

Westwood Village Condominium

– Unit Owners Association –
www.westwoodvillageuoa.com

Dear Neighbor,

The Board of Directors of the Westwood Village Condominium Unit Owners Association would like to remind all residents of some basic guidelines that make this community a pleasant and enjoyable place to live. Peaceful and joyful community living is fundamentally achieved by respecting both the rules and the rights of others to enjoy their home and shared spaces.

- **Website**

- Please familiarize yourself with the Association website at <http://www.westwoodvillageuoa.com>, which has useful information including how to contact the management company, report issues, or request services.

- **Building Call Boxes**

- Each building is equipped with a callbox. Individual units can update or change the phone number or 4-digit PIN by completing the Callbox Setup Form located on the website. This allows keyless entry into the buildings, though residents should always carry a key in the event of a power outage. Please allow up to 72 hours for changes to take effect.

- **Shared Features**

- **Clubhouse:** A white electronic key card the size of a credit card is required to access the community clubhouse, which includes a gym, meeting/party room, and pool facilities.
- **Gate:** Access to the community between 9:00pm and 6:00am is controlled by key fobs and a call box.
- Replacement key cards (for the clubhouse) and key fobs (for the gate) are managed by the Townhomes. Refer to the website for the respective replacement forms and associated fee.

- **Association Pay**

- Several convenient options are available to unit owners to pay monthly condo fees: check, online bill pay, one-time ACH or credit card payments, and Association Pay.
- To sign up for electronic payment with Association Pay, complete the Association Pay Authorization Form located on the website. A completed sample form is also available on the website for review.
- For any questions about other payment methods, please inquire with the management company or use the contact information located at the top of the Association Pay Authorization Form.

- **Safety**

- Maintaining our safety and that of our neighbors is a principal objective. Please obey the posted **15mph speed** limit at all times.

- **Pets**

- Westwood Village is pet friendly. All residents are advised that Fairfax County laws apply at all times.
- Pets must be on a leash at all times while on common grounds.
- Pets cannot be left unattended on patios or balconies.
- Pet waste must be picked up immediately. There are pet waste disposal stations throughout the community. Please use them.
- Pets may not *frequently* howl, bark, meow, squawk or make noises that can be heard across property boundaries or through common walls within a building.

- **Noise**

- Please observe Fairfax County noise ordinance restricting noise between 9:00pm and 7:00am.

Association Management by **Capitol Management Corporation** – Phone: 703-934-5200

12011 Lee Jackson Highway, Suite 350, Fairfax, VA 22033

Community Manager: L. Peyton Harris, III – E-mail: peyton@capitolmanagementcorp.net

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- **Parking**

- Parking is limited and all vehicles must display a current permit. Vehicles not displaying a valid permit will be towed at owner's expense and without notice.

- **Visitor Parking**

- There are ten parking spaces shared between the condominium and the townhomes for visitors and temporary parking only. Residents may not park in visitor spaces overnight. Violators will be towed at owner's expense and without notice.

- **Handicap Parking**

- Handicap parking spaces are mandated by law to serve residents and visitors with disabilities and that have a handicap parking permit or license plate. All others will be towed at owner's expense and without notice.

- **Common Areas**

- All residents have the right to enjoy clean, safe, and well-maintained common areas and we are all responsible for keeping them that way: clean, safe and well-maintained.
- Common areas include all green spaces, trees, shrubs and other plants. They also include the entry ways, stairs and landings in all buildings, club house, gym, and pool.
- No storage of any personal property is allowed in common areas. This includes bicycles, furniture, decorations, shoes or other personal effects. If you own it you must keep it within your unit.
- Please do not litter. Dispose of junk mail, trash, and cigarette butts properly.

- **Units**

- Consult with the management company prior to making any renovations.
- Structural changes and exterior appearance alterations are not allowed.
- Contractors must be licensed, insurance, and bonded.
- Affixing anything to the exterior walls or structure of the unit is prohibited.

- **Trash**

- There are designated areas for trash and recycling between buildings throughout the community.
 - Trash pickup is on Monday, Wednesday, and Saturday; Recycling pickup is on Monday and Friday.
 - All trash needs to be in tightly closed plastic bags and placed in the appropriate receptacle. Recycling can be placed directly in designated recycling receptacles.
 - All boxes need to be broken down and placed in the recycle totters.
 - Large, oversized items are not permitted in these areas without first arranging for a special pick up with the disposal company.
 - Please help keep the trash receptacles closed properly, and the surrounding areas clean and organized to keep animals away.

Please contact the management company for any and all service-related matters. We encourage all residents to use the community website to submit requests which can help expedite a response by the management company.

Welcome,
Board of Directors
Westwood Village Condominium

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