

Important Contact Information

Community Management Contacts

Brambleton Community Management Office	703-542-6263 703-542-6266 (f)
Residences at Brambleton (FSR)	703-385-1133
Summerfield Condo (FSR)	703-327-4818 703-542-5845 (f)

BCA Services

Republic Services Recycling & Trash Removal	Brambleton@republicservices.com
Verizon	
- Activation/Account Changes/Billing/Disconnect	
(M - F, 8:00 a.m. – 7:00 p.m.)	800-501-1172
- Repair	888-553-1555

Utility Contacts

Dominion Electric - North of Ryan Road	888-667-3000
	Submit online report of street light outage here
NOVEC - South of Ryan Road	888-335-0500
	Submit online report of street light outage here
Miss Utility	800-552-7001
Washington Gas	703-750-1000
Water/Sewer: Loudoun Water	571-291-7880
	Submit online inquiry here.

County Contacts

Emergency: Fire/Rescue/Police	911 - Call or Text
	Report a crime online here
Sheriff: Non-Emergency	703-777-1021
Alert Loudoun	Sign up here to receive news releases, weather alerts, traffic info, and more.
Loudoun County Main Number	703-777-0100
Animal Care & Control	703-777-0406 540-882-3984 (f)
Building Permits	703-777-0220
Post Office, Ashburn - 44715 Prentice Drive	703-406-6291



2018 Verizon Rate Breakdown

Verizon FIOS Fee for 2018: \$95.15

Consists of the Following:

Data Services:	\$48.05
TV & Video Service:	\$42.40
Taxes and Fees:	\$ 4.70

The Verizon FIOS Service, as outlined above, is provided to all residents of the Brambleton Community Association. The fees for this service are provided for through the Community Services portion of the Assessment, are not optional, and are due monthly.

Questions pertaining to this service can be addressed by the staff at the Brambleton Management Office at hoa@brambleton.org or (703) 542-6263.



Summerfield

AT BRAMBLETON TOWN CENTER CONDOMINIUM UNIT OWNERS ASSOCIATION

Basic Rental Requirements

- All leases must be written for a minimum of 6 months. Renting less than an entire unit is not permitted.
- A Summerfield lease addendum must be attached to any lease. Copies of both the lease addendum and lease must be returned to the site office within 10 days of the unit being leased. Owners must promptly notify the office if there are any subsequent changes to lease terms, tenant changes, etc.
- Owners are responsible to provide copies of all signed documents to tenants including the Association Declaration, Bylaws, and Rules and Regulations. General rules/pet policy are attached.
- By leasing the unit, a unit owner automatically transfers the privileges of using Summerfield amenities to the unit's tenants for the duration of the lease period and any renewals. Suspension of services will also apply to a unit owner's tenants.

Rental Checklist

- _____ Obtain forms from the Summerfield office
 - Rental addendum to be added to any lease
 - Landlord Water Form
 - Resident Form
- _____ Make sure prior resident of unit has contacted Verizon and made arrangements to close the existing account. This can be done by calling 800-501-1172. Some equipment will need to be returned to Verizon.
- _____ Contact Dominion Electric and Washington Gas to switch service. If during winter months, make sure service remains turned on as units cannot be properly winterized. Interior temperature should be kept at 55 degrees and utility closet must have electric so wall heater can function.
 - Dominion Electric – 888-667-3000
 - Washington Gas – 703-750-1000
- _____ Require tenants to show proof of renter's insurance.
- _____ Contact personal insurance agent to make sure you as the unit owner have the correct insurance. If renting for first time, you will likely need to switch to a different type of policy.
- _____ Return all necessary documentation to the Association office within 10 days of signing lease.
- _____ If you are an owner moving out of the unit, remember to provide an updated mailing address to the Association office.

Exhibit A
**Summerfield at Brambleton Town Center
Condominium Unit Owners Association**
42426 Hollyhock Terrace, Ashburn, VA 20148
Telephone (703) 327-4818 Fax (703) 542-5845

ADDENDUM TO LEASE AGREEMENT

This Addendum is made this ____ day of _____, 20 ____, to that certain lease agreement by and between _____ (“Landlord”) and _____ (“Tenant”) for the unit located at _____, Ashburn, Virginia 20148 (“Unit”), a unit in the Summerfield at Brambleton Town Center Condominium Unit Owners Association.

In consideration of the mutual covenants, promises and agreements contained in the parties’ current lease for the Unit (“Lease”) and herein, the Landlord and the Tenant agree that the following provisions are hereby added to and incorporated into the Lease, and in the event of any conflict between the provisions of the Lease and this Addendum, the provisions of this Addendum shall control:

1. Binding Effect. The Tenant agrees to comply with the governing documents of the Summerfield at Brambleton Town Center Condominium Unit Owners Association (“the Association”), including the Association’s Declaration, Bylaws and Rules and Regulations (collectively, the “Governing Documents”), a copy of which has been provided to the Tenant by the Landlord. Tenant hereby acknowledges receiving and reviewing the Association’s Governing Documents. Failure to actually receive or review the Governing Documents shall not constitute a defense to any breaches thereof.

2. Non-Compliance with Association’s Governing Documents. Tenant’s right to use and occupy the Unit shall be subject and subordinate in all respects to the provisions of the Association’s Governing Documents. Failure to comply with the provisions of the Association’s Governing Documents shall constitute a material breach of this Lease, giving Landlord the right and obligation to take appropriate action to terminate the Lease, evict the Tenant and take possession of the Unit. If the Landlord fails to terminate the Lease after a default by the Tenant in the performance of the Lease (or this Addendum), then the Association’s Board of Directors has the authority to terminate the lease and/or to bring summary proceedings to evict the Tenant after 45 days prior written notice to the Landlord. Any lack of compliance by the Tenant with the provisions of the Association’s Governing Documents shall be grounds for the Association to take appropriate action against the Landlord, Tenant or both, including but not limited to terminating the lease, evicting the Tenant, filing suit to recover money damages or to obtain injunctive relief, or any other remedy available under the Governing Documents, including recovering all administrative and court costs and reasonable attorney’s

fees incurred by the Association. The Landlord and Tenant shall be jointly and severally liable to the Association for all costs incurred to cure such a breach.

3. Assignment of Rent. If, at any time after the signing of this Addendum, the Landlord becomes delinquent in the payment of amounts due from Landlord to the Association by sixty days or greater as required by the Governing Documents, the Landlord and Tenant acknowledge and agree that the Association may demand, and immediately thereafter shall receive, payment directly from Tenant of all rent or other amounts due or becoming due from Tenant to Landlord, up to an amount sufficient to pay all sums due from Landlord to the Association, and any such payment from Tenant to the Association shall be deemed to be payment of rent to Landlord in accordance with the Lease, and Tenant shall be discharged from any obligation to pay directly to Landlord any such amounts, so long as such payments are made to the Association, until Landlord's delinquency to the Association has been cured. However, the Landlord remains liable for all amounts due the Association under the Governing Documents, and if the Association elects to receive payment of rent directly form Tenant, Landlord shall be responsible for payment of such amounts, and any resulting interest, fees and costs, if the Tenant fails to timely make his or her monthly payment to the Association pursuant to this Paragraph.
4. Copies of Lease and Addendum. Landlord shall provide a signed copy of the Lease and this Addendum to the Association's Board of Directors by mailing or delivering a copy of those documents to the Association's Community Manager so that they are received prior to move-in.
5. Severability. The invalidity of any part of this Addendum shall not impair or affect in any manner the validity or enforceability of other provisions of this Addendum. This Addendum is not intended to restrict the Landlord and Tenant from adding provisions to the Lease so long as such provisions do not conflict with the provisions of this Addendum.

IN WITNESS WHEREOF, the parties hereto have signed as of the date and year indicated.

Tenant

Date

Tenant

Date

Landlord

Date

Owner

Date

SUMMERFIELD AT BRAMBLETON

Landlord Water Billing Authorization Form

Property Address: _____

Please specify the name and address of where the monthly water/sewer invoices should be sent:

Name: _____

Address: _____

Effective Date: _____

By signing below, I agree that although I am authorizing water invoices to be sent to the name and address listed above, I am still ultimately responsible for all charges on the account, including any late fees and charges as outlined in Policy Resolution #16 – Water Submetering.

Owner name & signature:

Name(s): _____

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

Office Use

Date Received: _____

Date Submetering Company Notified: _____

SUMMERFIELD AT
BRAMBLETON
TOWN CENTER
CONDOMINIUM
42426 Hollyhock Terrace
Ashburn, VA 20148

RESIDENT INFORMATION
(Please print clearly)

ADDRESS/UNIT _____

DATE _____

OWNER (1): _____

OWNER (2): _____

HOME PHONE: _____ CELL : _____ WORK: _____

FAX Home _____ E-Mail _____ Wk FAX : _____

SETTLEMENT DATE: _____

DO YOU LEASE YOUR UNIT? YES NO

DO YOU HAVE A SATELLITE DISH? YES NO

DO YOU RUN A HOME BUSINESS? YES NO If YES, Type of Business (License Permit if required) _____

(This section is to be filled out by Lessee, if applicable)

LESSEE (1): _____

LESSEE (2): _____

HOME PHONE: _____ CELL: _____ WORK: _____

HOME FAX _____ E-MAIL: _____ Work FAX: _____

OTHER OCCUPANTS: (include phone numbers for adults and minors)

For OWNER (S) LESSEE(S)

Last First PHONE

Last First PHONE

Last First PHONE

EMERGENCY CONTACT INFORMATION:

For OWNER (S) LESSEE(S)

NAME OF CONTACT (S): _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE (1): _____ (2): _____

LIST PERSON(S) WITH DISABILITY TO BE NOTIFIED FOR EMERGENCY SITUATIONS:

NAME OF PERSON (S): _____

VEHICLE INFORMATION: (Permanent Car Registration Required - Refer to Rules and Regulations)

Year Make Model Color State License # Decal #

Year Make Model Color State License # Decal #

Year Make Model Color State License # Decal #

PROPERTY ACCESS & IDENTIFICATION INFORMATION:

FOB# **ISSUE DATE**

_____/_____/_____

_____/_____/_____

_____/_____/_____



STORAGE ROOM

STORAGE ROOM # _____ ADDITIONAL ROOM (IF APPLICABLE) _____

BUILDING # OF STORAGE ROOM _____

BICYCLE INFORMATION:

TYPE	COLOR	DECAL#
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PET INFORMATION: (Only one (1) pet per unit unless written approval from the Board has been granted for additional pets)

TYPE	BREED	COLOR	NAME	RABIES TAG #	LOUDOUN CO. TAG #	EXP. DATE
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

RESIDENT SIGNATURE DATE: _____

RESIDENT SIGNATURE DATE: _____

LESSEE SIGNATURE DATE: _____

ADDITIONAL COMMENTS: _____

OWNER/RESIDENT RECEIVED AT MOVE-IN (PLEASE INITIAL) _____ DATE: _____

FOB _____ CONDOMINIUM DOCUMENTS _____

BYLAWS _____

FOR OFFICE USE ONLY:	
Accepted By/Initials: _____	Date: _____
Entered into System By: _____	Date: _____

**SUMMERFIELD AT BRAMBLETON TOWN CENTER CONDOMINIUM
UNIT OWNERS ASSOCIATION
POLICY RESOLUTION NO. 14**

Relating to Leasing and Lease Addendum Requirements

WHEREAS, Article 3, Section 3.1 of the Bylaws provides that the Board of Directors (“Board”) shall have all of the powers necessary for the administrative of the affairs of the Condominium, including the adoption of rules and regulations;

WHEREAS, Article 5, Section 5.8(a)(6) of the Bylaws provides certain requirements for leasing Units within the Condominium and gives the Board the authority to require a standard form lease agreement; and

WHEREAS, the Board has determined that it is necessary and prudent to adopt rules and regulations regarding the leasing of units, including prescribing the form of a lease addendum to be used by Unit Owners who lease their Units;

NOW, THEREFORE, the Association’s Board of Directors hereby adopts the following rules and regulations pertaining to leasing:

1. Required Lease Addendum. For any lease of a condominium unit entered into or renewed on or after May 1, 2007 (the effective date of this Resolution), the Addendum to Lease Agreement, which is attached to this Resolution as “Exhibit A,” shall be entered into by each Unit Owner and such Owner’s tenants as an addendum to their lease agreement.
2. Signed Lease and Lease Addendum. No Unit in the Condominium may be leased unless the Owner and all adult persons entitled to occupy the Unit have signed a written lease, in addition to signing the attached Addendum to Lease Agreement (“Lease Addendum”). A new Lease Addendum must be entered into whenever one or more tenants in a Unit change.
3. Minimum Lease Term. All leases must be for an initial lease term of no less than one year. No Unit shall be used or occupied for transient or hotel purposes.
4. Renting Less than the Entire Unit. No portion of any Unit (other than the entire Unit) shall be leased for any period. However, this provision shall not preclude a Unit Owner from having a reasonable number of roommates reside in the Unit with the Unit Owner, so long as the total number of adult persons residing in the Unit does not exceed two per bedroom.

5. Copy of Lease Documents to Association. Each Owner who rents his or her Unit shall provide a signed copy of the lease and the Lease Addendum to the Association's Board of Directors by mailing or delivering a copy of those documents to the Association's Community Manager so that they are received prior to resident move-in or within ten (10) days after any revisions/amendments thereto those documents were signed by the tenant(s). The Owner is required to provide prompt updated information and leasing documents to the Association whenever one or more tenants in the Owner's Unit change.
6. Disclosure to Tenants. Prior to a tenant's occupancy, the Owner of the leased Unit is required to provide to their tenant(s) a copy of the lease, the Lease Addendum, and the Association's Declaration, Bylaws and Rules and Regulations.
7. Access to Condominium. The Association shall have the right to deny access to the building, and to services or facilities provided by the Association, to any person claiming to be a tenant, but for whom a current lease and a current Lease Addendum has not been filed with the Association.
8. Transfer of Privileges Through the act of leasing a unit, the owner automatically transfers the common element and amenity use privileges for that unit to the tenant. Such privileges will remain relinquished by the Owner for the duration of the lease period and any renewals. To the extent that a unit owner's privileges to use facilities and services provided by or through the Association are suspended due to the owner's nonpayment of assessments, said suspension shall apply to the unit owner's tenants as well as the owner.
9. Enforcement.
 - a. Violation Charges. If an Owner or the tenants or other occupants of that Owner's Unit violate the requirements of this Resolution (including the Lease Addendum attached as Exhibit A) or otherwise violate the requirements of the Association's Declaration, Bylaws and other Rules and Regulations, then, pursuant to Section 9.1(g) of the Bylaws, the Association may assess violation charges against that Unit Owner. Violation charges will not be assessed until the Association has given the Unit Owner written notice of the violation and an opportunity for a hearing in front of the Board of Directors in accordance with Section 55-79.80:2 of the Condominium Act and any other procedures that may be adopted by the Board of Directors.
 - b. Suspension of Privileges. The Association may also suspend the right of an Owner (and that Owner's tenants) to use the facilities and services provided through the Association (including parking privileges) if the Association has not been provided with a copy of the executed Lease and Lease Addendum for that Owner's tenants. Suspension of privileges will not occur until the Association has given the Unit Owner written notice of the violation and an opportunity for a hearing in front of the Board of Directors in accordance with Section 55-79.80:2 of the Condominium Act and any other procedures that may be adopted by the Board of Directors.

- c. Other Remedies. The Association's Board of Directors reserves the right to take such other measures as it deems reasonable and as may be otherwise provided under the law or the Association's Declaration, Bylaws or Rules and Regulations to enforce the provisions of this Resolution (including the attached Lease Addendum).

**SUMMERFIELD AT BRAMBLETON TOWN CENTER CONDOMINIUM
POLICY RESOLUTION NO. 5
POLICY RESOLUTION**

Relating to Rules and Regulations for Pets

WHEREAS, Article 3, Section 3.1 of the Bylaws states that “The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are not by the Condominium Act, or the Condominium instruments required to be exercised and done by the Association”;

WHEREAS, Article 3, Section 3.1 (f) of the Bylaws empowers the Board of Directors (“Board”) to “[a]dopt and amend any rules and regulations in accordance with Subsection 5.8(f) of these Bylaws; provided, however, that such rules and regulations shall not be in conflict with the Condominium Act or the condominium instruments”;

WHEREAS, for the health, safety, welfare, comfort, and convenience of all Owners, the Board wishes to establish additional regulations for the keeping of pets at the condominium; and

NOW, THEREFORE, BE IT RESOLVED THAT the following pet policies be adopted by the Board:

I. GENERAL PET GUIDELINES

A. Pet Categories. Pets shall be categorized as follows:

1. Ordinary House Pets shall include dogs, cats, caged domesticated birds, hamsters, gerbils, and guinea pigs, aquarium fish, small snapping turtles and tortoises, domesticated rabbits, and mice, and creatures normally maintained in a terrarium or aquarium. All Ordinary House Pets are permitted, subject to the guidelines in this Resolution.
2. Unusual Animals shall include, without limitation, those animals not generally maintained as pets including any reptiles, anthropoids, felines other than domesticated cats, canines other than domesticated dogs, rodents, mammals, birds, and other creatures other than those listed in Subsection 1 above, or not maintained in a terrarium or aquarium. Unusual Animals are prohibited.
3. Number of Pets: The number of Ordinary House Pets per unit, excluding those maintained in an aquarium or terrarium, shall not exceed one per unit, without prior approval of the Board of Directors. All requests for exceptions must be submitted in writing to the Board of Directors.

- B. Any unit owner who keeps or maintains any pet upon any portion of the Property shall be deemed to have indemnified and agreed to hold the Association, each unit owner and the Declarant free and harmless from any loss, claim or liability of any kind of character whatever arising by reason of keeping or maintaining such pet within the Condominium.
- C. All pets which may leave the unit shall be registered with the Board of Directors and shall otherwise be registered and inoculated as required by law.

II. REQUIREMENTS AND RESTRICTIONS

- A. Pet owners are responsible for the immediate removal and proper disposal of animal waste on all portions of the property.
- B. Pets shall not be permitted upon the Common Elements of the Condominium unless they are carried or leashed. Leashes in excess of 6 feet in length must be retractable and lockable by the party walking the pet.
- C. No pet may be leashed to any stationary object on the Common Elements.
- D. Pet Owners may be held responsible for any property damage, injury or disturbances their pet may cause or inflict as determined by Virginia law or the county ordinance. The Association is not responsible for damage or harm caused by Resident, tenant or visitor owned pets.
- E. Commercial breeding of pets within the Condominium is prohibited.
- F. All pets must have and display, as appropriate, evidence of all required registrations and inoculations. All dogs and cats must be registered with the Association.
- G. Every female dog and cat, while in mating season, shall be kept confined in the Unit by its owner in such a manner that she will not be in contact with another dog or cat nor create a nuisance by attracting other animals.
- H. If the owner or resident is absent from the unit, dogs and cats shall not be left unattended outside the Unit, including limited common element balconies and patios. Pet enclosures or kennels are not permitted on the balconies or patios.
- I. No Owner shall inflict or cause cruelty in connection with any pet.
- J. Owners shall not feed pets other than their own, unless permission has been obtained from the Owner.
- K. Pets shall not be permitted inside the clubhouse including the office, business center, fitness center, and pool area (inside the fence).

III. NUISANCES

The following shall be grounds for complaint and finding of a community nuisance:

- A. Pets running at large;

- B. Pets damaging, soiling, defecating on or defiling any property (other than that of such pet's owner) or the Common Elements;
- C. Pets causing unsanitary, dangerous, or offensive conditions;
- D. Pets making or causing noises of sufficient volume to interfere with other residents' rest or peaceful enjoyment of the property;
- E. Causing or allowing any pet to molest, attack, or otherwise interfere with the freedom of movement of persons on the Common Elements, to chase vehicles, to attack other pets, or to create a disturbance in any other way;
- F. Failing to confine any female animal in heat to prevent the attraction of other animals;
- G. Using a vehicle as a kennel or cage;
- H. Such other behavior as the Board determines creates a nuisance.

IV. PROCEDURES FOR SOLVING PET PROBLEMS

Any Owner concerned with a pet-related problem should do the following:

- A. Attempt to arrive at a solution to the problem with the pet owner in a courteous and helpful manner.
- B. If personal attempts at a solution fail, then a written complaint should be filed with the Managing Agent at the Association office. The complaint should document the problem as thoroughly as possible. Documentation should include identification of the pet(s) involved, identification of the owner of the pet, a complete description of the problem or disturbance, and dates and times of disturbances (whenever possible) as well as a brief description of informal attempts to solve the problem.
- C. The Managing Agent will first attempt to obtain an informal solution to the problem. If such a solution is not possible, the Managing Agent will refer the matter to the Covenants Committee or the Board of Directors, which may initiate enforcement action in accordance with the provisions hereof . The Association may have offending pets which constitute a nuisance, danger, or other violation removed from the Condominium upon ten (10) days written notice from the Board of Directors. Such written notice will also allow the owner to apply for a hearing regarding the alleged violation prior to removal of the pet from the property.
- D. Suspected stray pets should be reported to Loudoun County Animal Control at 703-777-0406 (for possible identification) prior to contacting the Association office.
- E. All bites, attacks by pets, or diseased animals should be reported to Loudoun County Animal Control at 703-777-0406 and to the Association office.
- F. Penalties for violation of applicable local ordinances may be enforced by the locality without regard to any remedies pursued by the Association.

G. In the event of emergency only, the parties involved may take any actions deemed prudent to resolve the emergency without regard to the above procedures. A written report should be made to the Association.

SUMMERFIELD AT BRAMBLETON TOWN CENTER CONDOMINIUM
RESOLUTIONS ACTION RECORD

Resolution Type _____ Policy _____ No. 5

Pertaining to: Rules and Regulation relating to Pets

Duly adopted at a meeting of the Board of Directors of Summerfield at Brambleton Town Center Condominium, held April 27, 2006.

Motion by: Suzanne Turner Seconded by: Jeremy Smith

Officer	Title	Yes	No	Abstain	Absent
Scott Rifkin	President	X			
Kerry Horgan	Vice President	X			
Suzanne Turner	Secretary	X			
Ash Morsi	Treasurer	X			
Jeremy Smith	Director	X			
Jeanna Burt	Director	X			
Kristen Buck	Director	X			

ATTEST:

Suzanne Turner
Secretary

April 27, 2006
Date

Resolution Effective, June 1, 2006

**SUMMERFIELD AT BRAMBLETON TOWN CENTER CONDOMINIUM
AMENDED POLICY RESOLUTION NO. 10
POLICY RESOLUTION**

Initial Rules and Regulations

WHEREAS, Article 3, Section 3.1 of the Bylaws states that “The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are not by the Condominium Act, or the Condominium instruments required to be exercised and done by the Association”;

WHEREAS, Article 3, Section 3.1 (f) of the Bylaws states that the Board of Directors may “[a]dopt and amend any rules and regulations in accordance with Subsection 5.8 (f) of these Bylaws; provided, however, that such rules and regulations shall not be in conflict with the Condominium Act or the condominium instruments”;

WHEREAS, the Public Offering Statement includes initial rules and regulations, which rules and regulations are attached as Exhibit One to this resolution;

WHEREAS, the Board of Directors wishes to formally approve said rules and regulations, subject to modifications made by the Board;

NOW, THEREFORE, BE IT RESOLVED THAT the rules and regulations attached as Exhibit One as amended are adopted by the Board.

EXHIBIT ONE

RULES AND REGULATIONS

SUMMERFIELD AT BRAMBLETON TOWN CENTER CONDOMINIUM

GENERAL

1. Summerfield at Brambleton Town Center Condominium Unit Owners Association (“Association”), acting through its Board of Directors, has adopted the following Rules and Regulations (“Regulations”). These Regulations may be amended from time to time by resolution of the Board of Directors.
2. Wherever in these Regulations reference is made to “unit owners,” such term shall apply to the owner of any unit, to such owner’s tenants whether or not in residence, and such owner’s (or such tenant’s) household, servants, employees, agents, visitors, guests, invitees or licensees. Wherever in these Regulations reference is made to the Association, such reference shall include the Association and the managing agent when the managing agent is acting on behalf of the Association.
3. The unit owners shall comply with all the Regulation hereinafter set forth governing the buildings, building entrances, patios, balconies, drives, recreational areas, grounds, parking areas and any other appurtenances.
4. The Association reserves the right to alter, amend, modify, repeal or revoke these Regulations and may consent or approval given hereunder at any time by resolution of Association or the Board of Directors.
5. If any rule or regulation here within conflicts with any provision in the Declaration, Bylaws, Articles of Incorporation, or Virginia Property Owners’ Association Act (“Act”), the Declaration, Bylaws, Articles of Incorporation, or Act will control.

RESTRICTIONS ON USE

1. No part of the Condominium shall be used for any purpose except housing purposes for which the Condominium was designed. Other than any unit designated by the Board of Directors for non-residential use or for use for a home or professional office consistent with applicable laws, each unit shall be used as a private residence.
2. No unit owners shall obstruct any of the common elements nor shall any unit owner place or cause or permit anything to be placed on or in any of the common elements (except the areas designated for storage by the Condominium Instruments or the Board of Directors) without the approval of the Board. Nothing shall be altered or constructed in or removed from the common elements except with the prior written consent of the Board of Directors or the Covenants Committee, as appropriate.
3. The common elements shall be used only for the furnishing of the services and facilities for which the same are reasonably suited and which are incident to the use and occupancy of the

units. The sidewalks, building entrances, and stairwells shall be used for no purpose other than for normal transit.

4. Nothing shall be done or kept in any of the common elements which will increase the rate of insurance for the building or contents thereof applicable for residential use without the prior written consent of the Board of Directors. No unit owner shall permit anything to be done on the building or contents thereof or which would be in violation of any public law, ordinance or regulation. No gasoline or other explosive or inflammable material may be kept in any unit or storage area. Only electric cooking grills may be used or stored on the balconies and patios. Charcoal grills, hibachis, or similar types of cooking devices shall not be operated on combustible balconies or within fifteen (15) feet of any combustible construction. Charcoal grills and hibachis may be stored on patios of Como or Capri style units and in garages. Use or storage of gas grills of any kind is strictly prohibited with the exception of those placed by the Association. No waste shall be committed on the common elements.
5. All garbage and trash must be placed in the proper receptacles designated for refuse collection and no garbage or trash shall be placed elsewhere on any common element.
6. Except in the recreational areas designated as such by the Board of Directors, no playing or lounging shall be permitted, nor shall baby carriages, velocipedes, bicycles, playpens, wagons, toys, benches, chairs or other articles of personal property be left unattended in common areas of the building, stairwells, building entrances, parking areas, sidewalks or lawns or elsewhere on the common elements.
7. The toilets and other water and sewer apparatus shall be used only for the purposes for which designed, and no sweepings, matches, rags, ashes or other improper articles shall be thrown therein. The cost of repairing any damage resulting from misuse of any of such apparatus shall be borne by the unit owner causing such damage.
8. Each unit owner shall keep the unit in good state of preservation, repair and cleanliness and shall not sweep or throw or permit to be swept or thrown therefrom, or from the doors, windows, patios or balconies thereof, any dirt or other substance.
9. Nothing shall be done in any unit or on the common elements which may impair the structural integrity of the building or which may structurally change the building nor shall anything be altered or constructed on or removed from the common elements, except upon the prior written consent of the Board of Directors.
10. No improper, offensive or unlawful use shall be made of the property or any part thereof, and all valid laws, zoning ordinances and regulations of all governmental agencies having jurisdiction thereof shall be observed. All laws, orders, rules, regulations or requirements of any governmental agency having jurisdiction thereof relating to any portion of the Property shall be complied with, by and at the sole expense of the unit owner or the Board of Directors, whichever shall have the obligation to maintain or repair such portion of the Property, and, if the latter, than the cost of such compliance shall be a common expense. The Association and the Board of Directors must comply with all such laws and have the right but not the obligation to enforce civil or criminal laws; the Association and the Board of Directors have no liability to any owner or other person for any violation of such laws by others.

11. No unit owner shall make or permit any disturbing noises in any building or do or permit anything which will interfere with the rights, comforts or convenience of other unit owners or residents. All unit owners shall keep the volume of any radio, television, musical instrument or other sound producing device in their units sufficiently reduced at all times so as not to disturb other unit owners. Despite such reduced volume, no unit owner shall operate or permit to be operated any such sound producing devices in a unit between the hours of eleven o'clock p.m. and the following eight o'clock a.m. if such operation shall disturb or annoy other occupants.
12. Except for limited home office use (no customers, employees or regular business pick-ups or deliveries coming to the unit), no industry, business, trade, paid childcare, occupation or profession of any kind, commercial, religious, educational or otherwise, designed for profit, altruism, exploitation or otherwise, shall be conducted, maintained or permitted on any part of the Condominium. No "For Sale," "For Rent" or "For Lease" signs or commercial signs or other window displays or advertising may be maintained or permitted on any part of the Condominium or in any unit. No unit shall be used or rented for transient, hotel or motel purposes. The right is reserved by the Declarant and the Board of Directors or the managing agent, to place "For Sale," "For Rent" or "For Lease" signs on any unsold or unoccupied units, and the right is hereby given to any Mortgagee who may become the owner of any unit to place such signs on any unit owned by such Mortgagee, but in no event will any sign be larger than one foot by two feet.
13. Window treatments must be installed at all windows within the unit and portions visible from the exterior of the unit must be white, off-white, or light earth tone in color unless otherwise authorized by the Board of Directors. Tinted windows are not permitted. Broken blinds are not permitted and must be repaired or replaced.
14. With the exception of plants (Policy Resolution #8), no unit owner shall cause or permit anything to be hung, displayed, or exposed on the exterior of a unit or common elements appurtenant thereto, whether through or upon the windows, doors, masonry, patio, or balcony of such unit. This prohibition includes without limitation laundry, clothing, rugs, signs, awnings, canopies, shutters, radio, or television antennas or any other items. Under no circumstances shall any exhaust fan, air conditioning apparatus, or other items be installed by the unit owner beyond the boundaries of the unit or the patio or balcony without prior written consent of the Covenants Committee. A unit owner or authorized resident may, however, use a central television antenna provided as a part of the unit and install an antenna permitted by Section 207 of the Telecommunications Act of 1996 (or the FCC regulations adopted pursuant thereto) in accordance with the guidelines established by the Covenants Committee. No clothesline, clothes rack or any other device may be used to hang any items on any window, patio or balcony, nor may such devices be used anywhere on the common elements except in such areas as may be specifically designated for such use by the Board of Directors. Patios and balconies shall not be used as storage areas. No patio or balcony shall be enclosed or covered by a unit owner without the prior written consent of the Board of Directors.

PET RULES

Replace by Policy Resolution 5: Pet Policy

PARKING AND STORAGE

1. No personal property may be stored on the common elements except in storage areas designated as such by the Condominium Instruments or by the Board of Directors. All personal property placed in any portion of the building or any place appurtenant thereto, including without limitation the storage areas, shall be at the sole risk of the unit owner and the Association shall in no event be liable for the loss, destruction, theft or damage to such property.
2. Should an employee of the Association at the request of a unit owner move, handle or store any articles in storage rooms or remove any articles therefrom or handle , move, park or drive any automobile placed in the parking areas, then , and in every such case, such employee shall be deemed the agent of the unit owner. The Association shall not be liable for any loss, damage or expense that may be suffered or sustained in connection therewith.
3. Trailers, campers, recreational vehicles, boats and other large vehicles may be parked on the Property only if expressly permitted by the Rules and Regulations and only in such parking areas, if any, as may be designated for such purpose by the Board of Directors. All vehicles shall be parked wholly within parking space lines: provided, however, that any unit owner having the right to use one or more limited common element parking spaces may use any adjacent area not within another unit owner's parking space if such space is not otherwise necessary for the use of the Unit Owners Association. No junk or derelict vehicle or other vehicle on which current registration plates are not displayed shall be kept upon any of the common elements. Except in areas designated by the Board of Directors, vehicle repairs other than: (i) emergency maintenance, (ii) ordinary light maintenance (excluding fluid changes and other operations which might soil the common elements) and (iii) normal cleaning (in areas designated by the Board, if any) are not permitted on the common elements.
4. No vehicle shall be parked on the Condominium with "For Sale" signs attached.
5. All unit owners shall observe and abide by all parking and traffic regulations posted by the Association or by municipal authorities. Vehicles parked in violation of any such regulations may be towed away at the unit owner's sole risk and expense.
6. Parking so as to block sidewalks or driveways shall not be permitted. If any vehicle owned or operated by a unit owner shall be illegally parked or abandoned on the Condominium, such unit owner shall hold the Association harmless from any and all damages or losses that may ensue, and any and all rights in connection therewith that the owner or driver may have under the provisions of state or local laws and ordinances are hereby expressly waived. The unit owner shall indemnify the Association against any liability which may be imposed on the Association as a result of such illegal parking or abandonment and any consequences thereof.

ENTRY INTO UNITS

Replaced by Administrative Resolution 2: Key Policy.

RECREATIONAL AND COMMON FACILITIES

1. All persons using any of the recreational or common facilities do so at their own risk and sole responsibility. The Association does not assume responsibility for any occurrence, accident, or injury in connection with such use. No unit owner shall make any claim against the

Association, its servants, agents, or employees, for or on account of any loss or damage to life, limb or property sustained as a result of or in connection with any such use of any of the recreational or common facilities. Each unit owner shall hold the Association harmless from any and all liabilities and any action whatsoever nature by any tenants, guests, invitees, or licenses of such unit owner growing out of the use of the recreational or common facilities, except where such loss, injury, or damage can be clearly proved to have resulted from and been proximately caused by the direct negligence of the Association or its agents, servants, or employees in the operation, care, or maintenance of such facilities.

2. A Facilities Pass is required for access to and use of the swimming pool. Facilities Passes are available at the Association office to all resident ten years and older. No Facilities Pass will be issued to non-residents. Facilities Passes are not transferable. Facilities passes must be available at all times when utilizing the swimming pool and presented upon request. A \$10.00 charge will be made for the replacement of lost, damaged, or stolen Facilities Passes.
3. Any damage to the building, recreational facilities, other common elements, or equipment caused by a unit owner or such unit owner's pets shall be repaired at the expense of the unit owner.

SUSPENSION OF RIGHT TO USE RECRATIONAL FACILITIES

Replaced by Administrative Resolution 1: Procedures Relative to Assessments.

MOVING

1. Move-ins and move-outs are restricted to the hours between 9:00 a.m. and 7:00 p.m. Each unit owner is responsible for the proper removal of trash, debris, crating, or boxes relating to the unit owner's move-in or move-out.

ASSOCIATION

1. Complaints regarding the management of the Condominium or regarding actions of other unit owners shall be made in writing to the managing agent.
2. No unit owner shall direct, supervise or in any manner attempt to assert control over or request favors of any employee of the managing agent or the Unit Owners Association.
3. All charges and assessments imposed by the Association are due and payable on the first day of each month, unless otherwise specified. Payment shall be by check or money order, payable to the Condominium. Cash will not be accepted.

CONSIDERATION IN USE OF UNITS

1. All persons shall be properly attired when appearing in any common area of the Property including stairwells, community buildings and any other public spaces of the Condominium.
2. No electrical equipment, other than normal business equipment such as copy machines, computers or word processing equipment, may be installed in any unit without the prior written

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

3. The installation of additional major appliances in any unit is prohibited. Such prohibited appliances include, but are not limited to, washing machines, dryers, refrigerators, freezers, and additional dishwashers. Replacement of existing major appliances with other than comparable equipment is permitted only with the prior written approval of the Board of Directors or the Covenants Committee, as appropriate.
4. Unit owners are cautioned against excessive use of soaps and other detergents in their appliances or plumbing apparatus which may cause overflow of suds in any unit or in any central waste disposal system. Detergents and soaps shall be used only pursuant to manufacturer's directions.
5. Unit doors opening into corridors or stairwells shall be kept closed and secured at all times except when in use.
6. Sufficient carpeting or rugs and padding shall be maintained on a minimum of eighty percent of the floor surfaces (excluding kitchens, closets and bathrooms) in units located over other units to adequately reduce transmission of sound between units.

GENERAL

1. The planting of plants, flowers, trees, shrubbery and crops of any type is prohibited anywhere on the common elements without the prior written consent of the Board of Directors. No fences may be erected around or on the common elements.
2. Solicitors are not permitted. If any unit owner is contacted by a solicitor on the Property, the managing agent must be notified immediately.

SUMMERFIELD AT BRAMBLETON TOWN CENTER CONDOMINIUM
RESOLUTIONS ACTION RECORD

Resolution Type _____ Policy _____ No. 10

Pertaining to: Public Offering Statement Rules and Regulations

Duly adopted at a meeting of the Board of Directors of Summerfield at Brambleton Town Center Condominium, held July 7th, 2011.

Motion by: Sarah Gholson Seconded by: Kristin Nowak

Officer	Title	Yes	No	Abstain	Absent
Mary Shelton	President	X			
Susan Jacobs	Vice President				X
Jeff Lippman	Secretary	X			
Ash Morsi	Treasurer	X			
Sarah Gholson	Director	X			
Raphael Javier	Director	X			
Kristin Nowak	Director	X			

ATTEST: Jeff Lippman

 Secretary

July 7, 2011
 Date

Resolution Effective, August 1, 2011

**SUMMERFIELD AT BRAMBLETON TOWN CENTER CONDOMINIUM
AMENDED POLICY RESOLUTION NO. 11
POLICY RESOLUTION**

Relating to general rules of conduct and use of Units and Common Elements

WHEREAS, Article 3, Section 3.1 of the Bylaws states that “The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association and may do all such acts and things as are not by the Condominium Act, or the Condominium Instruments required to be exercised and done by the Association;” and

WHEREAS, Article 5, Section 5.8 of the Bylaws establishes certain prohibited and limited uses for the Units and the Common Elements; and

WHEREAS, the Board deems it necessary and desirable to establish additional general Rules and Regulations for the use of Units and Common Elements;

NOW, THEREFORE, BE IT RESOLVED THAT the following be adopted:

I. USE OF UNITS AND LIMITED COMMON ELEMENTS

- A. No unit owner shall make or permit any disturbing noises in any building or do or permit anything which will interfere with the rights, comforts or convenience of other unit owners. All units owners shall keep the volume of any radio, television, musical instrument or other sound producing device in their units sufficiently reduced at all times so as not to disturb other unit owners. Despite such reduced volume, no unit owner shall operate or permit to be operated any such sound producing devices in a unit between the hours of eleven o’ clock p.m. and the following eight o’ clock a.m. if such operation shall disturb or annoy other occupants.
- B. Nothing shall be stored in the Units or Limited Common Elements appurtenant to the Units that would increase the insurance rate for the Condominium or terminate insurance.
- C. Drying or airing of clothes or other items is not permitted on balconies, patios or from windows within common areas of any building, or in any fashion visible from the outside.
- D. Bird feeding or bird feeders from the balconies, patios or any other external part of the building is prohibited.
- E. Only electric cooking grills may be used or stored on the balconies and patios. Charcoal grills, hibachis, or similar types of cooking devices shall not be operated on combustible balconies or within fifteen (15) feet of any combustible construction. Charcoal grills and hibachis may be stored on patios of Como and Capri style units and in garages. Use or storage of gas grills of any kind is strictly prohibited with the exception of those placed by the Association.

- F. Window treatments must be installed at all windows within the unit and portions visible from the exterior of the unit must be white, off-white, or light earth tone in color unless otherwise authorized by the Board of Directors. Tinted windows are not permitted. Broken blinds are not permitted and must be repaired or replaced.
- G. No trash may be stored on the balconies, patios or any of the exterior Common Areas.
- H. Residents who are moving in or out of the community must do so between the hours of 9:00 a.m. and 7:00 p.m.
- I. In-home businesses which are permitted by and conform to all applicable laws of Loudoun County are permitted by the Association with the prior written approval of the Board of Directors, subject to conformance with the requirements below.
 - 1. Customer-oriented businesses are prohibited;
 - 2. The following requirements must be met:
 - a. The resident must file a Loudoun County permit with the Association, if applicable, and the resident must at all times comply with the home occupation ordinance; even if a permit is not required, the resident must still obtain approval from the Board of Directors for a home business.
 - b. No signage or advertising of any nature shall be displayed from a Unit, Limited Common Element or upon Common Elements;
 - c. No exterior storage of business-related materials will be permitted;
 - d. Commercial vehicles require Board approval.
- J. Water beds are prohibited without prior approval from the Board of Directors.
- K. Rugs and padding shall be maintained on all floor surfaces in units located over other units. Such floor coverings shall cover at least eighty percent (excluding kitchens, bathrooms and closets) of the floor surface for each floor where such covering is required.
- L. Bicycles must be stored in the individual units or exterior bicycle racks, if any. Bicycles can not be chained to common elements or stored on balconies or patios.

II. OCCUPANCY

All Unit Owners are obligated to provide the Association with the following information on forms which will be distributed by the Association.

- A. The name, address and home and business telephone number of each occupant and similar data on persons to be notified in emergencies.
- B. The current license number and general description of each vehicle which will be kept on the Common Elements.
- C. The name and description of each dog or cat to be maintained in a unit.

III. SOLICITATIONS

All door-to-door commercial solicitation is prohibited. Placing of materials under or on Unit doors is strictly prohibited unless express written permission is granted by the Board. Violations should be reported at once to the Association.

IV. TRANSFERS AND LEASES

Unit Owners may transfer or lease their Units subject to the following requirements:

- A. All leases must be for a minimum period of six (6) months. Any sale or lease of any Unit must conform fully to applicable Loudoun County and state laws and ordinances.
- B. All leases shall provide that the right of the lessee to use and occupy the Unit shall be subject and subordinate in all respects to the provisions of the Declaration, Bylaws and the Rules and Regulations, including all provisions of Article 5, Section 5.8 (a) (6) of the Bylaws and that a breach by the tenant of the governing documents shall be considered a breach of the lease.
- C. A Unit Owner who leases his Unit shall, promptly following the execution of any such lease, forward a conformed copy thereto to the Association at least ten (10) days prior to occupancy by the Lessee. The Association must be notified of any continuation, extension, renewal or termination of the lease at least fifteen (15) days prior there to. A failure to provide an executed lease shall subject the owner to rules violation charges or other appropriate action. Any lease shall specifically require the tenant to follow the rules, regulation and governing documents of the Association.
- D. All absentee owners are required to promptly notify the Association of their new address and phone number.
- E. The Board of Directors shall have the right to require the use of a standard lease form or an addendum.

V. USE OF COMMON ELEMENTS

- A. The walkways, entranceways, stairways, and other Common Elements shall be used only for the purposes intended. These areas shall not be used for playing or loitering. It is prohibited to dispose used cigarettes, cigars, tobacco ashes, and matches or other debris on any part of the Common Elements. Storage is prohibited on the Common Elements except for Limited Common Element areas and in accordance with rules and regulations adopted by the Board of Directors. Pedestrian and vehicular ways shall not be obstructed.
- B. It is prohibited to dispose used cigarettes, cigars, tobacco ashes, and matches or other debris on any part of the Common Elements.
- C. Pedestrian and vehicular ways shall not be obstructed.
- D. It is not authorized to introduce any agent, chemical or other substance on common elements to discourage animals or insects.

- E. Storage is prohibited on the Common Elements except for Limited Common Element areas and in accordance with rules and regulations adopted by the Board of Directors. Balconies may only contain furniture appropriate and designed for outdoor use and may not be used for storage.
- F. Storage in the small utility closet is prohibited.
- G. Residents are responsible for maintaining a proper level of heat in the utility closet to prevent burst water pipes and damage to other units.
- H. Residents, their tenants and guests are expected to conduct themselves in a manner consistent with good order and a desired quality of life at the Summerfield at Brambleton. This includes conduct on the balconies, patios and from a unit or any common element. Owner landlords are responsible for the conduct of their tenants.
- I. The Loudoun County Police department has been given written approval to conduct random patrols on Association property and to respond to calls for service by Association owners and residents.

SUMMERFIELD AT BRAMBLETON TOWN CENTER CONDOMINIUM
RESOLUTIONS ACTION RECORD

Resolution Type _____ Policy _____ No. 11

Pertaining to: General Rules of Conduct and Use of Units and Common Elements

Duly adopted at a meeting of the Board of Directors of Summerfield at Brambleton Town Center Condominium, held June 9th, 2010.

Motion by: Matthew Letourneau Seconded by: Jeff Clark

Officer	Title	Yes	No	Abstain	Absent
Matthew Letourneau	President	X			
Jeff Clark	Vice President	X			
Mary Shelton	Secretary	X			
Susan Jacobs	Treasurer	X			
Ash Morsi	Director	X			
Jeff Lippman	Director			X	

ATTEST: Mary Shelton

 Secretary

June 9, 2010
 Date

Resolution Effective, July 1, 2010



2018 Assessments & Budget Summary

The BCA Board of Director met on Tuesday, October 3, 2017 to consider the budget and assessments for 2018. At that meeting the Board adopted the 2018 Budget which set the various assessments at the following rates:

<u>House Type</u>	<u>2018</u>	<u>2017</u>	<u>Delta</u>
Detached (General) + (Tech/Comm) + (SFD) + (Recreation)	\$188.43	\$185.10	\$3.33
Detached w/ Common Driveway (General) + (Tech/Comm) + (SFD) + (Recreation) + (Common Drive)	\$201.63	\$197.85	\$3.78
Townhouse (General) + (Tech/Comm) + (SFA) + (Recreation)	\$197.22	\$191.28	\$5.94
Townhouse w/ Grounds Maintenance (General) + (Tech/Comm) + (SFA) + (Recreation) + (SFA Grounds Maint)	\$215.22	\$209.28	\$5.94
Summerfield Condominium (General: Condo) + (Tech/Comm)	\$144.65	\$141.85	\$2.80
The Residences Condominiums (General: Condo) + (Tech/Comm) + (Recreation)	\$153.77	\$151.10	\$2.67
<u>Assessments Type</u>	<u>2018</u>	<u>2017</u>	<u>Delta</u>
General	\$66.00	\$60.78	\$ 5.22
General: Condo	\$49.50	\$45.59	\$ 3.91
Tech/Community Services	\$95.15	\$96.26	\$(1.11)
Single-Family Detached (SFD)	\$18.16	\$18.81	\$(0.65)
SFD Common Drive	\$13.20	\$12.75	\$ 0.45
Single-Family Attached (SFA)	\$26.95	\$24.99	\$ 1.96
SFA Grounds Maintenance	\$18.00	\$18.00	\$ 0.00
Recreation (Pools Only)	\$ 9.12	\$ 9.25	\$(0.13)



2018 Budget by Category with 2017 Comparison

	<u>2018</u>	<u>2017</u>
Income		
Assessment Income-Variou s	\$12,930,894	\$11,955,892
Other Income	\$ 510,000	\$ 452,550
Total Income	\$13,440,894	\$12,408,442
 Expenses		
Administrative Expenses-General	\$ 634,850	\$ 579,500
Professional Services-General	\$1,696,764	\$1,457,107
Reserve Contributions-General	\$ 332,948	\$ 316,698
Maintenance & Services-General	\$2,272,300	\$1,969,986
Verizon Fios-Tech/Comm Services	\$6,213,676	\$5,975,436
Single-Family Attached	\$ 810,987	\$ 689,592
Grounds Maintenance-SFA	\$ 399,060	\$ 354,132
Single-Family Detached	\$ 465,368	\$ 468,292
Common Driveway-SFD	\$ 66,998	\$ 65,175
Recreation-Pools	\$ 547,943	\$ 531,975
Total Expenses	\$13,440,894	\$12,407,893
 Net Excess (Deficit)	 \$ -	 \$ 549

Significant Events Impacting the 2018 Budget & Assessments

- BZ2120 Newsletter – New. The Association will move from a monthly electronic newsletter to a quarterly printed newsletter/program & service guide.
- BZ4150 Landscape Contract, BZ4160 Irrigation Contract, and BZ4165 Fertilization Contract has increased as a result of the developer turning over Sections 18, 24, 27, 33, and “SS” to the Association in 2018. The largest one year increase in BCA history.
- BZ4175 Tree Removal/Pruning has increased due to additional removal work that will be necessary as a result of Ash trees dying from Emerald Ash Borer.
- BZ5000 Verizon FiOS monthly rate has decreased by \$1.11.
- BZ6100 Street Reserves has increased significantly as a result of the 2015 reserve study. This reserve study had contributions for Sections 24 and 33 that were not added for funding until 2018.
- BZ6000 & BZ7000 SFA & SFD Trash Services will decrease \$0.50/unit month in 2018.



FACILITIES PASS REGISTRATION - LETTER OF PERMISSION

DATE: _____
(Email Address)

FROM: _____
(Print Property Owner Name) (Phone #)

(Brambleton Address) / (Mailing Address)

TO: Brambleton Community Association Fax: 703-542-6266
Email: HoA@Brambleton.org

RE: Permission for Tenant(s) to obtain pass for use of Recreational Facilities

I give permission for the following tenants to register for pool passes and to use Brambleton Community Association recreational facilities:

Please initial the following to indicate your understanding and agreement.

- 1.____ I confirm that the mailing address provided above is correct and will be used to update my account records.
- 2.____ This letter of permission serves to transfer my right to obtain passes for use of Association Recreational Facilities to my tenant(s). I understand that while I lease my property, I am not entitled to use the recreational facilities.
- 3.____ I understand that my assessments must be paid in full and that the account must remain in good standing for my tenants and the members of his/her household to register for and have continued use of the recreational facilities.
- 4.____ I understand that a current, signed lease must be provided to the Association for review and verification.
- 5.____ By registering, the tenants and the members of his/her household named above understand that they are bound by the Association's Governing Documents and Rules and Regulations. By authorizing their use, **I agree that I am personally responsible** for their compliance with the Association's Governing Documents and that I am subject to any action related to the enforcement of these documents.
- 6.____ My tenants are currently on a month-to-month lease. I am aware that if the lease is terminated, I am required to inform Brambleton HOA in writing within 30 days of the lease expiration date.

(Signature of Owner)

(Date)



Brambleton Pool Passes

hoa@brambleton.org • 703-542-6263

Maps & additional details available: www.brambletonhoa.com/pools

Brambleton Community Association operates four pool complexes for Brambleton residents. Valid pool passes are necessary to enter BCA pools. All family members over the age of two must have a pool pass to enter the pool complexes. Owners and their families that have existing passes do not need to re-register.

Residents who are new to Brambleton, residents that have moved since the end of the prior swim season, residents who have a child that has moved up to a new age bracket (2-11, 12-15, 16 and over), or renters within Brambleton named on an active lease will all need to register for pool passes.

All Brambleton Residents:

Please email the following information for each individual:

- A jpeg photo for each individual (headshot only) needing a pool pass
- First and last name
- Date of birth
- Brambleton property address
- Proof of identification, such as a driver's license, for each adult
- Proof of Brambleton residence for each adult

Owners – ID with Brambleton address and/or ownership records

Non-owners – ID with Brambleton address and/or proof of residency

Please let us know if you would prefer to receive your pass in the mail or if you prefer to pick it up at the office during business hours. Once the pool pass has been created, we will send an email letting you know the pass has been completed.

Brambleton Tenants:

In addition to the information listed above, tenants also need to provide the following information each year:

- A completed and signed 2017 Letter of Permission Form from the property owner. This form must be signed each year, regardless of the duration of the lease
- A copy of the current lease

Guest Passes:

Each household receives ten complimentary guest passes per year. They are "virtual" passes and are accessible from any valid adult pool pass. When you have a guest with you, the guard will scan your card and the amount of guest passes used that day will be deducted from your account. You may bring up to four guests per visit.

If you would like to purchase additional guest passes, they may be purchased at the pools (payment by check only) or at the Brambleton Management Office (payment by cash or check). Each guest pass is \$5.00, or 10 passes for \$40.00.