

**WOODWINDS COUNCIL OF CO-OWNERS
CONDOMINIUM ASSOCIATION
Parking Committee**

Guidelines

The Woodwinds Parking Committee shall be composed of two or more persons based on the purpose of the committee, its responsibilities, and workload. One of the members shall serve as chairperson.

Each member of the Parking Committee shall be an association member. One or more members of the board of directors may be appointed to serve on a committee.

The chairperson and other members of the Parking Committee shall be nominated by the association president and approved by the board of directors to serve at the pleasure of the board of directors for a period of one year or until the annual meeting, whichever occurs first.

A removal action shall require a majority vote of the board at a board meeting at which a quorum is present.

Operation

The Parking Committee shall meet at the call of the chairperson who shall preside at the meetings and present the reports of the committee to the board of directors. The Parking Committee chairperson or a representative from the committee shall attend all regular meetings of the board of directors.

The Parking Committee members shall elect a vice-chairperson who shall act in the absence of and with the powers of the chairperson.

A quorum for the conduct of Parking Committee business shall consist of a majority of the members of the committee.

Each member of the Parking Committee, including the chairperson, shall have one vote; and affirmative vote of a quorum shall constitute a decision of the committee.

The Parking Committee shall maintain minutes of its meetings and maintain adequate records of its activities, reports, expenditures, etc. Minutes of all committee meetings will be submitted to the board of directors within two weeks after the meeting.

The Parking Committee shall submit copies of all proposals to the board for approval. If association funds are needed to carry out approved proposals, a list of items and their approximate cost shall be submitted with the proposal.

The Parking Committee shall establish such procedures for the administration of its functions as it deems necessary, subject to the approval of the board.

Goals

Fairly and uniformly apply the parking regulations. Only the requirements and limitations of the governing documents are legally enforceable. In addition, Fairfax County and Virginia Commonwealth laws may be applicable to the parking of vehicles in Woodwinds.

Parking Committee Responsibilities

- The committee's primary role is to educate owners in the community of the reasons for and existence of the parking regulations. This educational process is an ongoing responsibility and can be achieved by articles in the newsletter, periodic reissuing of rules, procedures, and guidelines, including information about the committee among the welcoming materials provided to new residents, etc.
- The committee should meet regularly
- Investigate complaints of parking and vehicle violations and recommend appropriate action in writing to the board.
- Violations should be handled promptly using the association's standard rule enforcement procedures; refer to board and to management agent.
- Maintain notes of all committee activities. This assists the committee in making consistent decisions by providing a record of action taken on previous inspections. (The board may consider filing copies of these notes with the records of individual units if warranted.)

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Tasks

1. Review the rules for accuracy (are they consistent with the By-Laws?) and applicability to Woodwinds (can they be simplified?) and recommend any corrections or modifications to the Board of Directors.
2. Investigate any other regulations that may apply to Woodwinds, such as state or County codes.
 - a. (e.g., <http://www.fairfaxcounty.gov/>)

Notes

Any Parking Committee expenses will come out of the 4600 – Misc. Administration Expenses line item in the 2007 operating budget. Keep in mind that \$4500 is already earmarked for the upcoming reserve study. In addition, other administrative costs come out of this line item.

Please coordinate with the Board to obligate any funds required to complete Parking Committee actions.

Volunteers

Name	Contact
Brockway, Chris	860-0372
Bugos, Beverly	264-8910
Hagopian, Apkar	2108 / 201
Murch, James	11604
Peden, Jennifer	11606
Tyson, Leslie	2104 / 200
Wolfe, Suzanne	615-2054

WOODWINDS 2007 WORKING BUDGET

	<u>Actual</u>	<u>2006</u>	<u>2006</u>	<u>Proposed</u>
	<u>Jan-Dec 05</u>	<u>Budget</u>	<u>Actual</u>	<u>2007 Budget</u>
Ordinary Income/Expense				
1000 - INCOME				
1100 - Assessment Fees	388,956.00	427,260.00	427,260.00	427,212.00
1200 - Move-In Fee	2,200.00	2,000.00	1,100.00	1,200.00
1300 - Late Charges	3,000.00	2,500.00	2,944.00	2,500.00
1400 - Interest Income	5,483.06	2,500.00	9,981.43	2,500.00
1500 - Miscellaneous Income	1,249.22	1,000.00	580.00	400.00
Total Income	400,888.28	435,260.00	441,865.43	433,812.00
Expense				
4000 - ADMINISTRATIVE EXPENSES				
4100 - Management Agency Fee	26,000.04	29,376.00	29,376.00	20,000.00
4200 - Taxes	731.00	2,000.00	1,200.00	1,500.00
4300 - Audit / Tax Preparation	2,000.00	2,050.00	1,950.00	2,000.00
4400 - Legal Fees	(136.50)	1,000.00	1,594.40	1,000.00
4500 - Recording Secretary	870.00	1,500.00	1,415.00	750.00
4600 - Misc. Administration	2,691.26	2,000.00	4,588.73	7,500.00
Total 4999 - ADMINISTRATIVE EXPENSES	32,155.80	37,926.00	40,124.13	32,750.00
5000 - COMMON SHARED EXPENSES				
5100 - Master Hazard Insurance	23,038.50	27,000.00	26,949.00	30,000.00
5200 - Water / Sewer	33,168.94	32,500.00	34,042.40	35,000.00
5300 - Electricity / Watchlights	8,761.84	8,100.00	7,663.09	8,100.00
5400 - Grounds Maintenance	22,861.63	25,400.00	25,139.96	25,400.00
5401 - Landscaping	8,219.58	15,000.00	8,258.75	13,000.00
5402 - Tree Care	3,210.00	5,000.00	5,897.00	5,000.00
5403 - Bird Sanctuary	239.87	300.00	249.77	260.00
5404 - Trash Removal	20,312.40	21,150.00	24,916.32	25,000.00
5405 - Snow Removal	10,939.00	11,000.00	3,270.00	5,000.00
5406 - Janitorial	0.00	0.00	0.00	3,540.00
5500 - Pest Treatment/Control	4,992.00	5,250.00	2,691.00	3,500.00
5600 - General Maintenance	32,059.82	31,677.00	27,186.29	32,000.00
5800 - Water Leaks	51,503.25	43,794.00	55,337.44	40,000.00
5900 - Unanticipated Expenses	0.00	0.00	0.00	3,202.00
Total 5000 - COMMON SHARED EXPENSES	219,306.83	226,171.00	221,601.02	229,002.00
7000 - GARDEN CONDO EXPENSES				
7100 - Electricity	7,481.48	6,000.00	7,222.13	7,500.00
7200 - Gas	27,129.23	30,000.00	25,661.21	27,000.00
7400 - Janitorial	17,226.00	17,300.00	17,456.00	14,160.00
7401 - Carpet Cleaning	0.00	3,000.00	2,125.00	2,500.00
7402 - Window Cleaning	0.00	1,500.00	2,295.00	2,600.00
7403 - Lighting Supplies	5,723.00	5,000.00	5,521.00	6,000.00
7800 - Plumbing	7,874.23	6,000.00	18,256.36	10,000.00
Total 7000 - GARDEN CONDO EXPENSES	65,433.94	68,800.00	78,536.70	69,760.00
8000 - TOWNHOME EXPENSES				
8100 - Chimney Inspection	700.00	900.00	700.00	800.00
8800 - Plumbing	0.00	0.00	0.00	0.00
Total 8000 - TOWNHOME EXPENSES	700.00	900.00	700.00	800.00
Total Expense	317,596.57	333,797.00	340,961.85	332,312.00

Net Ordinary Income	83,291.71	101,463.00	100,903.58	101,500.00
Other Income/Expense				
9000 - Reserves	<u>77,050.00</u>	<u>101,463.00</u>	<u>101,463.00</u>	<u>101,500.00</u>
Total Other Expense	<u>77,050.00</u>	<u>101,463.00</u>	<u>101,463.00</u>	<u>101,500.00</u>
Net Other Income	<u>(77,050.00)</u>	<u>(101,463.00)</u>	<u>(101,463.00)</u>	<u>(101,500.00)</u>
Net Income	<u><u>6,241.71</u></u>	<u><u>0.00</u></u>	<u><u>(559.42)</u></u>	<u><u>0.00</u></u>

PARKING REGULATIONS (PARKING COMMITTEE)

Co-owners and their families, tenants and their families, employees, servants, agents, guests, and licensees shall comply with all Woodwinds parking regulations.

New Woodwinds residents may display a temporary permit for up to 14 days while waiting to receive their permanent Woodwinds parking permit. Long-term guests may also use a temporary permit with prior approval from the board.

If you are moving from out of state, permits will be issued only after you have obtained Virginia plates, safety inspection, and a Fairfax County tax sticker.

In the event that you have more than two guests at one time, the guest's vehicles must display a note clearly stating the vehicle belongs to a guest of a Woodwinds resident. The note must include the date and the address of the unit the guest is visiting.

You may not park in someone else's reserved parking spot or in other places which are marked as no parking areas. You may not park at yellow painted curbs.

You may not park where your vehicle will impede access to or egress from someone else's parking spot, reserved or visitor.

You may not make major repairs to, drain any fluids from (no oil changes), or paint any vehicle on the property. Major repairs include replacing engine components and tuning/adjusting engines. You may make minor repairs and adjustments, including replacing windshield wipers and light bulbs, changing a tire, and refilling windshield washer bottles.

You may not bring or park trailers, boats, recreational vehicles, or any other vehicle intended primarily for recreational purposes on the property.

Each unit may register no more than three cars.

The residents of each unit shall complete and return a registration form for each vehicle. After the registration form has been processed and accepted, Woodwinds will issue up to three resident parking stickers and two guest parking stickers to each unit. There will be no charge for the initial issuance of three resident and two guest stickers to each resident. However, Woodwinds will charge \$50 for each replacement sticker, resident or guest.

All cars and motorcycles parked at Woodwinds must display a current Virginia license plate, safety inspection sticker, and Fairfax County tax sticker. Military residents who maintain their out-of-state residency under federal law are exempt from this requirement, but must request permission in writing from the Board of Directors to park on the property with an out-of-state sticker.

All resident cars must display the Woodwinds resident parking permit from the rear view mirror (with the printed side facing forward) at all times.

Guests must display the guest parking permit from the rear view mirror (with the printed side facing forward) when the vehicle is parked at Woodwinds between 11:00 pm and 9:00 am. In addition, guests must display the guest parking permit during visits that exceed four hours. A guest is someone who is physically visiting a resident. Residents may not give or loan guest permits to persons who are not guests. Storing a vehicle for someone else is prohibited. Legitimate guests may not park their vehicles for more than one week without the prior permission of the Woodwinds Board of Directors. If the number of guest cars exceeds two, the resident shall place a note in the window of the guest cars without a guest parking permit stating the guest parking permit number and the date.

Commercial vehicles are prohibited. Commercial vehicles include but are not limited to the following: vehicles that require a commercial tag under Virginia law; taxicabs; oversized vehicles (any vehicle larger than the 1998 Chevrolet Suburban); vehicles used primarily for business purposes that contain external signs, ladders, tools, or hitches, or that contain equipment, tools or supplies necessary to conduct that business; any vehicle in which food and/or beverages are stored, carried, or sold, including pizza delivery vehicles; any semi-trailer truck with or without trailer; any semi-trailer; any solid waste collection vehicle; any towing or recovery vehicle; any construction equipment, including concrete mixer trucks and dump trucks; and any truck, trailer, or truck/trailer combination used for transporting lawn care or landscaping equipment.

Although you and your guest may honk your car horn for traffic safety-related reasons (for example, a child runs out in front of you), you may not honk your car horn to attract the attention of someone inside a unit.

Motorcycles are very noisy and naturally disturb the peace and tranquility of the community. Accordingly, motorcycle owners shall be particularly careful to operate their motorcycles in a way that does not disturb their neighbors. Motorcycle owners may not repeatedly rev their engine before leaving the parking space. All motorcycles shall have operable mufflers. Woodwinds is not issuing resident or guest motorcycle parking permits at this time.

You may not park inoperable or unsightly vehicles on the property. This includes unpainted vehicles, vehicles with flat or missing tires, vehicles with temporary “doughnut” tires, and vehicles that cannot be driven away under their own power.

Woodwinds may tow vehicles without prior notice and at the owner of the vehicle’s risk in the resident secured a parking sticker with material misrepresentations of fact on the registration form. Examples include stating that the vehicle has a current, valid Virginia safety inspection and current Fairfax County tax sticker when it does not.

Residents shall update their vehicle registration when they change vehicles by filing with the Woodwinds management company a new registration form showing the new vehicle and, if applicable, the deletion of the old vehicle.

Residents may report parking violations to the management company, any member of the Board of Directors, or any member of the covenants committee.

Residents and guests shall comply with all posted speed limits.

Woodwinds may tow parking violators at the owner of the vehicle's risk without prior notice and fine the owner of the unit.

Vehicles which do not comply with these requirements are subject to towing without warning.

[from by-laws]

11. (a) Co-owners, their tenants, employees, servants, agents, visitors, licensees, and the families of co-owners will obey parking regulations which may be posted in the private streets, courts, and parking areas, and other parking regulations which may be promulgated in the future for the safety, comfort, and convenience of co-owners, their tenants, guests, and employees.

(b) No vehicle shall be parked in such a manner as to impede access to or egress from another's assigned parking space.

(c) with the exception of minor adjustments, major repairing and/or painting of vehicles shall not be permitted at any time on the common elements. Drainage of any automotive fluids is prohibited.

(d) No trailers, boats, or any other vehicle intended solely for recreational purposes may be parked in any common or limited common element parking area. No junk or derelict vehicle or other vehicle on which current registration and required permits and stickers are not displayed shall be kept upon any of the common or limited common elements for more than 30 days, unless a written exception has been granted by the Board of Directors. Following reasonable attempt to give notice to owners of offending vehicles, the Board of Directors will have an offending vehicle towed at the expense and risk of the owner/s of said vehicle.