

POTOMAC RIDGE AT LANSDOWNE WOODS RESIDENT HANDBOOK

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INTRODUCTION

The Potomac Ridge at Lansdowne Woods 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.

All rules and regulations apply to the owner of any unit, to such owner's tenants, 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.

The Association reserves the right to alter, amend, modify, repeal, or revoke these Regulations and any consent or approval given hereunder at any time by resolution of the Association or the Board of Directors.

ORGANIZATIONAL STRUCTURE

Your choice to live in a condominium is significant. If you are a purchaser of a condominium, you not only receive a fee simple title to your condominium unit, but you also share ownership in a package of facilities and services. These facilities and services add value to your home. You will also receive an important privilege: membership in the Unit Owners Association. This membership gives you a voice in how your community is administered, operated, and maintained.

A basic understanding of the organizational structure under which Lansdowne Woods of Virginia and the Potomac Ridge operate is important to your enjoyment of your home and your community, no matter how fully you intend to exercise your right to participate in the life and activities of the community. Following are descriptions of three components in the organizational structure.

THE LANSDOWNE CONSERVANCY

The Lansdowne Conservancy is the Master Association for all of Lansdowne. The Conservancy's responsibilities include landscaping, irrigation, electrical/street lights, trail maintenance/repairs, snow removal, trash removal, and signage in the common areas along Lansdowne Boulevard, Riverside Parkway, Woodridge Parkway, Deerfield Avenue, Belmont Ridge Road, and Upper Belmont Place. A seven-member Board of Directors manages the Conservancy. Lansdowne Woods, Loudoun Hospital Center, Lansdowne Resort, and The National Conference Center each have one seat on the Board. Lansdowne Community Development, representing the residential community, has the remaining three seats.

LANSDOWNE WOODS OF VIRGINIA COMMUNITY ASSOCIATION

Riverbend, Blue Ridge, Magnolias, Potomac Ridge, and Riverview Condominiums comprise The Lansdowne Woods of Virginia (LWVA) Community Association. At this time, the

Lansdowne Woods Board of Members consists of two representatives from each condominium building, one of those representatives being the building's Board President. A Professional Community Association Manager (PCAM) is employed by Lansdowne Woods of Virginia, and functions as the General Manager of LWVA.

POTOMAC RIDGE CONDOMINIUM UNIT OWNER'S ASSOCIATION

The legal entity of The Potomac Ridge at Lansdowne Woods Condominium Unit Owners Association (Potomac Ridge) was created by the developer in 2004 by recording a Declaration in the Land Records Department of Loudoun County, Virginia. The Declaration defines the physical boundaries of both the units and common elements of the condominium. The Condominium Bylaws describe how the Association governs itself. Each unit owner becomes a member of the Unit Owners Association by virtue of ownership. Members of the Association are automatically subject to the provisions of the Bylaws, sometimes called Covenants, and agree to abide by them. Original purchasers received the Bylaws within the Public Offering Statement from the developer, and subsequent purchasers receive them as a resale package from the seller before settling on the condominium unit. The provisions of the Bylaws are enforceable.

MANAGEMENT

MANAGING AGENT

Cardinal Management Group is an Accredited Association Management Company (AAMC) through the Community Associations Institute. Cardinal Management, located at 4330 Prince William Parkway, Suite 201, Woodbridge, VA 22192, was appointed as managing agent by Lansdowne Woods of Virginia to be responsible for the financial management of the Association.

The managing agent for Potomac Ridge at Lansdowne Woods Condominium performs the following functions: collection of all condominium fee payments, payment of all Association bills, payroll processing, and a variety of other financial support services to the Board of Directors of Potomac Ridge.

BUILDING MANAGER

The Building Manager for Potomac Ridge is an Association Management Specialist (AMS) who receives technical guidance from the LWVA General Manager. The Building Manager's duties include advising the Potomac Ridge Association's Board of Directors regarding the administrative operation of the condominium.

The Building Manager supervises the on-site staff which is responsible for the daily operation of Potomac Ridge. The staff includes an Assistant Manager, a Building Engineer, and an Assistant Engineer. The on-site staff works out of an office within the building called the Management Office.

MANAGEMENT OFFICE

Office Hours: The normal office hours of the Management Office are 9:00 A.M. – 12:00 P.M. and 1:00 PM to 5:00 PM, Monday – Friday. The office observes all federal holidays. Office closures due to inclement weather will be posted on the Management Office door.

Notices and Flyers

The Management Office or Board of Directors determines that certain information needs to be communicated quickly to all residents through the following methods: flyers under unit doors, postings in elevators or on the mailroom table and also on bulletin boards. These postings may only be done with the approval of the Management Office or Board of Directors.

UNIT OWNERS ASSOCIATION

ORGANIZATION

The Unit Owners Association is the organization responsible for governing the condominium. The owners participate directly in the important policy decisions of the Association. Each unit owner has a vote in the Association equal to the common element interest assigned to their particular unit by the Declaration. Because the owner of a large unit has a greater common element interest, it follows that the owner of a large unit has a greater vote in the Association.

THE BOARD OF DIRECTORS

The affairs of an association such as Potomac Ridge cannot practically or effectively be administered by all unit owners voting on every issue. Therefore, the Bylaws provide for policy direction by a Board of Directors (Board). The Board of Directors has the overall responsibility to ensure that the condominium is operated and maintained in a manner consistent with the Bylaws. The Board retains the services of legal counsel and an auditor, as well as other professional consultants as they become necessary.

The Board consists of five members who are unit owners and who are elected by ballot of the unit owners at an annual meeting. Board members are elected for three year terms by the members of the Unit Owners Association. The terms are staggered so that not all terms will expire simultaneously. Elections use procedures developed and administered by a Board-appointed election committee consisting of one member of the Board whose term is not then expiring and at least three other unit owners.

Board officers are elected by the Board and include President, Vice President, Secretary, Treasurer, and Director.

All meetings of the Board of Directors are open to residents as observers, except that the President or presiding officer may call the Board into executive session on sensitive matters such

as personnel, litigation strategy, contract matters, or hearings for violations of the condominium instruments, as provided in the Condominium Act.

COMMITTEES

The Potomac Ridge Condominium Association Bylaws mandate a Covenants Committee and also permits creation of committees to aid in the administration of the affairs of the Association. Potomac Ridge committees include: Activities, Budget & Finance, Building Facilities, Communications, Covenants, Election, and Replacement Reserves.

REGISTRATION, USE & OCCUPANCY

REGISTRATION

All residents (owners and tenants) must register with the Management Office and receive a brief orientation on the operation of the condominium, and they should make an appointment for this purpose before moving into the building. Owners are to bring a copy of their settlement sheets in order that the office can maintain accurate ownership records for the Association. Tenants are to bring a copy of their rental agreement.

During the orientation process, new residents meet the Building Manager and the Assistant Manager and receive a brief overview of life at Potomac Ridge. Residents complete a Resident Information Form used by the Association to develop telephone and emergency notification lists and to program units for the telephone access system. Residents receive identification cards and vehicle decals at orientation. This orientation appointment is also a good time for residents to ask questions.

The Management Office would also like to be aware of any special circumstances, such as a disability, so that the Fire Department has advance notification of those residents who may need extra assistance in case of a fire emergency.

OCCUPANCY

In at least eighty percent of the units, a minimum of one resident must be at least 55 years of age. No other resident in a unit may be under 45 years of age except as follows:

- Any person age 17 and younger may occupy the unit, but not for an aggregate of more than thirty days in a calendar year.
- Any person age 18 to 44 may occupy the unit, but not for an aggregate of more than ninety days in any calendar year.

A disabled relative of a resident of the unit may occupy the unit if the relative is dependent on the resident for care.

If the only resident of a unit who is at least 55 years of age dies or ceases to be a resident, the provisions of paragraph (1) of the preceding sentence will not, until a subsequent sale of that unit, apply to that unit, but only if at least 80 percent of the units do meet the requirement of that paragraph. Further, any person who is not capable of self-care shall be required to obtain adequate assistance, within the unit or to vacate the unit.

Residents must notify management of any of these exceptions occurring in their residence.

No part of the Condominium shall be used for any purpose except housing and the common purposes for which the Condominium was designed.

Residents are not permitted to leave personal items or items borrowed from the building in the common areas unattended – this includes hallways and floor lobbies.

USE OF UNITS

All radio, television or other electrical equipment of any kind or nature installed or used in each unit shall fully comply with all rules, regulations, requirements or recommendations of the Board of Fire Underwriters and the public authorities having jurisdiction. The unit owner alone shall be liable for any damage or injury caused by any radio, television or other electrical in such unit.

No electronic 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. 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.

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.

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.

MOVES AND DELIVERIES

MOVE-IN / MOVE-OUT PROCEDURES

All residents moving into or out of any units at Potomac Ridge are required to schedule their move with the Management Office to reserve the loading dock and the freight elevator. All moves must be scheduled for normal business hours, Monday through Friday, 9:00 A.M. - 4:00 P.M. excluding holidays. Move and final inspection must be completed by 4:30 P.M. Moves are not permitted on evenings, weekends, or holidays.

A fee is assessed to the resident for each move-in or transfer move within the building and must be received before the Management Office can confirm their reservation for the loading dock and freight elevator. The purpose of the fee is to reimburse the Association for administrative expenses relating to the move. The resident is required to provide the Management Office with a copy of the moving company's Certificate of Insurance showing Potomac Ridge as the additional insured. Insurance certificates must be received prior to the move.

When scheduling your move-in or move-out, it is necessary to provide an estimate of the time you will require to reserve use of the loading dock and freight elevator. In case of a delay, or other reasonable cause requiring a change or extension in the reserved period, approval must be obtained in advance from the Management Office. Should a conflict arise due to a time overrun, the resident responsible for the overrun is required to yield use of the facilities to the next scheduled moving party unless the parties can reach an equitable plan for sharing the facilities. Should a move run past 4:30 P.M., a fee is charged to the resident to cover the building engineer's overtime for supervising the move. The management staff is authorized to prevent or stop a household move that has not been properly arranged in advance or that is being done in a careless, destructive or otherwise unauthorized manner. This rule is intended to ensure that the loading dock and freight elevator are available for your use, to protect the corridor and elevator finishes from wear and tear, and to limit disturbances to your neighbors.

Before commencement of the move, a representative of Management inspects the loading dock area, freight elevator, and your unit corridor. It is recommended that the resident and/or supervisor of the moving company accompany management during the inspection. Management conducts a second inspection of these areas after the move is completed, and all parties must sign the inspection sheet. Cost of repairs to damaged areas becomes the responsibility of the resident.

Moving trucks must park in the loading dock area at the rear of the condominium. Items may be transported to and from units only through the loading dock area. The use of protective masonite on the corridor floor and walls extending from the unit door to the corridor elevator is required and strictly enforced. The resident using the services of a professional moving company should stipulate this requirement in their contract. Professional moving companies routinely use masonite material and their staff is familiar with its purpose. The movers are responsible for

returning the masonite to its location in good condition. Bellman's carts are not to be used by movers.

For self-moves, the management staff assists you with the masonite required to conduct the move. There is a charge for this service under the In-Unit Service Program.

The staging of moves may only be conducted in the loading dock area and corridors. Furniture and boxes may not be transported through the lobby area.

It is the responsibility of the resident to promptly remove all trash, debris, crating or boxes related to their move to the loading dock via the freight elevator. If you require assistance, please call the Management Office. Do not place moving boxes, crates, or related material in corridors or trash rooms. This is a violation of the local fire codes.

DELIVERIES

All truck deliveries of large bulky materials such as furniture, flooring, fixtures, and appliances must be scheduled in advance with the Management Office to prevent conflicts with other scheduled uses of the freight elevator. Depending on the size of the delivery, it may be necessary to install the masonite used during regular moves to protect the walls and floors. Unscheduled deliveries may be turned away at the discretion of management and pending other scheduled uses of the elevator. Deliveries may be made only Monday through Friday, excluding holidays, between 9:00 AM and 4:00 PM, and must be completed by 4:30 PM. All deliveries must come through the loading dock located on the Parking level Phase A side of the building.

LEASING/SELLING YOUR UNIT

It is very important that the Management Office be immediately notified when owners decide to lease or sell their unit. There are certain guidelines and restrictions that must be followed to ensure that owners and tenants meet the Association's rules.

Upon the sale or lease of your unit, management must receive an executed copy of the settlement sheet or lease agreement with a copy of the signed lease addendum.

When leasing a unit at Potomac Ridge, all owners and their tenants must sign a lease addendum that states that the tenants will abide by all of the rules and regulations of the condominium. A copy of the lease addendum is available in the Management Office.

Owners are required to surrender their recreation identification cards and all parking decals to the Management Office before new ones can be issued to the new occupants. Owners are responsible for providing all keys, electronic access keys (fobs), and garage gate openers, if applicable, to the new owner or tenant. Owners are also encouraged to transfer any relevant warranty information () to the new occupants.

RESALE DOCUMENTS

According to the Virginia Condominium Act, sellers are required to give purchasers a resale certification package containing the condominium's governing documents. This package also contains a statement from management regarding the status of the condominium fees. Any unpaid assessments or other fees on the unit owed to the Association are noted on this statement. A copy of the current budget and information about the master insurance policy are included as required by the State when transferring a unit to another owner.

Before completing the resale package, an inspection of your unit is required to ensure that there are no architectural violations. Should a violation exist, the selling unit owner will be required to correct the problem in question and possibly return the unit to its original condition.

The Association is permitted by law to impose a fee for producing the resale certificate and accompanying documents. The Association is permitted fourteen (14) days from the date the documents are ordered to provide the documents to the owner or real estate agent, unless a rush order is requested (rush fee applies), in which the Association has seven (7) days to provide the documents. Requests for resale certificates should be directed to the Building Manager. A form is available in the Management Office.

LOCKBOXES

The Association does not permit the use of lock boxes directly on unit doors. A conveniently located area in the upper garage, phase A, has been set aside by the Association for lock boxes. These boxes should be removed promptly when the unit goes to settlement.

SIGNS

No for sale, for rent, or for lease 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.

GARAGE SPACES

An owner wishing to sell his/her garage space separately should contact the Management Office immediately, as this legal process can be done only through the Association's legal counsel. Reassignment and recording of a parking space with the Loudoun County Land Records may take 3-4 months. A fee is assessed for this service.

KEYS/ACCESS TO UNITS/BUILDING

KEYS

Unit Door Key: Your unit entrance door key also opens the mailbox assigned to your unit. There are no master keys to units. Residents are responsible for safeguarding their unit door keys and

for keeping their unit door lock in good working condition. For safety, always lock your door. Should the need arise for you to change your door lock, the front gate must be provided with a keys for emergency purposes.

The Association's In-Unit Service Program offers key duplicating services for unit and common area keys. These keys are marked "do not duplicate" and cannot be duplicated at hardware stores. If you need to request a key copy, contact the Management Office.

Emergency Key: The Association is authorized by the Virginia Condominium Act and The Potomac Ridge Bylaws to keep one copy of all unit door keys. This key is called the emergency key and is kept in a locked key cabinet at the front gate with limited, strict access. The emergency key is used by the Association to gain immediate access to your unit in case of fire, water leaks, or similar emergencies. The emergency key is not used by the Association or the resident for normal access purposes. Failure of an owner to give the Association an emergency key may result in the owner being liable for any damage from forcible entry, including the repair of any broken doors, locks, and other damage to other units or the common areas.

Convenience Key: If you wish, you may deposit a spare unit door key with the Management Office as a convenience key. The office keeps this key in a locked key cabinet and strictly controls access to these keys. You may use the convenience key to enter your unit if you accidentally lock yourself out during office hours. A family member, friend or contractor may also use this key if you submit written authorization to release your convenience key on an Admit Slip. You, or whoever uses the convenience key, must return the key promptly to the office.

Storage Room Key: Common area keys also unlock storage room entry doors. Residents are responsible for providing padlocks for their individual storage bins. Should your bin padlock key be misplaced and it becomes necessary to use IUSP to cut the lock to gain entry, call the Management Office for assistance. Replacement of the padlock, IUSP fees, and any necessary repairs to the door or frame will be at the expense of the resident.

Common Area Key: Resident access to the building through any of the outside pedestrian entrances is by use of a common area key.

Unit owners should ensure that the seller provides all copies of common area keys at the time of settlement. Tenants must obtain common area keys from the leasing unit owner. For safety reasons, residents are strongly urged not to provide common area keys to anyone other than family members.

Mailbox Key: Unless changed by a previous unit owner, your unit door key also opens your mailbox.

Lock-Out Service: Lock out assistance is available on a 24-hour basis through the security guards at the Front Gate when the Management Office is not open. In such a situation the guards use your emergency key to let you into your unit. A fee is charged for this service and is payable to Lansdowne Woods of Virginia. If you have provided a convenience key to the Management Office, you may receive lock out service during office hours at no charge. In the event an occupant has the entrance door lock changed, the occupant must deposit an emergency key with the Front Gate.

Garage Door Openers: Owners of garage parking spaces enter the garage by using an electronic gate opener otherwise known as a genie. Each garage space owner should receive one opener per space at settlement. Additional openers may be purchased from the Management Office for a fee.

Fobs: Doorways leading from the garage areas to the building can be unlocked with the resident's common area key or electronic access key (small gray fob).

ACCESS TO UNITS BY MANAGEMENT STAFF

Management retains convenience keys for each unit door unless the resident requests the management to return the convenience key to the owner. Convenience keys are on file for residents to use in lock-out situations during Management Office working hours. The key also may be used by the building engineers to gain entry for maintenance only following the express permission of the resident. The convenience key may be used in an emergency situation where the resident's well-being or the safety of the building are involved.

Management occasionally requires access to all units to perform preventive maintenance or make repairs. Whenever this work is scheduled, management provides adequate notice to all residents and attempts to be as accommodating as possible. If the Association engages a contractor to do repair or improvement work for the benefit of the residents and the performance of the work requires access to units, the residents may not make unreasonable demands in providing necessary access. The additional cost may be assessed to the resident if the Board of Directors finds that a resident's unreasonable demand results in additional costs to the Association.

AUTHORIZATION TO RELEASE CONVENIENCE KEY

As explained above, the Management Office will release a unit's convenience key to a person other than the resident provided the resident submits written authorization. When Association staff members receive an authorization to release key, procedures will be followed that are intended to protect residents.

Staff members will request picture identification such as a driver's license from the person requesting the key before allowing entrance to the building. The family member or guest must sign the logbook at the time they receive the key and when they return it. The resident is responsible for making sure that the key is returned to the office after use.

RESIDENT FRONT DOOR ACCESS

Residents may obtain access through the lobby by using their common area key or electronic access key. These doors are equipped with power assisted opening devices if needed by a resident. The operating buttons are clearly marked on the door frame. Please note that the electronic access key does not work during a power outage. Common area keys must be used to gain entry during such an outage.

Residents are urged not to allow anyone to follow behind them when unlocking the various entry points in the building to ensure the safety of the residents and the building.

GUESTS/VISITORS ACCESS

Access into Lansdowne Woods: It is important that residents notify the Front Gate of expected guests (703-724-0900). The security guard records the name of the visitor on the Visitor Call-In Report. If a resident fails to call the Front Gate, guests are not permitted to enter. The guard will attempt to call the resident to determine if the guest is expected and, after authorization, entry is permitted. Failure to notify the Front Gate causes a backup at the gate and delays entry of other guests and contractors.

Access into Potomac Ridge: Entrance to the building by guests/visitors is controlled by a telephone access system, which is located in the lobby vestibule at the front entrance to the building. To enable use of the front door telephone access system, follow these instructions:

Please inform the Management Office of your phone number. A 3-digit number code is then assigned to your name and is posted next to your name in the glass-enclosed directory in the lobby vestibule.

Guests/visitors enter the resident's code into the key pad next to the front door. Your phone will ring when someone calls your code number. Answer your phone and, after verifying the identity of the caller, press and hold down the "9" button on your phone for approximately 3 seconds.

If you have a problem using the telephone to enable the front door access system, call the Management Office. Do NOT call telephone repair.

The telephone access system has been installed to protect you and other residents. Residents are encouraged to explain in advance to their guests/visitors how to use the system to gain access to the building.

If you are in doubt as to the identity of the person requesting admittance, turn on Channel 970 on your television. The condominium's closed circuit cable system allows residents to observe the lobby vestibule entrance on this channel to determine the identity of the caller before providing access to the building.

ACCESS BY OTHERS

Contractor and Delivery Access: When transporting goods or materials in or out of the condominium, contractors and delivery carriers must enter through the loading dock entrance at the rear of the building. To gain admittance at that location, contractors and delivery carriers must use the intercom station at the door nearest the loading dock entrance. Access may be made only Monday through Friday, excluding holidays, between 9:00 AM and 4:00 PM, and must be completed by 4:30 PM, unless it is an emergency. To schedule your contractor or delivery, contact the Management Office. Your contractor or delivery personnel must use the freight elevator to transport supplies and building materials to and from your unit.

Solicitor Access: Solicitation within the Condominium is strictly prohibited. Residents should contact the Management Office to report any solicitation.

CAR DECALS AND IDENTIFICATION CARDS

Permanent residents living in Potomac Ridge who have cars are issued numbered decals (limited to two cars per unit) by the management staff. The decal must be removed and returned to the Management Office when the resident moves or the vehicle changes hands. Family members may obtain passes from the Front Gate. The visitor pass must be displayed on the dashboard of the vehicle at all times while parked on Lansdowne Woods property.

Residents are issued plastic identification cards for entry and for use and admittance to the various facilities in Lansdowne Woods. Each unit also receives two guest passes to be used by visitors.

PARKING

Trailers, campers, recreational vehicles, boats, and other large vehicles are not to be parked anywhere on the property, unless 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.

Derelict vehicles or vehicles without current registration/license plates, state inspection sticker, and county decal shall not be kept upon any of the common elements. A derelict vehicle is defined as one that cannot be operated in its existing condition or has a deteriorated body condition, regardless of whether or not the vehicle has valid registration/license plates, inspection sticker, or inspection sticker.

Vehicle repairs other than emergency maintenance or ordinary cleaning are not permitted on the common elements.

No vehicle shall be parked on the Condominium with a "For Sale" sign.

All unit owners shall observe and abide by all applicable parking and traffic regulations. Vehicles parked in violation of any such regulations may be towed away at the unit owner's sole risk and expense.

Able-bodied residents and any caregivers or cleaners are asked to park in the rows of parking spaces further from the building in order to allow residents with limited mobility to park closer to the building.

The two designated 30-minute parking spaces in front of Potomac Ridge are strictly for parking no longer than 30 minutes between the hours of 8 AM and 8 PM. This restriction includes weekends and holidays.

Parking in such a way that blocks sidewalks or driveways is not permitted. If any vehicle owned or operated by a unit owner is illegally parked or abandoned on the property, 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.

YOUR UNIT

ALTERATIONS TO UNITS

Please consult with the Management Office when contemplating any changes to your unit. The wiring or plumbing lines in the building serve more than one unit, and it is important that management is aware of any changes being made in the event such changes may affect common areas or other units.

An application form for any addition, alteration or improvement may be obtained in the Management Office during normal office hours. Applications for structural changes are reviewed and acted upon by the Covenants Committee. Guidelines have been established for common minor alterations and improvements such as installation of solar film on windows.

Any owner making changes without obtaining prior approval may be required to restore the property to its original condition and appearance. In the case of a resale of a unit, owners may also be forced to restore the unit to its original condition before a new buyer purchases the unit. Depending on the extent of the alteration, a charge may be imposed until the modification is converted back to its original condition.

NOISE DISTURBANCES

No unit owner shall make or permit any disturbing noises in the building which will interfere with the rights, comforts, or convenience of other unit owners.

All unit owners shall keep the volume of any musical instrument or other sound producing device or television sufficiently reduced at all times so as not to disturb other unit owners.

“Quiet Hours” are to be observed from the hours of 11:00 p.m. to 8 a.m. the following morning.

Except for emergency repairs, all repairs or renovations involving noise may not commence before 9:00 a.m. and must cease by 5:00 p.m.

BALCONIES, WINDOWS, PATIO DOORS AND UNIT DOORS

The appearance of the balconies, windows, and patio doors collectively speaks about the kind of community we have and want and even influences the property value of our individual units. All residents share in the responsibility for keeping these elements looking clean, attractive, and uncluttered up to the high standards set for the community. According to the Rules and Regulations, the following is a brief list of Do’s and Don’ts:

It is the Association’s policy that, if window coverings are used, windows and interior balcony and patio doors must employ appropriate curtains, drapes, and/or blinds. All such coverings must have a white or off-white lining to provide a uniform color scheme on the exterior of the building. Temporary coverings such as towels, sheets, or blankets are prohibited. This rule is strictly enforced because the aesthetics of the community are jeopardized if they are not followed by all building residents.

Throwing or pouring anything from balconies or windows is discourteous and can even be dangerous. Even small things like carpet dust, cigarette ashes or butts, plant trimmings, or overflow water from planters should not be swept or thrown. Your neighbors below you will particularly appreciate this courtesy.

Except for tasteful holiday door decorations, you must apply to the Covenants Committee before making any alteration to the appearance to the outside of your unit door or door frame. Holiday wreaths or decorations may be displayed on doors from the Saturday after Thanksgiving until January 6th of each year. The appropriate door hanger apparatus that allows for decoration without the use of nails, glues, or other means is required. These hangers are available at local hardware stores.

Additional doorbells, doorknockers, peepholes, door handles, permanent hooks, or other identifications of a permanent nature are prohibited.

Religious symbols are permitted on the doorframe if the space occupied is no greater than 2" wide by 4" long and 1" deep and if the color is similar to that of the other door hardware.

The following items may not be stored or displayed on balconies, terraces or patios: bicycles, signs, tires, clothing for airing or drying, storage containers, or any unsightly object.

Grills of any type are not permitted for use on a unit balcony or within a unit.

No unit owner shall cause or permit anything to be hung, displayed or exposed on the exterior of a unit, limited common element or common elements appurtenant thereto, whether through or upon the windows, doors, masonry, patio or balcony of such unit. The prohibition herein 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, television or radio antennas or other items be installed by the unit owner beyond the boundaries of the unit or patio or balcony without the prior written consent of the Covenants Committee. A unit owner 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 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. No painting of the balcony floor, ceiling, railings or walls is permitted without the approval of the Management Office in accordance with the standards set by the Covenants Committee.

Unit doors opening into hallways should be kept closed and secured at all times except when in use.

Windows and patio or balcony doors should be kept closed during air-conditioning season while the air conditioning system is in use.

MAINTENANCE RESPONSIBILITIES

Appliances: All home appliances in your unit are the owner's responsibility. The Association does not offer any repair service for these appliances.

Garbage Disposals: Specific use and care instructions for the garbage disposals are found in the operation booklet provided by the manufacturer. Do not put liquid or crystal drain cleaning agents in the disposal. Such chemicals destroy the rubber gasket within the unit and could cause flooding of the kitchen. Don't grind extremely fibrous material like corn husks, celery stalks, onion skins, and artichokes. Don't put starchy or expandable foods into your garbage disposal. Foods like pasta and rice expand when you add water in a pot; they do the same thing once inside your pipes or garbage disposal and are the cause of many jams and clogs.

HVAC (Heating/Cooling) System: The maintenance and repair of the individual HVAC serving each unit is the financial responsibility of the owner.

With minimal care, your HVAC system will give you year-round comfort both now and in the future. There are important facts you should know about your system to understand its basic

operation and become familiar with early warning signs that a problem may exist. Your owner's HVAC manual explains the system operation. Following is a summary of some of the important information.

The Association maintains a contract to provide semi-annual preventive maintenance service and inspection of the HVAC system in each individual unit as well as the common areas. The preventive maintenance service generally occurs during the early spring and early fall. Residents will be notified in advance when this service is scheduled. The cost of this service is included in your monthly condominium fee payment. It is very important that your HVAC unit have regular preventive maintenance as recommended by the equipment manufacturer.

It is recommended that HVAC filters be changed a minimum of four times per year. Two filter changes are included in the preventive maintenance service described above. An additional replacement HVAC air filter will be left at your unit at the time of each inspection. These filters may be replaced under the IUSP. Never operate your HVAC without air filters.

NOTE: Do not store any items in the HVAC closet, and do not store or use gasoline or flammable vapors near the HVAC unit to ensure safety and proper equipment operation.

HVAC Components: Each condominium unit has an individual HVAC system composed of an air conditioner, gas furnace, and a thermostat. Your HVAC unit provides certain basic flexibility in its operation. Understanding the components will assist you in operating it to your greatest comfort.

The HVAC unit is composed of two separate pieces of equipment - the air handler and the compressor. The air handler houses the blower (fan), gas heating fuses, cooling coils and filters, and air cleaner, if you have one of these. The air conditioning compressor is located on the roof and is not accessible to residents. Cooling is pumped from the compressor to your air handler for distribution in your home.

The thermostat controls the heating and cooling in the unit. Each thermostat has two switches. One can be set on "cool", "off," or "heat" as desired. The other is the fan control that may be set for "on" or "automatic". In the "on" position the fan runs continuously. In the "automatic" position the fan runs as necessary to maintain the temperature setting of the thermostat.

Electronic Air Cleaners: Some units have an optional electronic air cleaner that can operate as part of the HVAC system. Please refer to your operating manual for filter pad replacement.

What To Do If You Smell Gas: 1) Do not turn on any appliance. 2) Do not touch any electrical switch. 3) Do not use any phone in your unit.

Immediately call the Washington Gas Company emergency telephone number from a neighbor's phone. Follow the gas company's instructions. If time permits, also notify the Front Security Gate.

Service must be done by a qualified installer, service agency, or Washington Gas Company.
703-750-1000

Automatic Fire Sprinkler System: Your unit and all building common areas are equipped with an automatic fire sprinkler system. Please note the following mandatory precautions and rules regarding the sprinkler system.

Sprinkler pipes are exposed in some of the closets in your unit. It is unlawful per fire code and prohibited by the Association to hang any clothing or other items from the sprinkler pipes. This could cause flooding in your unit or could damage the operation of the sprinklers in an emergency.

Clothing or other items stacked on closet shelves must be kept a minimum of 18" below any sprinkler head. The sprinkler system may not function properly unless this 18" clearance is maintained.

Utilities: Electrical service to the units and gas to run your furnace are separately metered and billed to unit owners. Your condominium fee includes the cost of maintaining the electrical components of the common areas, water, sewer, and basic cable.

As you can imagine, utility costs to operate the Association efficiently consume a considerable portion of the annual operating budget. Please do your part in keeping energy costs down. Remember to turn the lights off in common areas such as storage and refuse rooms. Also, remember to have any leaks in your unit, such as a toilet running, fixed immediately.

The toilet 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 such apparatus shall be borne by the unit owner causing such damage.

Water Shutdowns: Occasionally management must schedule a water shut down for a repair, replacement or improvement to either the master plumbing system or that of an individual unit. These are inconvenient to residents and every effort is made to control the number of these situations. Preventive maintenance measures that require a shutdown are consolidated and scheduled to occur simultaneously reducing the need for regular service interruptions.

Management will distribute a bulletin to all units at least three days before a scheduled water shutdown. Unfortunately, there are occasions when an emergency develops and an immediate shutdown is required. In such cases, notices will be distributed to units without delay.

Windows, Balcony and Balcony Doors: Balcony, patio door and window screens are the responsibility of the unit owner. Replacements shall be of the same color, grade, and style.

Potomac Ridge does not provide for cleaning the interior unit windows or balcony doors. Currently, the Association does pay for a service contractor to clean the exterior windows of all units on a semi-annual basis.

Flooring: Sufficient carpeting or rugs and padding shall be maintained on a minimum of 80% of the floor surfaces excluding kitchen, closets, bathrooms, and the balcony.

IN-UNIT SERVICE PROGRAM

The In-Unit Service Program (IUSP) may be of particular interest to all residents. The program offers you the convenience of services such as minor plumbing and repairs during business hours. Common area repairs and maintenance have priority over IUSP. All income generated from this program is deposited in the Potomac Ridge account and offsets the cost of labor and materials. The membership fee is \$50.00.

Contact the Management Office for guidelines and procedures and to enroll in the program.

NOTE: Management employees may enter a unit only to do a service upon the written request of the owner on a work order ticket and with the instruction and direction of the Building Manager. No resident may make any direct request of an employee to do services under this program without first checking with the Management Office.

CONDOMINIUM FEE PAYMENTS

WHAT DO FEES PAY FOR?

The Unit Owners Association must pay for the many common expenses and services provided to the residents of Potomac Ridge. These include, but are not limited to, Lansdowne Woods of Virginia fees, staff salaries, common area utilities, common area cleaning services, trash removal, window washing, water, cable service, and taxes on investments. Condominium fees also include funds for operating and replacement reserves to cover unforeseen expenses and major repair and replacement of common elements. Budget expenses, multiplied by an owner's percentage interest, make up the annual assessment for each unit. Owners of garage parking spaces also pay an additional fee toward maintenance and electricity used in the garages.

The Bylaws stipulate that assessments are payable in twelve (12) monthly installments. Each payment is due on the first day of the month without notice. A late fee is imposed on all fees received after the 10th day of the month.

THE BUDGET PROCESS

Each year the Association compiles an annual budget following a process of preparation that begins as many as five months in advance of presenting a recommendation to the Board of Directors. The Board relies upon committee input, primarily through the Budget and Finance Committee, and town hall meetings to arrive at a budget that meets the Association's needs. The

budget for the fiscal year of January 1 through December 31 is then presented to the Board for consideration and adoption. Owners who are interested in participating in the budget process are encouraged to join the Budget and Finance Committee.

PAYMENT OF CONDOMINIUM FEES

The Management Agent has set up a convenient automated program for owners to pay their condominium fee directly from their bank account. The direct debit system allows you to pay your condominium fee on the fifth (5th) day of each month through an electronic transfer of funds from your bank to the Potomac Ridge account. This system has been utilized extensively and is very popular with owners who are out of town for long periods and may forget to carry their coupons with them or forget to make their payment while they are outside the area. The Building Manager has forms available for you to complete if you are interested in using the direct debit system.

All other owners who do not sign up for direct debit are provided with coupons to be used each month for the payment of fees. Be sure to include this coupon with your check payment (cash will not be accepted). Coupons are issued annually. Checks should be made payable to The Potomac Ridge at Lansdowne Woods Condominium and should include the owner's name and unit number. All checks must be mailed in advance of the due date to the post office box number on the coupon.

SERVICES

ELEVATORS

Passenger and freight elevators are located in the building and are equipped with a phone system for use in case of any emergency. The elevators are also equipped with unique safety features controlled by a central computer system. In case of fire or a loss of electrical power, the emergency lighting in the elevator will immediately illuminate. The elevators will automatically ignore all assigned call stops and proceed to the main lobby level where they will remain in a parked position. If the emergency is fire-related, the elevator operation can be controlled only by the firemen.

Residents are asked to promptly report to the Management Office any malfunctions in the elevator system. Should a resident become trapped in an elevator, he/she should use the emergency phone and follow the posted instructions. The phone will automatically connect to the Front Gate, which will immediately respond or request the assistance of an elevator technician. Prompt efforts will be made to return the elevator to operation as quickly as possible.

MAIL

U. S. Postal Service: The U.S. Postal Service places incoming letter mail in your mail box on the lobby level of the building. Larger mailboxes in the area are used by the postal carrier to place

small to medium boxes, packages, or overflow mail that cannot fit into the regular mailbox. A mail slot for outgoing mail is mounted in the mailbox area. When the mail has been delivered, a sign will be put on the window in the lobby vestibule and can be viewed by tuning in to Channel 970 on your TV.

Packages: The Management Office accepts most packages from the U.S. Postal Service; however, certified mail or registered mail is not accepted. Commercial mail and parcel carriers such as Federal Express, UPS, and LaserShip deliver mail to unit doors. If a resident is not at home, the Management Office may accept these deliveries provided the Management Office has a Permission to Accept Deliveries authorization form on file. The carrier will leave a notice on the resident's mailbox or door, notifying the resident of the delivery. Residents are asked to promptly collect their packages from the Management Office as there is limited space for these items.

PEST CONTROL SERVICE

The Condominium contracts with a local extermination service for monthly pest control. The exterminator routinely treats the common areas in the Condominium. Residents may request service when needed by calling the Management Office.

TRASH AND RECYCLING SERVICE

Refuse Rooms are located near the elevators on each floor. Each room has a trash chute and two recycling bins.

Trash Chutes: Please place your non-recyclable trash in tightly fastened plastic bags and deposit the bags in the trash chute. The trash drops into a compactor at the base of the chute and is automatically compressed. The trash chute is not an incinerator and lighted objects such as cigarettes and cigars must not be placed in the chute to prevent any fire hazard. To avoid disturbing residents living near the trash chute, do not dispose of trash in the chute before 8:00 a.m. or after 10:00 p.m.

Recycling Bins: There are two recycle bins in each trash room. One bin is used for recyclable paper (e.g., office paper, newspapers/inserts, magazines, phone books, and cardboard). The other is for specific types of glass, plastic, and cans. Please read the notices posted in the trash room for a list of recyclable and non-recyclable items. Non-recyclables that are not safe for the trash chute, such as broken small appliances (hair dryers, broken glass, etc.) should be bagged and placed on the shelf above the bins. Small boxes (pizza and mail order) should be flattened and placed on the shelf. Recyclable items are removed from the refuse rooms daily by the custodial staff.

Boxes: Do not force large packing, mail order, pizza or similar boxes down the trash chute. These items can cause a hazardous blockage in the chute and costly repair expenses. Large boxes should be taken to the loading dock for removal by the trash contractor.

STORAGE FACILITIES

Each unit has been assigned an individual storage bin identified by a code number. It is the responsibility of the resident to equip the assigned storage bin with a padlock. The size of the bin may vary due to the presence of structural support columns, pipes, and ductwork. Every effort was made to be fair and equitable in making the initial assignments.

Storage rooms are subject to humid conditions that are common to ground level facilities. Residents who choose to store personal effects in their bin are cautioned to use discretion in deciding which items are appropriate for storage in the bins. All materials should be placed on pallets and stacked to facilitate air circulation around the sides and underneath. Pallets often can be obtained free of charge at local hardware stores such as Home Depot.

Local fire regulations require clearance of 18 inches from sprinkler heads. The 18-inch line has been marked in yellow on each storage bin. The Association is not responsible for personal items placed in the storage bins. We recommend that owners obtain coverage for these stored personal items through their own individual homeowner's or renter's insurance policy.

To prevent any fire or hazardous situations, please do not store any items in the aisles. Property left outside the bins and in the aisles will be removed and stored by management for up to two weeks. If the owners of the items are known, management will promptly notify the resident and ask that they retrieve the articles. Such property may be disposed of if unclaimed after two weeks. No gasoline or other explosive or inflammable material may be kept in any unit or storage area.

BUILDING CUSTODIAL SERVICE

A custodial service provides daily cleaning of Potomac Ridge's common areas. Management staff regularly inspects the service provided by the custodial contractor. Service is provided seven days a week. Please feel free to contact the Management Office if you have concerns or compliments about the custodial staff.

POTOMAC RIDGE WEBSITE

The Potomac Ridge Condominium Association Board of Directors sponsors a website for residents: www.potomacridge.net. The primary purpose of the website is to contribute to open and transparent governance of the Association. The site contains electronic copies of most Potomac Ridge condominium documents, including the Association Bylaws, Policy and Administrative Resolutions, and Rules and Regulations. The site also features information about recent and upcoming meetings of the Board of Directors and various committees, plus descriptions of those organizations. There are also areas of the site devoted to pictures from building social events, an activities calendar. The site has both public and resident only areas. A username and password are required to enter the resident only areas. You can obtain a username and password by registering on the site.

INSURANCE

MASTER INSURANCE POLICY

The Potomac Ridge Condominium Association maintains blanket hazard insurance on the building. This policy includes all of the common areas listed in the Bylaws. It covers all typical perils such as fire, floods, lightning, vandalism, etc. There is a \$10,000 deductible per incident.

The Association's master policy also extends to each unit's fixtures, appliances, wall coverings, original carpeting, and cabinets. Upgraded items are only included if these items were installed at the original purchase or if an approved application for the upgrade has been submitted to the Management Office.

Insurance needs and coverage vary significantly. You may provide this insurance section to your insurance agent to help them determine the appropriate coverage for you. Please consult with a qualified insurance agent regarding your individual needs.

PERSONAL PROPERTY INSURANCE

The master policy does not cover residents' personal property or additional living expenses caused by damages. In addition, it does not cover improvements, additions or alterations. Furniture, draperies, clothing, and all other property are excluded from the Association's coverage. A new wall or decorative features such as wallpaper are not covered.

It is strongly recommended that each unit owner obtain an Individual Property Owner's policy (HO-6) that can provide insurance coverage where the master policy does not. An Individual Property Owner's policy can provide coverage for personal property, unit improvements, additions, and liability caused by occurrences within a unit and even living expenses incurred during damage repair. Coverage can be arranged under some HO-6 policies to make up the difference in damage costs to a unit over an individual property owner's deductible (usually \$100 or \$250) up to the \$10,000 master policy deductible.

Non-resident owners may not need coverage for personal property, but they do have all of the other insurance needs of a resident owner. Additionally, non-resident owners may want to insure privately against loss of rental income. Tenants also need coverage and should purchase a renter's policy (HO-4) to cover their personal property, additional living expenses in case of severe damage, and personal liability.

LIABILITY INSURANCE

The Association's master policy covers unit owners against liability claims arising out of their membership in the Association. Claims arising out of problems in the common areas would be covered by the master policy. Liability within a unit is the owner's responsibility. The master policy would not cover damage to your downstairs neighbor's unit or personal property in the event of a water leak, such as an overflow or leak due to negligence.

CERTIFICATES OF INSURANCE

Mortgage companies often require a certificate of insurance annually indicating that the Association's master policy remains in effect and that limits of coverage are within the established requirements. Usually the mortgage company will send the request for an insurance certificate directly to the unit owner. Should your mortgage company need a certificate of insurance they can obtain one from the Association's insurance company, USI, online via their website at www.usicondo.com, by e-mail to usi.certrequest@usi.biz, or by faxing a request to the Certificate Department at 610-362-8377. The request should include your mortgage loan number, your unit number, and specifically state that your unit is in the Potomac Ridge Condominium. There is no cost for this service.

PETS

GENERAL GUIDELINES

No animals, livestock, poultry or reptiles of any kind, regardless of number, may be maintained, kept, boarded or raised in any unit or upon the common elements, except that the keeping of orderly domestic pets is permitted, provided that such animals are not kept for breeding purposes.

Pets must be registered with the Management Office and have a current Loudoun County registration and rabies vaccination on file. Residents are permitted to keep pets according to the Governing Documents and a lease agreement, if applicable. The Pet Policy allows a maximum number of two pets within the following limits:

- Dogs are not to exceed one per unit whether resident or visiting.
- Cats are not to exceed two per unit whether resident or visiting.
- Caged birds are not to exceed two per unit whether resident or visiting.

Other limited species of common domestic pets which do not normally leave the unit and which do not make noise are permitted, upon specific individual approval by the Board of Directors.

Service dogs are excluded from the provisions contained herein except that they must be registered with the Association Office and must be maintained in such a manner as to meet the safety and sanitary standards that apply to other pets at Potomac Ridge.

Residents without pets should also be familiar with the rules and advise their visitors with pets accordingly. Pet owners are encouraged to walk their animals along the designated pet areas behind the building. Pets must be on a leash or be carried at all times. Leashes may not exceed a length that will permit close control of the pet.

The wooded area a short distance from the rear of the building is the designated "pet area". Attendants should restrict their dogs to this area for their needs when weather and lights permit.

If weather and darkness prohibit using the pet area, other lighted areas in the rear of the building may be used. Attendant should use an area as far removed from the building as possible. Regardless of where the dog is walked, the attendant must remove and properly dispose of all droppings from his/her dog.

The landscaped areas around the building are not to be used to exercise pets. Residents are required to dispose of the pet's waste from the common elements. For your convenience, there are pet stations with pet waste bags located at the P-level outside the garages. Residents must dispose of any cleanup in a proper receptacle. If the pet relieves itself within the building, the owner is responsible for immediately cleaning the area. If help is needed, please contact the Management Office.

When entering/leaving the building, it is strongly recommended that the garage entrances are used. If, however, the stairwell 2 door on level 1 must be used, attendants must be diligent in assuring that dogs do not urinate or defecate near the building. Besides creating a most unpleasant entryway, such behavior directly impacts unit owners in those tiers. When leaving the building by that exit, attendants should not allow the dog to stop until they have reached the loading dock area. If the dog is unable to be controlled in that manner, attendants must use another exit/entrance.

No pets may be taken through the lobby (held or otherwise). However, pets may be taken from the elevator at the L (lobby) level to the doors leading to the garage. Elevator #1 (farthest on the left when facing the elevators) is the designated "Pet Free" elevator. Only elevators 2 and 3 (the middle elevator and the right freight elevator) may be used for transportation of pets. On rare occasions when both elevators 2 and 3 are out of service, elevator 1 may be used to transport pets.

Pets may not be leashed to any stationary object on the common elements nor left unattended in any vehicle or anywhere outside the resident's unit.

Pet owners are responsible for any damage, injury or disturbance caused by their pets. Disturbance shall include excessive noise. A pet causing or creating a nuisance or any unreasonable disturbance may be permanently removed from the condominium upon ten days written notice from the Board of Directors. Actions that constitute a nuisance include, but are not limited to, abnormal or unreasonable crying, barking, scratching, or unhygienic offensiveness.

Pet owners are fully responsible for personal injuries and/or property damage caused by their pets and shall indemnify and hold the Association and each unit owner free and harmless from any loss, claim, or liability of any kind or character whatever arising by reason of keeping or maintaining such pet within the condominium.

A resident is responsible for the behavior of any visiting dog. Non-dog owners receiving a visiting pet should obtain a copy of the rules and regulations from the Management Office and are responsible for that animal's behavior.

No resident shall inflict injury, cause cruelty or deliberately instigate a disturbance in connection with any pet.

A pet must display a valid license on a collar and be kept according to the animal control ordinances of Loudoun County. All pets that may leave the unit must be registered and inoculated as required by law and registered with the Association office.

Stray animals should be reported to the Loudoun County Animal Shelter, 703-777-0406, and arrangements will be made to pick up the animal.

PROBLEM SOLVING PROCEDURES

If a neighbor's pet becomes a problem:

- If a neighbor's pet becomes a problem, please fill out a signed complaint form and submit it to the Management Office. Verbal complaints cannot legally be acted upon.
- Document the problem as completely as possible. This includes identification of the animal and the owner, as well as a complete description of the problem.
- If the owner does not correct the situation and the problem continues, a penalty may be imposed by the Association.

EMERGENCIES

FIRE

The Loudoun County Fire Marshal urges each resident to prepare for emergency evacuation. The following procedures and information are submitted to assist you in preparation. Please discuss them with the members of your household.

Ionization-type smoke detectors and a sprinkler systems have been installed in each living unit. The smoke detectors provide an audible signal within the living unit only. It is not connected into the master fire alarm system. Upon activation of this smoke detector or upon seeing a fire, the resident should follow the instructions described below:

- Persons endangered should immediately evacuate the area and safely close doors near the fire.
- Notify the Fire Department immediately by calling 911.
- If time and circumstances permit, notify the Front Gate of the fire location.
- Activate the fire alarm system at the nearest manual pull station to warn other residents of the fire danger. Activation of the fire alarm system registers at the fire alarm indicator panel monitored by a certified independent contractor. The stations activating the system

should not be pulled unless there is an actual fire. Once the system is sounded, it serves no useful purpose to pull additional stations. In fact, it makes it more difficult for firemen to locate the fire if more than one station has been pulled.

- Additional methods of activating the system are accomplished automatically. Bells will sound continuously until reset. The elevators will return to the main floors and stand with the doors open.
- Upon activation of the fire alarm system an alarm will be transmitted by bells and flashing lights in each affected hallway of the building for evacuation by the occupants.
- When the fire alarm sounds on your floor, evacuate the building immediately. When you evacuate, use the stairway closest to an exit. Do not attempt to use the elevators since they will not be in service.
- As you evacuate the building, do not stop in the lobby or you will interfere with the firemen.
- Once outside the building, clear the immediate area of the building to allow access for emergency personnel.
- If you are physically disabled or ill, please notify the Management Office immediately (today) and give your name, unit number, and disability. Also give the name, address, and telephone number of a designated emergency contact
- A list of residents needing assistance in an emergency is maintained in the Fire Control Room for use by fire and rescue personnel.

AFTER HOURS EMERGENCIES

Residents should immediately notify the Front Gate in the event of any building emergency which occurs after hours, such as fire, flood or backup of sewers and drains. For example, a building emergency would be a plumbing issue which may result in a leak. The personnel on duty at the Front Gate have a listing of emergency contacts and will notify those on call immediately.

COMMON FACILITIES

All persons using any of the recreational or common facilities do so at their own risk and sole responsibility. The master 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 of whatsoever nature by any tenants, guests, invitees or licensees 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.

No personal property may be stored on the common elements except in designated storage areas. 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.

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 article 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.

No unit owner shall obstruct any of the common elements nor shall any unit owner place/remove or cause or permit anything to be placed/removed on or in any of the common elements without the approval of the Management Office or Board of Directors. 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 (subject, however, to the applicable provisions of the Fair housing Amendments Act of 1988 regarding modification of handicapped residents).

Residents should be properly attired at all times when appearing in any common area. This includes proper clothing and shoes. Bathrobes, pajamas, nightgowns, and slippers are not considered proper attire.

Solicitation of any kind is prohibited within Potomac Ridge. This includes but is not limited to: flyers underneath unit doors and/or papers/flyers left on the mailroom table. If a resident witnesses solicitation, please contact the Management Office immediately. 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 Covenants Committee. No unit owner shall permit anything to be done or kept in the unit or on the common elements which will result in the cancellation of insurance on the building or contents thereof or which would be in violation of any public law, ordinance, or regulation.

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, then the cost of such compliance shall be common expense.

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 Covenants Committee. No birdfeeders or fences may be erected around or on the common elements.