarding Policies and Procedures for the Enforcement of Rules and Regulations".

Owners and tenants – it is YOUR responsibility to inform your guests of the parking rules and to ensure that your guests abide by them.

IMMEDIATE VIOLATIONS WITH ADDITIONAL SANCTIONS PER INCIDENT.

1. Duplicated, altered, or counterfeited PWCA Parking Permits are NOT permitted.

IMMEDIATE VIOLATIONS. Repeated Immediate Violations may result in additional sanctions.

1. All vehicles must display a valid PWCA Parking Permit, even if parked in a residence-assigned space.
2. No parking in areas designated with yellow curbs or in handicapped parking spaces. All yellow curbs are designated 'NO PARKING' zones within the Property.
3. No parking in areas designated with white curbs when six (6) inches of snow or greater is expected. Advance notice of towing will be placed on message boards and communicated via the website and email distribution lists.
4. No parking in areas designated with caution tape during the dates and times indicated on the attached notices.
5. No parking without permission in another resident's assigned parking spaces.
6. No double-parking in front of parking spaces at any time.
7. No parking of commercial vehicles as defined by Fairfax County Code 82 5-7. Private hired moving vehicles less than 21 feet may be parked for up to 48 hours. No parking of vehicles with commercial signage.
8. No parking of recreational vehicles (Class A, Class B, or Class C), boats, campers (truck or pop-up), trailers (5th wheel, travel, or utility), or other similar vehicles.

9. Storage pods must be approved in advance by the Association and may only be stored in an assigned-space of the specific residence for 7 days or less. The pod must fit within the limits of the parking space. No roll-off service is allowed.
10. All vehicles kept upon the Property must be operable and have valid, current state-required stickers and decals. Inoperable vehicles are prohibited. The term 'inoperable' includes, but is not limited to: missing tires, vehicles on blocks, no engine, windshield missing, steering wheel missing, or the driveshaft hanging down.
11. No parking at the swimming pool area without using the pool at such time, unless prior approval is sought and obtained from the Association.
12. Vehicles parked any portion of a day for ten (10) consecutive days in the same "Visitor" parking space or in the same non-designated (i.e. curb) parking space may be subject to towing as they would be considered vehicles in storage.
13. All vehicle covers used within the community must be approved in advance by the Association through the Parking Committee Chair. Any vehicle under a car cover is subject to permit inspection.
14. Any vehicle that, in the discretion of the Board of Directors, poses a safety hazard may be prohibited from parking on the common areas, to include Association-assigned parking spaces for each residence. The term 'safety hazard' includes, but is not limited to:
 - (a) vans with ladders, tools, etc. attached to the outside of the vehicle without being secured (i.e., locked).
 - (b) vehicles parallel parked with curbside front and rear wheels not on concrete gutter.
 - (c) vehicles over 21 feet in length.

REGULAR VIOLATIONS.

1. No extensive repairs or extraordinary maintenance of vehicles. Ordinary repairs are allowed (e.g. changing oil, replacing lights). The owner is responsible to repair any damage caused during such repairs (e.g. spilling oil on the ground).
2. No use of parking spaces for accumulating or storing building materials, trash, personal property, etc. unless prior approval is obtained from the Association.
3. Damage to streets and parking bays caused by lack of maintenance on vehicles (e.g. oil leaks) may result in owner liability for remediation of the damage.

THE RESTRICTIONS LISTED HERE ARE IN ADDITION TO, AND EXCLUSIVE OF, VARIOUS STATE LAWS AND/OR COUNTY ORDINANCES GOVERNING SEVERAL OF THE LISTED VIOLATIONS.

If your vehicle is towed, please call Dominion Towing at (703) 339-2400.

POOL RULES AND REGULATIONS

POOL LOCATION: 4750 Roberts Road

OPERATING SEASON: from the Saturday of Memorial Day weekend through the Monday of Labor Day weekend and, if weather and personnel allow, the following weekend after Labor Day.

HOURS FOR SEASON: (late closing days are Thursday and Saturday)

Opening Day – End of Fairfax County Public School Year
(for 2019 – May 25th - June 13th)

Monday, Tuesday, Wednesday, Friday: 1:00PM – 8:00PM
Thursday: 1:00PM – 9:00PM
Saturday: 11:00AM – 9:00PM
Sunday: 11:00AM – 8:00PM

End of Fairfax County Public School Year – Labor Day
(for 2019 – June 14th – September 2nd)

Monday, Tuesday, Wednesday, Friday, Sunday: 11:00AM – 8:00PM
Thursday, Saturday: 11:00AM – 9:00PM

Extended Weekend(s) After Labor Day (weather and personnel dependent)
(for 2019 – September 7th and September 8th)

Saturday: 11:00AM – 7:00PM
Sunday: 11:00AM – 6:00PM
Sunday: 6:00PM – 7:00PM Puppy Plunge – no humans allowed in the pool during the Puppy Plunge

POOL COMMITTEE:

pool@parkwestcommunity.org

Pool Management

- The PWCA Pool is under the day-to-day management of Atlantic Pool Service of Annandale.
- This is Atlantic Pool's tenth season with us and we are confident that they will provide another summer of quality service.
- If you would like to know more about lifeguarding procedures or private swimming lessons, please contact Atlantic Pool Service at (703) 941-1000. Please report any hazards or safety issues immediately to a lifeguard on duty.

Pool Pass Issuance Procedures

- Each Member (or designee of the Member) must complete a Pool Pass Application Form for pool passes. Completed forms should be returned via drop-off, mail, or e-mail no later than April 30th.
- Member's association dues and assessments in excess of \$30.00 must be paid prior to pass issuance to any residents of the specific address.
- Residents living in a townhome with a Notice of Violation or a Notice of Hearing for architectural or environmental violations will not be eligible to receive pool passes until all violations are corrected or Architectural Control Committee / Environmental Control Committee approved deferral dates are in place.
- Renters are requested to present a current signed rental agreement. Only those individuals whose name appears on the rental agreement can be issued pool passes.
- For children, they must reside with the resident at a residence within the Park West Community Association property.
- Only residences within the Park West Community Association property are offered the opportunity to be issued a PWCA pool pass.
- Upon meeting all the preceding conditions, pool passes will be delivered to your residence prior to Opening Day.

Guest Pass Procedures

- Each residence in good standing will receive 10 free guest passes in conjunction with receipt of the residence pool passes.
- After reaching the free guest pass limit of 10 passes, each guest is welcome to use the pool for a fee of \$2.00. A resident may purchase additional Sunshine Dollars in lots of \$20.00 from a Pool Committee member. Sunshine Dollars do not expire and may be used for subsequent seasons. Refunds for unused Sunshine Dollars will not be issued. Payment may be made by cash or check to the Park West Community Association. Cash will not be accepted at the pool so please plan ahead if you think you will run out of guest passes.
- Member (or designee of the Member) must complete a Pool Pass Application Form for pool passes. Completed forms should be returned via drop-off, mail, or e-mail no later than April 30th.
- Member's association dues and assessments in excess of \$30.00 must be paid prior to pass issuance to any residents of the specific address.
- Residents living in a townhome with a Notice of Violation or a Notice of Hearing for architectural or environmental violations will not be eligible to receive pool passes until all violations are corrected or Architectural Control Committee / Environmental Control Committee approved deferral dates are in place.

Private Special Events at the Pool

- If you would like to have a birthday party or other celebration at the pool during regular pool hours, please call or email the Pool Chair to schedule the party. This will ensure we have adequate staff for the additional guests.
- If the number of swimmers exceeds the normal load limit during the party, a charge may be assessed for extra staff to support both the normal pool activities and your party requirements.

Admittance Procedures

- Each Member (or designee of the Member) in "good standing" is entitled to use the pool upon presentation of a valid pool pass.
- Pool passes cannot be issued to tenants if the Member is not in compliance.
- Permanent pool passes **MAY NOT** be shared. Only the person whose name appears on the pass may use the pass.
- Guests will be permitted to use the pool only when accompanied by a resident with a valid pool pass. The sponsoring resident and by extension, the Member associated with the residence of the resident, will be responsible for all actions of their guests. 10 guest passes will be provided to each townhome when they receive their new pool passes. Additional guest passes (known as "Sunshine Dollars") may be purchased by the Member from any Pool Committee member.

Pool Rules

- The use of the pool and pool area is permissive only. Any requests to host parties or other events should be referred to the Pool Committee.
- All persons using the pool will be required to register with the life guard(s).
 - No one under the age of 16 will be permitted to use the pool until they can comply with the minimum standards for water safety as determined by the head lifeguard. All those under 16 who desire to be admitted alone must see the pool manager for testing in order to receive an adult pass.
 - Children under 12 years of age **MUST BE ACCOMPANIED** by an adult for admission to the pool area. The adult must remain with the child at all times when within the pool area. An adult shall be considered to be anyone over 16 years of age.
 - Admission shall be refused to all persons having any infectious disease, sore or inflamed eyes, colds, nasal or ear discharge, or any communicable disease of any kind. Persons with excessive sunburn, open sores, or bandages of any kind will not be permitted to use the pool.
- All swimmers must shower before entering the pool.
- No pets are allowed within the pool area.
- No wheeled vehicles (except strollers) are allowed in the pool area.

- No glass objects or containers will be permitted in the pool area.
- No profane language or breach of the peace will be tolerated.
- No intoxicants may be brought into the pool area. No food or beverage is permitted within 4 feet of the edge of the pool. Trash and recycling must be placed in the receptacles provided.
- Management reserves the right to refuse entry or deny pool privileges to anyone at its sole discretion.
- The head lifeguard is responsible for the strict enforcement of the rules.
 - All people's use of the facility is at his/her own risk and in conformance with all rules and regulations. Any person(s) may be barred from the pool or pool area at the discretion of the lifeguard in charge for violation of rules and regulations or for any other reason, which in his/her judgment, constitutes hazard to others or to the staff.
 - He/she has authorization to temporarily deprive any resident or guest of this facility. A written statement detailing events, situation and action taken will be filed with the Pool Committee Chair within 24 hours if such action is taken.
- The cost of any property damage will be charged to the responsible party.
- PWCA will not be responsible for loss or damage to any personal property of any kind.
- The pool may be closed at any time due to breakdown, weather, or operational difficulties and at the discretion of the head lifeguard.
- Any play equipment being used in an unsafe manner will be removed from the pool area immediately. NO water projectile devices will be permitted in the pool or pool area.
- Spouting of water and similar unhygienic actions will not be permitted in the pool/pool area.
- Suitable attire must be worn while using the pools. Children and others wearing diapers will not be permitted in either of the pools without rubber pants or swim diapers.

Main Pool Specific Rules

- Running, pushing, wrestling, ball playing (except with basketball or pool volleyball) or causing undue disturbance in or about the pool area will not be tolerated.
- Only one person may be on the diving board at a time. Diving is only permitted straight away from the board. No diving or jumping toward the walls will be permitted. In the interest of the majority and at the sole discretion of the head lifeguard, the diving board may be closed for the purpose of playing water games.
- Games requiring running or jumping into the pool such as "sharks and minnows" will not be permitted in the main pool. Water games such as "Marco Polo" will be permitted unless conditions as determined by the head Lifeguard warrant otherwise.

Wading Pool specifics

- Lifeguards do not provide coverage or supervision of the wading pool or within the fenced wading pool enclosure.