

Greetings from Bedford Park, A Condominium Unit Owners Association!

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Transitioning Board Members

In April, the Board wished bon voyage to Jed Frei, who served as President since January of 2005. Jed unexpectedly jumped on an opportunity to relocate to a much sought after neighborhood in DC. He left the board in good hands with continuing Board members Peter Larsen and Manuel Ninapaitan. In the event of a board vacancy, remaining board members have the responsibility of appointing someone to fill the vacancy until the next voting meeting of the Association. Jenn Hannon, serving as a non-voting board volunteer since December 2005 (and who previously served on the Parking Committee in 2000) was appointed to serve out the remaining 8 months of the board position vacancy created by Jed's resignation. Thanks to Jenn for stepping up to serve in this leadership position!

Voting Board Members as of April 27, 2006:

President / Secretary – Manuel Ninapaitan
Vice President – Jenn Hannon
Treasurer – Peter Larsen

Community Manager Changes

Over the past few months, there have been several changes at Capitol Property Management impacting the management of our community. Last fall, our long time Community Manager Catherine Payne was promoted to take on more communities in a different region, and we began transitioning to a new manager. Unfortunately that manager left Capitol unexpectedly, and we were assigned to Carl Wallin, a seasoned property management professional, who coincidentally served on his own condo board and understood the challenges of maintaining a property from the management and board perspectives. The Board is very sorry to report that due to serious health issues, Carl has stepped down from his work at Capitol. In the short time that Carl served as our Community Manager, we saw rapid and dramatic improvements around the property, from retaining wall repairs to window box/dormer replacements, to cleaning out our sewer drains to resolve flooding issues in the parking lots (something we are especially grateful during recent storms).

Stepping in to help us continue our momentum to improve and maintain Bedford Park, is Carolyn Toohey. Carolyn will now be serving as our Community Manager, and is working diligently to get acquainted with our property while continuing work Carl started in the Spring. During this transition time, it is your responsibility as much as Carolyn's and the Board's to help keep track of outstanding work to be done. If correspondence or repairs initiated with Carl have not yet been followed through on, please notify Carolyn at ctoohey@capitolcorp.com. Carolyn can also be reached by phone 703.707.6404, or fax 703.707.6401, although email is preferable so we can track all requests in writing.

If you have any questions or concerns during this transition time, please email the Board of Directors at Bedford_board@yahoo.com. Monthly board meetings are also open to all residents and owners. The next Board meeting will take place Tuesday, July 25th, 2006. Please email the Board or Carolyn for the location.

Keep our Neighborhood Clean

As a gentle reminder – NO trash should be left outside of the dumpsters! As you know, our dumpsters are located at the end of the street on the property of Bedford Apartments (at the bike path end of N. Bedford Street, same side of the street as our property). We have a formal agreement with Bedford Apartments to keep trash dumpsters on their property. In return, their residents are also permitted to use our dumpsters. Please make sure to put trash IN the dumpsters, and not AROUND the dumpsters. This should be common sense and we do give thanks to the majority of Bedford Park residents who dispose of their trash properly. If you see anyone improperly leaving trash, please let us know via e-mail (ctoohey@capitolcorp.com or bedford_board@yahoo.com)– if violators can be identified they will be fined (some of your neighbors have found this out the hard way).

Also note that the trash collectors will empty the dumpsters no matter what is in them (so if it takes sawing your old couch in half to fit it in the dumpster, go for it!). If you can not lift items into the dumpster and can not take the initiative to find other ways of disposing it (Salvation Army, Arlington Furniture Bank, etc.) – you can arrange with our Community Manager to leave bulk items at the dumpster on a designated day and a special work order will be processed with the trash disposal company. Such work orders must be in by Tuesday for Friday bulk pick-up. Bulk pick up DOES NOT occur on any other day. SO any bulk items left after a Tuesday will be there for at least a week until the Friday of the following week. Please help us keep the trash dumpster area clean. There is no excuse for not putting your trash in the dumpsters or making arrangements to have it removed.

Arlington County Recycling

Did you know that Arlington County requires all multi-unit dwellings to submit a “recycling plan” every three years? Luckily, WE HAVE A PLAN! Alongside our trash dumpsters, Bedford Park provides recycling bins for newspaper and mixed plastic/glass/aluminum. Arlington County recycles plastic jugs and bottles marked #1 or #2 (usually imprinted on the bottom), as well as aluminum cans. Milk jugs, soda and juice bottles, and laundry detergent bottles are examples of what can be recycled. Examples of items that **cannot be recycled and should be discarded** with trash include:

- Bottles and plastic containers with wide openings such as: yogurt cups, margarine tubs and deli-type “clam shell” containers.
- Non-bottle plastics such as bags, foam, packing materials, toys, and containers that held toxic or hazardous materials (oil, anti-freeze, etc.).
- Obvious items: pizza boxes, cardboard, paint cans, flammable items.

Summer Pests

No, we’re not talking tourists! During the hot summer months we are reminded that lots of living things thrive in warm weather, including rodents. The bike path bordering the back of our property, as well as the grassy/swampy nature of the back of our property in rainy seasons contributes to the occasional migration of rats around our property. And naturally, when our trash dumpsters are overfull and spilling out onto the ground, this attracts rats that eventually make their way to our property. Bedford Park is implementing a monthly pest removal service that should help us address this problem. Keeping our parking lots and common areas clean will help with this problem – **please do not leave trash on your steps or other common areas, and do not throw trash on the ground.** Every little bit of prevention helps make us less attractive to rats. In the meantime, if you see rats coming in and out of pipes, bushes, and other areas that indicate possible nests, please contact our Community Manager so all problem areas can be addressed within our pest maintenance plan.

Parking Etiquette

Last March we implemented a new parking permit/towing policy in Bedford Park, which is still in effect. The basic elements of this policy are:

- **Between 8pm and 8am, 7 days a week, all vehicles must display a parking permit or be subject to automatic towing; and,**
- **Automatic towing in fire lanes is in effect at all times.**

There are no exceptions. If you missed the more than five years of research that went into this decision, it’s the best option (next to no policy at all).

Parking Etiquette (continued)

When the policy was implemented, two permits were issued to each unit. There are approximately 130 parking spaces to serve 120 units (and more than half of our units have two or more vehicles). This means that there is literally one spot per vehicle with a dozen or so parking spots left over. Two permits per unit does not guarantee two spaces per unit, but it does reduce the number of frequent overnight guests, party goers, and other non-residents parking in our lot during peak parking hours.

If you are a new owner and the permits were not transferred to you from the previous owner, contact the Community Manager to receive replacement permits. Lost or damaged permits will require a replacement fee to receive new permits, no exceptions. If you are caught requesting a replacement permit so that you will have three or more permits for your unit, you will be fined severely.

Some residents also take advantage of our inability to tow vehicles that are excessively large – like moving vans. Please don't take the chance, if we can tow it we will, and if we can identify the unit associated with the vehicle we will fine the owner (even if it's a renter that is violating the policy).

This first year of our permit policy has been bumpy, but every concern has been addressed and volunteers continue to walk the parking lots at night identifying problem areas. At this time, the permit/towing policy will remain in effect at all times. Please be courteous and help us enforce this policy with your neighbors and visitors. And please continue to provide feedback to the board to help us monitor and improve this policy.

As a reminder, we ask that residents with motorcycles share a parking space with their vehicle or with other motorcycles to help best utilize all parking spaces. (And thanks to those who already do this!)

External Water Spigots

Reminder to all lower end units: You control the on/off valve for external water spigots located on the ends of each building. These are typically located under the sink in the lower end units. These should currently be turned ON. These external end spigots are for all residents' use to wash cars (in marked parking spaces only please) and to water plants and flowers should they require a little extra assistance in hot, dry weather. If lower end unit owners/residents cannot locate the spigot to turn it on or suspect leaks or other problems, or if problems are detected with the hoses, please notify the Community Manager.

Use of Grilles on Bedford Park Property

Yes, it's true – whether or not your landlord or the previous owner passed along this information to you – the use of grilles anywhere within fifteen (15) feet (4572 mm) from any building is prohibited. Storage of any non-electric grille on decks or patios is also prohibited. This has always been in Bedford Park's policy, supported by Arlington County Code (County Code of Arlington Virginia, Ch.8 Fire Prevention, Article 4 Open Flames or Burning, Ord. No. 98-23, 7-11-98 & 98-23, 7-11-98). Recently, it was passed as a Virginia state code as well and can be enforced by county fire officials. These restrictions have always been in place although over the years, owners and tenants have moved in conveniently ignoring these rules, or without anyone notifying them of these restrictions. Bedford Park and Arlington County can fine you for violation of these rules, and any grille in use or being stored on decks or patios or anywhere within fifteen feet of a building structure deemed to be posing a hazard can be removed without notice.

Things Are Looking Up Around Bedford Park!

If you haven't noticed, many improvements have been completed and are in the works around the property. Our Spring improvements began with the repair of the retaining wall behind the building housing units 134-148 (check this). The very old, rotting, and sagging timber retaining wall had seen better days. Rather than remove the old wall, threatening the integrity of that slope it holds up, our contractor created a new graduated stone wall to enclose and secure the old wall, giving that area a sleek, clean look, while securing that area for years to come, and saving us some money in the process!

The retaining wall repair was part of the repair and replacement plan that involved a modest special assessment in March and May, and also included the repair/replacement of the window boxes of some of our two story units. Window box replacements have begun on the north side of the parking lot and will continue around to the south side until all window boxes (first and second floor) are repaired and/or replaced.

Landscaping improvements are also being made around the property – the original landscaping timbers bordering grassy areas were replaced, giving our landscaped area a crisp new look! Other landscaping improvements will be made throughout the year to improve neglected landscaping areas, remove failing shrubs and trees, and improve the look of our property.

On an ongoing basis, sidewalks and walkways that are crumbling or cracked are identified for repair and replacement. This will continue through the summer, addressing the most hazardous spots first. If you have cracked or crumbling sidewalks, walls, or steps near your unit, please notify the Capitol Community Manager to be sure these are addressed as soon as possible.

Door repair and repainting is also an ongoing process. About 60 doors have been identified around the property for repainting. You will be contacted to arrange for painting. If you have not been contacted yet and want to know if your door is on the upcoming painting list, please contact the Capitol Community Manager.

Dryer vents are routinely cleaned, but some clog up faster than others. If the external vent needs attention, please let the Capitol Community Manager know as soon as possible. Internal vents/hoses are the responsibility of the owner and should be cleaned out routinely as well to prevent fires.

And finally, we have identified the problem with the catch-basin/drain in the parking area parallel to N. Bedford Street that has caused water to back up into the parking lot during heavy rains. Several feet of debris, including bricks, concrete, wood, mud, dirt, and litter, were pulled from the drain in April. Catch-basins all around the property were also cleaned at the same time.

Exterior Modifications

Please remember as you are making home improvements that any modifications to the exterior of your unit require approval from the Association Board, this includes replacing windows, screen doors, and porch lights, as well as anything that requires attaching “something” to a building, railing or other common structure, such as flag poles or satellite dishes. This is not intended to deter home improvement - but to preserve the integrity of building structures, and yes to some extent be sure that all modifications are consistent with the design and appearance of the existing structures. Some simple guidelines to help you plan:

- Porch light replacements must be similar to the existing light in size, style, and color. Motion detectors and light/dark activated lights are permitted.
- Window replacements must be white, off-white, almond, or some variation of these colors that match as closely as possible the color of your unit's exterior siding or paint color. Windows with built in cross bars, or full view windows with no cross bars are permitted. Tinted windows are not permitted (double paned argon gas panes are permitted, although they do have a slight tint).
- Screen door installations or replacements must be white, off-white, almond, or some variation of these colors that match as closely as possible the color of your unit's exterior siding or paint color. Only full view doors, or full view with a high kick plate on the bottom, are permitted. Full view doors with half-screens are permitted.

Exterior modification forms can be found on the Bedford Park section of the Capitol's website:

http://www.capitolcorp.com/community%20pages/bedfordpark_webpage.htm. Modification requests are reviewed at Board meetings monthly (in the third or fourth week of the month). Check the Bedford Park section of the Capitol's website or email Bedford_board@yahoo.com.

Audit

Bedford Park's 2005 audit is right on track, and due to be complete any day. The completion of the audit will help us to finally make some adjustments that have followed us through changes in management companies in 2003, and will also help us determine any savings in last year's budget that can be applied to our reserves.

2006 Monthly Dues

Monthly assessments are due on the first of each month, at \$145 per unit. Late fees will be incurred for payments received after the 5th of each month. Checks should be made payable to: Bedford Park UOA, C/O Capitol Property Management, P.O. Box 5058, Herndon, VA 20172. Unit owners can sign up for automatic withdrawal of monthly dues by contacting the Capitol Community Manager.

Community Manager Contact Information:

Carolyn Toohey
Capitol Property Management
Phone: (703) 707-6404
Fax: (703) 707-6401
After-hours emergencies: (703) 481-1918
E-mail: ctoohey@capitolcorp.com

Board Contact Information

Please forward all correspondence for the Board of Directors via email to **Bedford_Board@yahoo.com**. DO NOT send requests for maintenance or emergency requests or reports to this email address as it is checked frequently but not every day – such requests should be forwarded to our Capitol Community Manager (Carolyn Toohey, ctoohey@capitolcorp.com). If you do not have access to email, please contact the Capitol Community Manager via mail or phone to forward correspondence to the Board.

Emergency Contact

Outside of normal business hours, Capitol provides a 24 hour answering service for emergencies that involve damage to building structures or common elements, for example water leaks or other accidents or disasters that threaten the safety of a building structure, or fallen trees or structures during storms. Call the main line to access the 24-hour emergency answering service – 703-707-6404. If you are faced with an emergency and cannot reach Capitol emergency services, stay calm and use your best judgment to alleviate the situation, this includes calling 911 if you or other residents are in immediate danger. And please, always call 911 for emergencies that pose immediate danger to you and other residents.

Upcoming Board Meetings

Board meetings are held monthly (or close to accommodate travel and vacation schedules) and are open to anyone, including owners and tenants. The next Board meeting will be held Tuesday July 25, 2006 beginning with an open homeowner's forum from 7:00pm to 7:30pm, please RSVP to Bedford_Board@yahoo.com to RSVP and for the location. The homeowner's forum is a great way for you to bring up pressing issues, to discuss new ideas or to just get involved. Regular business will commence at 7:30pm. All owners and residents are welcome to stay for the business portion of the Board meeting.

Bedford Park Condominium Website

Capitol has created a Bedford Park forum within their website. Visit <http://www.capitolcorp.com>, and click the top right corner "Find your community" to reach Bedford Park's online forum. This site includes:

- Board meeting dates, times, locations
- Homeowner Welcome Package
- Exterior Modification / Architectural Modification Form
- Auto Debit Account Setup form

Bedford Park Email List

Ever wonder why some owners and residents know things you don't know that supposedly they heard from us? That's because you are not on our Bedford Park email list. This list is used exclusively by Board members to share newsletters and important notices and alerts for our property and our neighborhood. To be added to the list, please email Bedford_board@yahoo.com. Renters and owners are welcome to join the list.