



Fairlington Villages, A Condominium Association

Request For Decorating Shared Common Areas Approval

PLEASE PRINT

Name(s): _____ Date: _____

Property Address: _____ Work Phone#: (____) - _____

Home Phone#: (____) - _____ Email Address: _____

Mailing Address (If different) _____

Note: Your request must:

1. State the general nature of modifications, additions, or improvements you wish to make, hereinafter referred to as modifications.
2. Provide information as to the exact location of the proposed modifications noted on a plan (clear hand drawn plans are acceptable).
3. Include a precise description of the modification including style, dimensions, materials, color, means of attachment, if the modification will make noise and any other important details. Include additional information, such as photographs, as available.
4. **Include signatures of approval from neighbors that share the common area to be decorated (for example, a building hallway requires a signature from one resident of each unit in the building).**

In Addition:

1. Requests from any unit owner who is delinquent in the payment of any assessments will be denied. Request may be resubmitted once account is current.
2. I/we understand and agree that no work referred to in this request will be initiated until such time that written approval is received from the Management Office on behalf of the Board of Directors or the Variance Committee.
3. Once approved, all modifications will be completed and removed within the timeframe provided in this request.
4. I/we understand and agree that all modifications must be completed in accordance with the Rules and Regulations of the Association (including the Association's and the applicable jurisdiction's noise ordinances) and that any trash or debris resulting from the approved modification(s) will be cleaned up by the homeowner.
5. Any misrepresentation of any item(s) in this request or oral statements made in follow-up to this request will be grounds for the Committee or the Board to void any approval.
6. All requests must be submitted to Management by Monday of each week.
7. This form is not required for decorations displayed in accordance with this policy exclusively from November 15th to January 15th annually.

DECORATION OF SHARED COMMON AREA REQUEST:

Request: _____

Location: _____

Detailed Description Modification(s) to be completed: _____

Supporting Documentation Provided:

- 1. _____
- 2. _____
- 3. _____

If additional space is required, please add an additional page(s).

Time Table:

Once approval is received, I/we agree that these modifications will be completed within _____ days of receipt of approval. If the modifications are not completed within this time frame (not to exceed six months) then this approval shall be automatically voided unless I/we receive a written extension.

Modifications will be removed after _____ days.

Application/Agreement:

As the resident(s) of the above referenced unit I/we hereby make application to the Variance Committee and the Board of Directors to make the requested modifications to our unit as described in this request.

I/we agree that if approval is received, any and all changes will be made in accordance with this written request and the approval received.

I/we hereby release the Association and its residents from any liability associated with damage to items placed in the common areas.

I/we agree that we have read and understand the requirements and guidelines provided in this request.

Signed: _____ Dated: _____

Signed: _____ Dated: _____

APPROVAL OF NEIGHBORS THAT SHARE COMMON AREA:

Printed Name _____ Printed Name _____

Address _____ Address _____

Signed _____ Dated: _____ Signed _____ Dated: _____

Printed Name _____ Printed Name _____

Address _____ Address _____

Signed _____ Dated: _____ Signed _____ Dated: _____

Printed Name _____ Printed Name _____

Address _____ Address _____

Signed _____ Dated: _____ Signed _____ Dated: _____

Printed Name _____ Printed Name _____

Address _____ Address _____

Signed _____ Dated: _____ Signed _____ Dated: _____

Printed Name _____ Printed Name _____

Address _____ Address _____

Signed _____ Dated: _____ Signed _____ Dated: _____



Fairlington Villages,
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Standard Policy for Decorating Limited Common Areas and Shared Common Areas

Unit owners who share common areas may wish to place objects in the common areas for decoration or practicality. Unit owners placing objects in these areas implicitly acknowledge that others using or maintaining the shared spaces may damage the items and release the Association from claims on their items placed in common or limited common areas. The Association provides no recourse and assumes no liability for damage caused to or by items placed by residents in the common areas (e.g., in front of units, shared doors, porches, hallways or stairways in multi-unit buildings, and grounds, trees and bushes outside of fenced areas) or limited common areas (e.g. balcony, patio). The Association reserves the right to revoke or modify the standard policy on a case-by-case basis. This standard policy only replaces or supersedes those existing rules, regulations or policies with which it is in direct conflict. Unit owners have the option of submitting a standard Variance Request, which would be independent of this policy.

Limited Common Area Fences and Gates Decorative Items

Unit owners may attach decorative items to the interior of their backyard fence and gate according to the guidelines below. Attachments are not permitted to the exterior or top of fences and gates. Unit owners who make attachments to their fence and gate acknowledge that the Association is responsible for the maintenance of the fence and gate and may require the removal of the items from the fence and gate from time to time. By attaching an item to the fence or gate, the unit owner releases the Association from any claim associated with damage or loss of the attached item.

- Attachments to the interior fence and gate may not compromise the fence's or the gate's structural integrity or cause leaning or bowing.
- The fence and gate may not be used as part of a structure or be attached to a structure (deck, shed, etc).
- Any item (e.g., screws, bolts, nails) used to attach items to the fence or gate must be one-quarter inch (1/4") or less in diameter and may not protrude through the fence, fence board or gate.
- Electrical installations (lights, etc) must be installed in accordance with the applicable building codes and Association bylaws.
- Per FVACA Architectural Control number d2 and Chapter 6, page 43, of the Resident's Handbook the unit owner is not permitted to alter brick areas or balconies.

Shared Common Area Permission Process

Permission may be granted to decorate the common area of a multi-unit building (e.g., front door and porch, hallway, stairway) or shared porch if the resident presents to the Variance Committee a completed "Request for Decorating Shared Common Areas Approval Form". The approval form is not required for decorations displayed in accordance with this policy exclusively from November 15th to January 15th annually. The approval form requires the following:

Standard Policy for Decorating Limited Common Areas and Shared Common Areas

- A timeline for the proposed change.
- A description of the area that is proposed to be decorated/altered, including unit number and address.
- A detailed description of the proposed changes.
- Signature approval of one resident from each unit in the building.
- A statement that the requestor releases the Association and residents from any liability associated with damage to items placed in the common areas.
- The date, printed name, contact information, and signature of the requestor.

Multi-Unit Building Common Areas

Residents may:

- Place a doormat outside of the door of a unit in a common area hallway. The doormat cannot be more than one inch thick and more than 3 feet by 5 feet in area. The doormat cannot obstruct the hallway in any way.
- Decorate the door of their unit in a multi-unit hallway. Under no circumstances may any alterations or penetrations be made to the door, jamb or any other part of the building. Over-the-door hangers, magnets, and suction cups are options under this policy for displaying door decorations. Decorations must be less than five pounds in weight and may not protrude into the hallway more than six inches from the door.

Exterior Doors and Windows

- Exterior Townhouse Doors: Governed by the same rules that apply to interior Multi-Unit Building Common Areas, see above.
- Exterior Individual Doors in Multi-Unit Buildings: Governed by the same rules that apply to interior Multi-Unit Building Common Areas, see above.
- Exterior Shared Multi-Unit Doors and Shared Porches: Governed by the same rules that apply to interior Multi-Unit Building Common Areas, see above.
- Exterior Surface of Windows (e.g., pane, sill, casing): Decorations such as wreaths, are permitted from November 15th through January 15th only.

Code Compliance – All decorations placed in or on common or limited common areas and all usage of common or limited common areas must be in accordance with manufacturers' directions, applicable Federal, State, and local codes and regulations, as well as the Association's rules, regulations, by-laws and policies.