



Southgate  
Condominium Association

RULES AND REGULATIONS

Handbook

2004 Colts Neck, Unit G  
Reston, Virginia 20191

703-620-5590

[southgatesiteoffice@gmail.com](mailto:southgatesiteoffice@gmail.com)



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# Owner and Resident Resources

## Southgate Condominium Office Management

Property Manager: Ms. Karla Munoz  
[southgatesiteoffice@gmail.com](mailto:southgatesiteoffice@gmail.com)

Southgate site office phone number for emergencies and non-emergencies is **(703)-620-5590**. An answering service provider is in place 24 hours a day, 7 days a week.

Emergency calls will be directly forwarded to a Southgate manager or representative by the answering service provider.

### EMERGENCIES

Fire	Southgate Office (703) 620-5590
Gas Smell	911 and Southgate Office (703) 620-5590 <i>Note: Notify all building neighbors and exit immediately</i>
Visible Gas Leak	Southgate Office (703) 620-5590
Water Leak	Southgate Office (703) 620-5590
Life-threatening Criminal Activity	911

## NON-EMERGENCIES

No Hot Water	Southgate Office (703) 620-5590 or <a href="mailto:southgatesiteoffice@gmail.com">southgatesiteoffice@gmail.com</a> <b>Note:</b> Call during office hours only
No Power	Virginia Dominion Power (866)-366-4357
No A/C or Heat	Homeowners' responsibility
Parking Passes (Temp or Permanent)	Southgate Office (703) 620-5590 or <a href="mailto:southgatesiteoffice@gmail.com">southgatesiteoffice@gmail.com</a> <b>Note:</b> Call during office hours only
Car Towing	JDR towing (703)-856-0270
Non-threatening Criminal or Suspicious Activity	Fairfax County Police Non-Emergency Number (703)-691-2131

## Other Services

<b>Service</b>	<b>Vendor</b>	<b>Phone Number</b>
Gas	Washington Gas	(800) 752-7520
Car Towing	JDR Towing	(703) 856-0270
A/C and Heating	H&M HVAC	(703) 862-4768
Pest Control	PMSI	(703) 723-2899
Window Repairs	Discount Windows and Repair	(703) 863-3330
Cable, Internet, Phone	Verizon FIOS	(800) 607-6575
Cable, Internet, Phone	Comcast	(800) 391-3000
Electric Power	Virginia Dominion Power	(866) 366-4357
Fairfax County Landfill	I-66 Transfer Station	(703) 631-1179

# **Southgate Condominium Association**

## **Board of Directors (BOD)**

The affairs of the Southgate Condominium Association are governed by a Board of Directors which consists of the following five (5) elected members: President, Vice President, Secretary, Treasurer, and one Member-at-Large.

The BOD conducts regular meetings on a quarterly basis, all of which are open to all Southgate co-owners and residents. Meeting dates and times are included in the monthly Southgate Gazette, posted in building lobbies, and e-mailed from [southgatesiteoffice@gmail.com](mailto:southgatesiteoffice@gmail.com).

Southgate co-owners may add agenda items to meetings in writing by e-mailing the property manager at [southgatesiteoffice@gmail.com](mailto:southgatesiteoffice@gmail.com). Alternatively, co-owners may mail notice or drop it off at the office, which is located at 2004 ColtsNeck Road, #G, Reston, VA 20191.

The Board is responsible for the administration of the affairs of the Association including: upkeep and improvements to the general and limited common elements, establishing an annual budget, setting the level of monthly assessments, enforcement and interpretation of the terms of the Master Deed and the By-laws. All co-owners are encouraged to attend meetings and are eligible to vote on matters before the BOD for consideration.

You may contact the BOD directly at [southgateBOD@gmail.com](mailto:southgateBOD@gmail.com).



## **The Annual and Budget Meetings**

The **Annual Meeting** is the most important function in which the co-owners can be involved. The meeting is held in March every year. The co-owners nominate and elect members to the Board of Directors, learn of coming events within the Southgate Community, and are encouraged to voice their opinions and concerns. A meeting announcement with location, time, agenda, and other instructions is provided to all co-owners via USPS mail at least three (3) weeks prior to the event.

The **Budget Meeting** is conducted near the end of each calendar year in preparation of the upcoming year. The co-owners receive a detailed report on projected liabilities, expenses, and a review of monies in the reserve fund, as well as the projected spend plan for normal operations and special projects. The co-owners have an opportunity to vote on possible special projects for property enhancement. A meeting announcement with location, time, agenda, and other instructions is provided to all co-owners via USPS mail at least three (3) weeks prior to the event.

## **Rules and Regulations**

Actions taken by the Board of Directors are in accordance with our governing documents and designed to preserve, protect, and enhance the property values of units within the Association. The following Rules and Regulations presented here in condensed form are enforced by the Southgate Condominium Association, its Board of Directors, and the Management Team.

## **Common Elements**

All areas outside of your hallway door and all areas beyond perimeters of the patio or balcony cement plane are considered common elements. You are NOT allowed to store or put anything in any common areas.

## **Pet Walking Areas**

For elimination purposes, dogs should be walked on the **parking medians and the outer perimeter boundaries of Southgate ONLY**. Dogs are not permitted to urinate on grass and plants in front of buildings. Trash cans and doggy stations with doggie bags are conveniently located throughout Southgate grounds.

The owner of the animal is responsible for the immediate removal and sanitary disposal of all animal waste from any common element including areas designated as pet walking areas. **DO NOT** use interior trash containers. A \$50.00 fee will be assessed if owners do not properly dispose of dog waste and/or any other violation of the rules surrounding this topic.

### **Additional Rules:**

- All dogs must be on a leash when outdoors on Southgate property, which includes the Reston Association pathway easement through the central park area of our property.
- Pets are not allowed within the boundaries of the playground or picnic areas.
- All residents of Southgate are required to come to the office to register their dog and show proof of license.

## **Littering**

It is prohibited to litter on any part of common elements. Common elements include areas such as parking lots, grounds, play areas, hallway, trash rooms and storage room.

## **Snow Removal**

- Residents are responsible for cleaning their reserved space.

- Residents should NOT take the snow and throw it back into the parking lot, put it on the cleaned sidewalk, or place it in another parking space. Snow may only be put on the lawn or on the median strips.
- The visibility of the plow truck is very limited. Please respect the size and speed of the plow and do not pass unless you are waved through.
- Residents with dogs MUST keep them leashed and walk them along the perimeters of the property if the medians are full of snow.
- Ice melt is available in the blue barrels in various locations around the property for your use.

## Smoking

According to Southgate Rules and Virginia Law, smoking is absolutely PROHIBITED in common areas of the buildings such as the lobby, hallways, storage rooms, trash rooms, front entrance or steps. It not only deteriorates the common elements (walls and carpets), it poses health concerns for other residents. Any smoking inside your unit that permeates the rest of the building will be your responsibility to remediate.

The Southgate management team periodically performs inspections to ensure compliance with Fire and Safety Standards. Extinguished cigarette butts must ONLY be placed in exterior trash cans or disposed of properly inside the smoker's unit. Failure to comply with these guidelines listed above will result in a \$50.00 fee in addition to the Fairfax County fines.

## Noises

**Disturbing or annoying noises, that can be heard in another unit with the other unit's doors and windows closed** between 10 p.m. and 7 a.m. Sunday through Thursday, or between 11 p.m. and 7 a.m. on Fridays, Saturdays, and the day before a federal holiday are prohibited.

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## **Animal Barking, Howling, Etc.**

Barking, howling, meowing, squawking or quacking animals is prohibited between 10 p.m. and 7 a.m. when it can be heard inside another unit with its doors and windows closed. Alternatively, if these sounds can be heard between 7 a.m. and 10 p.m. for more than five minutes consecutively or non-consecutively during a 10-minute period it will likewise be considered a disturbance.

To enforce the law, the county may seek civil and criminal penalties against violators, as well as court orders to prohibit current and future noise. Civil penalties start at \$250, rising to \$500 for subsequent offenses. Criminal convictions would be a misdemeanor.

## **Behavior**

Any activity that interferes with the comfort, convenience or safety of other residents, or behavior that presents an “imminent hazard to property such as window and landscaping is prohibited.

## **Signs (approval required)**

Posting of signs on common elements is prohibited without prior approval from the BOD, except real estate signs, which are permitted between the hours of noon and 6:00 P.M., as well as weekends and holidays.

## **Patio/Balcony Grilling**

As a reminder, grills of any kind are **PROHIBITED** on Southgate patios and balconies. Use and storage of such devices on patios and balconies are a violation, which will result in a citation and fee. We have a grilling area for Southgate residents to use by the playground. Neither alcohol or glass bottles are permitted in the grilling area.

# Trash Collection and Recycling

## Trash

Trash rooms are located on the second floor in each building. Trash collection occurs two times weekly on Monday and Thursday (subject to change). Thursdays also include recycling and pre-scheduled bulk pick-up. You are not allowed to fill up the trash rooms. If you have more than normal amount of trash you need to take it to I-66 Transfer Station.

### Instructions:

- Trash must be placed in a SECURE 13-gallon trash bag; plastic grocery bags are not allowed.
- Place sealed bags into the trash bin with the LID PROPERLY CLOSED
- Double bag dirty diapers and cat litter to minimize odor.
- DO NOT use grocery store plastic bags as garbage bags
- DO NOT leave trash in hallway or lobby, or in the Southgate truck
- Items that ARE NOT to be disposed of in the trash room:
  - Batteries, TVs, computers, radios, paint cans, oil/fluids, combustible substances and all construction materials. You must dispose of these items yourself by calling for a pickup, at your expense, or by taking them to the Fairfax County Landfill (see page 4 for information).

For **large trash items**, please contact the office to schedule a pick-up by Wednesday at 1:00 pm. You need to call the office to **schedule pick-up** for beds, couches, dressers and bookshelves and other furniture for a Thursday pick up only. There is no charge for these items. **If you do not contact the office you will be assessed a of \$50.00 fee.**

## Recycling

Single Stream Recycling bins are lined with clear bags in clearly marked recycling containers. **Recycling must be in clear bags!**

Instructions:

- Please recycle newspapers, magazines, and junk mail in the recycling containers.
- Aluminum & steel cans, plastic bottles, jugs and glass bottles must be rinsed out before placing them in the recycling containers.
- Cardboard boxes of all sizes need to be broken down, flattened, and then placed neatly behind the recycling containers against the wall. **Styrofoam is NOT** recyclable, please put in the trash.

Failure to comply with these procedures for proper trash and recycling will be considered a violation and will result in a \$50.00 fee in addition to Fairfax County fines. If you need any clarification, contact the office at 703-620-5590 or by sending an e-mail to: [southgatesiteoffice@gmail.com](mailto:southgatesiteoffice@gmail.com).

## Parking Lot

Riding skateboards, scooters, and/or bikes **is not permitted** in the Southgate parking lots or on sidewalks.

**Car repairs or maintenance** of any kind is not allowed anywhere on Southgate property. Any repairs, as well as painting and drainage of fluids on common elements are PROHIBITED.

## Car Wash Area

Residents and owners may wash their cars in the **designated car wash area parking space located adjacent to building 2040 on Royal Fern Court**. The water connection is on the

street side of the building behind shrubbery. Non-residents may not use the Car Wash Area.

## **Vehicle Parking and Towing**

### **Vehicle Parking and Use**

All vehicles must be **registered** through the Southgate Office and display current **Southgate parking sticker/hang tag**. All vehicles must be in proper operating condition and not be a nuisance to homeowners and tenants with noise, exhaust emission, or appearance. No vehicle shall be in excess of 20 feet in length. When parking, make sure you DO NOT back up your vehicle to cover any part of the sidewalk.

**NO COMMERCIAL/CONSTRUCTION VEHICLES ARE ALLOWED** without prior approval from the BOD.

All vehicles shall have current state registration plates, county registration, and current inspection sticker. Any out-of-state vehicles residing at SG will be given 90 days to be registered in VA or be subject to towing. Exceptions are students and active duty military personnel.

### **Parking Privileges**

Each unit is assigned one (1) **reserved** parking space. Each unit receives one (1) **parking permit per number of bedrooms** with each vehicle registration. (Southgate sticker, and or hanging numbered permit and one (1) additional hanging permit for visitors). **The sticker must be placed on the rear window on the driver's side.**

Permits are issued at the Southgate office during office hours and must be turned into the office when you move off the property or sell the vehicle. Any lost or misplaced passes will result in a \$75.00 fee each. If you need a temporary guest pass, you may stop by the office during office hours only.

## **Towing and Removal**

All vehicles need a parking pass **from midnight to 6:00 a.m. or they will be towed.** If you park in someone else's reserved space, you will be towed immediately. All vehicles that have expired tags, expired inspection stickers, and/or flat tires shall be tagged with a violation notice and are subject to towing, at the resident's risk and expense, beginning 72 hours from the time of tagging.

Any vehicle left unattended in hazardous condition (on jack or blocks) shall be subjected to immediate towing without notice.

The speed limit on the common areas is not to exceed 10 mph. All vehicles shall abide by the ONE-WAY entrance/exit signs.

Motorcycle owners are encouraged to share parking spaces by parking in front of their car (if applicable) as long as the car doesn't stick out more than 2 feet.

## **Co-Owner Responsibilities**

Co-owners are responsible for any damage which occurs to an adjacent unit or its contents as the result of malfunctioning equipment or resident's negligence. Any damage to the buildings, landscaping and other common elements shall be repaired at the expense of the co-owner or responsible party.

## **Windows**

Only drapery, draw shades, curtains, venetian, or vertical blinds may be hung; all must be kept in good and clean condition at all times. **All windows must have window treatments and must be white or off-white.** If you have color, or patterned draperies, white liners must be used to block their view from the outside. No resident shall cause or permit anything to be hung, displayed, exposed, or in view from the exterior portion of the unit or common element.



## **Patios and Balconies**

Any flammable devices (**e.g. grills, propane fueled included**) **are NOT allowed on balconies or patios.** Storage of appliances, automotive parts, building materials, newspapers, ladders, trash cans or bags, indoor furniture, motorized vehicles, and/or pesticides are prohibited. You are not allowed to hang/attached anything to common elements, i.e., railings, brick walls or areas above your patio or balcony.

Bicycles, tricycles, and non-motorized riding toys may be stored on patios/balconies. The Association is not responsible for any stolen items.

No bikes are to be left outside or attached to any common elements outside or inside. Any found in violation will be disposed of immediately.

Plants in pots or containers may be placed on patios and balconies but may **NOT** be placed on Southgate common ground or property.

Unobtrusive low storage chests must be approved by the Board of Directors before use on patios and balconies.

Only furniture designed specifically for outdoor use and in good condition may be kept on patios or balconies which are considered “limited common Property” by our governing documents.

## **Storage Areas**

A single storage bin is allocated to each unit. Two (2) bins are located on the second level behind the Trash Room, and another four (4) are located on the third floor of each buildings.

- Each co-owner is entitled to one Storage Bin.
- All storage bins must have tags with unit numbers displayed which are issued by the Southgate Office.
- Storage of flammable liquids and items (e.g. gasoline, oil,

turpentine, etc.) is prohibited inside Storage Bins.

- Any unauthorized use of additional storage bins will be addressed by the Association's Property Manager and contents will be disposed of immediately.
- Storage of personal items is not allowed outside of the storage bins, in hallways and trash rooms, or on common or limited common elements. Items will be disposed of immediately.
- Under no circumstances are new or used building materials, lumber, paint, wood, or other building supplies or equipment allowed to be stored outside of your designated storage bin, or within trash rooms, in common areas or on outdoor common or on limited common areas, (e.g. patios and balconies).
- Bicycles may be stored in the first-floor electric rooms in such a manner as not to impede reading of electric meters, access to circuit boxes or the HVAC room. The Association is not responsible for any stolen items.

## **Renting**

- Landlords (co-owner) are responsible for informing their tenant(s) of Southgate's rules and regulations.
- The landlord will be held responsible and assessed a fee for any infractions incurred by tenant or their guest (s).
- Landlords are responsible for providing the Southgate Condominium Office with a copy of current lease agreement. First and signature pages.
- Landlords and tenants are responsible for their guests.

## **Miscellaneous**

### **Moving In & Out**

The times for moving in & out are between 9:00am to 8:00pm

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Monday through Friday, and 9:00 a.m. to 5 p.m. on Saturday and Sunday. Any damages done to common elements will be the financial responsibility of the co-owner.

## **Unit Floors**

If you have tile or hardwood floors, 75% must be covered with rugs, throw rugs to help minimize noise to the unit below you.

## **Satellite Dishes**

A request for approval to the Board of Directors to have a Satellite Dish installed or removed must be submitted prior to any such action.

## **Procedures for water shut off**

For water shut off you need to notify the office 72 hours in advance unless it is an emergency.

## **Complaints and Violations**

All complaints and potential violations shall be submitted in writing to the Southgate Board of Directors. It may be e-mailed to [southgatesiteoffice@gmail.com](mailto:southgatesiteoffice@gmail.com) or mailed to 2004 Colts Neck Road, #G, Reston, VA, 20191.

## **Monthly Assessments**

Monthly assessments cover the expenses involved in operating, maintaining, budgeting and preparing for present, future and unexpected needs and projects throughout the Southgate property and for making required contributions to our Financial Reserves.

**The monthly assessment is not an optional fee; it is a**

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required payment by all unit owners in the Association. Therefore, the Board of Directors, as required by our governing documents, must take all possible and legal actions allowed it to recoup assessments in arrears. If any owner is having difficulty meeting this obligation, it is recommended that they contact the Management Office to help work out a payment plan rather than accrue debt and fines.

## **Services Provided by the Association**

### **Keys**

Keys are issued by the Southgate office, landlords /co- owners and/or rental agents. It is recommended that a copy of every unit's key(s) be given to the office where it will be stored securely. These keys will only be used by authorized Southgate Management personnel in the event of an emergency (e.g. flooding, fire, health issue). All residents and off-site co- owners should verify that such a key is available in the Southgate Office. The office may assess a small fee for accidental lock outs with proof of residency during office hours.

### **HVAC Inspections and Filter Change**

For safety reasons, the Association provides semi-annual preventative maintenance and quarterly filter changes for each unit, if your hvac uses standard size filters via a contract with a local vendor. Each unit owner is responsible for any additional repair and maintenance costs, including replacement, for their HVAC equipment.

### **Pest Management Services**

We have a contract with a local vendor to service our property on Thursdays. If you have any pest problems, you can call the office during office hours. They will service up to 3 units a week no

charge to home owners.

## **About Reston**

### **Reston Association (RA)**

Southgate co-owners, along with most homeowners in Reston, must pay an annual assessment for the service of the Reston Association. The Reston Association uses the assessments to provide residents of Reston with year-round recreational programs and facilities, as well as a well-maintained community.

To obtain further information, contact or visit Reston Association, Administration Office, 12001 Sunrise Valley Drive, Reston, VA 20191. Phone 703-435-6530.

### **Reston Citizens Association (RCA)**

The Reston Citizen's Association is a civic organization which provides citizen a voice in community affairs. Through its Board of Directors and Committees, RCA addresses issues including: street lighting, transportation planning, education, and land development. It also sponsors the Reston Festival, held annually each spring. The organization always needs volunteers: (703)787-8770.

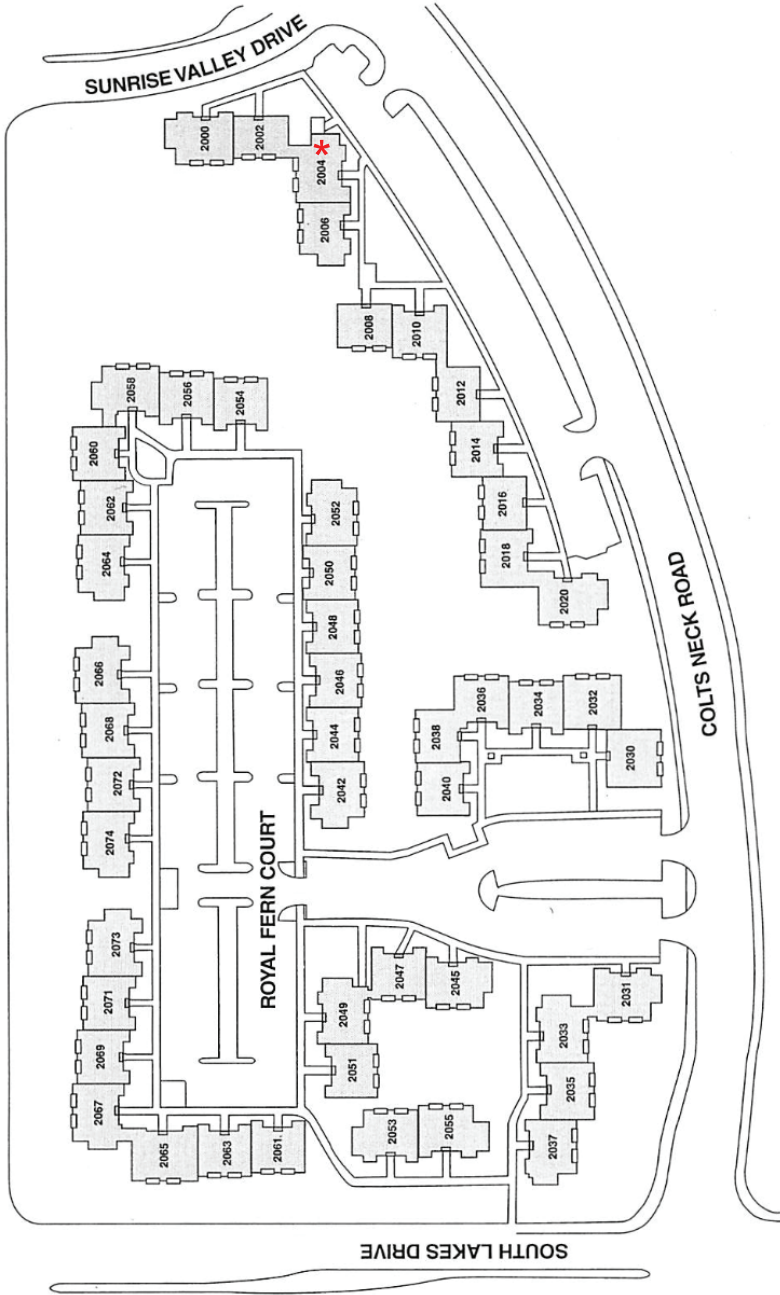
### **Reston Community Center (RCC)**

The Reston Community Center brings people together with programs throughout Reston at its facility in Hunters Woods Plaza. The center offers a large indoor swimming pool, complete theater and both large and small meeting rooms. Visit the facility at 2310 Colts Neck Road. Phone (703) 476-4500.





RESTON PARKWAY



SUNRISE VALLEY DRIVE

COLTS NECK ROAD

SOUTH LAKES DRIVE

ROYAL FERN COURT