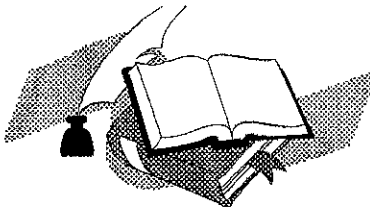


Hunters Square

**at Cedar Crest Commons
Condominiums**

Resident's Handbook

November 2012



Prepared by: Taft Management
10494 Business Center Court
Manassas, Virginia 22110
(703) 361-9014

Contact Crystal Terrant
Association Manager

Hunters Square

at Cedar Crest Commons
Condominiums

Resident's Handbook

Revised November, 2012

A Message to all Unit Owners and Residents of
Hunters Square Condominiums

Article XV, Section 2 of the Bylaws of Hunters Square Condominium assigns the Board of Directors the powers and duties necessary in the administration of the affairs of the Condominium Association.

The rules and regulations published herein incorporate all the resolutions which have been adopted and published by the Board of Directors.

The regulations should be looked upon as "protective" rather than "restrictive" since they are designed to enhance the quality of life for persons living in Hunters Square, protect property values and the health and safety of all residents.

It is the responsibility of each Unit Owner to ensure compliance with the resolutions, as well as all applicable City of Manassas and Virginia laws and regulations governing such things as noise pollution, health and safety standards, building code requirements, etc.

In the event a Unit Owner is a non-resident, he must supply a copy of these resolutions to the resident occupying his unit.

All Unit Owners and residents should carefully review the regulations because the Board must enforce them.

Important Telephone Numbers

Emergency Numbers

Police	257-8000
Fire and Rescue	911
Prince William Hospital Emergency Room.....	369-8333

Non-Emergency Numbers

Utilities- Billing Information ..:	257-8219
Voter Registration	257-8230
Animal Warden.....	257-8009
Fire Marshall	257-8455
School Board	571-377-6000
Treasurer	257-8242
The Taft Corporation	361-9014
Management Agent	
Special Conservator of the Peace, Michael Youlen	547-1202
Email	myoulen@manassashoapolice.org
Fax	571-292-1937

For general information, assessments, exterior maintenance, light bulb replacement for common areas, snow plowing, grounds maintenance, hallway cleaning, insurance claims, and any other matter you may require assistance, contact:

The Taft Corporation
10494 Business Center Court
Manassas, Virginia 22110
(703) 361-9014
(800) 367-8328
Fax: (703) 330-5252

EMERGENCY NUMBERS: Crystal Terrant – 703-881-1355
EMERGENCY BACK-UP: Terri Jenkins – 703-850-2557

Interior Unit Problems

Please consult your yellow pages for assistance with problems inside your unit such as plumbing, heating, air conditioning, appliance repairs, etc. Hunters Square is not responsible for maintenance of these items.

**Unit Owners Association of Hunters Square
at Cedar Crest Commons
Administrative Resolution No. 1
Procedures Relating to Assessments and Charges**

WHEREAS, Article XIII, Section B of the Declaration creates an assessment obligation for unit owners;

WHEREAS, Article XIII, Section A of the Declaration empowers the Board to make assessments against unit owners to defray the common expenses of the Condominium and establish the means and methods of collecting assessments from unit owners;

WHEREAS, Section 55.79.80:2 of the Virginia Condominium Act empowers the Association to assess charges to the extent the Condominium instruments or duly adopted rules provide for violation of the Condominium instruments and rules and regulations;

WHEREAS, Article XIII of the Declaration specifies the types of relief the Association, through its Board or managing agent, may seek under the terms of the Condominium instruments or the Virginia Condominium Act when a unit owner is in default; and

WHEREAS, there is a need to establish orderly procedures for the billing and collection of assessments and charges.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Board duly adopts the following assessment procedures:

I. Routine Collections

- A. All monthly installments of the annual assessments shall be due and payable in advance on the first day of the applicable month; all special assessments shall be due and payable on the first day of the next month which begins more than ten (10) days after delivery to the unit owner of notice of a special assessment ("Due Date").
- B. All documents, correspondence, and notices relating to assessments or charges shall be mailed to the address that appears on the books of the Association or to such other address as is designated in writing by an owner.
- C. Non-receipt of an invoice shall in no way relieve the owner of the obligation to pay the amount due by the due date.
- D. Charges assessed pursuant to Section 55-79.80:2 of the Virginia Condominium Act shall be collected as an assessment or in such manner as shall be determined by the Board of Directors.

II. Remedies for Nonpayment of Assessment

- A. If payment of the total assessments or charges due, including special assessments, charges for violations of the Condominium Instruments or Rules and Regulations, and returned check charges, are not received by the managing agent by the tenth (10) day of the month, the account shall be deemed late and interest of eight percent (8%) per annum shall automatically be added to the amount due and shall be part of the continuing lien for assessments, as provided for in the Declaration and in the Condominium Act, until all sums due and owing shall have been paid in full
- B. If a check is returned and an assessment or charge due and owing is not otherwise received in the applicable time period, as provided in Paragraph I.A. above, the account shall be deemed late and interest shall be added, in addition to a Twenty Dollar (\$20.00) returned check charge.
- C. A "Late Notice" shall be sent by the managing agent to owners who have not paid assessments or charges in full by the fifteenth (15th) day after the due date.
- D. If payment in full of any assessment or charge, interest and returned check charges is not received by the managing agent by the thirtieth (30th) day after the due date, the account may be referred to counsel for the Association. Counsel shall mail a demand letter and notice of legal action to the owner at the address listed on the books of the Association.

- E. If payment in full of the amounts due is not received by the counsel or managing agent within fifteen (15) days after the notice of legal action has been sent, the Board may refer the account to an attorney for collection. Upon counsel's receipt of the account, attorney fees shall be due from the owner. A civil suit may be filed against the owner's personally and a lien filed against the subject property. Non-receipt of a notice shall not prevent the Association from filing a lien within the statutory deadline. Reasonable attorney's fees, interest, and the cost of collection, including the cost of filing and releasing the memorandum of lien, shall be added to the account and the delinquent owner shall be liable for said costs, interest, and attorney's fees, pursuant to Article XIII, Section B, of the Declaration.
- F. If the Association receives from any unit owner, in any accounting year, two or more returned checks for payment of assessments, the Board may require all future payments to be made by certified check or money order for the remainder of the fiscal year. A Twenty Dollar (\$20.00) charge will be made for any returned checks.
- G. All costs incurred by the Association as a result of any violation of the Declaration, specifically including Article XIV, Section C, of the Declaration or of the Bylaws, Rules and Regulations or Resolutions of the Condominium by a unit owner, his family, employees, agents, lessees, or licensees, shall be specially assessed or charged against the unit owner. Such costs include, without limitation, legal or administrative expenses (regardless of whether suits or liens are filed) resulting from an owner's failure to pay charges or assessments when due or from any other default referred to in this paragraph.
- H. The Board may grant a waiver of any provision herein, except filing of memoranda often beyond the statutory deadline, upon petition, in writing, by an owner alleging a personal hardship. Such relief granted an owner shall be appropriately documented in the files with the name of the person or persons representing the Board granting the relief and the conditions of the relief.
- I. The Board hereby authorizes the managing agent to waive the imposition of interest on payments received by the managing agent after the tenth (10th) day of the month, *iii* in the judgment of the managing agent, the delinquent owner has owned the unit for less than three (3) months at the time of the delinquency.

and the managing agent determines the delinquency was the result of a misunderstanding of the correct procedures relative to payment of the assessment. Further, such a waiver may be granted only once to any delinquent unit owner.

J. Payments received from a unit owner shall be credited in the following order:

1. Charges for attorney's fees and court costs.
2. All returned check charges or interest accrued, as applicable.
3. All other charges incurred by the Association as a result of any violation by an owner, his family, employees, agents, lessees, or licensees, of the Declaration Bylaws, Rules and Regulations or Resolutions.
4. The monthly and special condominium assessment for each unit applied first to the oldest amount due.

Hunters Square at Cedar Crest Condominium
Policy Resolution No. 1 Relating to
Maintenance of Heat Pumps

WHEREAS, Article IV, Section 2, of the bylaws provides that the Board shall have all the powers and duties necessary for the administration of the affairs of the Association and may do all such acts and things, as are not by law or by these bylaws, directed to be exercised and done by the Unit Owners; and

WHEREAS, Article XIV, Section B of the Declaration provides that:

All the repairs of internal installation within a unit serving such a unit such as water, light, gas, power, sewerage, telephones, air conditioners . . . as well as repairs of all other accessories belonging to a unit; shall be at the Unit Owner's individual expense.

NOW THEREFORE, IT IS HEREBY RESOLVED THAT the Board duly adopts the following policy:

- I. Heat pump/air conditioning units are hereby defined to be an accessory to a unit.
2. All repairs and maintenance of heat pump/air conditioning units shall be the sole responsibility and at the sole expense of the owners of units which those heat pump/air conditioning units serve.

Hunters Square at Cedar Crest Condominium
Administrative Resolution No. 2
Relating to Association Insurance

WHEREAS, Article IV, Section 2, of the bylaws assigns the Board of Directors "all of the powers and duties necessary for the administration of the affairs of the Association" and further states that the Board may do all such acts and things, as are not by the Condominium Act, the Declaration, Bylaws or law required to be exercised and done by the Unit Owners Association; and

WHEREAS, Article IV, Section 2(e) of the bylaws provides that the Board of Directors shall, on behalf of the Unit Owners Association obtain and carry insurance against casualty and liabilities as provided in Article XV of the Declaration; and

WHEREAS, pursuant to Article XV, Section C of the Declaration, the Association shall designate not less than three (3) Unit Owners as Insurance Trustee.

NOW THEREFORE, IT IS HEREBY RESOLVED THAT:

- I. The Board of Directors hereby designates the President, Vice President, and Treasurer, all of whom shall be unit owners, as Insurance Trustee for the Association.
2. The Insurance Trustee, pursuant to Article IV, Section 2, of the bylaws as directors and officers of the Association hereby designates The Taft Corporation as its Agent providing for the receipt, escrow, and disposition of insurance proceeds by the Insurance Trustee, as more fully set forth in Article XV of the Declaration.

**Unit Owners Association of Hunters Square
at Cedar Crest Commons
Regulatory Resolution No. 1
Rule Violations: Due Process Procedures**

WHEREAS, Article IV, Section 2(s) of the Hunters Square at Cedar Crest Commons Condominium bylaws grants the Board of Directors the power to adopt and publish rules and regulations governing the use of the Common Elements and the conduct of the Association members and their guests thereon; and

WHEREAS, Section 55-79.53 of the Virginia Condominium Act ("the Act") and Article X of the Declaration charge all unit owners and their tenants, guests and invitees with compliance with the Declaration, Bylaws, Rules, and regulations, decisions and resolutions of the Association as amended; and

WHEREAS, Section 55-79.80(2a) of the Act and Article IV, Section 2(a), of the bylaws provide the Association with the power to assess charges against unit owners for violations of the Condominium Instruments or rules and regulations, for which the unit owner or his family members, tenants, guests or other invitees are responsible; and

WHEREAS, Section 55-79.80(2b) of the Act further provides that certain procedures must be followed before such charges may be assessed; and

WHEREAS, it is the intent of the Board of Directors to enforce the Condominium Instruments for the benefit and protection of the Association unit owners and residents by establishing procedures for the Board or its designated committee which assure due process and consistency of enforcement.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Board of Directors or its designated committee shall not assess a charge for a rule violation until the following procedure is followed:

I. Demand

- A. A written demand letter shall be sent by First Class Mail or shall be hand delivered to the unit owner at the address which the owner has provided the Association or at the unit address if no other address has been provided.
- B. The demand letter shall specify the alleged violation, the action required to abate the violation, and a date not less than ten (10) days after the date of the demand letter by which the alleged violation must be remedied.

II. Notice of Hearing

- A. If the alleged violation is not remedied within the date specified in the demand letter referenced in Section 1, a Notice of Hearing shall be sent. Notice of such hearing shall, at least fourteen (14) days in advance thereof; be hand delivered or mailed by registered or certified United States mail return receipt requested, to such unit owner at the address or addresses required for notice of meetings which the unit owner is required to provide to the Association. Service by mailing shall be deemed effective two (2) days after the notice has been mailed in a regular depository of the United States mail.
- B. The notice of hearing may be similar to Exhibit "A" attached hereto and shall specify:
 - 1. The time, date and place of the hearing.
 - 2. That the unit owner shall be given an opportunity to be heard and to be represented by counsel before the Board or its designated committee.
 - 3. The alleged violation citing provisions of the Condominium documents which are allegedly violated.
 - 4. That charges for violation of the Condominium Instruments and Rules may include assessment of up to Fifty Dollars (\$50.00) for a single offense or Ten Dollars (\$10.00) per day for any offense of a continuing nature of such amounts as may be authorized by the Virginia Condominium Act.

**Exhibit "A" to the
Policy on Due Process
Procedures Request for a
Hearing**

You are hereby notified that a hearing will be held before the Board of Directors of the Huoters Square at Cedar Crest Commons Condominium at _____ on the _____ day of _____ 201_, at _____ .m, pursuant to Section 55-79.80 (2b) of the Virginia Condominium Act for your alleged violation of the following rules of the Condominium:

You may be present at the hearing but need not be. You may be represented by counsel. You may present any relevant evidence and you will be given full opportunity to examine and cross-examine all witnesses. You are entitled to request the attendance of witnesses.

Please be advised that if the Board determines that you are in violation of the Condominium documents and rules and regulations, charges of Fifty Dollars (\$50.00) for a one-time violation or Ten Dollars (\$10.00) per day for a continuing violation may be assessed against you. In addition to this hearing, the Board may elect such other remedies as are authorized by the Virginia Condominium Act, the Condominium Instruments and by law.

If you have any questions or wish to communicate with the Board regarding this matter, please call The Taft Corporation at (703) 361-9014.

Copy to: Unit Owner File

- A. The hearing shall be scheduled at a reasonable and convenient time and place within the Board of Directors discretion.
- B. The Board, within its discretion, may grant a continuance. If the unit owner for which the hearing is scheduled requests a continuance to a different time or date, no further notice shall be required.
- C. The hearing need not be conducted according to technical rules of evidence applied in a court of law. The hearing shall provide the alleged violator with an opportunity to be heard and to be represented by counsel.
- D. The Management Agent, unit owner, any person lodging a complaint, and members of the hearing panel shall have the right (1) to call, examine, and cross-examine witnesses, (2) to introduce testimony and evidence, and (3) to rebut testimony and evidence.
- E. The hearing shall be conducted in private unless the respondent requests that the hearing be open to owners and residents and further provided that the Chairman of the hearing body may impose a reasonable limit on the number of such persons who can be accommodated in the hearing room. During the course of any hearing held, the Board, within its discretion, may afford those residents involved with the dispute or violation an opportunity to be heard within reasonable time limits.
- F. If after proper notice has been given, the unit owner fails to appear at the hearing, the hearing may continue as scheduled and the Board may assess charges or take such other actions as may be authorized by the Condominium Instruments.
- G. If the alleged violator acknowledges responsibility for the violation charged, or does not wish to contest the alleged charge, the Board or its designated committee may, in its discretion, dispense with a hearing.

**Exhibit "B" to the
Policy Resolution of Due Process
Procedures Record of Hearing**

Unit Owner(s): - - - - -

Unit Number - - - - -

Address (if other than unit) - - - - -

Provisions of Documents Violated: _____

Hearing Date and Time: _____

Persons in Attendance: - - - - -

Decision of Board and Reasoning: _____

Charges Imposed (Date Commending): - - - - -

Other Sanctions Imposed: _____

Comments: _____

**Unit Owners Association of
Hunters Square at Cedar Crest Commons
Condominium Regulatory Resolution #2
Governing Pets**

Reference: Declaration, Article XII, Section G. Due Process Procedure and Condominium Act. Sections 55-79.53 and 55-79.80:2(a).

Permission is hereby extended and the Director of Animal Control and City of Manassas Animal Wardens are requested to enforce the provisions of the applicable City of Manassas Ordinance.

1. Unit Owners. Tenants and all other persons who are owners and/or custodians of a dog or cat shall not allow such dog or cat to run at large in the Common elements of Hunters Square. A dog or a cat shall be deemed to run at large while, roaming, "running, or self-hunting in the Common Elements of Hunters Square, when not restrained by a dependable leash and controlled by a responsible person.
2. Animal shelters or houses shall not be permitted.
3. Pets shall not be chained, leashed or attached in any manner to patios, fences, railings, or any other Common Elements, including, but not limited to trees and shrubs.
4. Patios and all Common and Limited Common Elements shall be kept free of pet wastes.
5. Pet owners shall be responsible for immediate clean-up and proper disposal of pet wastes deposited on any Common or Limited Common Element in Hunters Square. Owners should use remote areas when walking their pets as a courtesy to the other residents.
6. No animal, other than common household pets shall be kept or maintained in any residence or appurtenance. Common household pets shall not be kept, bred, or maintained for commercial purposes in any residence or appurtenance. No more than two (2) adult household pets shall be kept or maintained in any residence or appurtenance.

7. Residents who own pets shall ensure that their pets do not become a nuisance to other residents within the Community. Residents shall control their pets to preclude interference with the enjoyment by others of their units or the Common Elements.
8. In cases where a guest is accompanied by a pet, this regulation applies. The resident being visited is responsible to ensure that the guest is aware of this regulation.
9. Damage to any Common or Limited Common Element by pets shall be reimbursed in full to the Unit Owners Association. If a guest's pet is the cause of such damage, the resident being visited shall be financially responsible for the cost of replacement and/or repair.

--- IMPORTANT ---

Non-resident owners are responsible for any and all damages caused by their
tenant's actions.

10. Residents should report any violation of Items 1, 4, and 5 to the City of Manassas Animal Control Bureau (703) 361-4121. Any other violation should be reported, in writing, to The Taft Corporation, with specific information as to name and address of violator, times, and dates, description of pet, etc.

Regulatory Resolution #3
General
Maintenance/Repairs

The Board shall provide and be responsible for all maintenance, repair, and replacement of Common or Limited Common Elements required to keep in good condition the Common Elements of Hunters Square subject to the following.

1. Unit owners shall reimburse the Association for any expenditures incurred in repairing or replacing any Common Element damages through negligence, abuse, or failure to promptly perform all maintenance and repair work within the unit for which the owner is responsible.
2. If a guest in Hunters Square is the cause of damage to a Common Element, the resident being visited shall be responsible for the actions of the guest.
3. Non-resident owners are financially responsible for any and all damages caused by their tenants or guests of tenants.
4. If you observe any such damage, please report complete details in writing to The Taft Corporation so that the responsible party can be charged.

Regulatory Resolution
#4 Storage of Firewood

No Unit Owner or resident shall store firewood on any Common Element. Firewood may only be stored as follows:

1. On the patio, balcony, or the deck not to block doorways. The best place may be by the stationary section of the sliding glass doors.
2. Firewood must be stacked and spaced to allow air flow.
3. No more than approximately 1/4 cord of firewood per unit may be stored at any time. If more than this amount is stored, structural damage due to excessive weight could result, which damage shall be the responsibility of the unit owner.
4. Firewood shall not be stored or stacked under the steps inside the buildings.

Regulatory Resolution #5

Vehicles

Reference: Declaration, Article XII, Section K. Bylaws, Article IV, Section 55-79.53.

1. No permanent parking of inoperable or unlicensed motor vehicles shall be permitted on the Common Elements.
2. No permanent parking of licensed or unlicensed house trailers, boats, travel, or camping trailers, or other camping equipment shall be permitted on the Common Elements. Per Manassas City Code, Sec. 17-365, parking of Certain commercial vehicles in residential areas may be prohibited. "Commercial vehicles shall mean every motor vehicle in excess of twenty (20) feet in length or seven (7) feet in height.." It is the responsibility of each owner to ensure they are in compliance with all City Codes.
3. Temporary parking of the above aforementioned vehicles and equipment not to exceed forty-eight (48) hours is permitted with prior written permission from the Board of Directors.
4. Unit owners who have prior written approval from the Board, shall park vehicles/equipment in an area designated by the Board of Directors.
5. No unit owner shall have the right to regularly park more than two motor vehicles within the condominium parking areas.
6. No maintenance on automobiles or motorcycles shall be done on Common Elements other than minor adjustments, i.e., tune-up, replacement of belts, electrical work.
7. Maintenance items that are not permitted are: oil changes, transmission fluid changes, rear end oil changes, and any work that necessitates the vehicle being on jacks or jack stands. Changing a flat tire or rotating tires, utilizing a jack is permitted as required, providing the vehicle is not left unattended while the jack is in use.
 - a. Changing of fluids presents a disposal problem and an expense to the Association for cleaning spills from parking areas, dumpsters, and/or storm drains and shall not be permitted.

- b. The dumping of motor oil and other petroleum products on the common grounds or into the storm sewers is a direct violation of the Federal Environmental Control Law and the State Water Control and may lead to civil penalties and clean up costs for the responsible person(s).
 - c. Working on automobiles on jacks or jack stands presents a potential liability problem.
- 8. All unit owners performing minor adjustments that are permitted shall be responsible to ensure the area that the work is being performed in is cleaned up and that all refuse is properly disposed of
- 9. Use of common outside water faucets or the electrical outlets found in the interior of common hallways for washing or waxing cars is not permitted. Outside water faucets are provided for grounds maintenance. Interior electrical outlets are provided for use by maintenance personnel. Both water and common electrical outlets and exterior lighting are paid for by the Association. Washing of vehicles, etc., will cause these costs to rise significantly.
- 10. Motorized vehicles shall not be driven over Common Elements other than the paved parking areas. At no time shall a motorized vehicle be driven over any Common or Limited Common Element without Board authorization.
- 11. Motorcycle storage on first floor patios or balconies is not permitted.
- 12. Each condominium shall have one assigned parking space. If a vehicle is parked illegally in your assigned space, you may contact the towing company which is authorized by the Association. Authorized towing company shall post signs indicating their name and phone number at the entrance to the parking lot. The owner of the vehicle towed will be responsible for all towing expenses. Owners requesting tows shall be responsible for meeting the towing company on-site, providing proof of residence, and signing to have the vehicle towed. The towing company will have a list of all assigned parking space numbers and the unit number to which they are assigned. The Association shall not be held responsible for any disputes, expenses, or damage which may occur as a result.
- 13. The Board of Directors shall be empowered to have vehicles removed from the Common Elements which are in violation of items 1., 2., 3., 4., 5., or 10., and any vehicles as defined in violation by the Code of Virginia as amended, provided proper notification has been given. Proper notification shall be defined as a period of ten (10) days, unless the vehicle is parked in an assigned

(reserved) space, handicap space, fire lane or otherwise impedes access to common areas, and in such case, it shall be removed without notification.

**Regulatory Resolution
#6 Patios and Balconies**

1. Patio furniture, cushions and umbrellas must be kept in good appearance and repair.
2. Tents and awnings are not permitted.
3. Clotheslines are not permitted. Clothes, rugs, or other objects may not be hung from patios, balconies, or decks.
4. Bicycles must be in operating condition.
5. Bricks, tiles, flagstones, and the like may not be adhered to the concrete patios.
6. Loose or bagged trash, trash receptacles, empty bottles, stacks of magazines or newspapers, and other litter are not permitted.
7. Certain miscellaneous items are not permitted: motorcycles, household furniture, cardboard cartons, appliances, tires, oil, or other non-weatherproof items. Non-resident Unit Owners are responsible for removal of any items remaining on patios or deck area when their tenants vacate the unit.
8. The installation or presence of anything preventing proper drainage is not permitted.
9. Potted planters may be set on concrete patios if they, or the plants so contained, do not block access to the buildings for maintenance purposes or pose a structural damage problem because of excessive weight.
10. Maintenance of plantings is the responsibility of the Unit Owner or resident. No plantings are permitted on the common element without the expressed written consent of the Board of Directors.

Regulatory Resolution #7

Grills

Reference: Virginia Statewide Fire Prevention Code, Section F-307.4,
Prince William County Fire Marshall, and Bylaws, Article
IV, Section 2(a).

In accordance with the Virginia Statewide Fire Prevention Code, Section F-3077.4:

The use of non-electric grills for cooking shall not be permitted on ground floor patios. Grills must be moved fifteen (15) feet away from the building, while lit, and may be returned to the deck for storage after extinguished. No gasoline, liquid petroleum, or propane gas filled stove or similar devices shall be stored in an enclosed area. Due to an inability to move grills off of second or third floor balconies and prescribed number of feet, grilling on balconies is prohibited. Grilling on enclosed sun porches is expressly forbidden. Violators will be reported to the Fire Marshall's Office. Current fines levied by the Fire Marshall are \$1,000.00 per occurrence and \$1,000.00 per day for non-compliance.

Regulatory Resolution
#7 Noise

Reference: Declaration, Article XII, Section D

No noxious or offensive activity shall be carried on in any unit or appurtenance, nor shall anything be done or permitted to remain in any unit or appurtenance, which may be a danger, nuisance, or annoyance to the other unit owners. Residents of the condominium, including their guest, shall exercise extreme care not to disturb other residents with excessive noise or use of radios, musical instruments, telephones, amplifiers, loud speakers or the like.

**PARKING RESOLUTION FOR THE UNIT OWNERS ASSOCIATION OF
HUNTER'S SQUARE AT CEDAR CREST COMMONS CONDOMINIUM**

WHEREAS the Board of Directors pursuant to the Master Declaration is empowered and required to administer the parking and common areas; and

NOW THEREFORE, THE Board of Directors adopts the following rules and regulations regarding parking spaces and the parking spaces shall be assigned by the size of the unit. as follows:

1. Each unit will receive 1 parking decal per vehicle registered to the property: decal to be displayed on the inside bottom left corner (driver side) of the windshield.
2. Each unit will receive 2 visitor parking passes to hang from the rearview mirror of the vehicle.
3. Towing hours will be from 10:00pm to 6:00am.
4. All vehicles must be properly tagged, stickered and in operable condition.
5. Any vehicle on the lot without a decal or visitor parking pass between towing hours will be towed at the owner's expense.
6. Parking in a fire lane is prohibited and is subject to towing 24 hours a day.

The Association shall designate the reserved spaces by stencil painting "reserved" and the unit number on the space.

Hunter's Square Condominium Association
Parking Permit Application

I. Homeowner's Name: _____

Mailing Address: _____

Telephone# _____ (home) _____ (work) _____

II. Tenant (renter information if applicable)

Name: _____

Address: _____

Telephone# _____ (home) _____ (work) _____

III. Vehicle Information

Vehicle 1 Make _____ Model _____ Year _____

Tag# _____ State _____

Color _____

Vehicle 2 Make _____ Model _____ Year _____

Tag# _____ State _____

Color _____

Permits will not be issued if all information is not provided. If permits are lost there is a \$25 replacement fee. By filling out this form, you acknowledge this fee. You must provide a vehicle registration card for each vehicle.

EMERGENCY INFORMATION FORM
HUNTERS SQUARE AT CEDAR CREST COMMONS
P.O. Box 483
Manassas, VA 20108-0483

Association Manager: Taft Management Company- Crystal Terrant
Office Phone: 703-361-9014
Emergency Only: 703-881-1355 (If it's not an emergency, please don't call this number)

Please complete this information and return to the above address. It is critical that we are able to reach you in the event of an emergency. This information is for the use of Hunters Square Association only, and is not for publication. Please notify us immediately if this information changes.

Owners Name: _____

Street Address: _____ Unit: _____

Owners Address (if different): _____

Home Phone: _____ Work Phone: _____ Cell: _____

NON-RESIDENT OWNERS: Please furnish the below information. Owners **MUST** update this information whenever it changes.

Name of Tenant(s): _____

Tenant(s) Phone #'s: Home: _____ Work: _____

Cell: _____

If unit is managed by someone other than yourself, please provide:

Name of Person or Company: _____

Address of Manager/Company: _____

Office Phone: _____ Other Phone: _____

MAIL THIS COMPLETED FORM TO HUNTERS SQUARE AT ABOVE ADDRESS, ASAP.

