
Parkfairfax Condominium

UNIT OWNERS ASSOCIATION

3360 GUNSTON ROAD • ALEXANDRIA, VIRGINIA 22302-2198

TELEPHONE (703) 998-6315 FAX (703) 998-8764

ROUTINE CHANGE APPLICATION CHECKLIST

In order to process your application in the timeliest manner, **PLEASE MAKE SURE THE FOLLOWING INFORMATION IS INCLUDED WITH YOUR APPLICATION:**

_____ DIAGRAM

_____ CONTRACTOR INFORMATION-(Name, copy of license and insurance.)

_____ MAKE/MODEL OF APPLIANCE TO BE INSTALLED (AND BTU'S IF INSTALLING AN AIR CONDITIONER)

_____ NOTARIZED INDEMNIFICATION AGREEMENT (must accompany all applications)

_____ IF INSTALLING A STORM/SCREEN DOOR, DOOR HARDWARE, EXTERIOR LIGHT FIXTURE, OR FRONT DOOR PLEASE INCLUDE A PICTURE OF THE NEW ITEM. W

Including these items with the application will help to avoid delays in the approval of your application. REMINDER: Applications are typically processed within 10 business days following the submission of a completed application. Please feel free to contact the Association Office if you have any questions at (703) 998-6315.

ADMINISTRATIVE APPLICATION FOR ROUTINE CHANGES

APPLICATION PROCESS

The application process entails internal review by the Covenants Administrator and Parkfairfax Maintenance staff, and forwarding to the General Manager for final approval. Applications will be processed when they are received and do not go to the Covenants Committee. **Parkfairfax has developed specifications for most Routine Changes.** These can be obtained from the Association Office.

The General Manager can approve, defer or reject the application. If approval entails stipulations or conditions, they will be noted on the copy which is returned to you. Rejections can be appealed to the Covenants Committee.

Prior to the General Manager's consideration, the Covenants Administrator may contact applicants by telephone to resolve minor questions. After the General Manager's consideration, a copy of the application and record of action on it will be sent to the unit owner's Parkfairfax address via First-Class Mail unless the applicant specifies a different mailing address or makes other arrangements.

All applications must be filled out completely and contain all information as required by specifications for the proposed change.

All applications that have work being done by a contractor must have a copy of the contractor's license and certificate of insurance.

Indemnification waivers are required for all applications, and must be signed and notarized.

PROCEDURES, PERMITS, AND LIABILITY CLAUSES

When physical changes or improvements to your unit are involved, condominium ownership imposes some of the same responsibilities that apply to single family homes (such as city permits) and, in many instances, additional restrictions that are in the interest of the condominium as a whole. The following provisions address these considerations.

1. Alterations to land or buildings made in accordance with Parkfairfax specifications, guidelines and procedures must not violate any of the governing documents nor any of the provisions or building and zoning codes of the City of Alexandria, to which the property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any restriction.
2. All proposed improvements must meet local building and zoning codes. Application for local building permits is your responsibility.

Your signature indicates these standards have been met to the best of your knowledge and you have been given the opportunity to read and understand the applicable provisions of the Condominium Act; The Condominium Instruments, and Administrative Resolution Number Two regarding property changes.

ASBESTOS NOTICE: In attics and crawlspaces in Parkfairfax Buildings, there is pipe insulation which contains asbestos. This is cardboard like and is wrapped around the abandoned heating pipes. If the change you are proposing requires work that may disturb asbestos, you agree that you must specifically advise the Association Office of the nature of the extent of this work in writing prior to commencement of such work. You also agree that you and your Contractor (if appropriate) will abide by all Federal, State and Local ordinances regarding the disturbance and removal of asbestos containing materials and will agree to have air testing conducted at your expense.

PORTABLE WASHER/DISHWASHER NOTICE: Backflow preventers must be installed on both water supply lines to the sink. The Association reserves the right to inspect any unit suspected of causing a water crossover problem.

PERMANENTLY INSTALLED WASHER/DISHWASHER NOTICE: When installing separate lines, you must contact the Association at (703) 998-6315 to have the water turned off 24 HOURS IN ADVANCE. (Water shut offs are available Monday thru Friday, from 9:00 a.m. to 3:30 p.m.) A drawing must be submitted with an application show diagram of installation. ***Drain lines must feed into a main sewer line. They cannot be installed into a kitchen or bathtub drain.***

A/C REPLACEMENT INFORMATION: If the A/C opening or sleeve is changed in any way, prior approval from the Covenants Committee is required. The maximum exterior extension is 14". A 3/4" angle iron is needed to secure the unit in the wall. The Association will caulk around the sleeve after the initial installation. The unit owner is responsible for maintenance and serviceability of the unit. The new A/C should fit flush with the existing sleeve (length and width) and should not have more than a 1 inch gap from the sleeve to the A/C on all sides.

The following changes which require approval from the General Manager & also require a permit from the City of Alexandria:

Change	Permit Required
Perm. Installed Washer/Dryer & Dishwasher	Electrical & Plumbing
Dryer Vent	Mechanical
Exhaust Fans (Kitchen & Bath)	Electrical
Patio Light & Receptacle	Electrical
Electrical Panel	Electrical
Wall/Partial wall removal	Building

All applications that have work being done by a contractor must have a copy of the contractors' license and certificate of insurance.

An Indemnification Agreement must be filed with all applications, and must be signed and notarized.

**PARKEAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION
ADMINISTRATIVE APPLICATION FOR ROUTINE CHANGES**

Application No. _____ (Office use)

GENERAL INFORMATION

Date: _____ Unit Owner(s): _____ Ph#: _____

Building #: _____ Unit Address: _____ Model: _____

ADDRESS (if different from above): _____

I WISH TO DO THE FOLLOWING (Please mark the appropriate box)

Install or Replace: Dishwasher _____ (Circle One) Permanent or Portable

Washer _____ (Circle One) Permanent or Portable;

Dryer _____ **Please Note: NO GAS DRYERS PERMITTED. All dryers must be permanently vented to the outside, please ask for the DRYER VENT SPECIFICATION TO APPLY.**

Install or Replace: (wall) A/C _____ A /C W/Heat Pump _____ Location: Lvrn _____ Bdrm _____

Manufacturer: _____ Model: _____ BTU'S: _____

Please Note: Air Conditioning Units must be designed for through the wall installation. Window units will not work and are not allowed.

Install or Replace: _____ Storm/Screen Door (ask for specifications)

_____ Door Hardware (ask for specifications)

_____ Front Door Light Fixture (ask for specifications & see picture book)

_____ Attic Stairs to fit present attic access entry

_____ Stoop Railing (must be black, wrought iron & similar to those in the community)

_____ Plant Hanger Bracket (ask for specifications)

_____ Flag Holder

_____ Window and/or Door Shutters

_____ Front Door (ask for specifications)

_____ Back Door (ask for specifications)

_____ Breezeway Fence (ask for specifications)

_____ Back Door Lighting (ask for specifications)

_____ Outside Electric Receptacle (ask for specifications)

_____ Security Guards for Metal Kitchen & Bath Windows (ask for specifications)

_____ Attic Lighting

_____ Ceiling Fan (Required only if there is no existing fan currently in place)

_____ Remove heat convectors & piping. I am liable for any damages that may occur. Additionally,

I will remove all debris generated by the change. I will coordinate the removal

with all neighboring units that share the common element pipes. Name of Contractor _____

FOR THE FOLLOWING CHANGES AN ILLUSTRATION OR DETAILED DESCRIPTION IS REQUIRED.

_____ Electrical Panel Upgrade and or Relocation

_____ Dryer Vent (ask for specs-requires bird screening @ exhaust outlet)

_____ Exhaust Fan-Kitchen or Bathroom (ask for specification)

_____ New Windows (ask for specification)

_____ Asbestos Abatement

_____ Wall/Partial Wall Removal (need Engineer statement stating wall is non load bearing)

_____ Other _____

For the following approvals, Window Replacement, Storm OR Front Door Addition/Replacement, Dryer Vent Installation, Exhaust Fan Installation and Front Door Replacement, notify the Covenants Director in writing within 30 days of installation to allow for a follow-up inspection to ensure compliance with our outlined specifications.

I wish to paint my front door with one on the following: _____ Barrauder House Green (Light)
 _____ Bracken Tenement Biscuit
 _____ Levingston Kitchen Green (Medium)
 _____ Palace Arms Red
 _____ Phillipsburg Blue
 _____ Market Square Dark Green
 _____ Outside White

I wish to stain my front door with one of the following: _____ 235 Cherry
 _____ 2718 Ebony
 _____ 2716 Dk. Walnut
 _____ 210B Gldn. Oak
 _____ 225 Mahogany

Please Note: Paint/Stain is available at the Supply Office in the Maintenance Yard. IF you choose to stain your door, **MAINTENANCE OF THE DOOR FINISH BECOMES YOUR RESPONSIBILITY TO UPKEEP. The Association will not paint a stained door.**
BY MY SIGNATURE BELOW, I AFFIRM THE FOLLOWING:

1. Both the equipment identified herein and the manner of installation of that equipment meets all applicable codes and ordinances of the City of Alexandria.
2. I understand that maintenance and repair of equipment installed by me is my responsibility and that I am obligated for all expenses relating to its maintenance and repair.
3. I understand that I am personally liable for all damages and expenses to my Unit, other Units and/or the Common Elements resulting from improper installation or operation, failure to properly maintain such equipment or malfunction of any equipment installed by me or at my direction. Soundproofing of this appliance has been made. This includes any water damage.
4. I will contact the Association (998-6315) within ten (10) days after the appliance has been installed to schedule the required inspection when required by the specifications.
5. I affirm that I am installing/replacing the above items exactly as represented here. I understand that any variation from the above constitutes a violation of the architectural guidelines and automatically voids approval.
6. I understand and agree that no work on this proposed change shall commence without prior written approval of the General Manager.
7. I understand asbestos is present in Parkfairfax units and the common elements. If the change I am proposing requires work which may disturb asbestos, I agree that I must specifically advise the Association Office of the nature and extent of this work in writing prior to commencement of such work. I also agree I will endorse a separate indemnification agreement if such asbestos disturbing

work is necessary. I also agree I and my contractor (if appropriate) will abide by all Federal, State and Local ordinances regarding the disturbance and removal of asbestos containing materials and will agree to have air testing conducted at my expense.

8. The Parkfairfax Condominium Association or its agents shall not be held liable for repair/replacement of approved alterations (i.e. storm doors, washing machines, etc.) that must be removed or damaged in order to perform necessary work on the property other than in cases of gross negligence. Whenever possible, the Association Office will inform residents of any impending work that might affect any changes.

Date

Unit Owner

Date

Unit Owner

=====

Action Taken: ___ Approved ___ Disapproved
 ___ Deferred ___ Acknowledged
 ___ Preliminary Approval, subject to receipt of City Permit and Inspection
 ___ Final Approval (Copy of City permit and Inspection received)

Stipulations/Conditions:

- MUST CONFORM TO PUBLISHED PARKFAIRFAX GUIDELINES AND CITY OF ALEXANDRIA CODES

- _____
- _____
- _____
- _____
- _____

Date: _____

Signature: _____

Parkfairfax General Manager

INDEMNIFICATION AGREEMENT AND COVENANT

THIS INDEMNIFICATION AND COVENANT AGREEMENT is made this _____ day of _____, 20____, by and between _____ ("OWNER"), and the **PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION**, ("ASSOCIATION").

WITNESSETH: WHEREAS, Owner is the Unit Owner of condominium Unit No. _____ in Parkfairfax Condominium located at _____ Alexandria, Virginia; **AND WHEREAS**, the Association is charged by the Condominium Instruments for Parkfairfax Condominium (recorded on February 7, 1977 in Deed Book 847 at Page 72 among the land records of the City of Alexandria, Virginia) with responsibility for maintaining the Common Elements of the Condominium and enforcing the provisions of the Condominium Instruments; **AND WHEREAS**, the Condominium Instruments require the approval of the Board of Directors of the Association prior to the making of any alterations by the Unit Owner affecting the Common Elements; **AND WHEREAS**, Owner wishes to make alterations affecting the common Elements and has approval therefore; **AND WHEREAS**, The Board of Directors of the Association will not approve such alterations in the absence of an indemnification against damages and assumption of responsibility by Owner; **AND WHEREAS**, In order to induce the Board of Directors of the Association to grant such approval owner is willing to indemnify the Association and affected Unit Owners and assume responsibilities for any and all damages.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Installation, alteration or removal of _____ must be in accordance with any and all Guide Specifications and Exhibits approved by the Board of Directors.
2. Owner undertakes, of himself and his heirs, successors and assigns, to indemnify and hold harmless the Association and any Unit Owner from and against any loss or damage which the Association or any Unit Owner may suffer as a consequence of such improvements and alterations; including without limitations: (i) loss or damage caused by negligence in the design, construction or maintenance of such improvements and alterations; ii) loss or damage not the result of negligence but caused by the effect of such improvements and alterations on the structural components previously existing; (iii) expenses and consequential damage caused by or resulting from such improvements and alterations; and, (iv) fees, costs and expenses of any claims or suits arising as a result of such improvements and alterations.
3. Owner undertakes, for himself and his heirs, successors and assigns, to maintain and pay cost of maintaining such improvements and alterations, and all other appurtenant components.

4. Owner hereby warrants that the improvements and alterations have been and will be made in compliance with all applicable requirements of insurance policies covering the condominium and all applicable laws, governmental regulations, ordinances and codes. Owner hereby indemnifies the Association and any Unit Owner from and against any loss or damage attributable to the incorrectness of such warranty. Further, Owner hereby agrees to pay any increase in the cost of insurance coverage occasioned by the construction or maintenance of the improvements and alterations.

5. The approval by the Board of Directors of the improvements and alterations set forth in paragraph 1 above do not constitute approval of any other improvements and alterations made without obtaining the express prior written approval of the Board of Directors pursuant to the provisions of the Condominium instruments and the procedures of the Board of Directors.

6. The parties agree that this Indemnification Agreement and Covenant shall be filed in the unit file at the Association office, and shall operate as a covenant running with the land, forevermore encumbering the condominium unit and binding Owner's heirs, successors and assigns, including without limitation all future owners of the condominium unit.

7. Wherever used herein the singular shall include the plural, the plural the singular, and the use of any gender shall include all genders, as context may require.

IN WITNESS WHEREOF, The parties have executed this instrument as of the date first written above.

OWNER:

STATE OF VIRGINIA)
) ss

CITY OF ALEXANDRIA)

I, the undersigned, a Notary Public in and for the State and City aforesaid, do hereby certify that _____, whose names are signed to the foregoing instrument bearing date on the _____ day of _____, 20_____, have acknowledged the same before me in the aforesaid jurisdiction to be their act and deed.

GIVEN under my hand and seal this _____ day of _____ 20____.

_____) seal)
NOTARY PUBLIC

My commission expires:
