

**LAKE AUDUBON TERRACE WEST
CLUSTER ASSOCIATION**

GUIDELINES & PROCEDURES

Dear Neighbor,

Here is your Lake Audubon Terrace West Cluster Association (LATWCA) Guidelines & Procedures Booklet. It contains information on parking, architecture, color schemes, lake usage, landscaping, pets, and trash & recycling pickup. Please take time to familiarize yourself with these procedures.

In order to live harmoniously we all have to follow certain rules and guidelines. We hope this booklet will help you with certain decisions concerning your community.

The Board of Directors

L.A.T.W.C.A. PARKING REGULATIONS

1. Our cluster is comprised of 56 townhomes and 120 total parking spaces. At the present time each unit has one (1) reserved parking space. The remaining 64 spaces are open on a first come, first served basis. There is sufficient room for parking 2 cars per household.
2. Illegal parking in reserved spots will result in towing. Towing was approved by the Board on January 10, 1990 with C & S Towing Company of Reston, VA. A sign has been posted at the cluster entrance "Reserved Parking for Homeowners, Towing Enforced".
3. As a courtesy to fellow homeowners, please have guests park on Glade Drive when having a large gathering.
4. Motorcycles or motorbikes should not take up an unmarked parking space. They may be parked in your reserved spot or in front of your car.
5. Parking in front of mailboxes could result in a \$300 fine and towing. This is mandated and enforced by the US Postal Service.
6. Inoperable cars cannot be left in our lot.
7. Storing of cars by homeowners, or for friends and relatives is not permitted.
8. No curb parking is permitted on Thrush Ridge Road at entrance to Lake Audubon Terrace from Glade Drive.
9. Trucks or vehicles exceeding the following measurements are not permitted to park in the lot: 18 feet in length 6 1/2 feet in height not to exceed 4 wheels
10. The size limitation of parking spaces creates a safety hazard when parking oversized vehicles. If considering purchasing a vehicle larger than a small light truck, please check with the Board to determine if the vehicle will be permitted to park in our lot.

The following types of vehicles may be considered oversized: trailers, super-cab pick-up trucks, motor homes, campers, recreational vehicles, trucks with slide in truck campers, cut-away van chassis, large vans.
11. No commercial vans or vehicles are permitted to park in the lot.
12. Rebuilding of vehicles or performing major repairs on vehicles in the parking lot is not permitted.

ARCHITECTURE

1. Structural or color changes to our townhouses must be approved by Reston Association (RA) and your Cluster Association Board. Please contact the RA Design Review Board (DRB) for the current list of colors for your unit.
2. Decks must remain natural in color. Please contact the RA Design Review Board (DRB) for the current list of stains and sealers you may use
3. Your Association strongly recommends painting and caulking of your home every five years or less to prevent deterioration of wood and to maintain proper appearance.
4. Homeowners must have Cluster Association Board and neighbor approval for any structural or landscaping changes. Lake views must not be obstructed.
5. Trash cans or storage items on front landings of townhomes must be concealed from view from the walkways.
6. Fireplace logs may be neatly stacked in common area woods, providing that these stacks are placed 5 to 6 feet inside the wooded area.

Save yourself some headaches. Clear it in advance with RA, DRB, and L.A.T.C.A. cluster Board.

These are among the things that require advance approval; Please keep this list and refer to it if you plan to do outside work:

- building/altering a deck (even in a completely fenced yard)
- building or altering fences
- installing gates
- installing storm doors or windows
- installing shutters
- installing solar panels
- construction or installation of storage sheds
- installation of awnings, shades or trellises
- altering the shape of your townhouse
- installation of window air conditioners
- installation of roof antennas or satellite dishes
- installation of playground equipment
- installation of attic ventilators
- stringing clotheslines (even temporary's)
- construction or alteration of chimneys and flue enclosures
- construction or rebuilding of retaining walls
- installation of permanent grilles or barbecues
- construction of pools and juczuzzis
- construction or installation of pet houses
- installation of flagpoles
- changing the style of your house numbers
- installing any signs (except one per lot if the house is for sale)
- installation of additional outside lighting fixtures
- changing the type of gutters and downspouts
- changing the color or type of siding stain (but you don't need approval to recoat with the same color and type)
- changing the color of doors (regular or storm) and shutters
- applying paint, stain or other coating to a fence or deck
- removing any mature live tree
- substantially altering the topography of your lawn
- doing anything involving the use of timbers

LAKE AUDUBON TERRACE LAKE USAGE INFORMATION

Reston Association Rule:

Except for emergencies or Association authorized maintenance, no boats greater than eighteen feet in overall length and no boats powered by internal combustion engines shall be allowed on the lakes.

L.A.T.C.A. Rules:

For safety and security, all boats docked on cluster property should be in good condition, preferably Coast Guard approved. For aesthetic purposes, homemade boats are discouraged; plans to make, store or dock a homemade boat on cluster property should be submitted to the Cluster Board.

All boats should be registered with the Board. The purpose of the registration is to insure that only Lake Audubon Terrace residents have their boats housed on cluster property.

Boats that are no permanently moored in the lake may be stored on the land close to the water's edge or stored on the boat owner's personal property. Boats should not be stored in the front of a townhouse, in parking areas, or in tree or grass areas of cluster property.

The cluster dock is for the enjoyment of all our community (Lake Audubon Terrace Residents only). Boats may be moored to the dock for temporary periods (hours, not days). Boats are prohibited from being moored permanently to the cluster dock.

Our cluster has experienced boat vandalism; it would be in the boat owner's interest to secure their boats and boat accessories. Although monitoring boat theft or vandalism is not a Cluster Board responsibility, a community awareness and reporting (to police and/or Board member) of boat vandalism or suspicious activity is encouraged by the Board.

The Reston Association encourages bulkheading (sea Wall) as does our Board of Directors. Erosion of our cluster lake edge property is in evidence and bulkheading is a good deterrent as well as a good place to moor additional boats for cluster members. Although our cluster association and the Reston Association will not fund this needed addition to our lake shore, it may be practical for a group of cluster members to fund a section of sea wall for their personal benefit, and of course the benefit of the entire community.

LANDSCAPING

1. Each homeowner has direct responsibility for the upkeep of his or her private property which includes trees, shrubs and plantings in front and rear yards. Please do the following on a regular basis:

Mulching (Spring and Fall)
Fertilizing (Spring and Fall)
Trimming, pruning, weeding and watering (as necessary)
Spraying for insects (at 1st sign of infestation)
Removal of dead plantings (ASAP)

These actions are essential to maintain the overall well groomed appearance of the community.

2. Mowing, edging, fertilizing and seeding of GRASS in all private front yards is performed by the cluster's landscaping contractor on a regular basis.
3. When watering your private yard, please water any common area in close proximity. This will help keep the cluster's grass, trees and shrubs healthy.
4. Do not extend the front or rear bumper of your vehicle over the grass medium strip when parking. This action kills the grass and makes mowing impossible.
5. Lakeside residents may not plant trees or shrubs that obstruct the lake view of neighbors.
6. Homeowners may not remove any trees, shrubs or plantings from the common areas. The landscaping committee will arrange for any approved planting removals upon request.
7. If you would like to plant in the common areas, you must first obtain approval from the landscaping committee. Anything planted by you in the common areas must be maintained, fertilized, watered, mulched, etc. by you. If not properly maintained, the landscaping committee has the authority to arrange for the removal of the plantings.
8. Do not leave unattended electrical cords across any common areas. Extension cords left in the grass are a safety hazard and an insurance liability for both the homeowner and the association. When charging your boat, please remove the cord when finished. Lawn maintenance crew and association are not responsible for damages to such cords in common areas. Lake maintenance crew may elect not to cut grass in that area!

TRASH AND RECYCLE

1. Trash will be picked up every Monday and Thursday and recycle items (newspaper, glass, plastic, etc.) will be picked up every ~~Friday~~ *Thursday*.
2. There will be no trash or recycle service on Thanksgiving Day, Christmas Day, and New Years Day. Service will continue on the next regularly scheduled pick up day.
3. Residents are responsible for their trash until the trash removal contractor picks it up.
4. Trash should be placed in either a trashcan or in black plastic bags.
5. Trash should not be placed for pick-up until after dark on the evening prior to the day of pick up.
6. If a resident uses a black plastic bag, the bag should be placed directly in front of their home alongside the sidewalk.
7. If a resident uses a trash can, it should be placed alongside the sidewalk adjacent to the parking lot in a place that will not interfere with access to parked cars.
8. Trashcans should be stored away from the front door of a home in a way that it cannot be easily seen from the sidewalk (i.e. behind bushes, etc.).
9. Residents are advised that it is against the law to leave any hazardous materials (including paint, varnish, stains, natural gas containers, etc.) for pick up. Hazardous materials must be taken to the designated Fairfax County landfill.
10. If a resident's trash is not completely removed for any reason, it is their responsibility to clean up and remove this trash from common areas as soon as possible.
11. In all ways and at all times, residents should be courteous to their neighbors about trash, its storage, and pick-up.

PETS

DOGS

1. Fairfax County leash laws are enforced in the community. Dogs are not allowed to run loose at any time.
2. The Board has designated one (1) dog walking area at each end of the cluster. See Attached Map. Please take your dogs only to these areas to relieve themselves.
3. If your pet defecates on any common area other than the designated dog walking areas, you are responsible and expected to clean it up at once.
4. Keep your dog's vaccinations up to date.

CATS

1. Cats can be a nuisance to the neighborhood when allowed to roam loose. Please make an effort to keep your cats indoors.
2. Complaints have been made concerning cats using flower beds for litter boxes. This will kill flowers and shrubs.
3. Keep your cat's vaccinations up to date.