

Rules and Regulations

Effective October 1, 2009

The Following Rules and Regulations have been adopted by the Board of Directors of the St. James Place Owner's Association in accordance with Article IX, Section 9.1.J of the Declaration to not only protect the architectural integrity and harmony of the community, but also to promote the safety and welfare of residents and to maintain an acceptable quality of life. It should be remembered that the Rules and Regulations do not replace the By-laws or Declaration, which the Board of Directors uses as its primary governing document. Both documents are in force. In case of conflict between the wordings of these documents, the By-laws or Declaration will prevail.

The Rules and Regulations shall apply to all unit owners, their residents, family members, tenants, occupants, agents, visitors, and guests; and shall be enforced by the Board of Directors in accordance with applicable By-laws and governing documents.

The Rules and Regulations may be modified, repealed or amended at any time by a resolution of the Board of Directors when deemed necessary in the best interest of unit owners/residents and the community. The Rules and Regulations shall be reviewed by the Board of Directors and amended as required annually.

Names and Telephone Numbers

St. James Place Owner's Association Board of Directors

<u>Name/Title</u>	<u>Email</u>	<u>Phone</u>	<u>Address</u>
Nicholas Zaremba, President	nzaremba@cox.net	(757) 817-2373	12759H
Bobby Griffin, Vice President	thegriff52@cox.net	Not Listed	12755B
Chris Felice, Treasurer	cjfelice@cox.net	Not Listed	12759B
Betty Gratto, Secretary	singershome@verizon.net	Not Listed	12750A
Jimmy Castonguay, Director	jimmy_castonguay@bshsi.org	(757) 886-6557	Mary Immaculate

United Property Associates

<u>Name/Title</u>	<u>Email</u>	<u>Phone</u>
Dena Buchanan, Property Manager	denab@unitedproperty.org	(757) 873-1185 x461
Donna Scott, Newport News Office Manager	dscott@unitedproperty.org	(757) 873-1185 x463
Accounting, Virginia Beach Office	Not Listed	(757) 499-5633
After Hours Emergency	Not Listed	(757) 873-1185 Press 0

Emergency and Local Numbers

<u>Name</u>	<u>Phone</u>
Newport News Police Dept.	Emergency: 911 Non-Emergency: (757) 247-2500
Newport News Fire Dept.	Emergency: 911 Non-Emergency: (757) 926-8404
Bon Secours Mary Immaculate Hospital	(757) 886-6000
Virginia Common Interest Community Board	(804) 367-8510
Dominion Power	Toll Free: (888) 667-3000

St. James Place Owner's Association

Rules and Regulations

Effective October 1, 2009

GENERAL

- 1) Monthly fees are due on the first (1st) of each month and must be received no later than the tenth (10th) of the month. Payment labels and coupons are available from the Management Company. Any payment received after the tenth (10th) of any month will incur a late fee of \$30.00.
- 2) Any violation or condition that is deemed by the Board of Directors or Management Company to be a safety hazard, health hazard or of an emergency nature must be corrected immediately or at the option of the Board of Directors or Management Company, may be corrected by the association at the expense of the unit owner and the cost of the same assessed against the unit and unit owner.
- 3) Reports of rule violations and/or complaints should be submitted to the Management Company in writing. However, phone calls and emails are also acceptable means to report rule violations and/or complaints. The Board of Directors and Management Company will respond to your concerns as soon as possible.
- 4) Neither the Management Company nor the members of the Board of Directors shall be called after hours (after 5:00 PM) unless there is an extreme emergency (fire, explosion, water leak, etc.).
- 5) Excessive noise from stereos, parties, motor vehicles, pets, television, family squabbles, harassment, etc. will not be tolerated. Report serious problems directly to the Newport News Police Department, then follow up with the Management Company. Repeat violations will be resolved by the Board of Directors.
- 6) Unit owners who are delinquent in their condominium fees, penalties, and/or assessments may lose all parking privileges within the community. Violators will be towed at the vehicle owner's expense.
- 7) Unit owners/tenants are not authorized to request the services of contractors to perform work on the common elements. Written requests shall be submitted to the Board of Directors or the Management Company for action.
- 8) Unit owners/tenants shall not represent themselves as a member of the Board of Directors to anyone (Management Companies, Contractors, Companies, the City of Newport News, Newport News Police Department, Utility Companies, etc.) unless that unit owner has been elected by the Association to the Board of Directors at the Annual Meeting.

St. James Place Owner's Association

Rules and Regulations

Effective October 1, 2009

Rental Units

- 9) A rental unit is defined by the Board of Directors as a dwelling not occupied by the unit owner which a rental fee is paid by the tenant(s) to the unit owner.
- 10) Landlords must provide their tenants with a copy of the Rules and Regulations as amended. Tenants must agree to abide by the aforementioned documents. Unit owners will provide the Management Company with the tenant's name(s), phone number(s) and a statement from the tenant to show that they have received and understand the Rules and Regulations and agree to abide by them.
- 11) Rental Units will incur an annual fee of \$75.00. Each unit owner will be responsible for this fee no later than September 30th each year. A \$10.00 late fee will incur if not paid by September 30th.
- 12) Unit owners are responsible for the payment of any fines levied against their unit. Collection of assessments from the tenant will be the unit owner's responsibility.

Outdoor Rules

- 13) All trash shall will be deposited within the dumpsters and must be bagged and tied to avoid odor within the dumpster. The doors are to remain closed at all times. Trash, debris and large items shall not be placed beside or on top of the dumpster. Boxes should be broken down/flattened before placing in the dumpster. Large items must be disposed of at the public landfill by the unit owner/tenant and not left on the ground near the dumpsters. Large items require the Management Company to hire a contractor for pick-up. The cost of pick-up will be levied against the owner of the unit involved.
- 14) Stairways, stairwells, and other common areas shall be kept free of items at all times. Patios and porches shall be kept free of unsightly items. Chairs, tables and plants are permitted. All items must be orderly, neat and in good repair. Trash shall not be left on porches or patios at any time, even temporarily.
- 15) Unit owners/tenants are responsible for maintaining a weed free environment in yards which are enclosed, including owner-planted flowerbeds. Watering shrubs and flowers in your immediate area is a unit owner responsibility to avoid permanent loss or damage. Vegetable gardens are not permitted in common areas. Unit owners shall ensure that owner/tenant installed flowerbeds are free of insects to avoid a community-wide infestation.

St. James Place Owner's Association

Rules and Regulations

Effective October 1, 2009

- 16) In accordance with the 2008 Virginia Statewide Fire Prevention Code, charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction. In addition, LP-gas burners having a LP-gas container with a water capacity greater than 2.5 pounds (1.14 kg) shall not be located/operated on combustible balconies or within 10 feet (3048 mm) of combustible construction. Operating a charcoal grill is **PROHIBITED** at all times anywhere within the community.
- 17) Firewood stored on metal racks at least one foot away from the building is authorized. Firewood must be stacked neatly.
- 18) Items such as clothing, blankets, rugs, windsocks, flags and banners are not to be hung from any portion of the building to include patios, fences, balconies and railings. The only exception to this rule is that an appropriate size, properly mounted American Flag may be displayed by a unit owner.
- 19) Shaking rugs or other items from balconies/windows or beating items on the exterior of the building is prohibited. Sweeping or spraying water on the upper decks shall not be done without notifying the unit owner/tenant of the lower unit.
- 20) Changes or additions to the grounds, porch or patio areas and other common elements will not be permitted without written approval from the Board of Directors. Failure to have approval in writing could result in the unit owner having to pay the cost to restore the area to its original state and assessed penalties.
- 21) In accordance with the Federal Communications Commission's (FCC) rule in 47 C.F.R. Section 1.4000, satellite dishes which are installed within the boundaries of a unit or in the unit owner's limited common elements (i.e. balcony or patio). Satellite dishes are prohibited from being installed on the roof, exterior or any other common area. Unit owners/tenants shall obtain written approval from the Board of Directors prior to installing any satellite dish to ensure proper installation location. Failure to have approval in writing could result in the unit owner having to pay the cost to remove the satellite dish and assessed penalties.
- 22) Windows and doors are owned by the unit owner. Storm doors are permitted to protect the entry door and molding around the door. New storm doors require approval by the Board of Directors to ensure uniformity of the community. Window screens are not required, but must be maintained in good condition if installed.

St. James Place Owner's Association

Rules and Regulations

Effective October 1, 2009

Indoor Rules

- 23) Unit owners/tenants shall maintain the interior unit and keep such in good shape so that it will not detract from the value of the community.
- 24) All windows must have blinds, curtains, or shades. All window treatments facing the exterior will be of a neutral shade (e.g., white or off-white). Inappropriate window treatments include sheets, cardboard, paper, etc.
- 25) Unit owners must promptly perform maintenance and repair work within their unit, which, if left undone, would affect adjacent units or the project. Water leaks can cause major damage within the unit as well as the adjacent units. A unit owner is responsible for all damages and liabilities for failure to make corrections.
- 26) Utilities paid for by the Association are monitored by the Board of Directors during each billing cycle. A single building that exceeds the average use of all buildings may be cause for an assessment to each unit in that building.
- 27) In accordance with Section § 55-79.79 of the Code of Virginia, each unit owner shall afford to the other unit owners, the Board of Directors, the Management Company and to any person authorized by the Board of Directors such access through their unit as may be reasonably necessary to enable them to exercise and discharge their respective powers and responsibilities.
- 28) Occupancy restrictions shall be in accordance with the City Code of Newport News.
- 29) Unit owners/tenants and their guests will be held liable for any act which results in an increase in the cost of insurance maintained by the Association. Individual homeowners' insurance is strongly recommended by the Board of Directors since the Master Insurance Policy maintained by the Association **does not** cover items within the individual units.
- 30) Pests and rodent control are the responsibility of each individual homeowner. Failure to maintain will result in the unit owner paying for any repair as a result their negligence to control pests and rodents within their unit. The Association handles termite control.

St. James Place Owner's Association

Rules and Regulations

Effective October 1, 2009

Cars/Parking

- 31) Parking in the St. James Place Condominium Association is **by permit only**. Vehicles must display the permanent parking decal or the visitor hang tag visible through the windshield at all times while in the St. Place Condominium Association parking lot. Visitor hang tags are required for visitors staying longer than 48 hours. Visitor hang tags may be obtained from a member of the Board of Directors or the Management Company. **All visitors shall display the Unit # which they are visiting in their windshield at all times while parked in the community.**
- 32) Failure to display either the permanent decal or the visitor hang tag at all times while in the St. Place Condominium Association parking lot may result in the vehicle being towed **without notice**. All vehicles are towed at the vehicle owner's expense.
- 33) Each unit has one assigned parking space for the owner to use. Second vehicles and guests shall use the closest unmarked space on a first come, first served basis.
- 34) Only the Board of Directors and the Management Company have the authorization to tow a vehicle from the premises. If a vehicle is parked in a Unit Owner's reserved parking space, the unit owner should notify a member of the Board of Directors or the management company to have the vehicle towed. All vehicles are towed at the vehicle owner's expense.
- 35) Parking in the St. James Place Condominium Association parking lot is limited to automobiles, pickup trucks, minivans, SUV's and motorcycles. If any of these vehicles are longer than 19 feet or higher than six feet, they must be parked in the spaces reserved for oversized vehicles at the end of St. George Street where it meets St. James Place. Oversized vehicles are not allowed in the regular vehicle spaces.
- 36) Boats, trailers, recreational vehicles, all-terrain vehicles, commercial and business related vehicles are **prohibited** within the St. Place Condominium Association parking lot without written permission from the Board of Directors. Prohibited vehicles without written permission from the Board of Directors shall be towed at the vehicle owner's expense.
- 37) In accordance with § 46.2-1157 of the Code of Virginia, all vehicles are required to be inspected annually to maintain the vehicle in an operable condition. Any vehicle displaying an expired state inspection decal will be towed at the vehicle owner's expense.

St. James Place Owner's Association

Rules and Regulations

Effective October 1, 2009

- 38) In accordance with § 46.2-600 of the Code of Virginia, all vehicles are required to be registered within 30 days of the purchase or transfer. Any vehicle displaying expired license plates will be towed at the vehicle owner's expense.
- 39) Unit owners/tenants with a third vehicle must apply in writing to the Board of Directors. Approval/denial will be based on the availability of parking spaces at the time of the request.
- 40) No motorized vehicle will be parked anywhere else within the community except for the parking lot.
- 41) Vehicles will be parked only within the striped parking areas with the bumpers not extending onto the sidewalks (pedestrian passage).
- 42) Motorcycles shall use a kick plate or assume responsibility for any damage to the parking lot surface caused by the motorcycle.
- 43) Vehicles leaking fluids must be removed from the parking lot immediately until the leak has been repaired. Vehicles not removed will be towed at the vehicle owner's expense. Any vehicle found to be causing Any damage to the parking lot due to leaking fluids shall be cleaned up by the vehicle owner or the unit owner will be charged for the cost of repairing or cleaning the damaged area.
- 44) Unit owners/tenants shall not change the oil in their vehicle while on St. James Place Condominium Association property. Minor repairs (e.g., changing tires, checking oil, checking air pressure, etc.) are permitted.
- 45) Only unit owners/tenants may wash, wax, and clean their vehicles. However, all mud and debris shall be removed from the area upon completion. Visitors **shall not** be allowed to wash, wax or clean their vehicle at any time.

Pets

- 46) Dogs, cats, birds and fish are the **only** pets allowed in the community. No more than two (2) dogs, or cats or a combination of the two are allowed. Exotic pets are **not** allowed.
- 47) Pets shall not weigh in excess of twenty-five (25) pounds.
- 48) In accordance with Section 6.33 of the Newport News City Ordinances, dogs or cats which are four (4) months old or older are required to be licensed with the city of Newport News.

St. James Place Owner's Association

Rules and Regulations

Effective October 1, 2009

- 49) In accordance with Section 6.25 of the Newport News City Ordinances, dogs and cats are not permitted to run free on the Association property. All dogs shall be on a leash when outside in the community. Cats shall be on a leash or under the complete control of the cat's owner when outside in the community. Newport News Animal Control (or an equivalent organization) shall be called on any animal which is not on a leash and running free on the property.
- 50) In accordance with Section 6.53 of the Newport News City Ordinances, it shall be unlawful for any person to provide food, water, or other forms of sustenance and care to feral cats, unless such person is a resident of Newport News and has been designated as, and is currently appointed, a caregiver by the Newport News Animal Control Officer. The Board of Directors will work with the Newport News Animal Control (or equivalent organizations) to help control the feral cats within St. James Place Condominium Association property.
- 51) The pet's owner is liable for any damage within the community caused by their pet(s).
- 52) Dog owners shall ensure that their animal is trained well enough to preclude barking, howling, and disruptive behavior; nor shall the animal cause damage or be considered a nuisance as covered by the Declarations.

Signs

- 53) In accordance with Section 33.01-7 (6) of the Newport News City Ordinances, real estate signs (e.g., "For Sale" or "For Rent") are permitted only at the intersection of Ridgeway Parkway and Denbigh Boulevard. The placement of these signs anywhere else along either street is a violation of the Newport News City Ordinances.
- 54) **NO SIGNS** shall be displayed by a unit owner/tenant in front of buildings, on buildings, in windows or any other area within the community.

St. James Place Owner's Association

Rules and Regulations

Effective October 1, 2009

Enforcement

Any complaint/notification of a Rules Violation will be reviewed and evaluated by the Board of Directors to determine the merit of the complaint/notification. Once the Board of Directors has determined that a Rule has been violated, the fines for violations will be as follows unless the fine was stated within the rule itself:

Violation	1 st Letter	2 nd Letter	3 rd Letter
1st Offense	Warning (30 Days to Correct Problem)	Fine: \$50.00 or \$10/day (Up to 90 Days) (30 Days to Correct Problem)	Fine: \$50.00 or \$10/day (Up to 90 Days) (Notice of Board Tribunal)
2nd Offense (Within 12 Months of the 1st Offense of the same Rule)	Fine: \$50.00 or \$10/day (Up to 90 Days) (30 Days to Correct Problem)	Fine: \$50.00 or \$10/day (Up to 90 Days) (Notice of Board Tribunal)	
3rd Offense (Within 12 Months of the 1st Offense of the same Rule)	Fine: \$50.00 or \$10/day (Up to 90 Days) (Notice of Board Tribunal)		

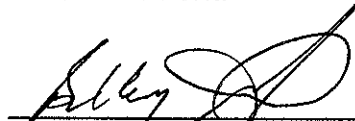
Any Unit Owner/Tenant may contact a member of the Board of Directors or the Management Company with any questions regarding their violation. Any Unit Owner/Tenant may also request to have a Tribunal Hearing to appear before the Board of Directors and defend their position against the violation prior to paying the specified fine.

These rules and regulations are unanimously approved by the Board of Directors of the St. James Place Condominium Association.

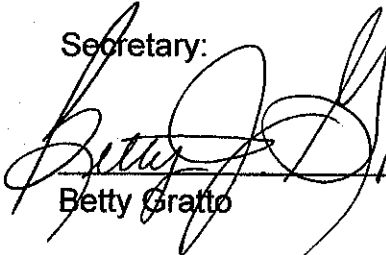
President:


Nicholas Zaremba 9/1/09
Date

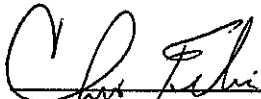
Vice-President:


Bobby Griffin 9/1/09
Date

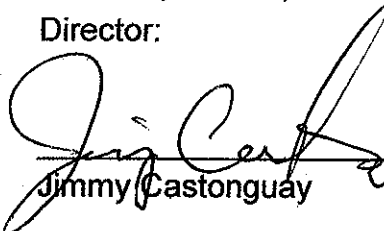
Secretary:


Betty Gratto 9/1/09
Date

Treasurer:

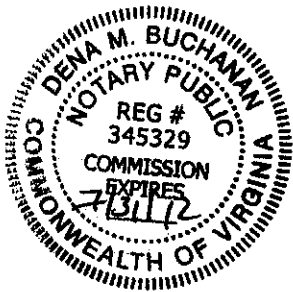

Chris Felice 9/1/09
Date

Director:


Jimmy Castonguay 9/1/09
Date

City of Newport News
State of Virginia

On this 1st day of September in the year of 2009, before me, Dena M. Buchanan, a notary public in the Commonwealth of Virginia, personally appeared Nicholas Zaremba, Bobby Griffin, Betty Gratto, Chris Felice and Jimmy Castonguay personally known to me to be the persons whose names are subscribed to the within instrument, and acknowledged to me that they executed the same.



Dena M. Buchanan
Dena M. Buchanan
Notary Public

My Commission Expires on
My Notary Registration #:

7/31/12
345329

DOC. NO.
RECORDED

090018949

2009 SEP 25 PM 1:35

NEWPORT NEWS CIRCUIT COURT
REX A. DAVIS, CLERK BY

KA Davis DC