

**RIVER PLACE NORTH HOUSING
CORPORATION RULES
AND REGULATIONS**

**PLEASE READ THE ENTIRE
DOCUMENT**

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RIVER PLACE NORTH HOUSING CORPORATION

EMERGENCY INFORMATION

Patrol (24 Hours) (703) 525-6321

Fire / Ambulance / Police 911

Gas Company (703) 750-1400

NON-EMERGENCY PHONE NUMBERS

Arlington County Police (703) 558-2222

Arlington County Fire Dept. (703) 558-2222

Comcast Cable (703) 841-7700

RIVER PLACE NORTH HOUSING CORPORATION

Management/Maintenance Office (703) 276-3363

Management Fax (703) 276-3366

Parking Office (703) 276-9810

Lobby Desk (703) 527-2530

Entertainment Center (703) 243-3742

Laundry Room Use Building Entrance Key

MAINTENANCE WILL LOCK THE TOP AND BOTTOM LOCK UPON DEPARTURE FROM YOUR UNIT. PLEASE CARRY BOTH KEYS TO YOUR UNIT AT ALL TIMES (BOTTOM LOCK AND DEADBOLT LOCK). MANAGEMENT WILL NOT BE HELD RESPONSIBLE FOR ANY FEES INCURRED FOR AFTER HOURS LOCK OUT SERVICE AS A RESULT OF YOUR FAILURE TO CARRY BOTH KEYS TO YOUR UNIT AT ALL TIMES.

REGULATIONS FOR RIVER PLACE NORTH HOUSING CORPORATION

These Regulations make cooperative living easier for everyone. Please give them your full support. They apply to all building occupants; i.e., anyone in the building, permanent or temporary, resident or guest. The word "apartment" includes the balcony and canopy. The words "common area" include everything in the building that is not a part of an individual apartment.

If the Regulations are inconsistent with the other Governing documents, then the later prevail.

They are as follows:

Declaration of Covenants, Easements and Liens for River Place

Articles of Incorporation of the River Place Owners' Association

Articles of Incorporation of the River Place North Housing Corp.

Bylaws of the River Place Owners' Association

Bylaws of the River Place North Housing Corporation

Proprietary Lease of the River Place North Housing Corporation

Regulations of the River Place Owners' Association

AUTHORITY

- 1. The North Housing Corporation Board of Directors (Board) promulgates, changes and can make rare exceptions to the Regulations as provided for in Article 3, Section 3.8 (1) of the Corporation Bylaws.**
- 2. The Board may impose penalties in the form of charges, and in unusual cases, bring about eviction and foreclosures to violators of the regulations. Alleged violators are always entitled to a Board hearing, if they desire one, before any penalty is imposed.**
- 3. Management is responsible for the implementation of these Regulations. Infractions, complaints and comments should be directed to Management. The front desk attendant may be utilized to carry messages to Management.**
- 4. Appeals not satisfactorily solved by the Manager may be addressed to the Board either in writing or in person during the first fifteen minutes of a monthly Board meeting.**
- 5. Comments and complaints about areas outside the Building shall be addressed to the River Place Owners' Association (OA) either directly or through the North Board representative who is also a member of the Owners' Association Board. The Manager will supply his/her name upon request.**
- 6. Management may enter any apartment or storage area with the shareholder's or resident's advance permission. In emergencies Management may enter without permission and without the presence of the shareholder or resident, provided that the shareholder or resident is subsequently informed of the entry. Suspected violations of the Regulations, including pest infestation and health code violations are considered emergencies.**

RESPONSIBILITY

- 1. It is the tenant's responsibility to obey all regulations instituted by the River Place North Housing Corporation and/or Owners Association.**
- 2. Errors, omissions and neglect by any tenant causing damage, inconvenience or injury to person, animals, property or building structures and articles are the tenant's responsibility and may not be covered by the Owners' Association comprehensive damage and liability policy.**
- 3. Shareholders and residents are advised to carry their own cooperative homeowners and renters insurance policy to protect their personal property and liability.**
- 4. Building employees will not be asked to perform personal services.**
- 5. The Manager and Building employees are not responsible for injuries, inconvenience or damage caused by others.**

MOVING & DELIVERIES

1. **Moving into or out of an apartment requires prior approval of the Manager. The Manager keeps a confidential registration form and secured duplicate apartment keys.**
2. **Move only between 9:00 a.m. and 6:00 PM**
3. **The Concierge will inspect the elevator before and after use. Any damages will be billed to the shareholder.**
4. **Use only the rear entrance and the service elevator when transporting large or bulky items, such as handcarts, wheelchairs or furniture.**
5. **The concierge will provide elevator lock off. No other means of blocking off the elevators should be used.**
6. **Should either of the two passenger elevators become non operational, it will be necessary to forfeit use of the freight elevator until the passenger elevators become operational.**

STORAGE PROCEDURES

1. **Each unit has been assigned a storage bin. Residents are required to have a lock and key to secure the storage bin assigned to them.**
2. **Residents may use the storage room key in the Management Office to access the storage room between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday. You must present a current River Place identification card in order for the storage room key to be released to you. The storage room key may be used for a maximum of 1/2 hour unless you are moving in or out of the building.**
3. **Residents wishing to use the storage room during the weekends or evenings must make a reservation by contacting the management office at (703) 276-3363 prior to 4:45 p.m. weekdays.**
4. **River Place North is not responsible for lost or stolen articles and discourages residents from placing valuables in the storage bins.**

APARTMENT USE

1. **Apartments are for private dwelling purposes only -- not for business, sales, auctions, exhibits, tours, transient or hotel use.**
2. **Leases are for the entire apartment and for at least a three-month duration.**
3. **All residents (owners and renters) must register with the Management Office furnishing a signed lease and lease addendum or settlement sheet.**
4. **No subleasing ("third party") is allowed.**
5. **All residents must be identified in the lease.**
6. **Guests are limited to one month and only concurrent with resident occupancy.**
7. **The following safety and conservation rules shall be observed.**
 - a. **Turn off lights, gas and water when not in use.**
 - b. **Close windows in cold weather and when using air conditioning.**
 - c. **Lock doors and windows when absent.**
 - d. **Portable or stand alone heating, cooking, cooling, and clothes washing or drying equipment shall not be used.**
 - e. **Apartment entrances should not be locked or blocked in any way that impedes access by the Manager or firefighting personnel.**
8. **In the event that front door lock is changed in a unit, a copy of the key must be provided to the management office. In the event that a lock is changed and access is necessary on an emergency basis any damages to the door will be the responsibility of the owner.**
9. **No carpeting on balconies until after inspection by Leach Wallace, the date to be determined by the Manager. If carpeting is not removed, the owner will be charged for removal at cost**

CLEANLINESS/ NOISE/ODORS/SMOKING

1. Sounds, smoke and odors shall be confined to the apartment generating them.
2. Residents will not make any disturbing noises in the Building, which will interfere with the rights, comfort or convenience of other residents. Residents shall not play any musical instrument, stereo, radio or television between the hours of 10:00 p.m. and 8:00 a.m. if the same shall disturb or annoy other occupants of the building.
3. Apartment repair operations are limited to Monday through Saturday from 9:00 a.m. to 7:00 p.m.
4. Cooking is not allowed on balconies or patios.
5. Plumbing shall be kept free of grease and obstructions.
6. Arlington County housing regulations require 80% carpet or other sound absorbing material in all apartment rooms except in the kitchen and bathroom.
7. Storage areas shall be kept clean and free from fire hazards. Likewise, hallways and doors shall be kept free of obstructions.
8. Apartments and storage areas found chronically unclean will be cleaned by the Corporation at the shareholder's expense.
9. Non-smoking areas within the building are as follows:
 - All hallways
 - All stairwells
 - Lobby
 - Outer lobby foyer
 - Mailroom
 - Restroom next to mailroom
 - Party room
 - All management and staff office and work areas
 - Laundry room
 - All storage space areas within the building
10. **Extreme caution and care is to be used with lighted material when smoking on balconies and terraces especially ensuring that lighted materials are discarded within the confines of your unit.**
11. **Individuals found smoking in the common areas (also known as non-smoking areas) are subject to a fine up to \$500 and or eviction.**

RENOVATION AND APPEARANCE

1. Apartments are to be kept in good condition. Decorations and repairs are to be made at the shareholder's expense except for certain maintenance and repair for which the Corporation is responsible. Apartments in chronic need of cleaning and repair will be refurbished by the Corporation at the shareholder's expense.
2. Change of fixtures, appliances, structures, conduits, and plumbing mechanical and electrical systems may require Board approval. Contact the Management Office with any questions.
3. Changes to areas outside the apartment (including apartment doors, windows and canopies) require Board approval.
4. All apartment modifications should leave the affected articles at a level of quality equal to or higher than that of the original developer installed articles. Changes should be left intact when vacating the apartment. Restoration to original quality not performed by the shareholder may be performed by the Corporation at the shareholder's expense.
5. Alteration recommendations may be solicited from Management, building residents but are done so at the shareholder's risk and responsibility.
6. A pleasing apartment exterior appearance shall be maintained and occupants will:
 - a. Window coverings shall be White, Off White or beige curtain liners or blinds.
 - b. Units currently displaying blinds of other colors or wooden blinds, in good condition may remain until which time the unit is sold. Upon replacement of blinds or curtains, or resale of unit, they must then comply with above standards.
 - c. Coverings such as but not limited to; sheets, blankets, towels, aluminum foil, cardboard, broken or tattered blinds, curtains in poor condition, flags of any nationality or signs, are not permitted (except the U.S. on the Fourth of July only).
 - d. Do not use or display umbrellas, personal swings, window air conditioners, fan ventilators, antennas, animal feeders or animal shelters on balconies.
 - e. Do not permit any article or plant beyond the outer edge of windows, patios, terrace balconies or balcony/patio canopies.
 - f. Insure that plants and flowers extend no more than two feet above the top edge of the balcony or patio rail.
 - g. Insure that adequate plant containment and drainage be provided.
 - h. Articles of clothing or material of any type are not to be hung from windows.
 - i. Objects such as, but not limited to, bottles, knick-knacks, books and construction materials are not to be placed on window sills.
 - j. Insure that articles not be thrown, dropped, swept or shaken outside doors, windows, balconies or patios.
 - k. Secure articles to avoid their being blown off balconies and patios by the wind.
 - l. Insure that the combined weight in people and articles on a balcony be no more than 2000 pounds.

PARTY ROOM

- 1. The party room is for the use of residents and their guests only and not for commercial or business use.**
- 2. No more than thirty people are permitted in the room at one time.**
- 3. The resident must attend concurrently with guest and is responsible for guest behavior and damage.**
- 4. A \$300.00 deposit is required by Management and is refunded the next working day after the event when the room is determined to be cleaned and undamaged. Damage beyond the deposit is charged to the responsible shareholder.**
- 5. Guests and noise should be confined to the party room.**
- 6. The room may be used between 9:00 a.m. and 10:00 p.m. seven days a week.**
- 7. The room shall be cleaned within one hour after use.**
- 8. There is no smoking in the party room.**

BULLETIN BOARD

- 1. Use of the bulletin board (adjacent to the main lobby area) is limited to notices for units and parking spaces for sale and/or rent. Other notices may be posted in the laundry room.**
- 2. Notices must be written in good taste and decorum and their size should be no larger than 3x5 inches. Management recommends the use of 3x5 index cards.**
- 3. Notices shall be submitted to the Front Desk attendant or Building Manager who will post them on the bulletin board for one month. Notices shall be dated.**

COLLECTIONS

1. Assessments are due on the first of the month. A charge of \$25.00 is levied for any part of the assessment not received in the management office by 5:00 p.m. on the 15th of the month.
2. Assessments and other charges 45 days delinquent are referred to the Corporation Attorney for collection. Delinquent shareholders pay all attorneys' fees and interest associated with collections. Recreation passes and in-unit maintenance service are suspended for delinquent shareholders or their tenants.
3. Returned checks are treated as nonpayment and the foregoing delinquency charges are involved until a bonafide check is received by Management. A returned check charge of \$25.00 will be assessed on all returned checks.
4. This policy applies to special assessments and charges, such as in-unit maintenance service.

ANIMALS

1. No animals of any kind are allowed in the common areas.
2. Animals in apartments are limited to cats, birds and fish. Total aquarium volume shall be limited to 12 cubic feet (3X2X2).
3. Animal sounds and odors should be confined to the apartment and cleanliness standards should be maintained (See Cleanliness, Noise and Odor).

COMMON AREAS

1. **Building and apartment doors should be kept closed at all times.**
2. **Common areas shall be kept free of refuse, offensive odor, loud sounds, playing, loitering, storage, obstructions, business meetings and animals.**
3. **Heating and air conditioning equipment rooms shall not be entered, nor is anyone allowed on the roof.**
4. **Swim suits must be covered with robes or other clothing in the common areas. Footwear must also be worn.**
5. **Children should not be allowed to play in the common areas. They must be accompanied by an adult at all times. Building employees, such as the Front Desk Attendant, shall not be asked to watch children.**
6. **Management may temporarily restrict access to certain areas to make alterations or repairs.**

SOLICITATIONS

1. **No door-to-door solicitation of any kind is allowed in the building. Residents are requested to report any commercial flyers under their doors or other types of solicitation to the management office for action.**

PEST CONTROL

1. **Apartments shall be kept clean, dry and free of refuse.**
2. **Requests for extermination service should be made through the Management Office prior to Tuesday in any given week. Pest Control is contracted out and is performed every Tuesday.**
3. **The Manager or authorized contractors may enter apartments during reasonable hours to determine the extent of pest infestations (see Authority).**
4. **Do not under any circumstances use pest control foggers in your unit. There is a hazard when used in areas that have gas appliances, i.e. stoves. Contact management for professional pest control services.**

REFUSE ROOMS

1. **Wet refuse shall be secured in closed plastic bags.**
2. **Only bagged refuse shall be dropped down the chute.**
3. **Neither glass objects nor oversized bags or boxes shall be sent down the chute.**
4. **Hours for use of the chute are 8:00 a.m. until 10:00 p.m.**
5. **Large articles, boxes and newspaper shall be placed in the appropriate dumpster located in the loading dock. These items are recycled.**
6. **Aluminum cans and glass bottles are to be rinsed out and placed in appropriate barrels in the recycling room located on each floor with the exception of the 2nd. Residents living on the 2nd floor may use the recycling room on the first or third floor. Residents of the 10th floor will find recycling bins located in the 10th floor trash room.**

BIKE ROOM

1. **Bike room users must complete a bicycle registration form, present a current River Place identification card, and pay a \$10 bike registration fee before access will be afforded to the bike room. A bike room key and RPN Bike Permit sticker will be issued at the management office at the time of registration. Bicycle registration will be provided as available.**
2. **The Board, Management and building employees are not responsible for damage or theft of bicycles kept in the room.**
3. **If the management deems a bike has been abandoned management will make an effort to contact the owner, but will remove the bike and store it for 60 days. If after the said time the bike has not been claimed the management office will determine it is abandoned and dispose of the bike. The Board, Management and building employees are not responsible for damaged locks while removing a bike.**

MAIL ROOM

1. The mailroom is open from 7:00 a.m. to 11:00 p.m. daily. It may be locked during Postal Service distribution.
2. The Corporation is not responsible for Postal Service packages, parcels, envelopes or keys left at the lobby desk. Management does not accept perishable items, i.e. flowers or food at the front desk or bulky items. Articles left in the care of the Front Desk Attendant are done so at the deliverer's risk and responsibility. Personal deliveries will not be accepted.

IN UNIT SERVICE

1. In unit service includes emergency service and minor repairs requested by the resident or shareholder. It is not available on appliances or provided to delinquent shareholders and their tenants. A price list is available upon request.
2. In unit service is normally available from 9:00 to 4:30 on weekdays and is scheduled on a first come, first served basis except in emergencies.

LAUNDRY ROOM

1. The laundry room is for use by residents and their guests only.
2. Tints and dyes must not be used in the machines.
3. Clothing should be removed promptly from the machines. The normal washing and drying cycles are about 30 and 60 minutes respectively.
4. "Out of Order" signs should be posted on malfunctioning machines. Equipment needing repair should be reported to 301-595-1010. This number may also be used to obtain any refunds.
5. Residents are not to leave their laundry unattended. River Place North is not responsible for lost or stolen articles.

LOCK OUT SERVICE

1. Lock out service is available free from the Manager's Office during regular weekday office hours for registered residents. At any other time the service is available for \$15.00 from the River Place Patrol by showing a River Place I.D. and upon confirmation that a current lease is on file with Management.

FIRE EMERGENCY PROCEDURES

WHAT TO DO IN CASE OF FIRE:

1. **Familiarize yourself with the location of the exit stairwells and the fire alarm pull stations nearest your unit.**
2. **If you smell smoke call the FIRE DEPARTMENT - 911.**
3. **If you discover fire or smoke in your apartment:**
 - Get everyone out immediately**
 - Close the door and leave it unlocked**
 - Activate the nearest fire alarm station**
 - Use the stairwells to exit the building**
 - Do not use the elevator**
 - Follow instructions of the fire fighters upon arrival**
 - If you are in the elevator when the fire alarm sounds the elevator will automatically stop at the lobby level**
4. **If you hear the fire alarm sounding:**
 - Check to see if your unit door is warm before opening it. If the door is warm, do not open it. Otherwise, place your body against the door, open your door slowly and see if the corridor is filled with smoke and/or heat. If there is smoke and/or heat close the door immediately.**
 - If the corridor is clear from smoke, walk to the nearest stairwell and exit the building.**
 - If smoke starts to come around the door use wet towels or sheets to place around the door. Call 911 immediately and alert them of your predicament. Help will be on the way.**
5. **IMPORTANT: A list of the residents who would have difficulty walking the emergency route is maintained at the lobby desk and the management office. In the event of a fire the fire department would assist in evacuation of these residents.**