



RIVER PLACE EAST HOUSING COOPERATIVE RULES AND REGULATIONS

1021 Arlington Blvd, Arlington, VA 22209

June, 2022

PLEASE READ THE ENTIRE DOCUMENT

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CONTACT PHONE NUMBERS

Emergency Phone Numbers

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
Maintenance Office	703- 276-0025
Parking Office	703- 276-9810
Lobby Desk	703- 276-0025
Entertainment Center	703- 276-9810

REGULATIONS OVERVIEW

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 governing Shareholders and residents in RPEHC, 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

Collectively, with these Regulations, they shall be referred to herein as the Governing Documents. Documents listed herein, including these Regulations, which govern only RPEHC shall be referred to herein as RPEHC Governing Documents.

AUTHORITY

- The River Place East Housing Cooperative Board of Directors (Board) shall promulgate and amend Regulations pursuant to Article 3, Section 3.8(a) (1) of the Bylaws of River Place East Housing Corporation (RPEHC).
- The Board may impose penalties in the form of charges, and in cases of repeated violations or violations which impact the health, safety and/or welfare of RPEHC and/or its Shareholders and/or residents, bring about eviction and foreclosures to violators of the regulations. Alleged violators are entitled to notice and a Board hearing, if they desire one, before any penalty is imposed.
- Management is responsible for the implementation of these Regulations. Infractions, complaints, and comments should be directed to Management. The concierge may be utilized to communicate messages to Management.
- Violations or complaints not satisfactorily solved by the Manager may be addressed to the Board either in writing or in person during a monthly Board meeting.
- Comments and complaints about areas outside the RPEHC Building shall be communicated to the River Place Owners' Association (OA), by calling (703) 276-9810 or in writing to the OA Board of Directors. Management shall supply the contact person for the OA upon request.
- RPEHC falls under the Jurisdiction of the Arlington, Virginia Police Department.
- Management may enter any apartment or storage area with the shareholder's or

resident's advance permission and that permission shall not be unreasonably withheld. 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 OF RPE AND RESIDENTS

Responsibility of RPE

- Management and all RPHEC employees must comply with the Governing Documents.
- Management and RPEHC employees are not responsible for injuries, inconvenience or damage caused by others.

Responsibility of Shareholders

- All shareholders must comply with the Governing Documents.
- Shareholders must ensure that tenants are given a copy of the Governing Documents and that they must always comply with them to be in compliance with the lease.
- Shareholders are expected to help enforce compliance by tenants.

Responsibility/Liability of Residents

- All Residents and tenants must comply with the Governing Documents.
- Errors, omissions, and neglect by any resident causing damage, inconvenience or injury to person, animals, property or building structures and articles are the resident's responsibility and may not be covered by the OA's comprehensive damage and liability policy. If those damages are caused by a tenant, the expenses incurred by RPEHC shall be assessed to the Shareholder's account.
- Shareholders and residents are advised to carry their own cooperative homeowners and/or renters insurance policy to protect their personal property and liability. Coverage for the RPEHC master insurance deductible is also recommended.
- Residents are not authorized to ask RPEHC employees to perform personal services during RPEHC employee working hours.

FIRE EMERGENCY PROCEDURES

Familiarize yourself with the location of the exit stairwells and the fire alarm pull stations nearest your unit.

If you smell smoke or discover a fire:

- If you smell smoke call the FIRE DEPARTMENT - 911.
- If you discover fire or smoke in your apartment: Get everyone out immediately.
- Close the door and leave it unlocked.
- Keep all doors closed in the fire area to confine the fire and smoke
- 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.

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.

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 should assist in evacuation of these residents.

MOVING IN & OUT POLICY

RPEHC 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. All shareholders who rent their units must make tenants aware of these procedures and ensure that they comply. Ultimately, shareholders will be held accountable for non-compliance by their tenants.

Move-In and Move-Out Fees

- All persons must be registered with RPEHC to reserve the freight elevator. New residents pay a registration fee (currently \$50.00 per person) and all persons reserving the freight elevator must pay a refundable elevator reservation deposit (see item #3) for the reservation to be made. Once all forms and payments are made, Management shall provide the resident a loading dock pass with a specified time frame for the move.
- 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 and RPEHC cannot guarantee that the freight elevator will be available on the requestor's preferred date.
- A refundable elevator reservation deposit of \$150 will be required to secure the elevator reservation. The deposit will be refunded after concierge inspects the elevator and the areas accessed by the movers after the move and determines that no damage occurred. The deposit will be returned by Management during regular office hours or by mail, if requested by the resident.

Management reserves the right to terminate the reservation if the move extends beyond the permitted times.

Permitted Times

Move hours are 9:00 a.m. and 9:00 p.m., for three-hour intervals Monday through Saturday. Only one move in or out may occur at a time.

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 \$500 fine assessed to 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.

Should either of the two passenger elevators become nonoperational, 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 Management (during office hours) and the patrol staff (after hours) when an elevator fails to operate.

Elevator Usage

The concierge will place a sign in the freight elevator indicating that it is reserved for moving. 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.

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.

Loading Dock

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 Driver's License to secure access to the freight elevator and have it locked for their exclusive use while moving.

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 a vehicle that is in violation.

SECURITY, DOORS AND KEYS

Security

RPE is equipped with security cameras that monitor the main building entrances. You should always remain vigilant of your surroundings throughout the building.

Please report any security violations or perceived risks to the management office during business hours or Patrol after hours.

Apartment Keys

- When leaving the apartment, you should lock both the top and Bottom locks. Do not lend, loan, or make duplicate copies of your keys for others. Please always carry both keys to your apartment (Top and Bottom Locks).
- If your apartment is vacant, unlocked and discovered by Maintenance, both the top and bottom locks will be locked by Maintenance.
- If you lose your apartment keys, you can request a duplicate be made. Each key costs \$5.00
- If you are locked out during normal working hours, you can obtain duplicate keys to unlock the door from the Management office at no cost. You must be a registered resident and provide proof of identity.
- Outside of normal working hours, you will need to contact the Gatehouse for lock out services. Management is not responsible for any fees incurred for after hour lockout service. You must inform Management office of any re-keying event and a set of new

keys must be provided.

Building FOBs.

- Building FOBs provide access to the Lobby Entrance, the side entrances, the garage and the loading dock.
- Do not lend or loan your FOB to others.
- If you lose your FOB, then during normal working hours, you can obtain a new FOB from the Management office for a fee replacement cost of \$30.00. You must be a registered resident and provide proof of identity.

APARTMENT USAGE

- Apartments are for private dwelling purposes only -- not for business, sales, auctions, exhibits, tours, transient or hotel use.
- Leases between the shareholder and tenants are for the entire apartment and for a minimum of three (3) months for non-furnished units and at least three (3) month duration for all furnished units.
- 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 complete building registration (desk hours are 8 am to 10 pm weekdays, and 9 am to 10 pm weekends). Registration must be renewed for any subsequent lease extensions.
 - Multiple tenants in one unit should register separately.
 - 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.
- 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.

- All residents must be identified in the lease. This includes all children, regardless of age.
- Guests are limited to one month stays and only concurrent with resident occupancy.
- Tenants must immediately notify the landlord of any issue/problem in the apartment.
- 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.
- Failure by residents to keep current with registration could subject shareholders to a fee of \$20 each year.
- The following safety and conservation rules shall be observed:
 - Turn off lights, gas, and water when not in use.
 - Close windows in cold weather and when using air conditioning.
 - Lock doors and windows when absent.
 - Portable or standalone heating, cooking, cooling, and clothes washing, or drying equipment shall not be used.
 - Apartment entrances should not be locked or blocked in any way that impedes access by the Manager or firefighting personnel.
 - 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.
 - Report all plumbing issues immediately.
 - Report all pest control issues immediately.

COMMON AREA

- Common Areas are for the use of Residents and their guests only.
- Residents shall be held responsible for the acts of their Child(ren) or Guest(s).
- Residents (and their guests) shall conduct themselves in such a manner as to not unreasonably disturb or infringe upon the quiet enjoyment, health, safety, or comfort of other Residents in their use of Common Areas and/or their individual Apartments.

- If the Board of Directors, after investigation, makes a preliminary determination that the conduct of any Resident toward another Resident, or toward the Manager or any other employee, is, without reasonable cause malicious, offensive or obnoxious, a written statement of the charges covering such misconduct shall be mailed to the Resident concerned and the procedures of the By-laws for dealing with such matters will be invoked and pursued.
- While in the Common Areas, all persons (Residents and Guest) are expected to observe good taste and propriety in the matter of dress. Bare feet, bare torso (no shirt) and the wearing of bathrobes, swim wear and sleep wear is prohibited.
- Eating and drinking is not permitted in any of the common areas.
- Use of skates, bicycles and roller blades in the common areas is prohibited.

PETS

- No animals of any kind are allowed in the common areas.
- Animals in apartments are limited to cats, birds, and fish. Total aquarium volume shall be limited to 12 cubic feet (3X2X2).
- Animal sounds and odors must be confined to the apartment and cleanliness standards should be maintained (See Cleanliness, Noise and Odor).

BALCONIES

- No articles or plants are permitted beyond the outer edge of windows, patios, terrace balconies or balcony/patio canopies.
- Plants and flowers shall not extend more than two feet above the top edge of the balcony or patio rail.
- Adequate plant containment and drainage must be provided.
- Articles shall not be thrown, dropped, swept, or shaken outside doors, windows, balconies or patios.
- Items on balconies and patios must be secured to avoid being blown off.
- The combined weight of people and articles on a balcony shall not exceed 2000 pounds.
- Carpeting is prohibited on balconies.

OBJECTS DISCHARGED FROM BUILDINGS & BALCONIES

Cleanliness and Pest Control:

- Apartments shall be kept clean, dry, and free of refuse. Clutter, dirt, grease, etc., may contribute to pest problems. All residents must keep units to an acceptable sanitary condition as determined by the RPE extermination contractor.
- RPE performs rotating preventative maintenance for pest control within the building. 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. Residents must promptly bring units into compliance after notice of the same.
- Exterminator must be allowed access to all units with notice or in emergency situations without notice. No exceptions will be made.
- Requests for extermination service should be made to 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.
- All pest control requests will be fulfilled by the contracted extermination service one day a week, which is currently every Thursday except the 5th Thursday in the month. When overflow occurs, management will arrange for treatment at the next available service time.
- All pest control measures in the building must be handled by a professional company. Residents are prohibited from using pest control foggers or sprays in any unit or common area.
- 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.
- When circumstances require treatment for pest control issues not covered by the building management, the shareholder of record will be notified of the same. All landlords must handle those situations directly with their tenants, keeping Management informed in a timely fashion. RPE 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.
- 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.
- Failure to remedy all necessary contributing factors to a pest control problem within a reasonable period, 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.

- 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 tenant’s lease.

CLEANLINESS/NOISE

- 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 take any actions or 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. Residents shall immediately cease engaging in this noise upon request.
- Per Arlington County Law, cooking equipment (grills, open fire, hot plates, etc.) is prohibited on balconies or patios. Shareholders/residents could be assessed a fine of up to \$2,500.00 by Arlington County Fire Department.
- Plumbing must be kept free of grease and obstructions.
- Apartment flooring must have 80% carpet or other sound absorbing material in all apartment rooms except in the kitchen and bathroom.
- Storage areas shall be kept clean and free from fire hazards. Likewise, hallways and doors shall be kept free of obstructions.
- The Corporation, at the shareholder’s expense, will clean Apartments and storage areas found chronically unclean.

SMOKING AND OTHER ODORS

Smoke and odors must be confined to the apartment generating them.

MARIJUANA AND OTHER DRUGS

Smoking marijuana is prohibited everywhere on the Property including, but not limited to, the individual apartments, balconies, and all indoor and outdoor Common Element areas. No Shareholder shall smoke or permit smoking of marijuana by any occupant, agent, tenant, contract worker, household worker, guest, friend, or family member. All leases shall specifically state that marijuana smoking and non-medical drug usage is prohibited.

- “Smoking” means inhaling, exhaling, burning, holding, or carrying any lighted cigarette, cigar, cigarillo, pipe, or any other lighted device for smoking marijuana or any other product in any manner or in any form. Smoking also includes use of electronic

cigarettes.

- “Electronic cigarette” means any electronic device that provides a vapor of liquid nicotine and/or other substances to the user as he/she simulates smoking. The term shall include such devices whether they are manufactured or referred to as e-cigarettes, e-cigars, e-pipes or under any product name.

STORAGE FACILITIES

Storage Bins (Chicken Wire)

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

- In accordance with the Arlington County Law covering self-storage areas, no flammable materials, perishables, illegal substances, or articles that may be dangerous to RPEHC, shareholders, residents, 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 shall be removed by RPEHC upon notice of the same to the assignee.
- Assignment of a “chicken wire” storage bin is a privilege not a right.
- 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.
- 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 assignee agrees to these rules.
- 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 have an assigned storage bin and present an unexpired 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 in which case access shall be for the full time of the scheduled move. If the keys are not returned in the required time, the assignee may have their storage privileges revoked.

- Residents who wish to access the chicken wire storage room during the weekends or evenings can make reservations by contacting the Management Office. After hours reservations will only be made available for persons with assigned storage bins as reflected 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 management office hours must obtain the key from 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 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.
- 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.
- 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.
- 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 forfeiture of the space and items may be removed and disposed of after notice is given to the relocated tenant.
- Chicken wire storage bin inspections are conducted at random. If any items are stored in unlocked, open bins, the assignee 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 without any notice to the owner of those items.

SELF-STORAGE FACILITY (STORAGE ROOMS)

- 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.
- No person is permitted to use the storage facility for habitation, even if temporary in nature. Any items found to be in violation of the above can be removed by the Lessor.

- Self-Storage Facilities are leased from the RPE. In the following Lease description Lessor shall mean “River Place East Housing Cooperative” (RPEHC) Lessee shall mean “Person(s) to whom Self-Storage is Leased”
- Lessee shall provide at least a 30-day notice in writing of intent to cancel or not renew the agreement or such other notice requirement as may be set forth in the lease agreement.
- Lessor shall be under no obligation to renew or extend the lease agreement.
- The Lessee agrees that at expiration of the above lease, he/she will promptly remove all items from the self-storage space and leave the area “broom clean”.
- Lessor shall take possession of the self-storage space immediately upon termination of this agreement and reserves the right to remove and dispose of any items stored therein.
- 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.
- If Lessor terminates the lease agreement for noncompliance, Lessor may remove any contents found therein and sell said contents to satisfy delinquent rents.
- Self-storage space units are not associated with shares held in the RPEHC.
- Only individuals reflected in the stock records of the RPEHC as holders of a leased interest in RPEHC, or sub-tenants who have provided an executed lease and RPEHC lease addendum, paid the required registration fee and have in their possession a valid driver’s license or other acceptable government issued identification may be afforded use of the self-storage space.
- 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 the lease may be terminated to give priority to shareholders and tenants at RPEHC. All exceptions are made at the discretion of Management.
- Shareholder’s delinquent in any fees due to the Lessor will be denied access and use of the self- storage space, as will their tenants.
- Management will revoke the Lessee’s self-storage privileges in case of violation or default of the RPEHC Governing Documents after notice and an opportunity to be heard.
- Self-storage space is available on a first come, first served basis; and
- Management shall provide to the Lessee a key that is issued and controlled by RPEHC, and Lessee is prohibited from changing the lock on the space.
- If the self-storage space units are full, Management will retain a waiting list on a first come, first served basis.
- Lessee shall not have the right to assign use of any self-storage space to a third-party

user.

- Management shall not release any self-storage space keys to a third party without the express written and signed request of the Lessee.
- Concierges shall not hold or release any keys for the Lessee or other users.
- Lessee is prohibited from making any modifications, alterations, renovations, wall additions, wall removals, electrical, plumbing, etc. to the self-storage area or space being leased.
- Lessee must notify management immediately of any leaks or outages within their leased self-storage space or the self-storage area.
- A valid, non-expired RPEHC identification card and photo identification must be presented to Management prior to any storage space being leased or keys being issued.
- Management may revoke use of the self-storage space to facilitate necessary maintenance.
- Management shall have the right to enter at any time the self-storage space units after obtaining the consent of the Lessee and such consent shall not be unreasonably withheld. In the case of an emergency, Lessor shall have the right to enter immediately without notice to Lessee.
- The Lessee shall release the self-storage space assigned to the Lessor, after notice and an opportunity to be heard if:
 - Lessee breaches any terms of the lease agreement or the RPEHC Governing Documents.
 - Lessee is a resident in RPEHC and moves out of the building.
 - Lessee is a resident in RPEHC and fails to renew his/her RPEHC ID.
 - Lessee abandons the storage space as determined by the Board
 - Lessee is no longer a shareholder in RPEHC.
 - Lessee removes or changes locks on any self-storage space or entryway doors; and/or
 - Lessee stores storage of items which present a hazard or danger to RPEHC and/or its residents and/or shareholders.
- 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.

APARTMENT RENOVATION AND APPEARANCE

- Apartments are to be kept in good condition. Decorations and repairs are to be made at the shareholder's expense (or renters' expense, depending on the rental contract) except for the 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.
- Change of fixtures, appliances, structures, conduits and plumbing, mechanical and electrical systems require prior Board approval.
- Changes to areas outside the apartment (including apartment doors, windows and canopies) require prior Board approval.
- All apartment modifications must be 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. RPE at the shareholder's expense may perform restoration to original quality, if not performed by the shareholder upon request.
- Alteration recommendations may be solicited from Management and building residents but are done so at the shareholder's risk and responsibility.
- A pleasing apartment exterior appearance shall be maintained, and occupants will:
 - Use off-white or beige curtain liners and blinds.
 - Neither paint nor post signs nor display flags except the U.S. and then only on the Fourth of July.
 - Do not use or display umbrellas, personal swings, window air conditioner, fan ventilators, antennas, animal feeders or animal shelters on balconies.

CONTRACTORS

- The Board of Directors and Management strongly urge shareholders to use licensed and insured 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.
- 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. Shareholders who have significant amounts of construction trash (i.e., plaster, drywall, etc.) must coordinate their own trash removal.
- Apartment repairs are limited to Monday through Saturday from 9:00 a.m. to 7:00 p.m. No repairs shall occur on Federal Holidays as determined by OPM. All contractors need to register with Management in advance of performing any work in any unit. Shareholders must ensure compliance with noise and renovations requirements.

- Shareholders are liable for the conduct of and damage caused by Contractors. Management recommends that Shareholders ensure that contractors a) perform high quality work, b) are appropriately insured and c) adhere to the building policies.

SERVICES

Lock Out Services

Lock out service is available free from the Management Office during regular weekday office hours for registered residents. At any other time, the service is available for \$20.00 from River Place East until 10PM. After hours from River Place Patrol by showing a valid I.D. and upon confirmation that a current lease is on file with Management.

Bulletin Board

- Use of the bulletin board is limited to notices for units and parking spaces for sale and/or rent. Vacancy notices may be posted only on the bulletin board in the laundry room.
- 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. Management reserves the right to refuse to post a notice that fails to meet these requirements.
- Notices must be submitted to the concierge or Management who will post them on the bulletin board for one month. Notices shall be dated.

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

Communication with other Residents Visitors/Guests

- RPE visitors/Guests are required to conform to the same “code of conduct” as building residents.
- Residents are responsible for the “conduct of” and “any damage” caused by their visitors/guests.

BUILDING FACILITIES

Common Areas

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

Mail Room/Lobby Desk

- RPE and/or its staff is not responsible for packages or parcels left at the lobby desk.
- RPE 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 deliverer's risk and responsibility.
- Personal deliveries (e.g., items delivered by courier) will not be accepted.
- Shareholders/Tenants may leave keys, envelopes or leases for their guests or prospective tenants at the front desk at their own risk.

Laundry Room

- The laundry room is for use by residents and their guests only.
- Tints and dyes are not permitted to be used in the machines.
- Clothing must be removed promptly from the machines. The normal washing and drying cycles are about 30 and 45 minutes respectively.
- "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.
- Residents are not to leave their laundry unattended.
- RPE is not responsible for lost or stolen articles.

Refuse Rooms

- Wet refuse must be secured in closed plastic bags.
- Only bagged refuse shall be dropped down the chute.
- Neither glass objects nor oversized bags or boxes shall be sent down the chute.
- Large articles, boxes and newspaper must be left in the appropriate dumpster located in the loading dock.
- Aluminum cans and glass bottles are to be rinsed out and placed in appropriate barrels located in the basement of the building for recycling.

Bike Room

- The bike room is located on the basement level in the alcove to the left of the newspaper racks.
- Use of the bike room is on a first come, first served basis.
- Bike room users must complete a bicycle registration form and present a current RPE identification card along with a valid picture I.D. and a check of \$35.00 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 5:00 p.m. Monday through Friday.
- RPE and/or its employees are not responsible for damage or theft of bicycles kept in the room.
- 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.

APARTMENT OCCUPANCY, TRANSFERS AND LEASES

- Apartments are for private dwelling purposes only -- not for business, sales, auctions, exhibits, tours, transient or hotel use.
- Leases between the shareholder and tenants are for the entire apartment and for a minimum period of six (6) months for non-furnished units and a minimum period of (3) month duration for furnished units.
- Shareholders are required to perform a background check on all tenants that they lease to.
- No subleasing ("third party") is allowed. If shareholders are using an agent to handle issues with the unit, the shareholder must provide written authorization designating the agent and contact information for the same, as well as explicitly detailing what authority they are being given (e.g., handle rentals, authorize repairs, write leases on their behalf). No exceptions will be allowed or recognized by RPEHC.

- All residents must be identified in the lease. This includes all children, regardless of age.
- Guests are limited to stays of no more than one month and must be concurrent with resident occupancy.

RESIDENT (SHAREHOLDER AND RENTERS) RESPONSIBILITY

All residents (shareholders and renters) must do the following:

- Obtain the appropriate insurance (renter's insurance for tenants or cooperative insurance for shareholders)
- 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. All shareholders and tenants must register.
- Multiple tenants in one unit must register separately.
- 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 account. Shareholders cannot register for their tenant(s).
- 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.
- Tenants must immediately notify the landlord of any issue/problem in the apartment. If it is an emergency, tenants should also notify Management.
- 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.
- Failure by residents to keep current with registration could subject shareholders to an annual fee set by the Board.
- Management shall have the right to inspect units for compliance with the RPE Governing Documents after reasonable notice is provided to the resident.

SAFETY AND CONSERVATION

The following safety and conservation rules shall be observed.

- Turn off lights, gas, and water when not in use.

- Close windows in cold weather and when using air conditioning.
- Lock doors and windows when absent.
- Portable or standalone heating, cooking, cooling, and clothes washing, or drying equipment are prohibited.
- Apartment entrances should not be locked or blocked in any way that impedes access by the Manager or emergency personnel.
- 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.
- Report all plumbing issues immediately.
- Report all pest control issues immediately.

MONTHLY ASSESSMENTS AND OTHER CHARGES

- Assessments are due on the first of the month. A late fee 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. Interest shall be assessed at 18% per annum on any delinquent amount until paid in full.
- Delinquent shareholders pay all attorneys' fees and costs associated with collections. Recreation passes and in-unit maintenance service shall be suspended for delinquent shareholders or their tenants.
- 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, or the maximum permitted by law, will be assessed on all returned checks.

This policy applies to special assessments and charges, such as maintenance service.

INFRACTIONS AND FINES

RPE Infraction	Fine Amount
Debris/Storage on balcony	\$250.00
Elevator Vandalism	\$1,000.00
Grills on Patio/Balcony	\$1,000.00
Noise Violations	\$250.00
Refuse/Trash not contained or not properly disposed of	\$500.00
Smoking in Common Areas	\$500.00
Smoking not contained in Unit	\$250.00
Transient Occupancy	\$1,000.00
Vandalism of River Place East Property	\$250.00

Notes:

Fines collected are in addition to any amounts required to repair the property or any other liabilities that are a result of the infractions.

- Including, but not limited to improper transport of bulk items in passenger cars, restricting door operation, or use of elevator for bulk items without proper reservations.
- This is a Fire Hazard, also punishable by the Arlington County Fire Department.
- For repeat violations.
- Starts at \$250.00 and increases, depending upon the occurrence.