

Rules and Regulations of Bristol Commons Owners Association, Inc.

(Revised March 2012)

1. Applicability of the Bristol Commons rules and Regulations:

- A. All use of the property comprising Bristol Commons, a Condominium (the "Condominium") shall be in accordance with the provisions of the Declaration, the By-Laws, and these Rules and Regulations.
- B. These Rules and Regulations shall apply to each Unit Owner and his/her family or their guests, employees, agents, and lessees and their guests, employees, and agents. Each Unit Owner shall be responsible for the actions of such family, guests, employees, agents, and lessees.

2. Antennas and Satellite Dishes:

- A. No television or radio antenna shall be attached to or hung from the exterior of any building.
- B. Installation of a satellite dish of one meter or less in size, placed in the least conspicuous location possible, is permissible upon the approval of the Association per the Association Architectural Guidelines Application Process.
- C. The maintenance of a satellite dish is the responsibility of the Unit Owner.
- D. Any damage caused to buildings or property due to the installation and/or use of a satellite dish is the responsibility of the Unit Owner.

3. Attic Areas:

Certain Units have their heating, air conditioning and/or water heating equipment in the attic, reachable by access panels in the ceilings of the Unit. Use of said access panels and entry into the attic should only be for the purpose of maintenance, repair, and replacement of said heating, air conditioning and/or water heating equipment. No other use of or entry into the attic spaces shall be made without prior written authorization from the Board of Directors.

4. Entrance Hardware and Lighting:

- A. Maintenance and replacement of the exterior main entrance hardware, including Unit #'s, is the responsibility of the Unit Owner. All replacements or any additions to door hardware, other than replacement consistent with the original look and style,

must be submitted to the Board of Directors (or other authorized committee) for approval before any such additions or replacements shall be made.

- B. Exterior Lighting: bulbs in exterior fixtures shall be replaced with standard white light bulbs. Colored lights are not allowed.

5. Exterior Improvements/ Alterations:

- A. No improvements may be constructed on, or alterations made to, the Common Elements, Limited Common Elements, or on the Property, without the prior written consent of the Association. Such prohibited improvements shall include, but not be limited to, any buildings, patios, porches, balconies, sidewalks, doors, screens, jalousies, driveways, walls, fences, awnings, or windows, window air conditioning Units, or the enclosing of patios or balconies. Nor shall any exterior part of the Unit be repainted in any color other than the existing colors without prior written consent of the Association.
- B. Additions to landscaped areas immediately adjacent to the Owner's Unit, consistent with the overall Bristol Commons landscaping, is permitted with the prior written consent of the Association.
- C. All improvements, maintenance, planting and landscaping of the common elements shall be made only by, or with the prior written approval of, the Association.

For approval application process, see Architectural Control Guidelines addendum to these rules.

6. Flags:

Unit Owners may display one (1) American Flag not more than 4' x 6'. Unit Owners may not display decorative flags. One flag bracket shall be allowed only if attached to a 4" x 4" post of the fence.

7. Grills:

- A. Unit Owners may use and store one (1) grill on the patio of their Unit, in compliance with the City of Williamsburg Fire Code, which states that charcoal burners and other open flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction. The exception is LP gas cooking devices having LP gas container with a water capacity not greater than 2.5 lbs.
- B. Electric grills and LP grills with 2.5 lbs. water capacity are permitted cooking devices. Charcoal burning and open flame devices are not permitted.
- C. At no time shall propane gas be stored in a utility closet of a Unit.

- D. A grill must not be used under an overhang of the building roof.
- E. If at any time a grill or the heat from the grill is the cause for damage to a building the Unit Owner takes full responsibility for said damage.

8. Mailboxes:

- A. No announcements will be taped or glued to the outside of the mailboxes.
- B. Residents are allowed to post time-limited postings on the mailroom bulletin board for the sale or offer of personal items/services. All other postings require prior approval of the Board of Directors.

9. Parking:

- A. **All vehicles:** Vehicles must be parked in designated parking area so as not to obstruct sidewalks, streets, ingress and egress to/from the property.
 - 1) All parking shall be in designated parking areas only. There shall be no parking on the private streets within the community.
 - 2) Reserved parking for Units shall be assigned and shall be restricted to usage for assignees.
 - 3) Visitor parking is allowed in visitor designated areas only.
 - 4) All vehicles parked on the condominium property will be in good repair, having current state licenses and inspection decals.
 - 5) Repairs to vehicles are not permitted within the condominium property.
 - 6) Vehicles parked in violation of these rules may be towed by the obstructed Owner or the Association at the expense of the Owner of the vehicle. (See Section 9 (D) **Violations and Towing** below)
- B. **Boats, Trailers, Commercial Trucks, Recreational Vehicles:** Parking of commercial or recreational vehicles to include, but not limited to, trucks, campers, camper bodies, boats, recreational vehicles and trailers, on the private streets of the community is prohibited without the prior approval of the Board of Directors.
 - 1) Any such recreational or commercial vehicle and/or related equipment parked in violation may be towed by the Association at the expense of the Owner of the vehicles.
 - 2) The Board of Directors will determine what constitutes a commercial vehicle.

C. **Motorcycles:**

- 1) Motorcycles are considered vehicles and must be parked in designated parking spaces in the parking lot.
- 2) Motorcycles must have a durable, metal plate under the kickstand to avoid damage to the asphalt. Residents will be responsible for damage caused to the parking lot area.
- 3) Motorcycle operators are not to increase the engine noise levels or race the engine while parked which may cause a disturbance to the surrounding Owners in the area.

D. Violations and towing:

- 1) The Board of Directors or Association Manager will tag cars in violation of the Association parking policy.
- 2) There will be a onetime reminder of the parking infraction and a request to immediately (within one hour maximum) move the vehicle. Vehicles not moved within the one hour limit will be towed at the Owner's expense.
- 3) Subsequent parking violations: the vehicle will be towed, at the Owner's expense, without notification.

10. Patios and Porches:

- A. Storage: No appliances or in-house furniture are permitted to be stored on patios or porches.
- B. Outdoor furniture may be used on patios and porches; however, no part of that furniture or other items on the patio shall be visible above the top of the patio fence.
- C. Outdoor furniture visible from the exterior shall be maintained in good condition.
- D. Umbrellas may be used for shading purposes when in use and should be lowered when not in use.

11. Pets:

The Board of Directors shall have the right to adopt Rules and Regulations respecting pets, including the prohibition thereof. Initially, the following rules apply:

- A. No animals or reptiles of any kind shall be raised, bred, or kept in any Unit or on the Common Elements, except orderly dogs and cats, or other normal household pets, not to exceed two pets per Unit. Cats and dogs shall be kept on a leash and the Owner shall comply with all of the ordinances of the City of Williamsburg with respect to cats and dogs as if the Common Elements were public areas. The cats and dogs are not to roam the property freely, but are to be kept inside the Unit when not leashed.

- B. A pet may be maintained in a Unit so long as it is not a nuisance. Actions that will constitute a nuisance include, but are not limited to, abnormal or unreasonable crying, barking, scratching, or unhygienic offensiveness.
- C. Pet Owners are fully responsible for any personal injuries or property damage or both caused by their pets.
- D. Pets must be on a leash at all times when outside of the Unit.
- E. Leashes may not exceed seven (7) feet in length.
- F. Owners of pets walked upon the Common Elements must promptly clean up their pet's droppings in all areas of the community.

12. Seasonal Decorations:

Seasonal decoration guidelines must be adhered to as follows. Requests for changes or deviations from these guidelines must be presented to the Board of Directors for approval prior to the change being made.

- A. **Wreaths:** Wreaths for recognized holidays and/or seasons may be hung on front doors, using only those hangers designated for this purpose that do not require drilling into the door or its related components. Unit numbers must be visible. No decorative items may be hung from fences or outside windows.
- B. **Seasonal Decorations:**
 - 1) Customary exterior decorations associated with a particular holiday may be displayed without association approval for a reasonable period of time (not to exceed 30 days before the holiday and 14 days following the holiday). An exception to this rule is the traditional Christmas/Hanukkah/Kwanza holiday season. (See Section 12 (C) below.)
 - 2) No decorative items, other than wreaths as described in Section 12(A) above may be hung from fences, the outside of windows, on doors or in the common area landscaping.
 - 3) Decorations should be in good taste and not excessive and consistent with the uniform appearance of the Bristol Commons complex.
 - 4) No decorations will make any sound.
- C. **Christmas/Hanukkah/Kwanza:** Traditional decorations shall not be installed prior to Thanksgiving Day and must be removed by the 15th of January of the New Year.

13. Storage:

- A. Exterior areas must be kept reasonably clean and free of unsightly objects. Any permitted storage areas must be kept clean and free from any noxious materials and/or tools. Sporting equipment, other than bicycles, and other personal articles and equipment must be kept within a Unit or permitted storage area.
- B. Bicycle storage: Units with numbers ending in 2, 5, 6, 8 and 9 may store one (or two stored closely side-by-side) bicycle(s) (self-propelled type only) on their front porch entry that is not enclosed by fencing.
- C. No gasoline or other hazardous substances may be stored on the Property or in any portion of a Unit, or in or on the Common Elements or the Limited Common Elements.

14. Storm doors are allowed provided prior approval is obtained from the Board of Directors and installation conforms to the guidelines established by the Board. The storm door style must be “full view” and the door must match the building’s exterior trim. The storm door must be professionally installed. (For approval application process, see the Architectural Control Guidelines addendum to these rules.)

15. Trash:

- A. Trash and garbage shall be placed in the designated trash pick-up containers by 7:30 a.m. the day of collection. A map of designated trash container sites and a notice of the trash pickup days is posted in the mailroom.
- B. Trash and garbage are defined as routine household disposables. Furniture, construction materials, large metal objects, etc... shall not be left at the trash pickup sites. It is the responsibility of the resident to dispose of this type of item at the James City County landfill site or to arrange for an independent source to pick them up directly from the resident’s Unit.
- C. **Recycling:** Residents are encouraged to recycle glass, plastic cardboard and paper items. A list of eligible recyclable items, recycling pickup dates and recycling bins are available for free from and will be delivered to the resident’s Unit by the City of Williamsburg.
- D. **Trash Policy Enforcement:** In any community, active compliance by residents with a sensible policy regarding trash storage and removal is essential to promoting an attractive and inviting living environment. Failure of residents to comply with such a policy inevitably leads to a shabby appearance, health and odor concerns and declining property values.

16. Vehicle Washing:

Vehicle washing of any kind will not be permitted inside the confines of the Bristol Commons complex.

17. Water Beds, Exercise Machines, Etc.:

If a Unit Owner/Occupant has a waterbed, exercise equipment, or similar items weighing more than what the usual pieces of furniture in a home would weight, that Owner shall be responsible for any damages to the structure caused by the unusual weight or the unusual concentration of weight. The Unit Owner shall also be responsible for any damages caused to other Units or to the Common Elements by the breaking of the waterbed. Owners should use caution with the installation of exercise equipment as such equipment could exceed the weight restrictions and the allowed sound transmissions between Units.

18. Window Coverings/ Decorations/Signs:

- A. The side of all window coverings within the Units, including shades, drapes, or other decorative furnishings, which face the exterior of the building, shall be white, or of such other common color or other light, neutral shade such as off-white, light beige/tan or grey hues.
- B. No signs of any nature shall be placed on any Unit except one (1) sign of not more than 18" x 24" placed inside a Unit window for advertising the Unit "For Sale" or "For Rent".
- C. A safety related alert sticker or sign may be placed in the appropriate window in the landscaped area immediately adjacent to the Unit's entry.

19. Enforcement of Association Rules and Regulations:

The Association, acting through its Board of Directors, shall have the power to:

- A. Assess charges against any Unit Owner for any violation of the Condominium instruments, or of the Rules and Regulations promulgated pursuant thereto for which such Unit Owner or his family members, tenants, guests, or other invitee are responsible.
- B. Before any such fine may be imposed, the Unit Owner shall be given the opportunity to be heard and to be represented by counsel before the Board of Directors. Notice of such hearing shall, at least 14 days in advance thereof, be hand delivered or mailed by registered or certified United States mail, return receipt requested, to such Unit Owner at the address or addresses required for notices of meetings pursuant to Section 55-79.75 of the Virginia Condominium Act. The amount of any charges so assessed shall not exceed fifty (50) dollars, U.S. for a single offense of a continuing nature, and shall be treated as an assessment against such Unit Owner's Condominium Unit for the purposes of Section 55.79.84 of the Virginia Condominium Act and the condominium instruments.

**Revised Rules and Regulations
Adopted by order of the Board of Directors
Bristol Commons Owners Association, Inc.**

March 20, 2012

**Rules and Regulations of
Bristol Commons Owners Association, Inc.
Addendum**

**Association Architectural Control Guidelines
Application, Review and Appeal Process**

1. Application Process for obtaining approval for exterior alterations:

- A. Unit Owners obtain an application form from the Association Manager.
- B. Unit Owner returns the completed application to the Association Manager to be considered at the next association meeting.
- C. Association Manager logs the application and supporting documents. If the request form is incomplete, the Association Manager will explain to the Unit Owner that the application may be rejected because it lacks required or needed additional information. The Unit Owner will be advised that an answer to their application will be issued sixty (60) days from the date of receipt of the completed application. There is no implied automatic approval, if the determination is not made within sixty (60) days; however every reasonable effort will be made to make a determination within the required timeline and an explanation will be given to the Unit Owner as to the reason for the delay.
- D. The Board of Directors of the Association serves as the Architectural Control Committee and will meet no less than once a quarter but no more than monthly as necessary. The Association Manager will give all applications to the Board prior to scheduled meetings.
- E. All applications will be returned to the Association Manager for retention in the Association's files. The Unit Owner will receive a copy of the determination of his/her application from the Association Manager.
- F. Recommended Additions to the Application:
 - 1) An application is complete when it provides the Association with enough information to completely analyze the requested alteration.

2) A completed application form is required. In addition the Unit Owner may want to submit supporting documents. Some examples of supporting documents are as follows:

a) Description of Alteration:

Additional details regarding the requested alternations with supporting documentation for complex alterations (e.g. those not easily described in the space provided on the application form, including design printouts or schemata for clarification).

b) Description of Materials:

Printouts of manufacturer's model numbers and/or other specifications to assure uniformity with the common areas.

2. **Appeal process:** If an application is not approved, the Unit Owner has the right to appeal the decision to the Board of Directors.

A. Submit an amended application: If the Unit Owner is willing to accept recommended changes to his/her original application from the Board of Directors, the Unit Owner may submit an amended application incorporating the recommendations of the Board. The Board will issue a determination of the amended application within sixty (60) of its submission.

B. File a formal appeal: If the Unit Owner does not submit an amended proposal or if that amended proposal is denied, the Unit Owner may appeal the decision by submitting a written request to the Association Manager. The appeal process will follow the timelines set forth for the initial application process.

Revised Association Architectural Control Guidelines Application, Review and Appeal Process

**Adopted by order of the Board of Directors
Bristol Commons Owners Association, Inc.**

March 20, 2012

UPLOADED
4/21/2021