

RESIDENT MANUAL

Rotonda Home Link Policies & Procedures Index



Rotonda Condominium
Units Owners Association

8352 Greensboro Drive
McLean, VA 22102
(703) 821-0100

Dear Resident:

Welcome to the Rotonda Condominium Unit Owners Association. We trust that you will find your living experience at the Rotonda enjoyable. This manual will help acquaint you with your new home and help you become familiar with the rules and regulations guiding the community.

Although the information contained in this manual is not a complete compilation of all the rules and regulations governing the Rotonda, this Resident Manual addresses some of the more important rules and regulations and especially those of frequent interest. The complete rules and regulations that govern the Rotonda Condominium Unit Owners Association (“the Association”) are fully described in the Declaration, the Bylaws, the Administrative and Policy Resolutions, the Fee Schedule, and the Virginia Condominium Act. In cases of conflict between this Manual and these referenced documents, the referenced documents take precedence.

The principal Policy and Administrative Resolutions are outlined in this Manual and referenced through a brief summary around each major topic. When you have a question, just go through the summaries to find the Resolution you need. You may then go to Rotonda Home Link and find that Resolution in the Library at www.rotondaresidents.com. As Policy and Administrative Resolutions change, you will always be able to find the most current version in the Rotonda Home Link Library. In addition, you will find the User’s Guide to Rotonda Home Link in the Library. Finally, if you do not have access to a computer, please come to the Front Desk and we can provide a paper copy of the Resolution you need.

Many of the rules now in effect are subject to change in the years to come. The Association will continually strive to acquaint you with these changes by posting notices, new resolutions, and Board of Directors meeting minutes. However, we urge you to keep in touch and ask questions as the need arises. The Association Office telephone number is 703-821-0100 and the fax is 703-442-8687.

USEFUL INFORMATION AT A GLANCE

In case of an emergency involving potential injury to persons or property or a medical condition, please call 911 immediately.

Hours of Operation

- **The Front Desk: Monday-Friday, 8:00am – 9:00pm; Saturday-Sunday, 9am– 9pm.**
The Front Desk and Offices are closed fully only on New Year’s Day, Thanksgiving Day and Christmas Day. Because the exact schedule changes depending on the day of the week upon which these holidays fall, please check the Operating Hours Section in the Library of Rotonda Home Link for the precise schedule for the current year.
- **The Community Center: 6:00am - 10:00pm, every day.**
- **The Greensboro Gate (Front Gate): 24/7**
- **The International Gate (Back Gate): 6:00am - 10:00pm.**

Registration

Prior to moving in, residents are required to make an appointment to register at the Association Office for the purpose of registering as a legal occupant.

At the time of registration, the new owner must present a settlement statement (HUD-1). If renting, the lessee must present a fully executed lease with the Rotonda Addendum signed by both parties. A declaration of homeowners or renter's insurance must also be submitted at registration along with a \$600 registration fee.

Registration hours are Monday - Saturday from 10:00am to 5:00pm by appointment only (last appointment is 3:00pm).

Upon registering, each unit will receive as appropriate, the following:

- Identification card per registered person
- Key fobs and manual entry lobby keys
- Vehicle sensor for each properly registered vehicle
- Guest Pool Passes
- Password and user identification to enable access to Rotonda Home Link

Registration is mandatory, including residents who transfer to another unit on the property or residents who return to the Rotonda after having moved off the property. Residents moving from one unit to another must pay the full registration fee.

The Rotonda provides each resident with access to Rotonda Home Link, an internet-based computer system which allows each resident to interact with the office from any computer around the world. Rotonda Home Link is available at www.rotondaresidents.com. When you register, we will capture certain information about you that remains essential all the time you live at the Rotonda, such as a copy of your settlement statement or your lease. Other information will be captured, which you can update at your convenience during your time at the Rotonda, such as telephone numbers or emergency contacts. Complete instructions for the use of Rotonda Home Link are available in the Rotonda Home Link Library.

Leases

Unit Owners must lease a unit using the approved written form of lease available in the Library at Rotonda Home Link. The Rotonda Addendum signed by both landlord and tenant must be included with the lease. Units shall not be rented for an initial period of less than six months, used for transient or hotel purposes, or subleased.

Payment Method

We accept cash or check payments. Unit assessments may be paid via direct debit, the form is available at the front desk. Administrative fees and specified violations may be paid via credit card (subject to a 4% surcharge charged by the payment processor). In-unit services charges and unit assessments cannot be paid via credit card.

Insurance Coverage

The Rotonda maintains a master insurance policy that covers your building's structure. Mortgage companies often ask for evidence of this insurance, which may be obtained from our agent, Danaher-Skewes & Associates at 703- 914-4176. The master policy does not cover items inside your unit, any interior changes since built, or certain types of personal liability. Many insurance companies provide inexpensive homeowner coverage of those items to protect owners and tenants. You are urged to contact your insurance company to obtain information and cost of insurance.

Owners should purchase a HO-6 policy and renters should purchase a HO-4 policy to provide coverage for personal property, additional living expenses and personal liability. Information on these policies may be obtained from any insurance agent, some of whom advertise in The Rostrum. To complete your insurance coverage, owners and renters need to purchase this personal policy coverage to fit their individual needs and properly complement the master policy coverage.

Office Personnel

General Manager	Colin Horner chorner@rotonda.org
Director of Facilities	Guy Sturms gsturms@rotonda.org
Director of Resident Services	Dan Scott dscott@rotonda.org
Governance Coordinator	Autumn Fields afields@rotonda.org
Maintenance Coordinator	Bethany Lammers blammers@rotonda.org
Front Desk Manager	Cecilia Lo Sauro closauro@rotonda.org
Front Desk Coordinator	Kytina Smith ksmith@rotonda.org
Building Coordinator, Buildings 1, 2	Ernesto Olivera eolivera@rotonda.org
Building Coordinator, Buildings 3, 4, 5	Cindy Salmeron csalmeron@rotonda.org
Front Desk	frontdesk@rotonda.org
RCUOA Board President	president@rotonda.org

Rotonda Phone Numbers

Association Office Main	703-821-0100
Access & Patrol Gate	703-893-8300
CMC (Financial Agent)	703-631-7200
General Store	703-821-0100, ext 284

General Services Phone Numbers

Fire/Police/Rescue

911

Fairfax County Police (non-emergency)	703-691-2131
Poison Control	703-894-1858/1-800-222-1222 (emergencies)
Animal Control	703-830-1100
Consumer Affairs	703-222-8435
Voting Information	703-222-0776
Department of Motor Vehicles	804-497-7100
Verizon	1-800-837-4966
Cox Communications	1-866-961-0027
Dominion Energy	1-866-366-4357
U.S. Post Office (Springhill)	703-734-6243
UPS	1-800-742-5877
Federal Express	1-800-463-3339
Capitol Area Vending	301-787-2740 or info@capitolareavending.com

PRINCIPAL POLICY AND ADMINISTRATIVE RESOLUTIONS

[See Rotonda Home Link Library “Administrative Resolutions” and “Policy Resolutions.”]

ACCESS TO THE PROPERTY, POLICY RESOLUTION 14

If you are looking for general information about entry of your guests, please refer to Policy Resolution 14, Access to Common Elements, available in Rotonda Home Link and at the Front Desk. Following is an index of Policy Resolution 14 contents and page numbers.

Responsibility for Your Guests	14-1
How to Admit Guests	14-1

ARCHITECTURAL GUIDELINES, POLICY RESOLUTION 8

If you are looking for information about the interior or exterior of your unit, flooring, altering your unit, etc., please refer to Policy Resolution 8, Architectural Design/Construction Review Guidelines and Procedures Relating to Changes to Units and Common Elements, available in Rotonda Home Link and at the Front Desk. Following is an index of Policy Resolution 8 contents and page numbers.

General Information.....	8-1
Inspections for Architectural Compliance	8-2
Alleged Violations	8-2
Painting, Wallpapering, Decorating	8-2
Unit Entry Doors.....	8-3
Unit Floors	8-4
Balconies	8-5
Signs	8-7
Satellite Dishes & Antennas	8-7
Electrical Wiring.....	8-8
Plumbing.....	8-9
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Subdivision of Combined Units	8-11
Unit Additions, Alterations, Improvements	8-12
Additional Requirements for Unit Modification	8-14
Additional Requirements for Boundary Relocation	8-14
Time Limit for Completion of Modifications.....	8-15

ASSESSMENT & COLLECTION, ADMINISTRATIVE RESOLUTION 66

If you are looking for information about the process followed when assessment payments are not received, please refer to Administrative Resolution 66, available in Rotonda Home Link and at the Front Desk. Following is an index of Administrative Resolution 66 contents and page numbers.

Routine Collection.....	66-2
Late Charge.....	66-2
Final Notice	66-2
Returned Check Charge.....	66-3
Referral to Legal Counsel.....	66-3
Acceleration of Assessments	66-3

Suspension of Privileges.....	66-3
Method of Crediting Payments.....	66-3
Suspension of Voting & Election	66-4
Suspension of Use of Facilities and Services	66-4
Covenants Committee Hearing.....	66-4

BICYCLES, POLICY RESOLUTION 31

If you are looking for information about how bicycles can be used and stored, please refer to Policy Resolution 31, Guidelines for Use of Bicycles, available in Rotonda Home Link and at the Front Desk. Following is an index of Policy Resolution 31 contents and page numbers.

Storing Bicycles in Racks	31-1
Rules for Bicycle Riding	31-2

CITATIONS, ADMINISTRATIVE RESOLUTION 7

If you are looking for information about citations that you may receive for violations of Rotonda policies and procedures, please refer to Administrative Resolution 7, Authorization for Security Officer to Issue Citations for Specified Violations, available in Rotonda Home Link and at the Front Desk. Following is an index of Administrative Resolution 7 contents and page numbers.

Responsibility for Violations.....	7-1
Charges Associated with Violations	7-1
Time Allowed to Pay Charges	7-2
Right to Appeal Charges.....	7-2
Delinquent Charges	7-2
Speed Limit.....	7-2

CONTRACTORS & DELIVERIES, ADMINISTRATIVE RESOLUTION 97

If you are looking for information about deliveries to your unit or work by contractors in your unit, please refer to Administrative Resolution 97, Contractor and Delivery Access to Property, available in Rotonda Home Link and at the Front Desk. Following is an index of Administrative Resolution 97 contents and page numbers.

Contractor & Delivery Hours	97-1
Contractor & Delivery Permits	97-2
Inspections of Contractor & Delivery Routes.....	97-2
Worksite Cleanliness & Debris Disposal.....	97-3
Disposal of Debris	97-3

DELEGATION OF AUTHORITY FOR COMMON AREA REPAIRS CAUSED BY UNIT OWNERS’ NEGLIGENCE, MISUSE OR NEGLECT, ADMINISTRATIVE RESOLUTION 300

If you are looking for information about responsibility of damages caused by unit owners, please refer to Administrative Resolution 300, Delegation of Authority for Common Area Repairs Caused by Unit Owners’ Negligence, misuse or Neglect, available in Rotonda Home Link and at the Front Desk.

Following is an index of Administrative Resolution 300 contents and page numbers.

Rotonda Policy & Administrative Resolutions are located in the Rotonda Home Link Library at www.rotondaresidents.com.

Determination.....	300-1
How the Unit Owner Will Be Notified.....	300-1
Time Allowed to Pay Charges	300-1
Appeal to Board of Directors.....	300-1

DUE PROCESS, POLICY RESOLUTION 20

If you are looking for information about appeal of citations you may receive or appeal of other rules violations, please refer to Policy Resolution 20, Due Process Procedures, available in Rotonda Home Link and at the Front Desk. Following is an index of Policy Resolution 20 contents and page numbers.

Resident Violations.....	20-1
Informal Requests	20-1
Written Complaint	20-2
Preliminary Investigation.....	20-2
Service of Complaint	20-3
Notice of Hearing.....	20-3
Notice of Defense	20-3
Cease & Desists Requests.....	20-4
Amended or Supplemental Complaints.....	20-4
Discovery	20-4
Statements.....	20-5
Constraints on Covenants Committee.....	20-5
Hearing.....	20-5
Suspension of Privileges & Levying of Charges	20-6
Interpretive Rulings	20-6
Decisions of Covenants Committee.....	20-7
Rights of Owners to Appeal Decisions.....	20-7
Appeal & Reconsiderations Procedures	20-7
Decisions on Appeal	20-8
Further Actions Available.....	20-8
Interpretation.....	20-8
Rights of Owners & Appeal to Board of Directors.....	20-9

IN-UNIT SERVICE MAINTENANCE PROGRAM, POLICY RESOLUTION 98-200

If you are looking for information about this program, please refer to Policy Resolution 98-200, In-Unit Service Maintenance Program, available in Rotonda Home Link and at the Front Desk. Following is an index of Policy Resolution 98-200 contents and page numbers.

Eligibility	98-200-1
Service & Fee Schedule	98-200-1
Delegation of Authority to General Manager	98-200-2
Use of Condominium Personnel	98-200-2
Work Priorities.....	98-200-2
Changes to the In-Unit Service Program	98-200-2
Indemnification	98-200-2

LEASING UNITS, ADMINISTRATIVE RESOLUTION 4

If you are looking for information about the Lease Form and Addendum for leasing your unit, please refer to Administrative Resolution 4, Condominium Lease Form, available in Rotonda Home Link and at the Front Desk. Following is an index of Administrative Resolution 4 contents and page numbers.

Condominium Lease Form & Addendum4-1

OWNER COMMUNICATION, POLICY RESOLUTION 33

If you are looking for information about how to best communicate with other owners, please refer to Policy Resolution 33, Owner Communication, available in Rotonda Home Link and at the Front Desk. Following is an index of Policy Resolution 33 contents and page numbers.

Postings on Community Center Bulletin Board.....33-1
Suggestion Boxes.....33-1
Reserving Party Rooms33-2
Solicitation.....33-2
Posting Notices in Elevators33-2
Advertisements & Notices33-2

PETS, POLICY RESOLUTION 22

If you are looking for information about what pets are allowed and rules for pets on the property, please refer to Policy Resolution 22, Pet Policy, available in Rotonda Home Link and at the Front Desk.

Following is an index of Policy Resolution 22 contents and

page numbers. Types & Variety of Pets22-1
Number of Pets22-1
Restrictions & Prohibitions.....22-2
General Guidelines & Conditions.....22-2
Indemnification & Liability.....22-5
Registration & Inoculation22-5
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Pet Park Rules.....22-7

**PROCEDURES FOR RECEIVING AND REVIEWING COMPLAINTS:
ADMINISTRATIVE RESOLUTION 301**

If you are looking for information about complaint procedure, please refer to Administrative Resolution 301, Procedures for Receiving and Reviewing Complaints, available in Rotonda Home Link and at the Front Desk. Following is an index of Administrative Resolution 300 contents and page numbers.

Policies & Procedures 301-1
Complaint Form..... 301-3

**REASONABLE ACCOMMODATION & MODIFICATION:
ADMINISTRATIVE RESOLUTION 2009-07**

If you are looking for information about policies, practices and services for persons

with disabilities, please refer to Administrative Resolution 2009-07, Reasonable Accommodation/Modification Policy, available in Rotonda Home Link and at the Front Desk. Following is an index of Administrative Resolution 2009-07 contents and page numbers.

Purpose.....	2009-07-1
Definition of Disabled.....	2009-07-1
Definition of Reasonable Accommodation.....	2009-07-1
Definition of Reasonable Modification	2009-07-2
Requests for Reasonable Accommodation and/or Modification	2009-07-2
Consideration of Requests	2009-07-2

RECREATIONAL FACILITIES & COMMON AREAS: POLICY RESOLUTION 13

If you are looking for information about use of facilities or other common areas, etc., please refer to Policy Resolution 13, General Rules for Use of Common Elements and Recreational Facilities, available in Rotonda Home Link and at the Front Desk. Following is an index of Policy Resolution 13 contents and page numbers.

General Rules for All Common Areas and Facilities	13-1
Community Center.....	13-2
Billiards, Indoor Golf Range, Ping Pong	13-2
Outdoor Putting Green.....	13-2
Tennis Courts.....	13-2
Volleyball & Basketball Courts.....	13-2
Picnic Areas	13-2
Pet Areas/Pet Park.....	13-2
Swimming Pool Rules	13-2
Activity Rooms.....	13-2
Enforcement.....	13-3

RESIDENT REGULATIONS, ADMINISTRATIVE RESOLUTION 94

If you are looking for information about moving into the Rotonda and how to establish residency, obtain access for your vehicle, etc., please refer to Administrative Resolution 94, Resident Regulations, available in Rotonda Home Link and at the Front Desk. Following is an index of Administrative Resolution 94 contents and page numbers.

Establishing Residency	94-1
Move-In Hours.....	94-1
When to Register	94-1
Move-In Fees	94-2
Moving In.....	94-2
Inspection of Moving Path.....	94-2
Registration.....	94-2
Privilege/ID Cards	94-3
Vehicles	94-4
Maintaining Residency	94-4
Moving Out.....	94-4

Inspection of the Moving Path.....	94-5
Moving from One Unit to Another	94-5

REQUESTING ASSOCIATION RECORDS: ADMINISTRATIVE RESOLUTION 2009-03

If you are looking for information on how to obtain or review documents and which documents will be made available, please refer to Administrative Resolution 2009-03, Procedures for Inspection and Copying Association Records, available in Rotonda Home Link and at the Front Desk. Following is an index of Administrative Resolution 2009-03 contents and page numbers.

Records Request Form.....	2009-03-1
Documents to be Withheld	2009-03-2
Charges for Material, Labor & DVDs	2009-03-2
Response to Your Request.....	2009-03-3
Times Records Can Be Inspected	2009-03-3

SKATEBOARDS, ROLLER SKATES/BLADES: POLICY RESOLUTION 30

If you are looking for the rules on skateboards, roller skates/blades, please refer to Policy Resolution 30, Guidelines for Use of Skateboards, Roller Skates and Roller Blades, available in Rotonda Home Link and at the Front Desk. Following is an index of Policy Resolution 30 contents and page numbers.

No Skateboards, Roller Skates or Roller Blades.....	30-1
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UNIT KEYS, POLICY RESOLUTION 19

If you are looking for information about how keys to your unit are maintained in the Management Office, please refer to Policy Resolution 19, Unit Key Policy, available in Rotonda Home Link and at the Front Desk. Following is an index of Policy Resolution 19 contents and page numbers.

Convenience Keys	19-1
Emergency Keys	19-2
Association Access to Units.....	19-2
New Locks	19-3
Lost Keys.....	19-3

USE OF INTERIOR COMMON AREAS, ADMINISTRATIVE RESOLUTION 2009-05

If you are looking for information about conduct in the interior common spaces including the Community Center, please refer to Administrative Resolution 2009-05, Rule Regarding Use of the Interior Common Areas and the Community Center, available in Rotonda Home Link and at the Front Desk. Following is an index of Administrative Resolution 2009-05 contents and page numbers.

Disturbances	2009-05-1
Videotaping.....	2009-05-1
General Manager Authorized Actions	2009-05-2
Violations Referred to Covenants Committee	2009-05-2

VEHICLES & PARKING, POLICY RESOLUTION 12

If you are looking for information about vehicles, driving, and related items, please refer to Policy Resolution 12, Vehicle Policy, available in Rotonda Home Link and at the Front Desk. Following is an index of Policy Resolution 12 contents and page numbers.

- Owners & Residents 12-1
- Guests 12-2
- Contractor/Vendors/Commercial Vehicles 12-3
- Traffic Rules, Vehicle Operation, and Restrictions..... 12-3
- Parking Regulations and Restrictions..... 12-4
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