

Greetings from Bedford Park, A Condominium Unit Owners Association!

Spring is just around the corner (despite recent weather) and there are a number of important announcements and reminders in this newsletter.

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New Community Manager

Bedford Park welcomes our new community manager **Mr. Carl Wallin**. Bedford Park has enjoyed increasing success with the help of Capitol Property Management since 2003. We look forward to working with Carl to continue moving us forward. Carl has a long history of experience and service in property management and customer service, and serves on the Board of his own Homeowner's Association (and promises to provide us with the same high level of standards and services as he expects in his own community). Maintenance requests and other correspondence should be forwarded to Carl at cwallin@capitolcorp.com, or call Carl at **703.707.6404**.

Phone Number Please!!!

This is a friendly reminder that when you email or leave messages for service requests with our community manager, you should ALWAYS include a phone number where YOU can be reached. Surprisingly, there are a number of owners for whom we DO NOT have current phone numbers, and a frequently owners and residents leaving messages or emailing or Community Manager do not leave phone numbers where they can be reached! Leaving a current phone number each time you email or call for service will also help us keep our owners' contact list up to date in the event of emergency situations where immediate contact must be made.

December 2005 Unit Owners Meeting Proceedings

Bedford Park Condominiums holds annual owners meetings in December each year. The 2005 meeting took place on December 13th at the Lyon Park Community Center. The meeting was a great success, joined by new and long-time owners, reporting out a host of great financial news and progress for our community. Minutes from 2005 annual owners meetings are officially approved at the 2006 owners meeting. Draft minutes from the December 2005 owners meeting are enclosed with this newsletter – not only to share the great progress and financial success we are experiencing that was reported at that meeting, but also to give those present a chance to comment on the minutes while our memories are somewhat fresh. If you attended the meeting and have comments or edits to the minutes, please forward those by email to Bedford_Board@yahoo.com by Friday March 17, 2006.

Returning and New Condo Board Members

If you have the opportunity, please thank Jed Frei for agreeing to run for re-election to the Board and start 2006 with some consistency. If you've been in our neighborhood for a while, you know that board members are elected for three year terms, and each member is staggered so that each year a board member leaves/comes on. This

allows for consistency over time. However, we have been off our staggered term schedule for several years due to lack of voting quorums at annual meetings and lack of interested owners willing to step up to serve their shared investment.

Jed is returning as an elected board member. Unfortunately, no other candidates were nominated to run for three year terms. We are fortunate, however, that three owners (Jenn Hannon, Peter Larson, and Manuel Ninapaitan) volunteered to work with the board in some way in 2006 to learn the ropes and help infuse some new leadership into the board positions.

Per Bedford Park Bylaws, elected board positions are assigned at an organizational meeting following an election (members are elected for terms, then assigned for specific positions). In addition, when elections are not held for any reason, or board vacancies occur, remaining board members can appoint owners to serve for one year until the next voting meeting (in this case December 2006). Immediately following the December 2005 owners meeting, the outgoing board members Rebecca Berkson and Rena Large, and remaining/returning board member Jed Frei voted to appoint Peter Larson and Manuel Ninapaitan to one year temporary board positions through December 2006. Jenn Hannon, our third interested owner, will work with the elected and appointed board members throughout 2006 with ongoing tasks and communications. Elected and appointed board members will serve in the following positions in 2006:

Voting Positions: President / Secretary – Jed Frei
 Vice President – Manuel Ninapaitan
 Treasurer – Peter Larson

Non-Voting Officer: Communications Liaison – Jenn Hannon

Please take the opportunity to thank and welcome our returning and new Board members, as well as outgoing 2005 Board member Rebecca Berkson for volunteering her time and energy, for keeping up the momentum we have built making progress around the property and preserving and building our financial security for years to come. We also want to thank former Board members Laureen Tews, Bridget Serchak, and Rena Large for serving in temporary board positions in 2005 to fill vacancies and provide a historical perspective to our 2006 budget planning process.

Trash Disposal

As you know, our limited common areas leave us with no good place to put trash dumpsters. Bedford Park has a formal agreement with Bedford Apartments to keep trash dumpsters on their property (at the bike path end of N. Bedford Street, same side of the street as our property). In return, residents of that apartment building are permitted to also use our dumpsters. As a gentle reminder – NO trash should be left outside of the dumpsters!

Please keep in the mind the following common sense considerations about trash disposal:

- All trash should be disposed of in the trash dumpsters and recycle bins provided on the Bedford Apartments lot.
- Items left AROUND the dumpster are unsightly and a hazard, the trash disposal contractor will not clean up items left around dumpsters (without a special request and additional cost). So please take the extra effort to throw your trees, plants, old furniture, and other bulk items INTO THE DUMPSTER.
- 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.
- Owners and residents who violate these rules and leave items around the dumpsters will be fined if we can identify you – it's true, some of your neighbors have paid the price. So please, work with us.
- The dumpsters across the street from Bedford Park ARE NOT FOR OUR USE. We frequently receive notices from the property that Bedford Park residents are seen by their tenants walking across the street and disposing of their trash. THEY WILL FINE YOU IF THEY CAN IDENTIFY YOU. Please respect their property, and do your heart some good by walking a few extra feet to our own dumpsters.
- Please remember there are two trash dumpsters, if one dumpster is full – please load your trash in the next dumpster (very rarely are both dumpsters full to capacity)

- Regular trash pick up occurs twice during the week and on Saturdays. In most weeks, this prevents excessive trash pile up. If you notice trash has piled up excessively, which will happen occasionally in seasons where renters move out/in in excessive numbers, please notify the community manager so special pick-ups can be scheduled as needed.

Again, we know this is common sense information – and we would like to thank the vast majority of Bedford Park residents who follow these rules. Please help us in maintaining the trash area, if you see anyone violating these regulations please let us know through an e-mail or phone call to our Capitol community manager.

NO Trash on Steps, Stairs, and Sidewalks!

From time to time, and frequently in recent weeks, residents have left trash bags and other items for disposal on their outside steps, in under-stair storage areas, and other common areas. THIS IS UNSIGHTLY, GROSS AND ATTRACTS UNWANTED PESTS. New residents are making Bedford Park their home as a result – they are called RATS and they are seen frequently frolicking about the trash left on steps and other common areas. DO NOT LEAVE TRASH ON YOUR STEPS, STOOPS, OR ANY PART OF THE PROPERTY – this is a violation of our rules and regulations. If someone reports a unit for this violation, the unit owner (whether you live there or not) is subject to a \$50 fine for each new offense, and a \$10 fine per day for every day the offense is not corrected (as are all violations). This enforcement shouldn't be necessary – please keep your trash in your house until you take it to the dumpster. If you have too much trash or it's too smelly to keep in your house, the situation is not improved by leaving the trash on your steps!

Recycling in Arlington County

Along with 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.

Pet Etiquette

As tempting as it may be on a cold winter's day, or when you are in a rush, please do not encourage/allow your pets to make public sidewalks and parking areas their bathroom, and clean up after your pets at all time. It is a violation of our community rules and regulations to let pets potty on public paved walking and parking areas (and similar to trash on your steps, it's unsightly and gross). In particular, please guide your pet away from the areas surrounding mailboxes, heat pumps, and utility boxes. These areas are high traffic areas for our human residents, and when utility boxes and heat pumps generate heat those pet odors can become extremely offensive. There are plenty of grassy areas in close proximity - and while you should be cleaning up your pets in these areas as well, at the very least keeping to the grass provides some protection to our paved areas. Violations of this nature can also incur a fine as other violations do. Please help us keep our community and our shoes clean!

Parking Etiquette

Last March we implemented a new parking permit/towing policy in Bedford Park, which is still in effect: Between 8pm and 8am all vehicles in the lot must display a parking permit or be subject to automatic towing. Automatic towing in fire lanes is in effect at all times. At that time, two permits were issued to each unit. 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. If you are a new tenant and your owner has not provided the two permits for your unit, contact your owner. Lost or damaged permits will require a replacement fee to receive new permits, no exceptions. All vehicles in the lot must display permits during restricted hours. Some 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. The Board of Directors has investigated every complaint and concern, and has changed towing companies to try to alleviate problems. At the end of 2005, we polled other community managers in Arlington to determine how they handle permit enforcement. We have a number of recommendations for "better" towing companies and will be exploring those as we round our one-year

permit anniversary. Please continue to let the Board and community manager know if there are problems you experience with the towing process.

And while parking permits keep non-residents from hogging our precious parking, they do not ensure thoughtfulness and common sense – please be mindful of some things that affect your neighbors: parking within the lines, turning your radio down or off as you open your doors, refraining from using horns at night and early morning, and resisting revving your engine repeating while warming up your car. In addition, please be considerate of lower units that get the bulk of noxious fumes from car exhausts – please attempt to park front-end first in spaces where parking spaces face lower unit windows.

Spring Rain Alerts

As we enter Spring and get our typical rainy days we want to remind you that our property has seen a lot of property damage due to leaky roofs and buildings in recent years. Please report any internal leaks or water damage that appears to be coming from external sources. Lower units that are partially underground should be especially aware that in excessively rainy seasons, the back and sides of these units are prone to water leaks that seep up through the ground into floors/carpets and woodwork (in buildings that have not been waterproofed since the property was built). Reporting all leaks suspected to be coming in from external sources can help our community manager respond immediately to identify the source, correct the problem, and repair the damage.

External Water Spigots

Lower end units house 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 off to prevent pipes freezing, but should be turned on around April 1st as the weather begins to warm. 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, please notify the community manager. Hoses for each spigot will be put in place around this time as well.

Rules and Regulations

Bedford Park has ALWAYS been governed by rules and regulations that give us practical every day guidelines for enforcing our bylaws and co-existing peacefully with each other. These rules and regulations have been updated to be more user-friendly and will be formatted to post on the Bedford Park forum of Capitol Property Management's website. Please leave these in your unit should you sell or move, and keep in mind that non-resident owners are responsible for their renters following these guidelines, and can be fined for renter/tenant violations.

Highlights of the Rules and Regulations (always in place, and soon to be easier to read in revision):

- No items or pets may be attached to railings, or any building structure.
- Any construction/changes to windows, doors, or any other structural component *must be submitted in writing at least 30 days in advance for Board approval*. This is not meant to deter anyone from making improvements or necessary changes to their unit. This process is to ensure that the structural integrity of our community is not compromised and that certain aesthetics are maintained.
- Satellite dishes are permitted on decks as long as the dish is not attached to railings, or the building itself without express written permission of the Board of Directors. If you have a satellite dish attached to a railing or other building structure besides a deck floor, or impeding any common areas, you are in violation and can be fined.
- The Association also reserves the right to violation items without notice and fine unit owners for charges incurred in doing so.

All violations of our rules and regulations are subject to a \$50 fine for each new offense, and a \$10 fine per day for every day the offense is not corrected after notice from our community manager. Owners may also be responsible for other expenses/charges that are caused by violations they or the renters/guests commit.

Use of Grilles on Bedford Park Property

Summer is approaching fast. Please remember that Arlington County code prohibits the use of any such devices closer than fifteen (15) feet (4572 mm) from any building. (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). Bedford Park rules and regulations also restrict storage of any type of grille on decks or patios. Rising insurance deductibles and community safety are

at stake here. 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.

Watch Those Butts!

Grilles are not the only emerging problem on our property as warm weather approaches. Cigarette butts and other debris (including the occasional fast food wrapper or stray beer bottle) are not permitted on the property. The landscapers DO NOT pick these items up (despite how silly it is to move the items out of the way to do landscaping maintenance). Removal of such items has always relied on the kindness of a few owners and residents who make a habit of picking up trash in their part of the property. To contract the landscapers or any other vendor to pick up trash for us would be very costly. We are all property owning and leasing adults – leaving such items around the property is a disgrace for the price we pay to be here. PLEASE dispose of these items properly. And, as with all violations of rules and regulations, if you can be identified as disposing of such items improperly, you can be fined.

Noisy Neighbors: Keep It Down!!!!

In a community like Bedford Park, where we are literally connected to our neighbors, we are bound to hear our neighbors once in a while. Sounds from shared water lines, appliances near dividing walls, doors closing, are all normal noises that can become a nuisance when excessive. Please be mindful of the neighbors who share your walls (and ground level neighbors who live under most of us). Hardwood and tile floors are particularly tricky when neighbors live below you. Typical attached unit etiquette would suggest that you keep main walkways cover with carpet or throw rugs to reduce noise.

What Should You Do About Noisy or Destructive Neighbors? For noises that go beyond the acceptable noises of every day life: excessive volumes of radios, audio equipment, televisions, musical instruments, or other sound producing devices; loud parties or altercations; etc, please keep in mind that Arlington County noise ordinances are in effect at all times. County ordinance says that no excessive noises or actions are permitted between the hours of 11:00pm and 8:00am. Arlington County is permitted at all times to enforce these and other ordinances on Bedford Park Property.

Use common sense. The Bedford Park Board and Community Manager can not break up a noisy party for you. Use your best judgment – do not put yourself in danger by trying to stop or mediate situations that might put you in harm's way. If Arlington County noise ordinance is broken, or an emergency situation arises from a rowdy neighbor or party, call the police. Complaints SHOULD be forwarded to our Capitol Community Manager – warning letters will be issued for violating rules and regulations, and fines can be assessed against owners if the violation is repeated (even if their rowdy renters are responsible for the situation). However, it is your responsibility to document such situations with the Arlington County Police to protect you and your neighbors and to respond to any situations that pose immediate threat or danger to others and community property.

Neighborhood Connections

Lyon Park Citizen Association (LPCA) – Bedford Park is situated in the historic community known as Lyon Park. Lyon Park is represented by the Lyon Park Citizens Association, a nonprofit, non-partisan organization established to promote the welfare and advancement of the Lyon Park Community in particular and Arlington County in general. The LPCA newsletter and the LPCA website provide a wealth of information about our community. Visit the LPCA website for information on upcoming LPCA meetings and membership information. <http://www.lyonpark.org/>

Arlington County Alert – Arlington County offers a free Community Alert System to immediately contact Arlington Residents during a major crisis or emergency. This system delivers important emergency alerts, notifications and updates to all devices and email accounts. For more information and to register, visit <http://www.arlingtonalert.com/>

2006 Monthly Dues & Special Assessment

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. Unit owners can sign up for automatic withdrawal of monthly dues by contacting the Capitol community manager or visiting the Bedford Park forum on Capitol's website for the EFT application. Checks should be made payable to: Bedford Park UOA, C/O Capitol Property Management, P.O. Box 5058, Herndon, VA 20172.

Payment coupons were mailed to all owners in December 2005. The coupon book included two coupons for the 2006 special assessment – due March 1st and May 1st for \$150/each or \$300 total per unit. This special assessment will NOT be withdrawn automatically for owners that use the automatic withdrawal option for monthly dues. Please notify the community manager if you did not receive yours.

Community Manager Contact Information:

Carl Wallin
Capitol Property Management
Phone: (703) 707-6404
Fax: (703) 707-6401
After-hours emergencies: (703) 481-1918
E-mail: cwallin@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 Property Manager (Carl Wallin, cwallin@capitolcorp.com). If you do not have access to email, please contact the Capitol community manager to forward Board correspondence via mail or phone.

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 Thursday, March 23, 2006 beginning with an open homeowner's forum from 7:00pm to 7:30pm. Regular business will commence at 7:30pm. Please visit the Bedford Park forum on Capitol's website or contact our community manager for upcoming meeting dates and locations.

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.