

**FOUR SEASONS
RECREATION ASSOCIATION**

**RULES AND REGULATIONS WITH RESPECT TO ARCHITECTURAL CONTROL,
EXTERIOR MAINTENANCE, TRASH COLLECTION
AND THE GRANTING OF LEASES
AND
SCHEDULE OF CHARGES FOR THEIR VIOLATION**

Preamble

The Board of Directors ("the Board") of the Four Seasons of Herndon Recreation Association finds that adherence to the architectural control, exterior maintenance, and use restriction covenants set forth in the various declarations governing the Four Seasons single family subdivision is necessary to preserve the plan of architectural harmony for the development, to retard the deterioration of the exterior appearance of dwellings in the development, and to enhance the value of the property investments of the homeowners who make up the Four Seasons single family community. The Board further finds that a greater degree of adherence and obedience to these covenants can be achieved by adopting a set of rules which require compliance with them and by prescribing charges for their violation. Lastly, the Board also finds that the failure of a homeowner to maintain the exterior condition of the dwelling, to maintain any other structure, or to maintain the yard, which are located upon the lot which he or she owns in the Four Seasons single family subdivision each constitutes an "offensive and noxious activity" which if allowed to persist may become "an annoyance or nuisance" in the neighborhood.

Accordingly, the Board of Directors of the Four Seasons of Herndon Recreation Association hereby establishes, adopts, and promulgates the following rules and regulations, and prescribes the following fines for their violation.

**RULES GOVERNING THE AUTUMN GLEN SUBDIVISION
(SECTION TWO, PHASES 2-A, 2-B, 2-C AND 3, FOUR SEASONS)**

Architectural Regulation/Autumn Glen

1. No owner of any lot located within the Autumn Glen subdivision at Four Seasons, which is described as section 2, phase 2-A, phase 2-B, phase 2-C and phase 3, Four Seasons, and which is comprised of lots 137-143, 144A-148A, 149-185, 186A-193A, 195A, 196A, 201A-204A, 206A, 207A, 208-209, 210A-212A, 213-293, 294A - 297A, 298-304, 305A, 306A, 307-320, 321-353, 386-392 shall erect, place, alter, or externally improve any dwelling, building, wall, fence, pool, pavement, driveway, or any other structure until plans and specifications describing the elevation, material, color and texture of, together with a site plan or sketch showing the location of, all such proposed improvements or alterations, shall have been first filed and approved in writing by the Architectural Control Committee, or if no such committee exists, then by the Board of Directors, of the Four Seasons of Herndon Recreation Association.

Exterior Color Regulation/Autumn Glen

2. No owner of any lot located within the Autumn Glen subdivision at Four Seasons, which is described as section 2, phase 2-A, phase 2-B, phase 2-C and phase 3, Four Seasons, and which is comprised of lots 137-143, 144A-148A, 149-185, 186A-193A, 195A, 196A, 201A-204A, 206A, 207A, 208-209, 210A-212A, 213-293, 294A - 297A, 298-304, 305A, 306A, 307-320, 321-353, 386-392, shall paint, or otherwise alter or change the color of, the exterior of any dwelling, building, or other structure located on any such lot without such color having been first approved by the Architectural Control Committee, or if no such committee exists, then by the Board of Directors, of the Four Seasons of Herndon Recreation Association.

Fence Regulation/Autumn Glen

3. No owner of any lot located within the Autumn Glen subdivision at Four Seasons, which is described as section 2, phase 2-A, phase 2-B, phase 2-C and phase 3, Four Seasons, and which is comprised of lots 137-143, 144A-148A, 149-185, 186A-193A, 195A, 196A, 201A-204A, 206A, 207A, 208-209, 210A-212A, 213-293, 294A - 297A, 298-304, 305A, 306A, 307-320, 321-353, 386-392, shall erect or build any fence, or other enclosure, upon any such lot or upon the boundaries of any such lot, until plans and specifications describing the location, material, and design of such proposed fence or enclosures shall have been first filed and approved in writing by the Architectural Control Committee, or if no such committee exists, then by the Board of Directors, of the Four Seasons of Herndon Recreation Association.

Exterior Maintenance Regulation/Autumn Glen

4. Each owner of any lot located within the Autumn Glen subdivision at Four Seasons, which is described as section 2, phase 2-A, phase 2-B, phase 2-C and phase 3, Four Seasons, and which is comprised of 137-143, 144A-148A, 149-185, 186A-193A, 195A, 196A, 201A-204A, 206A, 207A, 208-209, 210A-212A, 213-293, 294A - 297A, 298-304, 305A, 306A, 307-320, 321-353, 386-392, shall maintain the exterior condition, appearance, and surfaces of all dwellings, buildings, and other structures located upon such lot in a state of good maintenance and repair. No owner of any such lot shall allow or permit the exterior condition of any dwelling, building, or other structure located upon such lot to remain in an unfinished condition for more than six (6) months after commencement of construction, nor shall an owner of any such lot, upon which is located a structure which has been damaged by fire, windstorm, or other cause, allow or permit the exterior of such structure to remain in a damaged condition for more than three (3) months.

Landscaping/Autumn Glen

5. No landscaping plan or arrangement on any lot in the Autumn Glen subdivision at Four Seasons, which is described as section 2, phase 2-A, phase 2-B, phase 2-C and phase 3, Four Seasons, and which is comprised of 137-143, 144A-148A, 149-185, 186A-193A, 195A, 196A, 201A-204A, 206A, 207A, 208-209, 210A-212A, 213-293, 294A - 297A, 298-304, 305A, 306A, 307-320, 321-353, 386-392 shall significantly alter or modify the grading and drainage patterns established by the subdivision developer. Except for flower gardens, garden plots, shrubs and trees, all open

lot areas shall be maintained as yard lawns. Any lawn area shall be regularly mowed such that grass plants shall not exceed six (6) inches in height from the ground. All trees, hedges and shrubbery shall be periodically hedged, pruned, or trimmed, as needed, such that they do not intrude into neighboring lots or common area, or detract from the topographic and landscape design concept intended by the Autumn Glen developer. Homeowners are urged to consider their neighbors' view when landscaping and the size and maturity of trees and plants being considered. No tree, hedge or shrub shall be planted, or allowed to grow, such that it becomes an obstruction to any sight line for vehicular traffic and thereby presenting a safety hazard.

All vegetable garden plots shall be located in the rear yard, unless located in a fenced side yard, in which case the height of any plant shall not exceed the height of the fence.

Sign Restriction

6. A single sign advertising a property for sale or rent may be erected only on the affected property. All signs advertising the property for sale or rent shall be removed within seven (7) days from the date of execution of any agreement of sale or rental. Signs advertising an "open house" or other public event concerning a property for sale or rent may be erected only on public or the affected property, not-more-than twenty-four (24) hours prior to the advertised start time of such event, and shall be promptly removed at the conclusion of such event. Any signs not removed in a timely manner may be removed by the Town of Herndon or the Association at the sign owner's expense.

Basketball Nets and Backboards

7. No permanent basketball equipment (poles, nets or backboards) is permitted to be installed in the Autumn Glen subdivision. Temporary (capable of being readily moved or removed) equipment is permissible on the homeowner's property, but not on the public roadways or sidewalks.

Window Fans & Air Conditioners

8. Window fans, air conditioners, or other window-installed devices are not permitted in street-facing windows.

Swingsets/Large Play Equipment

9. Equipment shall be located in the rear yard of the house.

Vehicles Prohibitions

10. Junk vehicles or those in disrepair/inoperable, recreational vehicles, house or utility trailers, or commercial industrial vehicles, such as but not limited to, moving vans, trucks, tractors, trailers, vans, wreckers, hearses, buses, boats, boating equipment, travel trailers or camping equipment are prohibited from being regularly or habitually parked in any driveways or

in yards where they are visible from the street. Vehicles, which are allowed to be parked on public streets or driveways, shall be properly registered and deemed to be otherwise "street legal" by the Town, County, or Commonwealth.

Firewood, Building Materials, Household/Yard Supplies

11. It is recommended that firewood be stacked neatly and located in the rear yard. However, if it is stored on the side of the house, it shall not be visible from the street. This can be achieved by either landscaping or fencing. Absolutely no brush or other kindling materials should be stored in the yard.

Building materials, household or yard supplies shall not be permitted to remain in public view on any lot. However, materials necessary to make alterations that were approved by the ACC will be allowed to be stored on the property while construction is underway. All residual building materials and/or associated trash shall be removed from the property upon completion of the alterations, but in no case shall remain on the property beyond six (6) months of the projects approved start date.

Trash and Refuse Regulation/Autumn Glen

12. No owner of any lot located within the Autumn Glen subdivision at Four Seasons, which is described as section 2, phase 2-A, phase 2-B, phase 2-C and phase 3, Four Seasons, and which is comprised of lots 137-143, 144A-148A, 149-185, 186A-193A, 195A, 196A, 201A-204A, 206A, 207A, 208-209, 210A-212A, 213-293, 294A - 297A, 298-304, 305A, 306A, 307-320, 321-353, 386-392, shall allow or permit all or any portion of such lot to be used for the accumulation, dumping, disposal, or storage of litter, trash, refuse, or building materials, except for building materials to be used in, and reasonably necessary for, the construction of an approved architectural improvement or alteration of a structure located upon such lot.

13. No owner of any lot located within the Autumn Glen subdivision at Four Seasons, which is described as section 2, phase 2-A, phase 2-B, phase 2-C and phase 3, Four Seasons, and which is comprised of lots 137-143, 144A-148A, 149-185, 186A-193A, 195A, 196A, 201A-204A, 206A, 207A, 208-209, 210A-212A, 213-293, 294A - 297A, 298-304, 305A, 306A, 307-320, 321-353, 386-392, shall allow or permit trash or garbage containers located upon such lot to remain in public view except on the days of trash collection.

Lease Regulation/Autumn Glen

14. No owner of any lot located within the Autumn Glen subdivision at Four Seasons, which is described as section 2, phase 2-A, phase 2-B, phase 2-C and phase 3, Four Seasons, and which is comprised of lots 137-143, 144A-148A, 149-185, 186A-193A, 195A, 196A, 201A-204A, 206A, 207A, 208-209, 210A-212A, 213-293, 294A - 297A, 298-304, 305A, 306A, 307-320, 321-353, 386-392, shall grant a leasehold estate in and to such lot and its associated dwelling and structures unless such lease shall be for a term of thirty (30) days or more and shall expressly include a covenant

obligating the tenant under the lease to abide by the restrictive covenants of the Four Seasons single family subdivision, in addition to all rules and regulations prescribed by the Four Seasons of Herndon Recreation Association in furtherance of its responsibility assigned by such restrictive covenants.

**RULES GOVERNING THE FOUR SEASONS SUBDIVISION
(SECTION ONE, SECTION TWO, FOUR SEASONS)**

Exterior Maintenance Regulation/Four Seasons

15. Each owner of any lot located within the Four Seasons subdivision, which is described as section 1 and section 2, Four Seasons, and which is comprised of lots 1-136, and 354-385, shall maintain the exterior condition, appearance, and surfaces of all dwellings, buildings, and other structures located upon such lot in a state of good maintenance and repair. No owner of any such lot shall allow or permit the exterior condition of any dwelling, building, or other structure located upon such lot to remain in an unfinished condition for more than six (6) months after commencement of construction, nor shall an owner of any such lot, upon which is located a structure which has been damaged by fire, windstorm, or other cause, allow or permit the exterior of such structure to remain in a damaged condition for more than three (3) months.

Trash and Refuse Regulation/Four Seasons

16. No owner of any lot located within the Four Seasons subdivision, which is described as section 1 and section 2, Four Seasons, and which is comprised of lots 1-136, and 354-385, shall allow or permit all or any portion of such lot to be used for the accumulation, dumping, disposal, or storage of litter, trash, refuse, or building materials, except for building materials to be used in and reasonably necessary for, the construction of an approved architectural improvement or alteration of a structure located upon such lot.

17. No owner of any lot located within the Four Seasons subdivision, which is described as section 1 and section 2, Four Seasons, and which is comprised of lots 1-136, and 354-385, shall allow or permit trash or garbage containers located upon such lot to remain in public view except on the days of trash collection.

Lease Regulation/Four Seasons

18. No owner of any lot located within the Four Seasons subdivision, which is described as section 1 and section 2, Four Seasons, and which is comprised of lots 1-136, and 354-385, shall grant a leasehold estate in and to such lot and its associated dwelling and structures unless such lease shall be for a term of thirty (30) days or more and shall expressly include a covenant obligating the tenant under the lease to abide by the restrictive covenants of the Four Seasons single family subdivision, in addition to all rules and regulations prescribed by the Four Seasons of Herndon Recreation Association in furtherance of its responsibility assigned by such restrictive covenants.

SCHEDULE OF CHARGES FOR RULE VIOLATIONS

A. The prescribed charge for a violation of any of the foregoing rules, each of which is deemed to be a continuing violation, shall be ten dollars (\$10.00) per day for each day, or portion thereof, from the date the Board of Directors of the Four Seasons of Herndon Recreation Association first assesses the charge to the date the rules violation is abated, corrected, or otherwise ended.

Rule Nos. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 15 and 16.

B. The prescribed charge for a violation of any of the foregoing rules which is deemed to be a non-continuing violation, shall be twenty-five dollars (\$25.00).

Rule Nos. 13, 17.

C. The prescribed charge for a violation of any of the foregoing rules which is deemed to be a non-continuing violation, shall be fifty dollars (\$50.00).

Rule Nos. 14, 18

D. The Board of Directors of the Four Seasons of Herndon Recreation Association may suspend, reduce, or adjust the charges prescribed for any of the foregoing violations, in the course of its hearing and adjudication of the alleged rules violation, which hearing and adjudication shall be conducted in accord with the Procedures Adopted by the Four Seasons of Herndon Recreation Association for the Citation and Adjudication of Infractions of the Association's Covenants, Rules and Regulations, to which reference is hereby made, provided however that no charge assessed shall exceed the sums prescribed herein.

7/22/1998 Revised 6/1/2010

FOUR SEASONS RECREATION ASSOCIATION

POLICY RESOLUTION NO. 1-2013

Policy and Procedures Concerning the Collection of Assessments

PURPOSE

The Board of Directors has determined that it is in the best interest of the Association to adopt a formal collection policy. The collection policy is not intended to penalize Owners who become delinquent in paying their Association assessments but rather to encourage timely payments to ensure funds are available to provide for the needs of the Association. To this end these Procedures are needed to establish an orderly process for the billing and collection of assessments.

AUTHORITY

This Policy is established pursuant to the authority provided by the Four Seasons Recreation Association Declaration of Covenants, Conditions and Restrictions and the Four Seasons Recreation Association By-Laws.

The Board hereby adopts the following Procedures Concerning the Collection of Assessments:

I. ROUTINE COLLECTION PROCEDURES

- A. The Annual Assessment for each fiscal year will be established at least thirty (30) days in advance of the next annual assessment period. Written notification will be mailed to Owners thirty (30) days in advance of each annual assessment period.
- B. The Annual Assessment will be due on October 1 each year. The Board has chosen to permit the payment of the annual assessment in quarterly installments, each quarterly installment to be an amount equal to one-quarter of the Annual Assessment; payment Due Dates for each quarterly installment will be October 1, January 1, April 1 and July 1. Payment of each quarterly installment will be considered late if not paid by November 1, February 1, May 1 and August 1 each year. Owners will be sent a quarterly courtesy reminder fifteen (15) days prior to the start of each quarter.

- C. Installment payments of any special or additional assessments will be due and payable on the date or dates specified in the notice of such special or additional assessment, delivered or mailed to the Owners.
- D. Payment Address. Unless otherwise indicated in the billing statement, all payments are to be mailed or hand-delivered to the Association office:

Four Seasons Recreation Association
1201 Herndon Parkway
Herndon, VA 20170

- E. All documents, correspondence and notices relating to regular or special or additional assessments or other charges will be mailed to the address which appears on the books of the Association or to such other address as is designated in writing by the applicable Owner. Notice of any special or additional assessment shall be sent to each Owner by first class mail. Each non-resident Owner shall furnish the Board with an address where the Owner promptly and regularly receives mail. It is the responsibility of the Owner to promptly notify the Association office of any change in mailing address.
- F. Non-receipt of invoices shall in no way relieve an Owner of the obligation to pay the amount of any assessment by the applicable Due Date.

II. REMEDIES FOR NON-PAYMENT OF ASSESSMENTS

- A. If an Owner fails to pay any Annual Assessment, or installment thereof, within thirty (30) days of an applicable Due Date, the remaining balance of the Annual Assessment is automatically payable and delinquent to the same extent as the missed installment payment.
- B. A "Late Notice" will be sent to any Owner who has not paid any assessment in full by the close of business thirty (30) days after the applicable Due Date.
- C. The delinquent annual assessment balance may bear interest from the date of delinquency at the rate of six (6) percent per annum, until full payment of the annual assessment balance is received by the Association. The Date of Delinquency for each quarterly Annual Assessment installment period is November 1, February 1, May 1 and August 1.
- D. If the account is not paid in full within one hundred eighty (180) days after the Due Date, the Association will send a "Notice of Intent to Record a Lien: to the Owner at the address listed on the books of the Association. The notice will be sent via Certified Mail, Return Receipt Requested. A copy of the notice will be sent via 1st Class mail.
- E. If the account is not paid in full within fourteen days (14) days after the date of the Association "Notice of Intent to Record a Lien", the account will be referred to legal counsel for legal action to collect the delinquent assessments.
- F. Counsel will send a "Notice of Intent to Record a Lien" to the Owner at the address listed on the books of the Association. The Notice will be sent at least ten (10) days before the actual filing date of the lien.
- G. If an Owner fails to pay the account current within the time frame stated in the "Notice of Intent to Record a Lien" counsel will file a lien on the property.
- H. The annual and special assessment, together with interest, cost of collection, including reasonable attorney's fee shall be a charge on the land, and shall be a continuing lien upon the property against which each such assessment is made, as stated in the Declaration and By-Laws.
- I. If an Owner's check is not honored by the bank and is returned to the Association unpaid, the amount charged by the Association bank for the returned check charge will be assessed against the Owner, and will be in addition to any applicable interest.

- J. If the Owner does not pay the account in full after the Memorandum of Lien is recorded, the Board of Directors may vote to authorize legal counsel to take additional legal action which may include filing a lawsuit against the Owner personally or foreclosing on the lien.
- K. The association will suspend the voting rights and rights to use the recreational facilities by a member for any period during which any assessment against his lot remains unpaid.
- L. If the Association receives from any Owner, in any accounting year, two or more returned checks for payments of Owner's assessments or other payments, the Board may require all future payments to be made by certified check or money order.
- M. The Board of Directors may postpone legal action and/or grant a waiver of interest, attorney fees and/or other costs of collection and/or allow specific delinquency payment plans for Owners experiencing financial hardship. Owners wishing to request this consideration must do so in writing or in person to a meeting of the Board of Directors. The Board of Directors will consider these requests on a case-by-case basis upon review of the circumstances.
- N. Once the account has been referred to legal counsel for collection, payments received towards the account will be credited in the following order of priority:
 - 1. Returned check charges.
 - 2. Interest accrued.
 - 3. Charges for attorneys' fees and costs as awarded by a court.
 - 4. Any assessment due for the lot, including any special assessments, applied in chronological order with the oldest date first.
- O. This Policy supersedes all previously adopted Resolutions or Procedures governing the collection of Owner accounts.

The effective date of this resolution is October 1, 2013.

FOUR SEASONS OF HERNDON RECREATION ASSOCIATION

RESOLUTION ACTION RECORD

Resolution No. 1-2013

Pertaining to: Collection of Assessments

Duly adopted at a meeting of the Board of Directors held: August 13, 2013, followed by email vote conducted August 27, 2013

Motion by: Bill Davis Seconded by: Michael Lefebvre

VOTE:	YES	NO	ABSTAIN	ABSENT
-------	-----	----	---------	--------

Bill Davis, President: yes

Mark Burd, Vice President: yes

Christine Cozza, Treasurer: yes

Steve Marting, Secretary: yes

Jim Holt, Director: yes

Michael Lefebvre, Director: yes

Walter Shorter, Director: yes

ATTEST:

<u>Steve Marting</u>	<u>8/27/13</u>
Steve Marting, Secretary	Date

Resolution effective: October 1, 2013

8/27/2013

D. Fire Safety Requirements for Bedrooms

- 1) Two means of exit must be available from a bedroom, with one being a door or window leading directly to the exterior.
- 2) A window exit must have a width of at least 20 inches, a height of at least 24 inches, and a clear opening at least 5.7 square feet in area. A window sill may be a maximum of 44 inches above the floor.
- 3) An exit must not lead through another sleeping area or a bathroom.
- 4) Sleeping rooms built after 1996 must have an electrically-powered smoke detector, interconnected with smoke detectors in other sleeping rooms.

An Example - Applying the Standards in a Single Family Dwelling

Suppose you live in a townhouse with livable floor area of 1,325 square feet and three bedrooms measuring 85, 108, and 156 square feet. To figure out the number of people who can live in your home, calculate how many people are allowed based on the tables in Sections A and B and then confirm the relationships allowed in Section C. The standards in Section A (based on the size of the residence) permit five related adult occupants plus all related children. The occupancy standards in Section B (bedroom size) allow six related persons (1 in the 85 sq. ft. bedroom, 2 in the 108 sq. ft. bedroom, and 3 in the 156 sq. ft. bedroom). The maximum number of people permitted in the residence must conform to the limits of both standards. Thus, this unit could house six persons, but not more than five adults may live there. Please note that if more than four persons live in the residence, they must all be related (Section C).

Related Issues

- Alterations to a residence require a building permit. Please consult with the Building Official's office at (703) 435-6850.
- Under most circumstances, you may not have a second kitchen in your home. If you want to add a kitchen, please contact the Department of Community Development by calling (703) 787-7380.

The Town of Herndon applies occupancy requirements to all residents regardless of their race, color, creed, sex, national origin, age, or religion.

If you have additional questions or concerns related to the information presented in this brochure, please contact the Department of Community Development at (703) 787-7380.

Residential Occupancy Regulations

Standards for Residential Dwelling Units



Town of Herndon

777 Lynn Street, Herndon, Virginia 20170-4602
www.herndon-va.gov

Why is the Town of Herndon concerned about how many people live in your home?

Over-occupancy of dwelling units creates health and safety dangers to home occupants and their neighbors. These dangers include fire hazards, spread of disease to occupants and the general population, an opportunity for domestic violence and abuse, effects to mental health, and other adverse impacts on the peace, comfort, and safety of residents. To protect against these dangers, the Town established regulations limiting the number of occupants in a residence. These regulations are intended to ensure a good living environment in residential neighborhoods and reduce vehicle congestion, noise, and overwhelming of public utilities.

What determines the number of people who can live in your home?

The Town utilizes the Virginia Uniform Statewide Building Code (USBC) and the Herndon Zoning Ordinance to ensure the safe occupancy of dwelling units.¹ In general, the limitations are based on the size of the house, the size and number of bedrooms, the relationships of the residents, and fire safety standards. **Failure to comply with any portion of these requirements constitutes a violation of legal occupancy allowances.**

A. Occupancy Standards Based on the Size of the Residence

The Town limits the number of adult occupants in a house based upon the size of the entire dwelling unit. The following table outlines these limits for single family and two-family dwellings.

Livable Floor Area of Dwelling Unit (in square feet)	Maximum Number of Adult Occupants*
901 to 1,200	4 adult occupants
1,201 to 1,750	5 related adult occupants
1,751 to 2,400	6 related adult occupants
2,401 to 3,150	7 related adult occupants
3,151 to 4,000	8 related adult occupants
4,001 to 4,500	9 related adult occupants
4,501 to 5,000	10 related adult occupants

* *Adult occupant* means any individual 18 years of age or older, living or sleeping in a building, or having possession of space within a building.

In a condominium or apartment, the number of adults allowed is calculated by taking the square footage of the unit and dividing by 200. The result gives the number of adults who may live in that unit according to this standard (e.g., 5 adults are allowed a 1000 square foot unit, though the standards of Section B will likely reduce the number allowed).

B. Occupancy Standards for Bedrooms:

One occupant – requires at least 70 square feet of floor area.

Two or more occupants – at least 50 square feet of floor area per person.

Required Bedroom Area	Maximum Number of Occupants per Room*
70	1
100	2
150	3
200	4

* *Number of occupants* includes adults and children.

C. Relationship of Occupants

Residential dwellings may be occupied by any one of the following groups of persons or types of families:

- 1) Persons who are all related to one another by blood, marriage, or adoption² (subject to building and bedroom size regulations).
- 2) Up to four persons who are not all related to one another by blood, marriage, or adoption.
- 3) Two unrelated persons and any children related to either of them.
- 4) No more than eight persons who are residents of a group home as defined within the Code of Virginia, or who are handicapped as defined in the Fair Housing Act.

The ordinance also allows up to two persons who may be servants, live-in companions to the elderly or disabled, or “au-pair” employees to occupy the residence in addition to members of the family as defined above, EXCEPT a family as described in #2.

¹ Standards taken from the Virginia Uniform Statewide Building Code, §404.4.1 and the Code of Ordinances, Town of Herndon, Virginia §78-2, §78-1355, and §78-1356.

² Persons who are related includes husbands, wives, parents, children, grandparents, grandchildren, brothers, sisters, aunts, uncles, nephews, nieces, and first cousins (including “step” or “half” such relationships) as demonstrated by official public records such as drivers’ licenses, birth or marriage certificates, or by affidavits.

D. Requisitos de Seguridad para Dormitorios en caso de Incendio

- 1) Cada dormitorio debe tener dos salidas disponibles en caso de incendio, incluyendo una puerta o ventana que conduzca hacia el exterior.
- 2) La ventana debe medir un mínimo de 20 pulgadas y el área de apertura debe tener por lo menos 5.7 pies cuadrados. La altura máxima de la ventana debe ser de 44 pulgadas desde el piso.
- 3) Una salida no debe conducir a otra área para dormir o hacia un baño
- 4) Dormitorios construidos después de 1996 deben tener detectores de humo eléctricos e interconectados con detectores instalados en otros dormitorios.

Un Ejemplo – Aplicando las Normas a Residencias Unifamiliares

Suponga que usted vive en una casa con 1,325 pies cuadrados de área habitable y tres dormitorios que miden 85, 108 y 156 pies cuadrados. Para saber cuantas personas pueden vivir en su casa, calcule el número de personas permitidas según los cuadros de la Sección A y B y luego confirme los vínculos permitidos en la Sección C. Las normas de la Sección A (basadas en las medidas totales de la vivienda) permiten 5 ocupantes adultos relacionados más todos los niños relacionados. Las normas de la Sección B (medidas de dormitorios) permiten 6 personas relacionadas (1 en el dormitorio de 85 pies cuadrados, 2 en el de 108 pies cuadrados y 3 en el de 156 pies cuadrados). El número máximo de personas permitidas en la residencias debe ajustarse a los límites de ambas normas así que, en esta unidad podrían vivir 6 personas, pero no más de 5 adultos. Por favor asegúrese que si son más de cuatro personas residenciando en la residencia, todos deben ser familia de acuerdo con la (Sección C).

Temas Relacionados

- Modificaciones en las viviendas requieren un permiso de construcción. Consulte con la Oficina del Jefe de Construcción al (703) 435-6850.
- En la mayoría de los casos, no se puede tener una segunda cocina en la vivienda, si desea hacerlo por favor contáctenos previamente llamando al Departamento de Desarrollo de la Comunidad al (703) 787-7380.

La Alcaldía Municipal de Herndon aplica los requisitos de ocupación a todos los residentes sin distinción de raza, color, credo, sexo, origen, edad o religión.

Si tiene preguntas o inquietudes relacionadas con la información presentada en este folleto, por favor comuníquese con el Departamento de Desarrollo de la Comunidad al (703) 707-2672.

Regulaciones Sobre la Ocupación Residencial Normas para Unidades de Vivienda



Alcaldía Municipal de Herndon

777 Lynn Street, Herndon, Virginia 20170-4602

www.herndon-va.gov

¿Por qué la Alcaldía Municipal de Herndon se preocupa por el número de personas que viven en su residencia?

La ocupación excesiva en las unidades de vivienda genera condiciones de salud y seguridad peligrosas para los ocupantes de la misma y sus vecinos. Estas condiciones incluyen incendio, esparcimiento de enfermedades entre sí mismos y la población general, oportunidad para el abuso y la violencia doméstica, así como también sus efectos adversos a la salud mental, en la paz, comodidad y seguridad de los residentes. Para protegerlos contra estos peligros, la Alcaldía estableció ordenanzas que limitan el número de personas que pueden vivir en su residencia. Estas regulaciones aseguran buena calidad de vida en las áreas residenciales y reducen la congestión vehicular, ruidos y la sobrecarga a los servicios públicos.

¿Que determina el número de personas que pueden vivir en su residencia?

La Alcaldía utiliza el Código Uniforme de Construcción (USBC) y la Ordenanza de Zonificación de Herndon para garantizar la ocupación en las viviendas.¹ En general, las limitaciones están basadas en el área total de las casas, en las medidas de los cuartos, el parentesco familiar de los residentes y las normas de seguridad contra incendio. El incumplimiento de cualquiera de estos requisitos constituye una violación a la ocupación legalmente permitida.

A. Normas de Ocupación Basadas en las Medidas de las Residencias

La Alcaldía limita el número de personas adultas que residen en las residencias basadas en las medidas totales de las viviendas para residencias unifamiliares. La siguiente tabla define estos límites.

Área habitable en la vivienda (pies cuadrados)	Número Máximo de personas adultas
901 a 1,200	4 personas adultas
1,201 a 1,750	5 personas adultas relacionadas
1,751 a 2,400	6 personas adultas relacionadas
2,401 a 3,150	7 personas adultas relacionadas
3,151 a 4,000	8 personas adultas relacionadas
4,001 a 4,500	9 personas adultas relacionadas
4,501 a 5,000	10 personas adultas relacionadas

* Persona adulta significa cualquier individuo de 18 años o más de edad, viviendo o durmiendo en una casa o teniendo posesión de espacio dentro de la misma.

En un condominio o apartamento, se calcula el número de adultos permitidos dividiendo los pies cuadrados en la vivienda por 200. El resultado da el

número de adultos que pueden vivir en la residencia según las normas (Ej. 5 adultos pueden vivir en una residencia de 1000 pies cuadrados, aunque es probable que las normas de la Sección B reducirían el número permitido).

B. Normas de Ocupación para Dormitorios

Un ocupante – requiere 70 pies cuadrados de superficie.

Dos o más ocupantes – requieren 50 pies cuadrados de superficie por persona.

Área Requerida Por Dormitorio	
Medida del Dormitorio (por pies cuadrados)	Número máximo de Ocupantes por dormitorio
70	1
100	2
150	3
200	4

* Ocupantes incluyen adultos y menores de edad.

C. Parentesco entre los Ocupantes:

Una vivienda unifamiliar podría ser ocupada por cualquiera de los siguientes grupos de personas o tipos de familia:

- 1) Personas que estén relacionadas entre sí por sangre, matrimonio o adopción² (sujeto a las regulaciones de área de la casa o dormitorio).
- 2) Hasta cuatro (4) personas que no estén relacionadas entre sí por sangre, matrimonio o adopción.
- 3) Dos (2) personas no relacionadas entre sí y los niños relacionados con alguno de ellos.
- 4) No más de ocho (8) personas las cuales son pertenecientes al mismo grupo familiar según está definido en el Código de Virginia o quienes están discapacitados, según la definición del "Fair Housing Act."

La ordenanza permite también hasta dos (2) personas que sean sirvientes, acompañantes de ancianos, discapacitados o empleados, para ocupar la residencia junto con los miembros de la familia definidos en esta sección. EXCEPTO una familia cómo la descrita en el #2.

¹Estas Normas fueron tomadas del Código Uniforme de Construcción del Estado de Virginia, §404.4.1 y el Código de Ordenanzas, Alcaldía de Herndon, Virginia, §78-2, §78-1355, y §78-1356.

² Personas relacionadas incluye esposos, esposas, padres, niños, abuelos, nietos, hermanas, hermanos, tías, tíos, sobrinos, sobrinas, y primos primeros (incluyendo "medio" como una relación) que pueda ser demostrada por reportes oficiales públicos como la licencia de conducir, certificado de matrimonio o declaraciones juradas.

FOUR SEASONS RECREATION ASSOCIATION

ARCHITECTURAL CONTROL
REVIEW APPLICATION

LOT #: _____ DATE OF APPLICATION: _____

PROPERTY OWNER NAME: _____

PROPERTY OWNER ADDRESS: _____

ADDRESS OF PROPERTY TO BE CHANGED: _____

TELEPHONE: home _____ office _____ Email: _____

REASON FOR REQUEST: _____

DESCRIPTION OF PROPOSED IMPROVEMENT/CHANGE: _____

COLOR SCHEME OF YOUR DWELLING: _____

COLORS TO BE USED FOR PROPOSED IMPROVEMENT/CHANGE: _____

DIAGRAM OF YOUR LOT AND ADJACENT LOTS:

Owner(s) Signature(s): _____

APPLICATIONS MUST BE APPROVED IN WRITING BEFORE PROPOSED IMPROVEMENT/CHANGE TO PROPERTY MAY BE MADE. No automatic approval of a submitted ACC application can be assumed. Owner must contact the Town of Herndon directly regarding any responsibility to apply for a building or zoning permit.

SEE REVERSE FOR INSTRUCTIONS

BOARD OF DIRECTORS USE ONLY:

Date Received: _____

Committee Action: _____

Date of Action _____

Conditions or Comments:

BOARD OF DIRECTORS REPRESENTATIVE

4/10/2012

Instructions

Please complete all sections of this application. Please prepare a sketch or a written description of the proposed improvement or change in sufficient detail, including building plans where applicable. If your proposed change involves additional structures or additions to existing structures, please provide a diagram of your lot and the adjacent two lots to include all structures, existing fences, and the proposed structure/structure change. Please return or mail this application with all accompanying plans to the office at the Clubhouse, 1201 Herndon Parkway, Herndon, Virginia 20170.

For complete information on architectural control please refer to the "ARCHITECTURAL GUIDELINES & RESTRICTIVE COVENANTS".

REMINDER:

Fence applications should include the following information:

- 1. Height & Design of fence**
Fences should not exceed six feet in height
(Enclose picture or drawing of fence design)
- 2. Fence material to be used**
(All fences must be made of either pressure treated pine, cedar, redwood or locust)
- 3. Fence stain to be used**
(All fences must be stained with clear, cedar or driftwood preservative, but not painted.)
- 4. Location of fence**
(Enclose a photocopy of house site plan (plat) with the location of proposed fence in relation to property lines and house)
Fences are not permitted in front yards

Patio & deck applications should include the following information:

- 1. Location of deck or patio**
(Enclose a photocopy of house site plan (plat) with the location of proposed deck or patio indicated)
- 2. Construction materials to be used**
(Patios shall be constructed of wood, stone, brick or concrete. If wood is used it should be stained with clear, cedar or driftwood preservative, but not painted)
- 3. Dimensions of proposed deck or patio**
Please include a drawing of an overhead view of the deck or patio. For deck applications please also include a drawing of the sideview of the deck to show the elevation of the deck from the ground level. (Include specific details regarding all steps, railings, trellises, arbors, gazebos, gates and other such structures and height above ground level)
- 4. Stain color to be used**
(Decks must be stained with clear, cedar or driftwood preservative, but not painted)
- 5. Grading and/or drainage changes proposed**

PATIOS AND DECKS, INCLUDING ANY PARTS THEREOF, MUST BE LOCATED TOTALLY BEHIND THE HOUSE.

Driveway applications should include the following information:

- 1. Location of driveway**
(Enclose a photocopy of house site plan (plat) with the location of proposed driveway in relation to property lines, house and existing driveway)
- 2. Description of proposed driveway**
(Please include a drawing of an overhead view of the proposed driveway; please include specific details regarding construction materials to be used and proposed color of materials to be used) Please note: construction materials may be asphalt, or sealed, patterned concrete or exposed aggregate concrete outlined in brick. Driveways must taper down to the width of the concrete apron that is part of the sidewalk and down onto the street. Plain, unsealed concrete is not acceptable.

ALL APPROVED ALTERATIONS MUST BE COMPLETED WITHIN 180 DAYS OF THE DATE OF ACC APPROVAL. IF THE ALTERATION CANNOT BE COMPLETED WITHIN THIS PERIOD, A WRITTEN EXTENSION REQUEST MUST BE FILED WITH THE ACC PRIOR TO THE EXPIRATION OF THE 180 DAYS. ONCE AN ALTERATION HAS BEEN APPROVED, CHANGES/MODIFICATIONS TO THE ORIGINAL REQUEST MUST BE SUBMITTED TO THE ACC WITH THE ORIGINAL ALTERATION REQUEST FOR REVIEW/APPROVAL PRIOR TO COMMENCEMENT OF SUCH.

***FOUR SEASONS
RECREATION ASSOCIATION***

FACILITY RULES

FOUR SEASONS RECREATION ASSOCIATION

GENERAL RECREATION FACILITY RULES

INTRODUCTION

The facilities owned by the Recreation Association include the clubhouse and its grounds, the swimming pool with the adjacent fenced area, the tennis and basketball courts, the athletic fields, and the parking lot. They are primarily for the use of members, and such use is to be for the normally accepted recreational, social, or cultural activities.

These facilities are under the direction and responsibility of the Board of Directors, but the Board of Directors may delegate authority to the Committees of the Recreation Association and to the Business Director and Recreation Director.

The rules contained herein have been prepared by members of this Recreation Association and approved by the Board of Directors. Use of the facilities must be in accordance with these rules. All members of the Recreation Association are obligated to read and obey these rules. All members are responsible for requiring their household members and their guests to obey them as well.

DEFINITIONS

(applying throughout these Rules)

Recreation Association (REC) - The Four Seasons of Herndon Recreation Association.

Board of Directors (BOD) - The nine elected officers of the Recreation Association who direct its affairs.

Business Director (BD) - That person responsible for public relations and the administration of accounting, bookkeeping, supervision of maintenance personnel, the coordination for repairs, and other related responsibilities for the Recreation Association.

Recreation Director (RD) - That person responsible for the promotion of community involvement and the formulation and coordination of recreational activities for the community. The RD also manages the pool, tennis and basketball courts, and the athletic field.

Pool Committee - Comprised of volunteer members who provide input to the RD in making decisions governing all facets of the pool facility.

Member - Each Four Seasons townhome or single-family homeowner. Any owner may delegate his right of enjoyment of the Recreation Association's facilities to the members of his family who reside with him or to his tenants who reside in Four Seasons; the member must notify the Business Director of any such delegate by submitting a completed and signed "Delegation of Rights of Enjoyment" form, to be kept on file on the clubhouse office. The term "member" as used herein shall apply to owners or their properly-recorded delegates.

Clubhouse - The area inside the Recreation Association's building and also the sundeck.

Swimming Pool - The main swimming pool and deck, the wading pool and deck, the fenced grassy area behind the clubhouse, the pump room, lifeguard's office, and the bathhouse including the women's and men's bathrooms.

Athletic Fields - The large field area adjacent to the fenced grassy area of the pool and the tennis/multipurpose courts, used for athletic and recreational activities by association members and their invited guests, including but not limited to the softball area, the soccer equipment and any other property or equipment designated by the Association.

--

Tennis/Multipurpose Courts - The fenced-in, asphalted areas on the Association grounds which contain two painted and netted tennis courts, one full basketball court, one half basketball court and a tennis practice area/wall.

Recognized Clubs - Groups that have been recognized as such by the BOD. Recognized clubs are listed with the BD/RD. *(Revised 01/05)*

RESPONSIBILITY OF MEMBERS

Each household is responsible for the actions of everyone in their household and their guests. Recreation Association staff will be responsible for their own actions and those of their visitors. The cost of any property damage will be charged to the responsible party. Interpretation and enforcement of all rules is at the discretion of association directors and officers, the Business Director (BD) or the Recreation Director (RD). Please read the Conduct Guidelines attached hereto and made a part hereof, which further details these responsibilities, behavioral expectations and consequences for misconduct.

SEASONAL USE PASSES

The Association may offer a limited number of seasonal use passes to neighboring communities outside of the Four Seasons development. Seasonal use passes are granted from the date of approval by the BOD until October 31st of the same calendar year. Seasonal use passes can renew annually without guarantee of renewal from year to year. Seasonal use passes are not transferable within any annual period to another person or household. Those applying for an seasonal use passes must submit a written application, review the rules and guidelines set forth by the Association, and sign a contractual agreement prior to membership being approved by the Association. Persons granted a seasonal use passes must abide by the identical set of rules and guidelines governing resident members as described in the Recreation Facility Rules and Guidelines. Persons granted seasonal use passes will not hold member voting privileges with the Association. Revenues derived from seasonal use passes fees are to be used solely for the benefit of the Association's business and its members. *(Revised 01/05)*

VIOLATION OF THE RULES

Any person who violates these rules, as outlined hereunder and in the accompanying Conduct Guidelines, is subject to being temporarily suspended or permanently barred from the Recreation Association facilities at the discretion of the Board of Directors (BOD) or from the swimming pool at the discretion of lifeguard with the approval of the RD and/or BOD. The BOD may invoke suspension before or after notice to and a hearing for the member.

DEFAULT OF PAYMENT

Members in default of payment of any Recreation Association assessment will have their membership privileges suspended until payment of said dues and any associated fees incurred in the collection process are paid in full. Members, or their delegates, whose rights have been suspended or revoked by the BOD, may not use the association facilities as guests. These members may be required to surrender to the BD/RD all identification cards and keys for Recreation Association facilities until assessments are paid in full. Those members with extenuating circumstances should submit a written petition to the BOD that may grant leniency.

CHANGING THE RULES

These rules are formally reviewed annually by the BOD during the off-season period (September through May). All members are invited to review these rules at any time and to recommend changes to the rules by submitting them to the BD/RD. Only written and signed proposals will be considered. Public notification will be given prior to any revisions to the rules going into effect. Any exceptions to these rules are made through the BD/RD and/or the Board of Directors.

LIABILITY

All persons using the Recreation Facilities do so at their own risk and sole responsibility. The Recreation Association assumes no responsibility for an accident, injury, property damage or loss in connection with such use by members, staff, and their guests.

--

MEMBER IDENTIFICATION CARDS

All members and others authorized by the BOD may receive identification cards. Members must present their IDs when entering the swimming pool.

Members are authorized to receive one ID for each person in their household. To receive IDs, an adult member and all other residents of each household must come to the clubhouse office during normal business hours.. An adult household member must sign and submit to the BD/RD a "Family Member Record" which contains an "Acknowledgment of Rules".

Also included on the "Family Member Record" is a "Pool Permission" form. This form must be completed and signed by a parent or legal guardian each pool season if any minor children in a household, between the ages of ten (10) and seventeen (17), wish to bring in one guest to the pool facility. If this form is not on file or updated every year at the clubhouse, entrance to the pool will not be granted at the attendant's office. (See "Guest" Section hereunder for further detailed explanation of guest rules.)

Tenants who rent properties from homeowners in Four Seasons must have a "Delegation of Right of Enjoyment of Recreation Facilities" form on file at the clubhouse office. This form must be completed on behalf of the tenant, signed and dated by the landlord homeowner before membership privileges can be transferred to the tenant. Additionally, all dues assessments must be current on the leased property before tenants may use any facilities.

Bar-coded IDs are color coded to help identify persons, especially children, who need close observation at the facilities. Children, ages infant and up to three years old, require no IDs. Children, ages three through 17, require IDs, issued at two-year intervals, as outlined below. All others, age 18 and above, require IDs, issued at five-year intervals. Bar-coded , color IDs shall be issued as follows:

10 years of age and above	Yellow ID Card
0-9 years of age	Red ID Card
8-9 years of age + pool test*	Blue ID Card

The swim test consists of swimming one length of the pool and treading water for one (1) minute. The test must be administered in the presence a lifeguard. The lifeguard will determine if a child successfully has passed the swim test and submit those results to the RD.

IDs may be issued to members of each eligible family in the Four Seasons community. A fee of \$3.00 is charged for each card. Member IDs which are lost, damaged, expired, or updated due to color-code changes may be replaced at the cost of \$3.00 per ID.

A new "Family Member Record" must be completed every year. Parents sharing custody of children or foster children should list those children as permanent members of their households. Daycare children may be listed on the Family Member Record form and may receive a seasonal pass which covers the immediate pool season but not beyond. As guests of a member, they also must surrender a guest pool punch card at the door.

GUESTS

Members, or their tenants, whose rights have been suspended or revoked by the BOD for non-payment membership dues, may not use the association's facilities as members or as guests, until payment of all delinquent dues and any associated fees incurred in the collection process are paid in full.

Guests to any facility must be accompanied by a resident over 10 years of age. Exception is made for an adult guest (for example, a visiting relative or a babysitter) who accompanies a child under the age of ten (10) to the pool for supervisory purposes. Full-time baby-sitters (daycare providers) may be listed on the "Family Member Record" form and receive an ID, but must surrender a guest punch card for entrance into the pool.

Guests must be registered at the entrance door by their hosts upon entering the pool area. All guest names must be logged in, along with the name and lot number of their host. Residents must present a pre-paid punch card or coupon for each guest entering the pool with them. Admission is good for the entire day, as long as members remain at the pool with their guests. Children three (3) years of age and under are admitted free.

--

Guest punch cards may be purchased by residents in the clubhouse office during normal business hours. No cash will be accepted at the pool entrance door. Guest admissions cost \$1.00 per person; punch cards are sold in increments of five (5) or more.

A maximum of eight (8) guests per household may be registered on any one day. Approval for more than eight (8) guests must be obtained from the business office during normal business hours, and certain information provided before approval is given by the RD and/or the BD.

Children ten (10) through seventeen (17) must have a current written authorization ("Pool Permission" form) from a parent or guardian on file in the business office to bring one guest to the pool. A new Pool Permission form is required annually for each child age ten (10) through (17), for each pool season. Forms from previous seasons may be used provided parental permission is upgraded on that form for the current year. This permission may be granted for the entire pool season and may be withdrawn at any time by the parent, guardian, or the BD/RD. Children ten (10) through seventeen (17) may only have one guest at a time. Children ten (10) through thirteen (13) may only bring a guest age ten (10) years and older. Only those individuals fourteen (14) years and older may bring a sibling or guest under the age of ten (10) years, and must supervise them at all times.

MEMBERS ARE HELD RESPONSIBLE FOR THE ACTIONS OF THEIR GUESTS!
MEMBERS MUST REMAIN AT THE FACILITY WHILE THEIR GUESTS ARE PRESENT!

CLASSES

The Association may sponsor classes or courses to members. Any teacher, professional, or business must be hired or approved by the BD/RD.

All classes may be canceled at any time due to inclement weather or lack of registration. Equally, in order to hold classes, some classes may be combined due to lack of registration or age-appropriate instruction. Either case will be determined by the instructor and/or RD at the time classes commence.

Any member or person withdrawing from a class once registered or class has commenced may not be entitled to a refund of fees, unless determined appropriate by the RD.

ALCOHOLIC BEVERAGES

Alcoholic beverages may be present at the Recreation facilities only after full compliance with the requirements of the Virginia Alcoholic Beverage Control Board, including the purchase of Banquet and Special Event Licenses, if needed. Virginia Law prohibits the consumption of alcoholic beverages by anyone under the age of 21. The Association assumes no liability for those who rent the clubhouse facility or pool who abate town, county, state and/or federal laws.

SWIMMING POOL RULES

VIOLATION OF THE RULES

Any person may be barred from the pool area at the discretion of a lifeguard for violation of rules, or for any other reason that constitutes a hazard to persons, property or to the facility. Foul language and inappropriate behavior are also grounds for dismissal from the pool at the discretion of a lifeguard. Please see the Conduct Guidelines attached hereto and made a part hereof for detailed information.

CHILDREN AT THE POOL

Anyone ten (10) years of age or older is issued a yellow-coded pass and may come to the pool unaccompanied. A child eight (8) through nine (9) years of age may come to the pool unaccompanied by an adult only after a swimming test, administered by a lifeguard, is successfully passed. The swimming test consists of swimming the lap length of the pool and treading water for one minute. All other children zero (0) through nine (9) years of age will be issued a red-coded pass and must be supervised at the pool by a responsible person at least fourteen (14) years of age. Children ages 0 through 7 who have passed the swimming test may swim without area restrictions, but

--

must be accompanied by a responsible person at least 14 years of age. Children ages 0 through 7 who have not passed the swimming test are allowed only in the shallow, roped section of the pool, unless accompanied by a responsible person at least 14 years of age in the deeper areas of the pool. Children and adults who demonstrate inadequate swimming skills are not allowed to swim in pool depths that are dangerous to their wellbeing. These individuals must remain in areas so their feet touch the bottom of the pool while their heads remain out of water.

Only children under six (6) years of age are allowed in the wading pool; older children are not allowed at any time. Children in the wading pool must be accompanied at all times by a responsible person at least fourteen (14) years of age within the wading pool enclosure. The lifeguards are not responsible for supervision of children in the wading pool, and may ask members to leave the facility if children are left unattended.

Parents or guardians who bring children with red-coded passes to the pool must remain with them at all times, and at no time should parents or guardians leave the facility without them. Children left at the pool without adult supervision will be asked to leave the facility on their own and return home unescorted. Parents or guardians may be called to pick them up, depending on which option is age-appropriate for and in the best interest of the child. Parents and guardians are cautioned that occurrence and recurrence of this practice will cause a suspension of facility privileges.

Disposable “swim diapers” must be used on non-toilet trained and incontinent individuals. Swim diapers are allowed in the pool and may be purchased in local stores or at the pool. **CLOTH AND DISPOSABLE DIAPERS ARE NOT PERMITTED.** Cloth diapers do not retain waste when saturated by water. Disposable diapers can potentially cause drowning because of excessive water retention. The gel material in disposable diapers breaks down rapidly, causing matter to be deposited into the pool that gets into the filter system and creates a health hazard for all who enter the pool.

THE LAP LANE

A lap lane will be roped off for lap swimming. Under certain circumstances, the lap lane may be used for other specific purposes when lap swimmers are not present (i.e., swimming lessons, swim team functions, etc.). The RD and/or the lifeguard staff will make adjustments when necessary to accommodate lap lane swimmers and those requesting to use the lap lane for a specific purpose.

INJURIES, ACCIDENTS AND INCIDENTS

Injuries, accidents and suspicious incidents must be reported to the lifeguard and/or RD immediately. All incidents must be on file and reported to the Fairfax County Health Department annually.

WHEELED VEHICLES

No wheeled vehicles are allowed in the pool area, except for infant carriages and wheelchairs. Roller blades or skates, skateboards, manual-, electric- or gas-powered scooters, bicycles, mopeds, etc. of any kind are not permitted in any part of the facility.

HEALTH RULES

No pets are allowed in the pool area, with the exception of seeing-eye dogs.

No persons having any infection, communicable disease or any open sore will be permitted in the pool.

Due to Fairfax County Health Department requirements, proper bathing suit attire must be worn in the pool. Cut-offs or street clothes are not allowed in the swimming pool. Certain attire, based upon restrictions imposed by religious beliefs, may be worn upon approval by the RD and/or lifeguard staff.

No persons experiencing diarrhea may enter the pool until they have been free of all symptoms for a minimum of two weeks.

No persons may purposely drink the pool water.

--

All persons must shower before entering the pool upon arrival at the facility, as well as after using the toilet facilities during their visit to the pool.

SAFETY RULES

The pool may be closed for inclement weather, chemical adjustments or operational difficulties, among other things. Lightning will cause the pool to be closed for 45 minutes from the last bolt; thunder will cause the pool to be closed for 15 minutes. Hard-driving rain that diminishes a lifeguard's ability to see the bottom of the pool or to effectively maintain pool safety will cause the pool to close. **The pool will reopen once good visibility is re-established.** An air temperature of 65 degrees or below will cause the pool to remain closed.

Fecal matter, vomitous material, blood or other bodily fluids will cause the pool to close.

Running or horseplay on the pool deck, in the locker rooms and hallways, or in the pool will not be tolerated.

Glass containers (including drinking glasses) are not permitted in the pool or grassy area.

Diving and Diving Board Rules: "No diving" areas are specifically marked with tiles on the pool deck and include depths of four (4) feet or less. Only one person may be on the diving board at a time. Divers may proceed only when the diving area has been cleared of swimmers. Diving is permitted straight away from the diving board only. Hanging by one's hands at the end of the diving board is not permitted. Diving for objects other than those issued by the lifeguard is not allowed. Swimming in the diving area is allowed only when the area is closed to diving. The diving area is reserved for diving during the first 30 minutes of each hour.

Water Basketball Rules: Water basketball will be open in the three-foot area of the pool during the first 30 minutes of each hour, or at other low-occupancy times approved by the lifeguards on duty. Regulation-type basketballs are not permitted for use in the pool or for water basketball. Only those balls authorized by the staff may be used for water basketball. Unnecessary roughness during basketball play is prohibited. Hanging from the basketball rim, backboard, or standing on its base is prohibited. Moving the backboard to any other place on the pool deck, other than where designated by the RD and/or lifeguard staff, is prohibited.

Loitering around the lifeguard stand, lifeguard room, the parking lot, sidewalks and entrance to the pool is not permitted. Those doing so will be asked to move to another location or leave the facility. Failure to do so will result in suspension of privileges.

Toys and all flotation devices are restricted to the wading pool and the roped-off shallow end of the main pool at the discretion of the lifeguards on duty. Children with red-coded IDs using flotation devices in the main pool, must be in the water with a responsible individual at least 14 years of age. Only soft plastic and rubber toys are permitted. Toys shall not block the deck. Toys not in use must be placed next to the fence. Plastic facemasks and goggles are permitted. Staff on duty may disallow the use of toys, flotation devices, facial swim gear and more if the pool becomes overcrowded, items are misused or other safety hazards exist. Large flotation devices such as rafts and inner tubes shall not be allowed in the pool when there are more than 35 persons in the pool or, if such devices constitute a danger or inconvenience to other swimmers.

On the hour of each hour, a 10-minute break is called, as required by Fairfax County law. All persons under 18 years of age, except those accompanied by or being instructed by an adult, must leave the water. Final break of the day is called at 8:00 pm, after which residents and invited guests must clear the pool, are permitted to shower if desired, collect their belongings and depart the facility, allowing staff to perform final duties and close the facility by 8:30 pm.

(Revised 01/05)

In accordance with Fairfax County Health Department standards, chewing gum and consumption of food or drink shall not be permitted in the pool, on the deck area of the pool, in the locker rooms or in the entrance hallway. The grassy area or the areas outside the facility are designated for all eating or drinking. No glass containers are permitted anywhere in the facility.

Arm and sand chairs are allowed in the wading pool enclosure. Lounge chairs will not be allowed in the wading pool enclosure. No chairs of any type are allowed in the wading pool itself.

--

Persons in street clothes or street footwear shall not be allowed in the swimming pool. Certain exceptions for swim wear will be made upon approval by the RD, in cases of pool maintenance and religious conscience.

Drinking of alcoholic beverages in the pool area, including the grassy area, is not permitted, except during private parties.

CLUBHOUSE RULES

ATTENDANCE BY MINORS

No one under 18 years of age will be allowed in the clubhouse unless supervised by a person at least 21 years of age and attending the planned activity. Activities of minors and guests include monitoring the parking lot and surrounding association grounds during private parties by chaperones at least 21 years of age.

KITCHEN

1. Facilities are available for use by staff and members during their reservation of facilities.
2. The user of these facilities is responsible for their correct use and for leaving them clean.

FIREPLACE

1. The BD/RD must approve the use of the fireplace.
2. The use of any kind of lighter fluid, such as gasoline, charcoal lighter fluid, kerosene, or other combustible material, is prohibited.
3. The fireplace screen must be in place at all times.
4. If the fireplace is used, it must be returned to a clean and satisfactory condition.

SUN DECK

1. No cooking is permitted on the sun deck.
2. All food and drink substances spilled on the sun deck must be cleaned up immediately.
3. No glass containers of any sort are permitted on the sun deck.
4. No smoking on the sun deck.
5. No furniture may be stored on the sun deck during rentals.
6. No sitting on, leaning over or hanging off the railing or the stairway of the sun deck is permitted.

WET SWIM APPAREL AND GEAR

Wet swim apparel (bathing suits, trunks, shirts, footwear, etc.) and swim gear (towels, swim caps, toys, bags, flotation devices, etc.) will not be permitted at any time in the upstairs portion of the building. Those entering the office level of the clubhouse must first dry themselves thoroughly so no water will be tracked on the steps or the floor causing a potential trip hazard to other individuals or water damage to any part of the facility.

DECORATIONS

Decorations must be approved by the BD/RD.
All decorations must be removed immediately following any clubhouse rental.

ANIMALS

No animals will be allowed in the clubhouse or on its grounds, with the exception of seeing-eye dogs.
All fecal waste deposited by domestic animals must be removed immediately.

GENERAL GROUNDS RULES

CLUBHOUSE PARKING LOT RULES

1. The clubhouse parking lot is intended solely for the use of Four Seasons residents and their guests while using the clubhouse and/or recreation facilities, unless otherwise approved and posted.
2. Only vehicles that can be legally driven on public roads may use the lot. Any vehicle parked in the lot that is not “street legal” (cannot be legally driven on public roads) will have a notice posted to the vehicle, requesting the owner remove the vehicle from the lot. If the violation still exists on the vehicle after seven (7) days, the vehicle will be towed at the owner’s expense without further notice.
3. All bicycles must be stored in the bicycle rack. Bicycles found on Recreation Association property but not in the bike rack will be turned over to Herndon Police for disposal.
4. No commercial vehicles or over-sized vehicles may be parked or stored in the parking lot, except those specifically retained by the Recreation Association in the performance of repair work. Commercial vehicles are defined to be any motor vehicle, trailer or semi-trailer used for commercial purposes. An over-sized vehicle is defined to be any vehicle that extends beyond the length of the parking space into the drive aisle or extends over the curb. Any commercial or over-sized vehicle parked in the lot will have a notice posted to the vehicle, requesting the owner remove the vehicle from the lot. If the vehicle still remains in the lot after seven (7) days, the vehicle will be towed at the owners’ expense without further notice.
5. The lot is to be used on a short-term basis only. No vehicles should be left in the lot for more than seven (7) days and only in areas designated for overnight parking. After seven days, a notice will be left on the vehicle, requesting the owner remove it from the lot. If the vehicle is not removed or if no response is heard from the owner, the vehicle will be towed at the expense of the owner without further notice.
6. No vehicle maintenance or repairs of any kind may be performed in the lot. Anyone performing vehicle repair work will be requested to immediately remove the affected vehicle from the parking lot or be subject to immediate towing.
7. Requests by recognized clubs or organizations to use the lot for special activities, such as a car wash, should be scheduled through the business office and approved by the BOD.
8. Loitering in and around the parking lot is prohibited and shall be considered trespassing. This includes blocking the entrance way and sidewalks into the pool facility and around the fence perimeter, as well as disturbing vehicles or any other private property belonging to members or guests using the facilities. These violations will constitute trespassing and may result in privilege suspension and subsequent legal action. Public consumption of alcoholic beverages in the parking lot or on other recreation grounds and facilities without the expressed permission of the BOD will result in immediate notification to Herndon Police, to enforce the appropriate town, county and state laws.
9. Private party rental responsibilities include use and monitoring of the parking lot and surrounding association grounds during private functions. ANY DAMAGE SUSTAINED OR MAINTENANCE REQUIRED IN AND AROUND THE CLUBHOUSE PARKING LOT, ADJOINING COMMON AREAS OR RECREATION FACILITIES AND GARAGE AS A RESULT OF A PRIVATE RENTAL WILL BE ASSESSED TO THE RESPONSIBLE PARTY AND COULD ALSO RESULT IN SUSPENSION OF PRIVILEGES AND LEGAL PROSECUTION.
10. An overnight parking area has been designated and consists of the parking lot spaces between the garage and the dumpster. This is the only area in which overnight parking is permitted. Any vehicle parked overnight in any other area of the parking lot is subject to immediate towing without notice. Enforcement is performed by the Association’s towing contractor through periodic sweeps through the parking lot.

--

11. Any vehicle which has previously been towed from the lot and is returned to the lot with the same violation will automatically be towed with no further notice to the vehicle owner.

12. Use of unlicensed vehicles for recreational purposes, including but not limited to motorized bicycles, all-terrain vehicles, mini-bikes, motorized scooters, pocket bikes, go-carts, mopeds, dune buggies or other recreational vehicles are prohibited on Association grounds, including the sidewalks, the courts, the athletic field or the common ground areas abutting the townhome properties. Use of all such recreational vehicles is solely for the purpose of transporting individuals to and from Association facilities for an intended purpose and must be parked appropriately in the parking lot. *(Revised 01/05)*

CLUBHOUSE DUMPSTER

1. The dumpster in the clubhouse parking lot is for the exclusive use of office personnel, hired contractors, private facility rentals, Association and civic meetings, daily and seasonal recreational functions, and by special permission only.

2. The dumpster is not to be used for the disposal of trash by any residents or tenants of properties in Four Seasons – private dumping is not allowed – The dumpster is monitored at all times.

3. Individuals discovered dumping personal trash in the dumpster, or within its vicinity, will be reported to the Herndon Police Department and will face prosecution, legal fees and court costs.

4. Individuals discovered dumping personal trash in the dumpster, or within its vicinity, will be fined at least \$75.00, and up to \$500.00, by the Association for each offense.

5. For disposal of large or additional items not normally picked up during weekly trash collection, residents and tenants should contact the Town of Herndon's Department of Public Works at (703) 435-6853 to arrange a special pick up. The fee for this service is \$25.00 per pickup. *(Revised 01/05)*

COURT RULES

Players Only

Tennis courts are restricted to players only. Please, no babies, toddlers and/or animals.

Adults and Juniors

1. Tennis courts are open equally to adult members and juniors (under 16 years of age) every day prior to 6:00 P.M. and all day and evening (8 am until dusk) weekends and holidays.

2. After 6:00 pm (until sunset) on weekdays, juniors may play if a court is available but they must yield when adult members arrive. Adult members retain priority if playing with a junior.

Scheduled Lessons

A tennis professional or tennis organization may be contracted by the Recreation Association, to provide lessons and other services to the members. When lessons for groups and/or individuals are scheduled, sufficient notice shall be posted stating which court is designated for these activities. Any members playing on the court scheduled for lessons will be asked to yield the court. The additional court adjacent to the scheduled court will remain open at all times for use by the members.

Care of the Courts

1. To prevent damage to the courts' surface, no pets or wheeled vehicles are allowed, with the exception of wheelchairs. Also, only smooth-soled tennis shoes are to be worn.

2. Players are to ensure that the gates are kept closed at all times.

3. Players are to loosen nets after playing.

-
4. No ball sports (other than tennis), roller blades or hockey of any kind on tennis courts.

Waiting Order and Time Limits

1. Singles are limited to one hour maximum; doubles to one and one-half hours maximum; a single player practicing alone may not take a court. However, if the single player takes a court before others begin waiting, then the single player is limited to one-half hour maximum.
2. Racquets placed on hooks located adjacent to the gate will indicate the player next in line.
3. When playing on a court, the player may not have a racquet on a hook.
4. In order to take a court, all players must be ready to play.

General Court Rules

1. The time limit on the practice wall shall be one-half hour if someone is waiting.
2. No skateboards, roller skates, bicycles or other wheeled vehicles, with the exception of wheelchairs.
3. No pets, with the exception of seeing-eye dogs.
4. No audio equipment (radios).
5. No smoking products, chewing products or alcoholic beverages.
6. No ice hockey or field hockey sticks on courts.
7. Open 8 a.m. until dusk.
8. No one shall be allowed on the courts when the gates have been closed and locked for repairs or any other reason. Disregard of this rule shall constitute trespassing and result in legal consequences.

ATHLETIC FIELD RULES

Reservations

Residents and other groups are permitted to reserve the athletic fields for organized practices and/or games by calling the clubhouse office. Non-residents are allowed to reserve the fields if the fields are not scheduled for residential or club use; non-residents must pay an hourly fee for use of the fields and must reserve the fields through the office with the BD/RD before using the facilities.

Scheduled Use

The Association is a strong promoter of youth sports. Many young people and parents alike within Four Seasons participate in leagues sponsored by civic groups throughout the community. In cooperation with and in exchange for field maintenance and equipment upgrades, during the spring and fall soccer seasons, Herndon Youth Soccer (HYS) has a standing reservation for field use. When the field is not scheduled for use by a youth team, residents may use the field without reservation on a first come, first served basis. A copy of the field schedule is available to residents by calling the clubhouse office during normal business hours at (703) 437-1811.

If the field is scheduled for use by anyone or any group, residents must yield the field to the reserving team unless otherwise instructed and agreed upon by the coach or person responsible for that team. In the event of a dispute between a resident and the scheduled team, the scheduled team's reservation shall prevail. If the resident refuses to leave the field, the coach or person in charge of the scheduled team should contact the RD and/or the BOD to advise of the dispute. If the dispute cannot be resolved with the assistance of the RD and/or BOD, the coach or person in charge of the scheduled team must contact the Herndon Police Department to request assistance, to remove the resident party from the field. Residents failing to yield the field or abide by the rules of the Association may face suspension of privileges to the field and other Association facilities.

The reverse also holds true – if a resident is using the field on a first come, first served basis, and anyone or any group claims the field but does not have a scheduled reservation, the resident will prevail and hold the field. When the field is being utilized in a non-reserved status and others are waiting to use the field, there will be a one-hour limit for the users.

Special Use Requests

Lining the athletic field, use of portable goals and other field equipment normally required for soccer, lacrosse or similar games is permitted, provided approval for such special use is given by the RD, the BD, and under certain circumstances, the BOD. Temporary equipment such as goals should be removed after scheduled use to avoid damage or vandalism by unknown parties. The Association will assume no responsibility or liability for any and all equipment left behind or field set-ups performed by residents or other groups.

The Association does not allow any adult league or amateur/professional games without specific permission for use of the athletic field.

Inclement Weather and Field Conditions

The Association follows the inclement weather and field condition policies outlined by the Town of Herndon and Fairfax County Parks and Recreation for closings due to bad weather and poor conditions. All residents and scheduled teams alike must subscribe to these closings in order to preserve the integrity of the athletic field and to assure the safety of players. Individuals may access that information on any given day via the internet, by visiting the website of HYS at www.herndonyouthsoccer.org and then clicking on "Field Conditions". The site is updated daily by 3:15 pm.

Under no circumstances, should any individuals, residents and scheduled teams included, be on the athletic field during storm conditions when thunder and/or lightning is visible. If anyone is found on the field during inclement weather, they will be directed to leave immediately. If those persons do not comply, they will face suspension of privileges to the field and other Association facilities.

Wheeled Vehicles

No motorized or other wheeled vehicles, except wheelchairs and those used for authorized maintenance, are allowed on any part of the field.

Pets

No pets are allowed on the field, with the exception of seeing-eye dogs.
All fecal waste deposited by domestic animals must be removed immediately.

Health and Safety Rules

Any person or group creating a health hazard or leaving waste other than in proper receptacles may be barred from use of the facilities.

No persons or groups may use the field during inclement weather of any kind.

No alcoholic beverages are allowed on the field or its surrounding perimeter.

No open fires, grills or combustible materials are allowed on the field without the express permission of the RD, the BD or the BOD.

No person may scale the fenced area surrounding the grassy area of the swimming pool or the pool itself to retrieve lost equipment. Any such person discovered within the perimeter of the grassy area and/or swimming pool fence may face immediate suspension of field privileges and other Association privileges. Any such person also may face substantial financial penalties for damage sustained to the fencing surrounding the grassy area and/or swimming pool fence. To retrieve lost equipment, you must contact the clubhouse office during regular business hours at (703) 437-1811. Any retrieved items then will be held in the clubhouse office for pick up. *(Rev. 01/05)*

RESERVATION OF THE FACILITIES

The Recreation Association facilities, (clubhouse, pool, athletic field), may be reserved for private functions by members of the Recreation Association (as defined in the covenants), their leaser, or groups that are approved by the Board of Directors. The facilities may be reserved without charge for functions sponsored by the BOD or the BD/RD. Committees and recognized clubs may use the facilities as defined by the BOD in the respective Charter Guidelines. Requests for reservations are processed by the BD/RD, who keeps a calendar of the scheduled events.

They will also insure that multiple functions in the facilities are compatible. When scheduling, the BD/RD will give preference in the following order:

FIRST PRIORITY	Official functions of the BOD, the BD/RD, or committees of the Recreation or the Homeowners Associations
SECOND PRIORITY	Recognized clubs or civic organizations
THIRD PRIORITY	Private functions sponsored by a member or tenant

A reservation request may be submitted at any time prior to the date requested; however, the rental fee must be paid within seven (7) days of the request. If the rental is not confirmed by payment, it will be removed from the master calendar. Once a reservation is confirmed, no other function will preempt. If a private function sponsored by a member is preempted before the confirmation date, the function then takes second priority (before recognized clubs) for any open date. *(Rev. 01/05)*

I. GENERAL RULES

- A. No member can have more than one outstanding reservation at a time per facility.
- B. The tennis and basketball courts cannot be reserved except for specific functions assigned by the RD, BD or BOD.
- C. No furniture or equipment can be removed from the clubhouse or facilities unless approved by the BD/RD.
- D. Only recognized clubs or committees may charge admission to open functions or activities.
- E. Any exceptions to these rules must be approved by the Recreation Board of Directors.
- F. The facilities may only be reserved when not scheduled for regular open hours.
- G. The number of people attending a function will be limited to 51 for the clubhouse or 150 for the pool.
- H. The BD/RD must approve the use of the fireplace.
- I. The use of any kind of lighter fluid, i.e., gasoline, charcoal lighter fluid, kerosene, or other combustible material, in the fireplace is prohibited.
- J. The fireplace screen must be in place at all times.
- K. No cooking will be permitted on the sun deck.
- L. No glass containers (including drinking glasses) will be permitted on the sun deck.
- M. All food and drink substances spilled on the sun deck must be cleaned up immediately.
- N. No smoking on the sun deck.
- O. No furniture may be stored on the sun deck during rentals.
- P. No sitting on, leaning over or hanging off the railing of the sun deck is permitted.
- Q. Wet swim suits or gear is not permitted at any time in the upstairs portion of the building.
- R. Decorations must be approved by the BD/RD and must be removed immediately following rentals.
- S. No animals will be allowed in the clubhouse or on its grounds, with the exception of seeing-eye dogs.

-
- T. Fire exits will be kept freely accessible at all times.
 - U. Chaperones must be provided for private functions attended by persons under 18 years of age.
 - 1. One adult chaperone is required for every 20 persons under 18 in attendance. No less than half of the chaperones shall be members of the Recreation Association.
 - 2. "Chaperone" is defined as a person at least 21 years of age whose attendance is for the purpose of supervision of the activity and enforcement of the rules of the Recreation Association.
 - V. Clubhouse reservations must end at 12:00 a.m. and the facility vacated by 1:00 a. m. Pool reservations must end at 12:00 a.m. and the facility vacated by 12:30 a. m. The facility must be in release condition by 1:00 a. m. the morning following the rental. *(Rev. 10/2010)*

II. RESPONSIBILITIES OF MEMBER RESERVING FACILITY

- A. The member reserving the facility must be in attendance at the function and remain throughout the duration of the function, must agree to comply with all rules and regulations, and must take full responsibility for guest conduct and use of the facilities. Any infraction of any of the rules may result in suspension of all recreation privileges.
- B. The Recreation Association simply rents the premises to the sponsoring member and takes no responsibility and accepts no liability for any occurrence on its premises.
- C. The member reserving the facility is responsible for turning off lights, oven and burners; locking doors, windows and gates; and following any instructions for the air conditioner/heater as directed by contract. Failure to do so may result in forfeiture of the deposit and/or privileges.
- D. Alcoholic beverages may be present at the recreation facilities only after the sponsoring member has complied fully with the requirements of the Virginia Alcoholic Beverage Control Board, including the purchase of Banquet and Special Events Licenses.
- E. The facility must be vacated no later than 1:00 a.m. The member reserving the facility assumes responsibility for any damages to the facility. In any case, the claim of the Four Seasons Recreation Association for damages shall prevail. Replacement costs or costs to repair damages, including materials and labor, will be deducted from the damage deposit. Cost of damages shall also include any necessary labor costs in performing clean-up not done by the renter. If the facility is not returned in acceptable condition by the release time, an additional 25% of the total deposit will be forfeited.

In the event that charges resulting from damages and cleaning exceed the amount of the remaining deposit, the member who reserved the facility is personally liable for said charges and must make total payment on the charges remaining after the deposit is extracted, no later than 15 days following the private function. Failure to do so will result in legal action being taken. The responsible member will assume all collection and legal fees of the Recreation Association if such action is necessary.

In the case of damages to the facilities, the following listing of penalties and costs will be charged to the renter at the discretion of the RD/BD:

Charge to Renter

Damage

Replacement cost	Furnishings, fixtures, equipment or any other item in the facility damaged to the extent that it can no longer be used, at the discretion of the RD/BD. Replacement cost will include any installation, delivery or other cost necessary to replace item.
Repair cost	Furnishings, fixtures, equipment or any other item in the facility damaged to the extent that it can be repaired, at the discretion of the RD/BD. Repair cost will include materials and labor.

--	--

25% of deposit	Failure to return facility in pre-used condition.	
25% of deposit	Charge when damages to the facility or anything contained in the facility is damaged and replacement or repair is not feasible, at the discretion of the RD/BD. (for example; burns to carpet; scratches, cracks, burns to furniture, etc.).	
25% of deposit	Failure to observe instructions for heating/air conditioning System and violation of General Rules.	<i>(Revised 10/2010)</i>
25% of deposit	Failure to turn off lights, oven and burners.	<i>(Revised 8/98)</i>
25% of deposit	Failure to return any clubhouse key as instructed.	<i>(Revised 10/2010)</i>
100% of deposit	Failure to secure the facility, to lock doors, windows or gates.	<i>(Revised 8/98)</i>
\$50.00 per hour	Charge for any cleaning necessary to restore the facility to the pre-used condition.	<i>(Revised 01/05)</i>

F. Members renting the facilities will observe the following pool safety and health requirements during rentals:

1. Pool safety and health requirements require at least two (2) guards be present with a maximum of 30 persons in attendance per guard. At least one guard will hold a current Fairfax County Pool Operator's Permit.
2. Occurrences deemed unsafe will be restricted by the guards on duty who will have the right to instruct corrections on these matters. Guards also will have the right to close pool sections or the entire pool at any time if unsafe conditions are not corrected. The pool may be re-opened upon correction of these conditions.
3. NO glass containers will be allowed on the pool deck.
4. Eating and drinking are not allowed within ten (10) feet of the pool edge. *(4/86) Rev. 8/98*

III. RENTAL FEES

A. General

1. The rental fee must be paid prior to the confirmation of the reservation request, and within seven (7) of the request or it will be removed from the master calendar. Pool reservations must be confirmed ten (10) days in advance of the rental date.
2. The return of the rental fee is subject to the rules under the Cancellation section.
3. The rental fee may be paid to the BD/RD in the form of cash, a check, or a money order.
4. A guest list, including names and addresses, must be submitted.

B. Clubhouse Rental Fee *(rental fees revised 2/13/90)*

Free	If approved by the BOD. May be requested by any renter; however, is usually for functions that are open to all and only Four Seasons residents.
\$ 25.00	If more than 2/3 of the guests are Rec. Assoc. members.
\$ 75.00	If less than 2/3 of the guests are Rec. Assoc. members.

C. Pool Rental Fee - Includes use of facility and two (2) lifeguards for four (4) hours for up to 75 guests or as noted below.

Free	If approved by the BOD. Guidelines are the same as for clubhouse rental. Additional fee for guards may be charged by BOD.
\$ 100.00	If more than 2/3 of the guests are Rec. Assoc. members.

\$ 125.00 If less than 2/3 of the guests are Rec. Assoc. members.

NOTE: \$25.00 to \$50.00 will be charged for each additional lifeguard if the number of guests will number greater than 60 and up to a maximum number of 150. *(Rev. 01/05)*

D. Athletic Field Rental Fee

1. \$10.00 per hour for non-residents/teams; free to residents/teams and invited guests.
2. The athletic field is open for the use of our residents, when not reserved. When the field is being utilized in a non-reserved status and residents are waiting to use the field, there will be a one-hour limit for the users. *(Rev. 4/00)*

IV. DAMAGE DEPOSIT

A. General

1. The damage deposit must be paid by the reservation date.
2. There is a \$ 500.00 damage deposit required for a clubhouse reservation and \$ 150.00 for a pool reservation. The athletic field does not require a damage deposit. *(Rev. 10/04)*
3. The damage deposit is payable in the form of cash, money order or certified check to the Association.
4. The security deposit is retained by the Association for five business days following the reservation. *(Revised 10/2010)*

B. Pre – Inspection

1. Conducted by the member reserving the facility along with an Association staff member to determine the facility conditions prior to the function. Will be conducted by the BD/RD only in the absence of the member; however, the member will be required to sign a Pre-Inspection Waiver. A checklist must be completed. It is the responsibility of the member renting the clubhouse to make note of any existing damages on the checklist.
2. Determine the use of the fireplace.
3. Determine the use of the stereo.

C. Post – Inspection

1. The facility must be in release order by 1:00 a.m. the following day, or time specified on the Rental Request Form by the BD/RD. *(Revised 10/2010)*
2. An Association staff member will conduct an inspection with the member reserving, if available, following the release time.
3. The BD/RD will authorize complete refund of damage deposit, if condition of the premises is determined to be satisfactory.

D. Refunds

1. Refunds will be made by the BD/RD.
2. All of the damage deposit will be refunded if the facility is returned in the pre-used condition by the release time, subject to other conditions previously stated.
3. Any charges incurred as a result of damage or clean-up will be deducted from the amount of deposit. See Responsibility of Member Reserving Facility section for information regarding damages.
4. If the Police or Fire Department are called during the rental, the entire deposit may be at risk depending on the circumstances and/or reason for the call. This is at the discretion of the BD/RD in consultation with the Board of Directors. *(Revised 10/2010)*

V. CANCELLATION

- A. Refund of the Rental Fee is based on the date of the cancellation prior to the reserved date for the function.
 - 1. None.....If canceled 5 days or less prior to the confirmed reservation date.
 - 2. 50%.....If canceled 14 days or less but more than 5 days prior to the confirmed reservation date.
 - 3. 100%...If canceled 15 or more days prior to the confirmed reservation date.
- B. A 100% refund may be awarded by the BD/RD if the reservation date was not utilized due to inclement weather.

Reservation of Facilities Rules 10/2010

FOUR SEASONS RECREATION ASSOCIATION CONDUCT GUIDELINES

Members and/or their guests may lose their recreation privileges through suspension and/or expulsion from association premises, for inappropriate conduct on association property, while engaged in or attending association activities. Prohibited conduct that will result in disciplinary action includes but is not limited to the following:

- A. Willful and continued disobedience or open defiance of the authority of any association officer, director, the Business Director, the Recreation Director, or staff members in charge, or the disruption of any association activity.
- B. Conduct, including fights, threats, or intimidation, that endangers the well-being of any other member or guest.
- C. Oral or written vulgar or patently offensive language, sometimes referred to as “curse” words or profanity. Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person’s race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality is expressly prohibited.
- D. Possessing of smoking materials or using tobacco products by any minor resident or guest under the legal age of eighteen (18) years in association buildings or on association grounds.
- E. Possessing, using, distributing, or being under the influence of a controlled or legalized substances, including but not limited to, drugs, intoxicants, prescription or nonprescription drugs not authorized as medication, or drug paraphernalia. Possession or consumption of alcoholic beverages by any persons under the age of 21. (Please refer to the Association’s rules within this document concerning alcoholic beverages.)
- F. Use or possession of fireworks, explosives, firearms, knives, or any other device which may be construed as and used as a weapon in association buildings, or on association grounds.
- G. Destruction of property, vandalism, arson, or any threat to bomb, burn or destroy in any manner an association building or association property. Criminal charges and financial restitution will be sought by the Association against anyone willfully causing, attempting to cause, or coercing another to cause damage to association property.
- I. Theft of, taking, or trying to take another person’s property or money, or any property or money belonging to the association, by illegal entry, force, fear or other means.
- J. Displaying any apparel, jewelry, accessory, tattoo, or manner of grooming, which, by virtue of its color, arrangement, trademark, or any other attribute, is noxious and offensive and/or denotes membership in a gang that advocates illegal or disruptive behavior.
- K. Unauthorized presence in any association facility, upon association grounds, or failure to leave promptly after being told to do so by the association officers or directors, Business Director, Recreation Director or its staff members in charge.

L. Violation of any law of the town, county, state or nation, or regulation of the association, while on association grounds.

The following guideline will be adhered to in determining the length of time a resident patron may have their privileges suspended. Guests are not afforded the same suspension privileges; with repeat offenses, guests will be vacated from the premises with no-trespassing letters issued if necessary to prevent their further return.

First Occurrence Three day dismissal from facility

Second Occurrence One week dismissal from facility

Third Occurrence One month dismissal from facility, or remainder of season, depending on type of offense and time frame

When appropriate, the Association may, at its discretion, offer residents community service hours when behavioral problems occur. If minors have their pool privileges suspended for any reason, they may re-enter the facility during their suspension period when accompanied by a parent or legal guardian, with the approval of the RD and/or the BOD. If adults have their pool privileges suspended for any reason, they must come before the board of directors to have recreation privileges reinstated. All occurrences will be reviewed on a case-by-case basis, the severity of the offense, upon an individual's interest in constructive alternatives to suspension, and as approved by the RD and/or the BOD. *(Rev. 01/05)*

Rev. 10/2010