



**RIVER PLACE NORTH
(RPN)
RULES AND REGULATIONS**



TABLE OF CONTENTS

River Place North (RPN) Quick Reference	3
Moving and Deliveries	4
Apartment Use	4
Cleanliness, Noise, Odors, and Smoking	4
Trash and Recycling	5
Appearance and Renovations	5
Pest Control	6
Common Areas (all areas outside individual homes)	6
Mail Room	6
Party Room	6
Storage Room	6
Laundry Room	7
Bicycle (Bike) Room	7
Semi-Annual Maintenance and In-Home Service	7
Lockout Service	7
Animals	7
Bulletin Board	8
Solicitations	8
Fire Emergency Preparation	8
Regulations for River Place North Housing Corporation (RPNHC)	8
Authority	9
Responsibility	9

RIVER PLACE NORTH (RPN) QUICK REFERENCE

Emergency Phone Numbers (service is available 24 x 7)

River Place Patrol	(703) 525-6321
Fire / Ambulance /Police	911
Gas Company (Washington Gas)	(703)750-1400

Non-Emergency Phone Numbers

Police, Arlington Country	(703) 558-2222
Fire Department, Arlington Country	(703) 558-2222
Comcast Cable	(703)841-7700



River Place North Contact Information

Management Office [M – F: 9 AM – 5 PM] Basement level	(703) 276-3363
Front Desk M - F: 8 AM - 10 PM, S - S 10 PM - 7 PM] Lobby Level	(703) 527-2530

River Place Owners Association (RPOA, OA) Numbers (OA serves all River Place buildings)

Parking Office; River Place South Building, Lobby Level	(703) 276-9810
Gate House, outside RPN at front entry on Lynn St	(703) 525-6321



Building Access

- **Entry Doors** Key fobs open entry doors. Renter fobs expire at the end of the lease term. 
- **Laundry Room, Basement Level Storage Room** – Use the key fob to enter.
- **Bicycle Room** – Key required. See the Bicycle Room section of this document. 
- **Always carry your RPN ID and keys** (deadbolt and doorknob). Maintenance locks after in-home service. Get free lockout at the Management Office during business hours. Provide your RPN ID for lockout service.



Resident Registration


All residents must register. This provides an RPN ID, key fob access, package service with text alerts, lockout service, access to a River Place ID for the gym/pool, and more. Register at the Management Office at info@rpnorth.org.

Mail and Packages

Mailboxes are in the mailroom. Registered residents may get keys from the Management Office. Packages for registered residents are held at the Front Desk. Alerts are sent via text.  

Gym, Pool, Entertainment Center, Playground, and Grill/Picnic Area

These are managed by the Owners Association (OA), which serves all 4 River Place buildings. Use your RPN ID to register for River Place ID to get access. There is no fee for this registration.  

Temperature Adjustments and Water Leaks: Is your home too hot or cold? Does your faucet leak? Submit a maintenance request at www.jotform.com/232814902658057. 

MOVING AND DELIVERIES

1. Use only the loading dock (basement level) for larger items – handcarts, bikes, furniture, etc.
2. Move only between 9 AM and 6 PM
3. To reserve the loading dock and freight elevator (on the right), please provide a \$200 deposit check along with a \$50 non-refundable fee payable to River Place North. The Front Desk Associate will lock off the elevator and inspect it. Any damage exceeding the deposit will be billed to the owner.
4. Do not block elevator doors. This causes elevator service outages.
5. If another elevator is out of service, the freight elevator may not be locked off.



APARTMENT USE

1. Apartments are private homes not for business, sales, auctions, exhibits, tours, or hotel use.
2. Leases are for the entire apartment and for at least a three-month duration.
3. All residents must register with a signed lease and addendum or settlement sheet (for owners).
4. Subletting is not allowed.
5. Guests are limited to one month and only concurrent with resident occupancy.
6. Follow safety and conservation; your observance of the rules below is appreciated:
 - a. Turn off lights, gas, and water when they are not in use.
 - b. Close windows in cold weather and when air conditioning is on
 - c. Lock doors and windows when absent.
 - d. Portable heating/cooling, cooking, or washing/drying equipment is not allowed.
 - e. Do not lock or block your door in any way that impedes Firefighter or Manager access.
7. If you change the door lock, provide a key to Management. If no key is provided and emergency access is necessary, damages are the owner's responsibility.
8. Carpets are not allowed on balconies. It retains water which damages concrete and creates safety issues. If found, the owner will be charged for removal.



CLEANLINESS, NOISE, ODORS, AND SMOKING

1. Do not disturb others. Confine noise to your home 10 PM – 8 AM. Audible repairs are limited to Monday through Saturday 9 AM – 7 PM.
2. Confine all odors to your home. Cooking is not allowed on balconies, terraces, or patios. **3.** Keep sinks, tubs, and toilets free of grease and obstructions.
4. Cover 80% of the floor area with rugs or sound-absorbing material, except the kitchen and bathroom. This is an Arlington County requirement.
5. Homes found chronically unclean will be cleaned by Management at the owner's expense.

6. RPN is smoke free. No smoking in homes, common areas, or within 25 feet of RPN. No cigarettes, cigars, marijuana, electronic (vape) cigarettes, or any heated inhalants are allowed.

7. The penalty for smoking is a fine up to \$500 per incident and possible eviction.



8. Apartment doors have soft closed hinges to prevent slamming. Report repeated slams to Management for a free adjustment. A specific tool is required. Do not adjust on your own.

TRASH AND RECYCLING

1. Trash and Recycling Rooms are on every floor except 2. On 2, recycle on 1 or 3.

2. Bag trash in small to medium sized bags and drop down the chute. Do not leave trash in the Trash Room. Do not drop large bags, boxes, or loose items. This causes chute backups, damages our trash compactor, creates extra work on our staff, and results in service delays; fees the tenants.

3. Report trash chute backups to the Front Desk, Management, or online Maintenance Request.

4. Hours for use of the chute are 8 AM to 10 PM. Please be considerate of your neighbors.

5. Large articles, boxes and newspapers shall be placed in the appropriate dumpster located in the loading dock. These items are recycled.

6. Place recyclable paper, rinsed cans, and rinsed plastic containers in the Recycling Room. Glass and bags are not recyclable. RPN is charged extra when non-recyclable materials are placed in Recycling Rooms. When in doubt, leave it out. Plastic bags can be recycled at grocery stores. Remember, no bags and no glass.



7. Take all large trash items and recyclables, including cardboard boxes, to the small building by the loading dock. Place trash in trash dumpsters and recyclables in recycling dumpsters.

APPEARANCE AND RENOVATIONS

1. Homes must be kept in good condition. Homes in chronic need of cleaning and repair will be refurbished by Management at the owner's expense.

2. Change of conduits, plumbing, mechanical and electrical systems may require Board approval. Contact the Management Office with any questions.

3. Changes to outside areas (external doors, windows, canopies, etc.) require Board approval.

4. All renovations should be at a level of quality equal to or higher than the original condition. Changes should be left intact when vacating the home. Restoration to original quality not performed by the owner may be performed by the Corporation at the owner's expense.

5. Alterations are made at the owner's risk and responsibility.

6. Apartment exterior appearance shall be maintained according to the following standards:

- a. Window coverings shall be white, off white, beige, or light gray curtains, liners, or blinds.
- b. Coverings such as sheets, blankets, towels, foil, cardboard, tattered blinds, curtains in poor condition, signs, and flags are not allowed (except U.S. flag on July 4 and Sept. 11 only).

- c. Do not use or display umbrellas, clothes, personal swings, window air conditioners, fan ventilators, antennas, animal feeders or animal shelters on balconies, terraces, or patios.
- d. Do not place anything past the edge of windows, terraces, or canopies.
- e. Ensure plants are no more than two feet over the top of balcony or terrace rails.
- f. Ensure adequate plant containment and drainage are provided.
- g. Do not hang anything from windows, terraces, or above balcony/patio canopies.
- h. Do not place items on windowsills.
- i. Do not throw, drop, sweep, or shake items outside doors, windows, balconies, or patios.
- j. Secure articles to avoid their being blown off balconies and patios by the wind.
- k. Ensure the combined weight of people and articles on a balcony is under 2000 pounds.

PEST CONTROL

1. Keep your apartment clean, dry, and remove trash often. Food, trash, and clutter attract pests.
2. Free extermination service is available on Tuesdays. Please submit a maintenance request for service. Pest control is provided by a professional exterminator on contract to RPN. RPN covers standard service. Owners are charged for bed bug and cockroach infestation treatments.
3. Professional exterminators will enter your home at least annually for prevention treatment. Upon exiting, the staff will secure the top and bottom locks to your apartment.
4. Do not use pest foggers. They are hazardous with gas stoves.

COMMON AREAS (ALL AREAS OUTSIDE INDIVIDUAL HOMES)

1. Keep building and apartment doors closed.
2. Keep common areas free of trash, playing, loitering, obstructions, gatherings, and animals.
3. Cover swimsuits with clothing and wear shirts and shoes in common areas.
4. Children must always be accompanied by an adult. Do not ask RPN staff to watch children.
5. Management may temporarily restrict access to certain areas to make alterations or repairs.

MAIL ROOM (LOBBY LEVEL)

1. Mail Room hours are 7 AM - 11 PM. The room may be blocked during mail distribution.
2. RPN is not responsible for packages, envelopes, or keys left at the Front Desk. The Front Desk does not accept perishables (flowers, food) or bulky items. Items left at the Front Desk are at the deliverer's risk and responsibility. Personal deliveries are not accepted.
3. Each mailbox is keyed. Registered residents/owners may buy keys at the Management Office.

PARTY ROOM (LOBBY LEVEL)

1. The party room is for the use of residents and guests, not for commercial or business use.

2. No more than thirty (30) people are permitted in the room at one time.
3. Residents must accompany their guests and are responsible for guest behavior and damage.
4. A \$300.00 deposit is required to reserve the room. It is refunded the next working day when the room is left clean and undamaged. Damage beyond the deposit is charged to the owner. The rental fee is \$75, non-refundable.
5. Keep noise and party room guests inside the party room.
6. The room may be used from 10 AM to the time the Front Desk closes (see Page 1) daily.

STORAGE ROOM

1. The storage room on the basement level is available using your key fob from 8 AM – 10 PM.
2. Each home has been assigned a storage bin. Each owner is required to put their own lock on the bin assigned to them. Management will place locks on bins without locks. Contact the Management Office to request removal of a River Place North lock.
3. RPN is not responsible for loss or damage. Residents are discouraged from placing valuables in the storage bins. Surveillance cameras are in place. Key fob entry times are logged.
4. Articles not inside the bin or in the incorrect bin may be removed.
5. No toxic or flammable substance may be stored

LAUNDRY ROOM (BASEMENT LEVEL)

1. The room is for residents and their guests only. Enter with the key fob. Purchase card to use. 2. Tints and dyes must not be used in the machines.
3. Clothing should be removed promptly from the machines. Normal washing and drying cycles are about 30 and 60 minutes, respectively.
4. "Out of Order" signs are posted on malfunctioning machines. Report needed repairs to Management. The machines are owned and operated by a company on contract to RPN. RPN will report outages and facilitate both repairs and refunds, as necessary.
5. RPN is not responsible for lost or stolen articles.

BICYCLE (BIKE) ROOM

1. The Bike Room is available to registered residents on a first come, first served basis. A **\$25** registration fee provides a key and permit sticker. Register with the Management Office.
2. Register each bike annually. If an expired permit is found, Management will contact the owner and store the bike for 60 days and donate to charity if not claimed.
3. RPN is not responsible for damage or theft. Surveillance cameras are in place.



SEMI-ANNUAL MAINTENANCE AND IN-HOME SERVICE

1. Management arranges for maintenance staff to enter your home at least twice a year for maintenance. Management will notify you in advance. Keep all items at least 5 feet from heating and air conditioning units. If not serviced, they fail and leak. Upon exiting, the staff will secure the top and bottom locks to your apartment.
2. Replacement batteries and smoke detectors are billed to the owner.
3. Maintenance is critical to the building's systems and cannot be refused by a resident or owner.
4. In-home service includes emergency service, repairs and adjustments requested by the resident or owner. Owners are billed for services. In-home service is available 9 AM – 4 PM weekdays on a first come, first served basis, except in case of emergency.
5. Maintenance requests must be approved by the shareholder in writing.
6. RPN does not repair appliances.
7. Service may be refused to delinquent owners and their tenants.

LOCKOUT SERVICE

Registered residents can get free lockout service at the Management Office during office hours.

ANIMALS

1. No pets of any kind are allowed to run free in the common areas.
2. Pets 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 must be confined to the apartment.
4. RPN complies with a federal service animal and Virginia emotional support animal laws. Service animals must meet federal standards. Emotional support animals must meet Virginia standards. Contact Management to register your animal with the Owners Association.

BULLETIN BOARD

1. Use of the bulletin board (adjacent to the main lobby area) is limited to notices for homes 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 Associate or Building Manager, who will post them on the bulletin board for one month. Notices shall be dated. SOLICITATIONS No solicitations are allowed. Report commercial flyers or other solicitations to Management.

FIRE EMERGENCY PREPARATION

1. Ensure the smoke detector in your home is always operational. Never disable a smoke detector.
2. Familiarize yourself with the locations of exit stairs and fire alarm pull stations by your home.
3. If you find fire or smoke in your home:
 - Get everyone out immediately. Close the door and leave it unlocked.
 - Activate the nearest fire alarm to save your neighbors.
 - Use the stairwells to exit the building. **DO NOT USE THE ELEVATOR**
 - Call 911. The Fire Department is not automatically notified when you activate the alarm.
 - If in an elevator when a fire alarm sounds, it will automatically go to the lobby level.
4. If you hear a fire alarm at home, check if your door is warm. Do not open if it is warm. If not warm, open slowly. Check the hall for smoke/heat. If clear, exit using the stairs. If there is smoke or heat, close the door and place wet sheets and/or towels around your door.
5. **IMPORTANT:** A list of residents who may need assistance in emergencies is at the Front Desk and the Management Office. Contact Management to add residents who may need assistance due to hearing, sight, and mobility challenges. In the event of fire, the Fire Department will assist residents on the list.

REGULATIONS FOR RIVER PLACE NORTH HOUSING CORPORATION (RPNHC)

Regulations make life easier for all. Please give them your full support. They apply to everyone in the building. The term "apartment" includes terraces, balconies, patios, and canopies. The term "common area" includes the entire building outside an individual apartment. If Regulations are inconsistent with Governing documents, the latter prevail. They are:

- 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 Corporation
- 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 River Place North Housing Corporation Board of Directors (Board) promulgates, changes and can make rare exceptions to the Regulations per Bylaws Article 3, Section 3.8 (1).
2. The Board may impose charges, evictions, and foreclosures to violators of the regulations. Alleged violators are entitled to a Board hearing, on request, before any penalty is imposed.

3. Management implements these Regulations. Direct reports, complaints, and comments to Management. The Front Desk Associate 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 Resident Participation in a monthly Board meeting.
5. Comments and complaints about areas outside the building may be addressed to the River Place Owners Association (OA) through the RPN OA Representative, who is a member of the Owners Association Board. Management will forward communications on request.
6. Management may enter any apartment or storage area with advance notice. In emergencies, Management may enter without notice, provided the owner or resident is subsequently informed of the entry. Suspected violations of the Rules and Regulations, including pest infestation, health code violations, and smoking, are considered emergencies. Upon exiting, the staff will secure the top and bottom locks to your apartment.

RESPONSIBILITY

1. It is the resident's responsibility to obey all regulations instituted by RPNHC and/or the OA.
2. Resident errors, omissions, or neglect causing damage, inconvenience or injury to person, animals, property or building structures and articles are the resident'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. Employees may not be asked to perform personal services on duty. Any services provided outside work are not covered by the OA comprehensive damage and liability policy.
5. Management/staff is not responsible for injuries, inconvenience or damage caused by others

Arlington County Government Phone Numbers & Resources:

- Call 9-1-1 for most emergencies, like fires, medical needs, and crime
- For behavior health and substance use needs, call [703-228-5150](tel:703-228-5150)
- For services like food, housing, jobs, and health clinics, call [703-228-1300](tel:703-228-1300)
- For things like nighttime noise call [703-558-2222](tel:703-558-2222)
- For meter payment issues, call the 24/7 Parking Meter Hotline at [703-228-3298](tel:703-228-3298)
- Arlington Police Department [703-558-2222](tel:703-558-2222)
- River Place Gatehouse [703 – 525-6321](tel:703-525-6321)

