

**RIVER PLACE EAST HOUSING
COOPERATIVE RULES
AND REGULATIONS**

**PLEASE READ THE ENTIRE
DOCUMENT**

Revised 06/20/07

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RIVER PLACE EAST HOUSING COOPERATIVE

EMERGENCY INFORMATION

Patrol (24 Hours) (703) 525-6321
Fire, Ambulance & Police 911
Gas Company (703) 750-1400

NON-EMERGENCY PHONE NUMBERS

Arlington County Police (703) 558-2222
Arlington County Fire Dept. (703) 558-2222

RIVER PLACE EAST HOUSING COOPERATIVE

Management Office (703) 276-0025
Management Fax (703) 276-0029
Maintenance Office (703) 276-0025
Parking Office (703) 276-9810
Lobby Desk (703) 276-0025
Entertainment Center (703) 528-6690
Laundry Room Use Building Entrance Key

MAINTENANCE WILL LOCK THE TOP AND BOTTOM LOCK UPON DEPARTURE FROM YOUR UNIT. PLEASE CARRY BOTH KEYS TO YOUR UNIT AT ALL TIMES (BOTTOM LOCK AND DEADBOLT LOCK). MANAGEMENT WILL NOT BE HELD RESPONSIBLE FOR ANY FEES INCURRED FOR AFTER HOURS LOCK OUT SERVICE AS A RESULT OF YOUR FAILURE TO CARRY BOTH KEYS TO YOUR UNIT AT ALL TIMES.

REGULATIONS

These Regulations make cooperative living easier for everyone. Please give them your full support. They apply to all building occupants; i.e., anyone in the building, permanent or temporary, resident or guest. The word “apartment” includes the balcony and canopy. The words “common area” includes everything in the building that is not a part of an individual apartment.

If the Regulations are inconsistent with the other Governing documents, then the latter prevail.

They are as follows:

- Declaration of Covenants, Easements and Liens for River Place
- Articles of Incorporation of the River Place Owner’s Association
- Articles of Incorporation of the River Place East Housing Corporation
- Bylaws of the River Place Owners’ Association
- Bylaws of the River Place East Housing Cooperative (f/k/a River Place East Housing Corporation)
- Proprietary Lease of the River Place East Housing Cooperative (f/k/a River Place East Housing Corporation)
- Regulations of the River Place Owners’ Association

AUTHORITY

1. The EAST Housing Cooperative Board of Directors (Board) promulgates, changes and can make rare exceptions to the Regulations as provided for in Article 3, Section 3.8 (1) of the Corporation Bylaws.
2. The Board may impose penalties in the form of charges, and in unusual cases, bring about eviction and foreclosures to violators of the regulations. Alleged violators are always entitled to a Board hearing, if they desire one, before any penalty is imposed.
3. Management is responsible for the implementation of these Regulations. Infractions, complaints and comments should be directed to Management. The concierge may be utilized to carry messages to Management.
4. Appeals not satisfactorily solved by the Manager may be addressed to the Board either in writing or in person during the first fifteen minutes of a monthly Board meeting.
5. Comments and complaints about areas outside the Building shall be addressed to the River Place Owners' Association (OA) either directly, by calling (703) 276-9810 or put in writing. The Manager will supply his/her name upon request.
6. Management may enter any apartment or storage area with the shareholder's or resident's advance permission. In emergencies, Management may enter without permission and without the presence of the shareholder or resident, provided that the shareholder or resident is subsequently informed of the entry. Suspected violations of the Regulations, including pest infestation and health code violations are considered emergencies.

RESPONSIBILITY

1. It is the tenant's responsibility to obey all regulations instituted by the River Place East Housing Cooperative (RPEHC) and/or Owners Association. It is the Shareholder's responsibility to ensure that tenants are aware of the rules and regulations to help enforce compliance.
2. Errors, omissions and neglect by any tenant causing damage, inconvenience or injury to person, animals, property or building structures and articles are the tenant's responsibility and may not be covered by the Owners' Association comprehensive damage and liability policy.
3. Shareholders and residents are advised to carry their own cooperative homeowners and renters insurance policy to protect their personal property and liability.
4. Building employees will not be asked to perform personal services.
5. The Manager and Building employees are not responsible for injuries, inconvenience or damage caused by others.

MOVING IN & OUT POLICY

The East Building has only one elevator dedicated as a Freight Elevator – the 3rd one on the right (designation #3). Accordingly, given the high turnover rate in this building, it is essential that the building establish and enforce standards for residents moving into and out of the building. It is important that these procedures be given wide distribution. All shareholders who rent their units or management companies must make tenants aware of these procedures. Ultimately, shareholders will be held accountable for non-compliance by their tenants or the lack of management companies to inform tenants of the process.

1. Moving into or out of a unit requires reservation of the Loading dock space and/or freight elevator. Moving reservations must be made in person at the front desk in advance a minimum of **three days**. Reservations are on a first come, first-served basis.
2. You must be a registered tenant to move in and use the freight elevator. If you are moving in you must pay your registration fee (\$50) and leave a refundable elevator reservation deposit (see item #3). The management office will also provide the resident a loading dock pass with a specified time limit.
3. A refundable elevator reservation deposit of \$100 will be required to secure the elevator reservation. The deposit will be refunded after concierge inspects elevator and determines that no damage occurred. The deposit will be returned by the management office during regular management office hours. If necessary, it may be returned by mail.
4. The resident must keep the loading dock parking pass prominently displayed on the vehicle dashboard at all times. Residents with reservations must present a valid River Place ID or valid Driver's License to secure access to the freight elevator and have it locked for their exclusive use while moving. The concierge will place a sign in the freight elevator indicating that it is reserved for moving. This will keep residents informed. It is the responsibility of the person(s) moving to honor the time limits of their reservation so as not to impact other residents and other movers.
5. Move hours are 10:00 a.m. and 9:00 p.m. Monday through Sunday. Only one move in or out may occur at a time.
6. Moves are only permitted to use the freight elevator and the Loading dock. No other elevator may be used. Any violation of the elevators will result in a \$100 fine of the shareholder. Concierges who identify misuse of the elevators will ask residents to cease immediately. If the resident does not respond, the concierges will contact the Patrol staff. Shareholders are responsible for the behavior of their tenants.

Any improper use of the Loading dock for moving in or out without prior permission will be identified by the concierge and the Patrol staff contacted to take appropriate action. Appropriate action can include booting and/or towing the vehicle that is in violation.

Any improper use of the elevators, including moving without reservation or improper use of other elevators, may subject the related vehicles to improper moving to booting and/or towing even with valid parking permit, if compliance with the rules is not obtained.

7. The Concierge will only provide elevator lock off service after verification of reservation. The Concierge will inspect the elevator after the move to authorize return of the deposit.
8. Should either of the two passenger elevators become non operational, it will be necessary to forfeit exclusive use of the freight elevator for moving until the passenger elevators become operational again. It is the policy of the building for the Concierge to immediately notify the Patrol staff when an elevator fails to operate.

SELF-STORAGE FACILITY

In accordance with Arlington County Law covering self-storage areas, no flammable materials, perishables, illegal substances or articles that may be dangerous to the Lessor, Lessee, Residents, to the building, or that may cause the increase of the building's insurance may be stored in the area specified. Any items found to be in violation of the above can be removed by the Lessor.

Lessor shall mean "River Place East Housing Cooperative" (RPEHC)

Lessee shall mean "Person(s) to whom Self-Storage is Leased"

1. Lessee shall provide at least a 30-day notice in writing of intent to cancel or not renew this agreement.
2. Lessor shall be under no obligation to renew or extend this agreement.
3. The Lessee agrees that at expiration of the above lease, he/she will remove all items from the self-storage space and leave the area "broom clean".
4. Lessor shall take possession of the self-storage space immediately upon termination of this agreement and reserve the right to remove any materials stored therein.
5. Lessor shall have the right to take possession of the self-storage space when the rent for said space shall not have been paid by the 15th of the month, then due.
6. Lessor may remove any contents found therein and sell said contents to satisfy delinquent rents.
7. Self-storage space units are not associated with shares held in the River Place East Housing Cooperative.
8. Only individuals reflected in the stock records of the RPEHC as holders of a leased interest in the Corporation, or sub-tenants who have provided an executed lease and River Place East Housing Corporation lease addendum, paid the required registration fee and have in their possession a valid driver's license may be afforded use of the self-storage space within the corporation.
9. Other individuals who are not owners of record may be afforded the opportunity to lease paid storage facilities on a case-by-case basis with the understanding that their lease may be terminated to give priority to shareholders and tenants at RPE. All exceptions are made at the discretion of the management staff.
10. Shareholders delinquent in any fees due to the Lessor will be denied access and use of the self-storage space, as will their tenants.
11. Management will revoke the Lessee's self-storage privileges in case of violation or default of the Lessor Governing Documents (Bylaw, Bylaw Amendments, Proprietary Lease, rules and regulations).
12. Management will revoke the Lessee's self-storage privileges in case of violation of any of the River Place Owners' Association rules and regulations.
13. Self-storage space is available on a first come, first served basis; and
14. Management shall provide to the Lessee a key that is issued and controlled by the corporation.

15. Once the self-storage space units are full, management will retain a waiting list on a first come, first served basis.
16. Lessee shall not have the right to assign use of any self-storage space to a third party user.
17. Management shall not release any self-storage space keys without the expressed written and signed request of the Lessee.
18. Concierges shall not be permitted to hold or release any keys for the Lessee or other users.
19. No Lessee shall have the right to make any modification, alterations, renovations, wall additions, wall removals, electrical, plumbing, etc. to the self-storage area or spaced being leased.
20. It is the responsibility of the Lessee to notify management immediately of any leaks or outages within their lease self-storage or self-storage area.
21. A valid, non-expired River Place East identification card and photo identification must be presented to management prior to any storage space being leased or keys being issued.
22. Management may revoke use of the self-storage space to facilitate necessary maintenance.
23. Management shall have the right to enter at any time the self-storage space units without the written or verbal consent of the Lessee.
24. Items left in the self-storage space shall be removed within 48 (forty-eight) hours, by the RPEHC staff or its designee when any of the following events occur and the Lessee has not removed their items:
25. The Lessee shall release the self-storage space assigned to the Lessor if move out from the Housing Corporation building, expiration of unit lease without renewal, failure to renew River Place East ID upon expiration, abandonment of unit as determined by the corporation's Board of Directors, no longer a shareholder within the RPEHC, use of an un-assigned self-storage space, removal of locks from a self-storage space, storage of items which present a hazard or the changing of locks on the Housing Corporation's self-storage units or entryway doors.
26. Management cautions against storing items of monetary or sentimental value in the self-storage space.
27. Storing items in the storage room is done so at user's sole risk.
28. It is understood that the RPEHC is not responsible for lost, stolen, damaged or discarded items and use of a self-storage space is at the sole risk of the tenant or shareholder.
29. Lessee has the right to inspect all self-storage spaces within the corporation.
30. Lessee has the right to terminate this said self-storage lease agreement with or without cause.

STORAGE BIN RULES (Chicken Wire)

River Place East Housing Cooperative (RPEHC) maintains 239 “Chicken wire” storage bins on the second (2nd) floor for the convenience of its residents.

1. Assignment of a “chicken wire” storage bin is a privilege not a right. In accordance with the Arlington County Law covering self-storage areas, no flammable materials, perishables, illegal substances or articles that may be dangerous to the Lessor, Lessee, Resident, to the building, or that may cause an increase to the building’s insurance may be stored in the area specified. Any items found to be in violation of the above can be removed by the Lessor.
2. Chicken wire storage bins are available on a first-come, first-served basis to current, duly registered tenants and/or shareholders. Since there are more apartment units than there are chicken wire storage bins, Management will keep a waiting list for registered residents as needed and will contact the applicant if a bin becomes available. Only one chicken wire storage bin will be assigned for a unit *either* to tenant or shareholder and assignments are issued solely on a first-come, first-served basis.

Any resident desiring more storage space may contact the management office to see about the availability of paid storage space in the building. The list of available paid storage rooms is maintained by the management office.

3. Chicken wire storage bin assignees are required to place on their bin and keep at all times a keyed lock or combination lock to secure it. For the initial assignment of a chicken wire storage bin, the applicant **must visit** the management office between the hours of 9:00 am and 4:00 pm (weekdays only) to complete the assignment agreement whereby user agrees to these rules.
4. The chicken wire storage room key is available from either the Management Office or the Concierge Desk between 9 am and 4 pm each weekday as it is available. To obtain the storage room key, you must be a recognized user and present an **unexpired** River Place ID *and* a **valid** picture ID to be held in exchange for the key until it is returned. Chicken wire storage room access will be given in one hour increments, unless you are moving in or out of the building. If the keys are not returned in the required time, the user may have their storage privileges revoked.
5. Residents who wish to use the chicken wire storage room during the weekends or evenings can make reservations by contacting the Management Office at (703) 276-0025. After hours reservations will only be made available for recognized users recorded on the master chicken wire assignment list. The reservations for the storage keys will be kept by the concierge for after hour access to the chicken wire storage room. Residents who are registered on the master list of assigned chicken wire storage bins may also use the key on an “as available” basis.

Residents who want to access the chicken wire storage room “as available” without reservations after the management office hours must come to the concierge. Residents will only be allowed to sign out the keys to the storage area if they are on the access list kept by the concierge. An **unexpired** River Place ID *and* a **valid** picture ID will be held in exchange for the key until it is returned. Residents with reservations get priority and must have their reservation times respected by the “as available” users. Any resident using the chicken wire storage room “as available” without a reservation that impacts the reservation schedule will be fined \$50 and may have their storage privileges revoked.

6. RPEHC is not responsible for lost or stolen articles. All property is stored at the chicken wire storage bin user’s risk. Management strongly recommends you do not store valuables in the chicken wire bins.
7. All residents are required to remove items from the chicken wire storage room when moving out of the building or the unit is sold. Management will dispose of any items remaining in the chicken wire

storage bins once residents have moved out of a unit/property. Bins cannot be conveyed to the new shareholder.

8. If tenants are using the chicken wire storage bin assigned to their unit and move from one unit to another, it is the responsibility of the tenant to notify management and coordinate any necessary re-arrangement. It is the tenant's responsibility to notify management to correct the assignment agreement information when moving within the building. Failure to comply will be considered a willing forfeiture of the space.
9. Chicken wire storage bin inspections are conducted at random. If any items are stored in unlocked, open bins, the recognized user will be asked to correct the problem within forty-eight (48) hours before items are removed. Items placed on top of or outside any bins present a fire code violation and will be disposed of immediately.

APARTMENT USE

1. Apartments are for private dwelling purposes only -- not for business, sales, auctions, exhibits, tours, transient or hotel use.
2. Leases between the shareholder and tenants are for the entire apartment and for a minimum of six (6) month duration for non-furnished units and at least three (3) month duration for all furnished units.
3. All residents (owners and renters) **must** do the following:
 - Obtain the appropriate insurance (renters insurance for tenants or condo insurance for owners)
 - Come **in person** to the front desk to do their registration (desk hours are 8 am to 10 pm weekdays, and 9 am to 10 pm weekends) and ensure that they stay current in their registration for any subsequent lease extensions.
 - Multiple tenants in one unit should register together
 - Provide a picture ID and a current copy of your lease, plus a \$50.00 registration fee for furnished and unfurnished units. Failure to register with the Management Office will result in management assessing this fee to the Shareholder's unit account.
 - The Shareholder cannot register for their tenant.
 - Lease additions: Additional resident(s) must be accompanied by the current registered resident and must provide management with written authorization from the Shareholder. This will enable management to complete the required ID registration process.
 - New Shareholders must also register with the Management Office.
4. No subleasing ("third party") is allowed. Shareholders must provide written authorization designating a managing agent and explicitly detailing what authority they are being given – handle rentals, authorize repairs, write leases on their behalf. No exceptions will be allowed or recognized by RPE.
5. All residents must be identified in the lease. This includes all children, regardless of age.
6. Guests are limited to one month and only concurrent with resident occupancy.

7. Tenants must immediately notify the landlord of any issue/problem in the apartment.
8. All maintenance requests must be initiated or authorized by the owner of record/landlord with the exception of plumbing emergencies, heating and cooling emergencies or any other instance where property damage could or is occurring.
9. Failure by residents to keep current with registration could subject shareholders to a fee of \$20 each year.
10. The following safety and conservation rules shall be observed.
 - a. Turn off lights, gas and water when not in use.
 - b. Close windows in cold weather and when using air conditioning.
 - c. Lock doors and windows when absent.
 - d. Portable or stand alone heating, cooking, cooling, and clothes washing or drying equipment shall not be used.
 - e. Apartment entrances should not be locked or blocked in any way that impedes access by the Manager or firefighting personnel.
 - f. Ensure that all appliances are turned off, and no candles or incense or fire-based products of any kind are lit when the unit is unattended.
 - g. Report all plumbing issues immediately.
 - h. Report all pest control issues immediately.

CLEANLINESS/NOISE/ODORS/SMOKING

1. Smoke and odors shall be confined to the apartment generating them.
2. Sounds shall be reasonably confined to the apartment generating them except during quiet hours. During quiet hours (10 pm to 8 am daily) all sounds shall be contained within the unit generating them.
3. Residents will not make any disturbing noises in the Building, which will interfere with the rights, comfort or convenience of other residents. Residents shall not play any musical instrument, stereo, radio or television between the hours of 10:00 p.m. and 8:00 a.m. if the same shall disturb or annoy other occupants of the building.
4. Apartment repair operations are limited to Monday through Saturday from 9:00 a.m. to 7:00 p.m. No repairs shall occur on Federally Observed Holidays. All contractors need to register with the building management in advance of performing any work in any unit. Shareholders need to ensure compliance with noise and renovations requirements.
5. Per Arlington County Law, cooking is not allowed on balconies or patios. Shareholders/residents could be assessed a fine of \$1,000 by Arlington County Fire Department.

6. Plumbing shall be kept free of grease and obstructions.
7. Arlington County housing regulations require 80% carpet or other sound absorbing material in all apartment rooms except in the kitchen and bathroom.
8. Storage areas shall be kept clean and free from fire hazards. Likewise, hallways and doors shall be kept free of obstructions.
9. The Corporation, at the shareholder's expense, will clean Apartments and storage areas found chronically unclean.

RENOVATION AND APPEARANCE

1. Apartments are to be kept in good condition. Decorations and repairs are to be made at the shareholder's expense except for certain maintenance and repair for which the Cooperative is responsible. The Cooperative will refurbish apartments in chronic need of cleaning and repair at the shareholder's expense.
2. Change of fixtures, appliances, structures, conduits and plumbing, mechanical and electrical systems require Board approval.
3. Changes to areas outside the apartment (including apartment doors, windows and canopies) require Board approval.
4. All apartment modification should leave the affected articles at a level of quality equal to or higher than that of the original developer installed articles. Changes should be left intact when vacating the apartment. The Cooperative at the shareholder's expense may perform Restoration to original quality not performed by the Shareholder.
5. Alteration recommendations may be solicited from Management and building residents but are done so at the shareholder's risk and responsibility.
6. All shareholders are responsible for ensuring that appropriate measures are taken to limit the impact that renovations have on the common areas, including daily removal of dirt and debris in hallways. Also shareholders who have significant amounts of construction trash (i.e., plaster, drywall, etc) must coordinate their own trash removal.
7. The Board of Directors and Management strongly urge Shareholders to use licensed contractors. All Contractors are expected to bring their own supplies and plan for equipment and debris removal. Fees may be charged to the shareholder for borrowing equipment and for cleanup and removal of construction debris.
8. A pleasing apartment exterior appearance shall be maintained and occupants will:
 - a. Use off-white or beige curtain liners and blinds.
 - b. Neither paint nor post signs nor display flags except the U.S. and then only on the Fourth of July.
 - c. Do not use or display umbrellas, personal swings, window air conditioner, fan ventilators, antennas, animal feeders or animal shelters on balconies.

- d. Do not permit any article or plant beyond the outer edge of windows, patios, terrace balconies or balcony/patio canopies.
- e. Insure that plants and flowers extend no more than two feet above the top edge of the balcony or patio rail.
- f. Insure that adequate plant containment and drainage be provided.
- g. Insure that articles not be thrown, dropped, swept or shaken outside doors, windows, balconies or patios.
- i. Secure articles to avoid their being blown off balconies and patios by the wind.
- j. Insure that the combined weight in people and articles on a balcony be no more than 2000 pounds.
- k. Insure that all balconies are not carpeted, as carpets can retain water and water can erode the cement.

BULLETIN BOARD

- 1. Use of the bulletin board is limited to notices for units and parking spaces for sale and/or rent. Vacancy notices are only allowed to be posted on the bulletin board located in the laundry room.
- 2. Notices must be written in good taste and decorum and their size should be no larger than 3x5 inches. Management recommends the use of 3x5 index cards.
- 3. Notices shall be submitted to the Concierge or Building Manager who will post them on the bulletin board for one month. Notices shall be dated.

COLLECTIONS

- 1. Assessments are due on the first of the month. A charge of \$50.00 is levied for any part of the assessment not received in the management office by 5:00 p.m. on the 15th of the month.
- 2. Assessments and other charges 45 days delinquent are referred to the Corporation Attorney for collection. Delinquent shareholders pay all attorneys' fees and interest associated with collections. Recreation passes and in-unit maintenance service are suspended for delinquent shareholders or their tenants.
- 3. Returned checks are treated as nonpayment and the foregoing delinquency charges are involved until a bona fide check is received by Management. A returned check charge of \$25.00 will be assessed on all returned checks.
- 4. This policy applies to special assessments and charges, such as maintenance service.

ANIMALS

- 1. No animals of any kind are allowed in the common areas.
- 2. Animals in apartments are limited to cats, birds and fish. Total aquarium volume shall be limited to

12 cubic feet (3X2X2).

3. Animal sounds and odors should be confined to the apartment and cleanliness standards should be maintained (See Cleanliness, Noise and Odor).

COMMON AREAS

1. Building and apartment doors should be kept closed at all times.
2. Common areas shall be kept free of refuse, offensive odor, loud sounds, playing, loitering, storage, obstructions, business meetings and animals.
3. Heating and air conditioning equipment rooms shall not be entered, nor is anyone allowed on the roof.
4. Swim suits and sleepwear must be covered with robes or other clothing in the common areas. Footwear must also be worn.
5. Children should not be allowed to play in the common areas. They must be accompanied by an adult at all times. Building employees, such as the Doorman, shall not be asked to watch children.
6. Management may temporarily restrict access to certain areas to make alterations or repairs.

SOLICITATIONS

No door-to-door solicitation of any kind is allowed in the building. Solicitors may offer pre-printed flyers to be placed in hanging display cases in the mailroom or in the laundry room. Management may use their discretion in displaying these flyers.

PEST CONTROL POLICY

1. Apartments shall be kept clean, dry and free of refuse. Clutter, dirt, grease, etc., may contribute to pest problems. River Place East requires that all residents keep units to an acceptable sanitary condition as determined by our extermination contractor. This is in accordance with the RPE bylaws.
2. River Place East performs rotating preventative maintenance for pest control within the building and in addition 8 service requests per treatment date. During each visit to the unit, the exterminator will evaluate the unit and its sanitary condition based on evidence of long standing issues such as clutter and/or based on the lack of cleanliness.
3. Exterminator must be allowed access to all units with notice or in emergency situations without notice. No exceptions will be made.
4. Requests for extermination service should be made directly with the management office and notice of a problem should also be provided to the landlord. Requests should be made immediately upon suspecting a possible problem so that the building can aggressively handle the issue.

5. All Pest control requests will be fulfilled by the contracted extermination service every Wednesday in any given week except the 5th Wednesday in the month. When overflow occurs, management will arrange for treatment at the next available service time.
6. All pest control measures in this building need to be handled by a professional company – do not under any circumstances use pest control foggers or sprays in any unit or common area. Sprays and foggers can go through the ventilation system and also create a hazard used near gas appliances, i.e., stoves.
7. Most units need a two-time treatment for roaches (the initial treatment and a follow-up two weeks later). However, when there is an exception, a professional exterminator will determine a course of action and the plan will be shared with the residents of the unit as well as the shareholder of record.
8. When circumstances require treatment for pest control issues not covered by the building management, the shareholder of record will be informed via written communication as well as via verbal communication. All landlords will be responsible for handling those situations directly with their tenants, keeping management informed, in a timely fashion. Building Management covers pest control that solely are sanitary conditions based, e.g., roaches. An example of a non-sanitary condition that would result in shareholder or tenant payment for pest control treatment is bedbugs.
9. The extermination contractor for RPE will, as needed, provide entomologist support to identify any pests and plans for eradication. Further, any determination of whether they are sanitary conditions based pests will come from the extermination company.
10. Failure to remedy all necessary contributing factors to a pest control problem within a reasonable period of time; or the pest control problem itself when it falls outside of RPE responsibility, will result in RPE taking all necessary actions, at cost and risk by shareholder, to abate violations and resolve problems.
11. Any “poor” ratings for sanitary conditions by the exterminator will result in a letter to the shareholder and to the tenant outlining the problems and the turnaround time for resolving them. Failure to promptly rectify any problems can result in penalties, including terminating resident privileges or terminating tenants’ lease.

MAIL ROOM/LOBBY DESK

1. The mailroom is open from 8:00 AM to 10:00 PM daily.
2. The Corporation or its staff is not responsible for Postal Service packages or parcels left at the lobby desk. Management does not accept perishable items, i.e., flowers or food at the front desk. Articles left in the care of the concierges are done so at the delivery’s risk and responsibility. Personal deliveries will not be accepted.
3. Shareholders/Tenants are allowed to leave keys, envelopes or leases for their guest or prospective tenants at the front desk at their own risk.

LAUNDRY ROOM

1. The laundry room is for use by residents and their guests only.
2. Tints and dyes must not be used in the machines.
3. Clothing should be removed promptly from the machines. The normal washing and drying cycles are about 30 and 45 minutes respectively.
4. "Out of Order" signs should be posted on malfunctioning machines. Equipment needing repair should be reported to (703) 589-5444. This number may also be used to obtain any refunds.
5. Residents are not to leave their laundry unattended. River Place East is not responsible for lost or stolen articles.

REFUSE ROOMS

1. Wet refuse shall be secured in closed plastic bags.
2. Only bagged refuse shall be dropped down the chute.
3. Neither glass objects nor oversized bags or boxes shall be sent down the chute.
4. Hours for use of the chute are 8:00 a.m. until 10:00 p.m.
5. Large articles, boxes and newspaper shall be left in the appropriate dumpster located in the loading dock. There is a brown dumpster in the loading dock for cardboard and a white dumpster in the loading dock for newspapers. These items are recycled.
6. Aluminum cans and glass bottles are to be rinsed out and placed in appropriate barrels located in the basement of the building.

BIKE ROOM

1. The bike room is located on the basement level in the alcove to the left of the newspaper racks.
2. Use of the bike room is on a first come, first served basis.
3. Bike room users must complete a bicycle registration form and present a current River Place identification card along with a valid picture I.D. and a deposit of \$25.00 before access will be afforded to the bike room. The bike room key may be obtained at the management office from 9:00 a.m. to 4:30 p.m. Monday through Friday.
4. The Corporation or its employees are not responsible for damage or theft of bicycles kept in the room.
5. Bikes are not allowed in lobby area of the building. All bike users must enter and exit the building through the basement level of the building.

LOCK OUT SERVICE

Lock out service is available free from the Manager's Office during regular weekday office hours for registered residents. At any other time the service is available for \$15.00 from the River Place Patrol by showing a River Place I.D. and upon confirmation that a current lease is on file with Management.

VANDALISM AND THEFT

Stealing, damaging property and activating false fire alarms are crimes. A \$1000.00 reward is given to persons who provide information leading to the arrest and conviction of violators.

FIRE EMERGENCY PROCEDURES

WHAT TO DO IN CASE OF FIRE:

1. Familiarize yourself with the location of the exit stairwells and the fire alarm pull stations nearest your unit.
2. If you smell smoke call the FIRE DEPARTMENT - 911.
3. If you discover fire or smoke in your apartment:
 - Get everyone out immediately
 - Close the door and leave it unlocked
 - Activate the nearest fire alarm station
 - Use the stairwells to exit the building
 - Do not use the elevator
 - Follow instructions of the fire fighters upon arrival
 - If you are in the elevator when the fire alarm sounds the elevator will automatically stop at the lobby level
4. If you hear the fire alarm sounding:
 - Check to see if your unit door is warm before opening it. If the door is warm, do not open it. Otherwise, place your body against the door, open your door slowly and see if the corridor is filled with smoke and/or heat. If there is smoke and/or heat close the door immediately.
 - If the corridor is clear from smoke, walk to the nearest stairwell and exit the building.
 - If smoke starts to come around the door use wet towels or sheets to place around the door. Call 911 immediately and alert them of your predicament. Help will be on the way.
5. **IMPORTANT:** A list of the residents who would have difficulty walking the emergency route is maintained at the lobby desk and the management office. [Please contact the Management office if you wish for your name to be placed on this list.](#) In the event of a fire the fire department would assist in evacuation of these residents.