

## Flowers

You may plant flowers in front of your unit in the mulched area, next to trees, and next to the front post light without getting approval. Low, dark-colored borders are allowed around the front mulched area (but take care not to damage shrubs). Lawn ornaments are not allowed.

## Tree Save Areas

Tree save areas, including ours, are there for their natural beauty. Please respect their natural condition. Do not modify or damage them (ask your kids to take care). If you see a hazard, contact Armstrong.

## Maintenance Providers

The Association does not endorse any contractor. However, unit owners have reported success in the past with:

*General:* Lane 540-837-1201

*Yards:* Tru-Green 703-724-9400

*Paint:* Middledorf 301-343-9723

*Lights:* Protech 703-404-4887

Refer to the *Cascades Current* for ads.

(The Association and its Management make no guarantee as to the quality of work performed by these or other contractors. Unit Owners assume all risks for any work done for hire).

## Contact Information

Sheriff (non-emergency): 703-777-1021

Armstrong: 703-385-1133

Cascades: 703-406-0820

American Disposal: 703-368-0500

State Farm: 703-263-9222

Elementary: Lowes Island 703-444-7532

Middle: Seneca Ridge 703-444-7480

High: Dominion 703-444-8025

Web: [www.cascadesva.com](http://www.cascadesva.com)

## Pets

Pets must be leashed and picked up after.

## Parking

Each unit is assigned one parking space. For garage units, the driveway is that assigned space. For non-garage units, there is one numbered space. Other spaces are marked as "resident only" (i.e., not for visitors). Unit owners are asked not to take up more than one "resident" space. No overnight parking of commercial vehicles is allowed. Vehicles with an expired license or inspection will be tagged and then towed. Do not park on the sidewalk.

## Garbage

American Disposal; 703-368-0500.

For 2004, pickup is on Tuesdays and Fridays. Trash must be kept in containers and these containers must be kept out of sight until after sunset.

## Snow Removal

Roads and sidewalks are plowed when the depth reaches 2-3 inches. Walks will be kept passable but not always edge-to-edge. Do not park on the sidewalks! Plan to shovel the snow ridges behind your parked car and at the end of your driveway.

## Leasing or Business Use

**Leases:** No short term leasing is allowed. Lease terms must require that the tenant comply with the By-laws, rules and regulations. The unit owner is responsible for paying the assessments.

**Business Use:** Any business use of a unit must be applied for with Cascades. Units must be primarily used as residences.

# *The Guide to*

## *Lowes Island Condominiums*

(This handout includes summary information only. Please refer to the *Governing Documents*.)

## Facts

125 Units. Built 1993-98 by M/I Homes.

A sub-association within Cascades. 3 unit styles: Addington, Brookville, Carrington.

## Our Management Company

Armstrong Management Services Inc.

Contact: Condo Team 1

3949 Pender Drive, Suite 205

Fairfax, VA 22030

Ph/703-385-1133; fax/703-591-5785

## Cascades Information

703-406-0820 or [www.cascadesva.com](http://www.cascadesva.com).

Web site includes newsletter, application forms, architectural guidelines and more. Lowes Island Condominium info is also available from [www.cascadesva.com](http://www.cascadesva.com).

## Lowes Island Board (2004)

President: John Hollmann

Vice President: Diana Boysen

Secretary: Aaron Betts

Treasurer: Blane Lickteig

At-large: Mike Long

## Board Calendar

Board Meetings; 4th Tuesdays at 7:00 pm at the Lowes Island clubhouse. Stop on in! Annual Meeting/Election; January.

Annual meeting notices will be mailed.

Please come to cast your vote or send in your proxy (we need a 25% quorum).

## Condominium Definitions

(Please read your Governing Documents. Most are available on [www.cascadesva.com](http://www.cascadesva.com))

**Governing Documents:** Declarations, By-laws, Plats, Plans, and Resolutions.

**Units:** interior and exterior to the center line of the party walls (i.e., siding, roof, entry steps, etc. are your responsibility).

**Common Elements:** shared ownership.

**Limited Common Element:** shared ownership, but Declarations give unit owner sole right-to-use (e.g., driveway).

**Reserved Common Elements (RCE):** shared ownership, but Board gives unit owner sole right-to-use (e.g., backyards)

**Resolutions:** The Association establishes policy, rules, regulations, and guidelines.

## Finances

Assessments (2004): \$106/mo of which \$33 is the Cascades recreation fee.

Remainder covers trash, landscaping, insurance, snow, reserves (e.g., road and sidewalk upkeep), and administration.

## Coupon Books/Direct Debit

Armstrong mails these before the first of the year. Contact Armstrong if you wish to have your dues direct debited.

## Master Insurance Policy

State Farm: agent Steve Sandoval 703-263-9222. Policy covers major catastrophes to the buildings, but not the unit contents. The \$2,500 deductible is generally the unit owner's responsibility. **Please contact Armstrong** before filing any claim against the master policy (small claims will lead to higher rates.)

## Contents Insurance

Condominium Unit Owners ("contents") policies are strongly advised!

## Maintenance Responsibilities

**Unit Owners:** the entire Unit including the exterior and front post light. Includes entry and drive shoveling, backyard cutting, fence repair, and pest inspection or extermination in and around unit.

**Association:** all *Common Elements* including grounds (i.e., front and side lawns, front bushes, tree saves, etc.), all paved areas (i.e., roads, walks, driveways), and underground utilities.

## Painting

Any color changes must be approved. These are our "reference" door and shutter colors (all semi-gloss by *Glidden*):

Oxford Blue	10BB 40/090
Shady Blue	10BB 22/096
Signature Blue	30 BB 10/112
Midnight Haze	90 BG 08/112
Metropolis	30 GG 10/050
Eucalyptus Tree	10GY 30/104
Colonial Red	Ready Mix

Trim is pure white semi-gloss. Handrails are glossy black enamel w/rust inhibitor.

## Back Lawns (RCE)

Grass >12 inches and debris are time-sensitive violations. Building a fence is recommended if you tend to "clutter".

## Storage

Any visible storage must be approved. One "POD" is allowed in your parking space for up to 5 days for those moving items to/from temporary offsite storage.

## Modifications

**All modifications to any visible aspect of your unit must first be approved.**

Unapproved modifications and lack of maintenance are handled as violations. Obtain modification applications from Armstrong or Cascades. Cascades architectural guidelines are followed with exceptions. We have our own specific paint, deck, and lighting guidelines (see LI links in [www.cascadesva.com](http://www.cascadesva.com)). Send the application to **Armstrong**. We review it and forward it to the Cascades for their approval, but only if it is complete and acceptable. Poor or missing drawings or specifications will result in it being returned to you. Allow 6 to 8 weeks.

## Violations

The property is inspected regularly.

Violations found are handled as follows:

1) Safety: Association may fix it and bill the unit owner without further notice.  
2) Time Sensitive: responsible unit owner is notified by door hanger, tag, or letter as appropriate. After stated time limit, Association may fix the problem and bill the unit owner without further notice.

3) Other: unit owner is informed in writing with a 15 day limit to correct or state their intent and plan to do so. Failing this, a 2nd notice is issued with possible Association actions. If still unresolved, the Association will schedule a hearing and may assess penalties, make corrections, and bill unit the owner. Unpaid bills and penalties will result in a lien.