

TYSONS MANOR HOMEOWNERS ASSOCIATION, INC.
PO BOX 81
Dunn Loring, VA 22027
tysonsmanorhoa@gmail.com

WELCOME PACKET

Welcome to your new home in the Tysons Manor Homeowners Association. You have made a fine selection in choosing to live in this community. Tysons Manor is an established community where residents enjoy a high quality of life.

This Welcome Packet contains information about Tysons Manor and some of the policies that keep the community a pleasant, quiet neighborhood. Familiarize yourself with the information and if you have any questions, do contact a member of the Board.

ABOUT TYSONS MANOR

Tysons Manor is located in Fairfax County in Vienna, Virginia – just 13 miles west of Washington, DC and 12 miles east of Dulles International Airport. Our northern Virginia community boasts a highly-educated workforce as well as a multitude of businesses, including a booming technology/biotechnology sector and Tysons Corner, one of America's most dynamic commercial and shopping districts.

Our community consists of 74 townhouses. Our highly desirable community has it all: a lovely neighborhood, good schools, and easy access to I-495, Route 7, and the Dulles Toll Road. The schools in our neighborhood are Stenwood Elementary School, Kilmer Middle School and Marshall High School.

SERVING YOU...

TMHA Board Members: Tysons Manor homeowners who *volunteer* their time to ensure the needs of the Tysons Manor community include:

TYSONS MANOR BOARD MEMBERS as of 2023	
President	Amanda Simpson
Vice President	Richard Hess
Secretary	Michelle Dear
Grounds and Maintenance Chair	Philip Edwards
Pool Chair	Marie Hill
Treasurer	Mary Beth Stahl Smith
Social Chair	Marisela Lasso
Website	Andrea Hager
	Ray Todora

The individuals listed on this page have voluntarily accepted the duties that need to be performed to keep the community functioning in the best possible manner. If you have time and talents to contribute, please contact a Board member.

As a new owner, you should have received 1) the Declaration of Covenants, Conditions and Restrictions 2) the Bylaws and Articles of Incorporation 3) the current Association Budget 4) Architectural Guidelines 5) Collection Policy Resolution, Reserve Policy Resolution, and Parking Policy and 6) Current Assessment and Assessment Account information prior to settlement as part of the Resale Disclosure Package. Please keep these documents in a readily accessible place to answer questions about the community.

ASSESSMENTS

Assessments may be paid on a quarterly or annual basis. Delinquencies may result in fines, revocation of pool and other privileges, and legal action. The billing and collection of quarterly assessments and maintenance of association accounts is outsourced by the Association to a financial management company and/or bookkeeper.

Each homeowner is obligated to pay community dues. The money obtained from these

assessments are used to maintain the common grounds and streets; provide trash pickup; pay for community-wide lighting; maintain the swimming pool; purchase liability and property insurance for the common areas; and maintain a reserve to pay for repairs to the streets, sidewalks and the pool.

Assessments are due on the 1st of each calendar quarter: Jan 1, April 1, July 1, and Oct 1. There is a 30-day grace period in which to pay. Assessments that are not paid by the 30th day of Jan, April, July & Oct. are considered delinquent.

For a copy of our collection policy, please review your Resale Disclosure package. Effective in 2021 electronic payments are now accepted through RevoPay. (See attached information).

WEB PAGE

www.tysonsmanor.org, the new website is under construction.

Once the new website is up and running, please register on the website and also register your vehicles on the website (under Auto Info Database) to prevent unnecessary towing. The website has a Welcome Packet/Visitors Tag Registration, Recycling Area Map, Bulk Pick Up Area Map, Parking Policy, and Architectural Guidelines.

All pertinent documents concerning governance of our community are posted on the Website. If you have any questions, please consult the documents themselves.

SOCIAL MEDIA ACCOUNT

nextdoortysonsmanor.com

This is a social media network that we use to exchange information within the neighborhood. It is joined by invitation from a member.

The main source of information for the Tysons Manor Community can be accessed by joining our NextDoor network. If you are not already a member, please email one of the board members to join.

We are also on Facebook. Our group name is: Tysons Manor Neighbors

EMAIL

The community email address is tysonsmanorhoa@gmail.com. If you have questions, please send an email to this address and someone from the Board will respond.

COMMUNITY AMENITIES

TOT LOTS - There are two tot lots located in the community. One is on Electric Avenue by the pool. The other is located in the quad between residences on Wheystone Street and Cedar Lane. We encourage children to make use of them, but please be sure that they are supervised appropriately for their age. Also please make sure you pick up your trash!

SWIMMING POOL – Normally, the pool is open Memorial Day weekend through Labor Day. The pool was previously open Monday through Friday from 2pm to 8pm and Saturday, Sunday and Holidays from 11am to 8pm. Hours may vary from year to year. A pool packet with current hours, pool rules, and guest passes will be distributed in advance of the pool opening every year.

Pool access is restricted to either owners or tenants. Each year in advance of pool opening owners are given the option of transferring pool privileges to their tenants. If you have questions about access, first contact the owner of the property. In addition, pool privileges are revoked if the owner has an overdue balance on dues and fines.

Pool access can also be purchased as a summer membership. Rates for these memberships will be determined in advance of pool opening.

TRASH REMOVAL

1. Trash pick-up costs are part of the TMHA assessment fee. Pick-up is not provided free by the local government.
2. Trash pick-up is provided by Republic Services (formerly AAA), a contractor to TMHA. Scheduled pick-ups are on **Tuesday and Friday**.
3. Trash must be placed in plastic bags in the bins at the rear of each home. Do not place trash along the curbs or in common areas for pickup. Not only is this unsightly and attracts crows or rodents, but the trash also gets blown around the community especially during windy days.
4. The trash contract does not cover appliances. Special Pickup by Republic can be arranged for a small fee (\$50.00). Collection of these items must be arranged for and paid by the resident. The items must be placed in the appropriate pickup location and not behind the townhouse. Arrangements can be made by contacting Republic Services **703-818-8222**.
5. Tree limbs and shrub cuttings must be bagged and placed in the trash bins if possible. No unbagged tree limbs or shrub cuttings should be placed in common areas for pick up. According to the trash company, a handling charge will be assessed to any individual homeowner who places more than five bundles on the curb for any single pickup.
6. The following items are not collected by the trash company: rocks, concrete, dirt, soil, sod, tree stumps, paint, motor oil, construction trash, combustibles, toxic or hazardous wastes or any other material excluded from the disposal site or any applicable state or

federal law as being hazardous or toxic. Hazardous or toxic wastes, motor oil and other non-collectible trash items may be dropped off at the Fairfax County Transfer Station, which is located off of West Ox Road.

7. Recyclables should be placed in the proper recycling bins at the recycling center, which is located near the pool driveway off of Electric Avenue.
Recyclables are picked up on Mondays. A flyer on acceptable and non acceptable recyclable items is located on the tysonsmanor.org website. **Glass is not recyclable at the TMHA recycling center. Glass must be disposed of at a special purple recycling container. The closest one is located near the corner of Gallows Road and Idylwood.** The food containers should be rinsed out prior to depositing in the recycling bins. Plastic and aluminum may be commingled. The recycling center is not a trash dump. It is not a place to discard cardboard boxes, scrap paper, bush and tree cuttings, clothes, sheets or furniture or general trash. Please remember to pick up any dropped items when placing in the marked containers. Republic only dumps the bins, they do not clean up the area outside the bins, nor pick up non-recyclable items. When these items are dumped in the area, it is your neighbors who end up having to care for their disposal. Let's keep the recycling area looking good!
8. In the event of a move-in or move-out where you will have a large amount of trash for pickup, please call Republic to advise them of the large pickup as they may not be able to pickup the item if the truck is full. The day for picking up these items is Friday. Please place these items in a common area for pickup – by the side of the curb. There are two bulk pick up areas, one on Cedar Lane between the houses near Electric Ave and the other at the end of the paved area near the commercial buildings on Cedar Lane. Please do not put these items out until either the night before or the day of pickup as it makes the neighborhood look unsightly. A \$50 fine will be imposed on any resident not following community guidelines.

PARKING REGULATIONS

For complete parking regulations please refer to the Vehicle Policies for Tysons Manor Homeowners Association (TMHA) Relating to the use, parking, storage and towing of vehicles.

1. Each townhouse has two parking spaces assigned to it. Please go to www.tysonsmanor.org to register your vehicles.
2. Vehicles cannot be parked in the fire lanes (designated by: signs stating such, painted yellow curb).
3. Vehicles not legally registered, or that cannot be moved by their own power cannot be parked within the common grounds.
4. Vehicles that are primarily designed for use as temporary living quarters (motor home, folding camping trailer) cannot be parked overnight within the common grounds.
5. Vehicles that are designed and registered to be towed by another motor vehicle (trailer)

cannot be parked overnight within the common grounds.

6. Vehicles that are designed and registered for use as a commercial vehicle may not be parked within the common grounds.
7. Vehicles cannot be parked behind other vehicles.
8. Vehicles cannot be parked in the driveway leading to the pool.
9. Homeowner/tenants are responsible to ensure that all contractors/maintenance personnel/visitors abide by the parking regulations of Tysons Manor. Homeowners/tenants are responsible to ensure that contractors/maintenance and visitors park their vehicles in a visitor space, or the parking space reserved for the home in which maintenance and visiting is being performed.
10. Vehicles may only be parked in paved parking spaces and parking areas.
11. Unreserved (OPEN) parking spaces located on common areas are available on a first-come, first-served basis. However, should not be monopolized by a particular townhouse lot for regular parking or used for storage of vehicles.

VISITOR PARKING SPACES

In an effort to make it easier to understand and comply with the existing Visitor Parking Guidelines within the Tysons Manor Homeowners Association's parking policy, the HOA implemented a system whereby visitor vehicle hang tags are issued upon completion of an application. A VISITOR TAG APPLICATION is attached at the end of this packet.

The intent is that any vehicle parked in a spot marked as "Visitor" must display one of these tags at all times. All owners, residents, their families, tenants and guests of Tysons Manor shall comply with the following general rules, and all owners and residents are responsible for notifying their guests in advance of the parking restrictions of the Tysons Manor Homeowners Association.

Visitors' spaces. These spaces shall be used only as temporary parking for guests of residents for a period not to exceed 72 continuous hours, which includes overnight parking. Visitor's spaces that are unused as of 9:00 P.M. can then be used by TMHA residents until no later than 7:00 A.M. the next morning.

Fairfax Towing and Recovery will monitor the parking lot to ensure any vehicle parked in a visitor's space is clearly displaying the tag from their rear view mirror. Fairfax Towing is authorized to tow any vehicle that is parked without a tag.

Fairfax will also monitor for resident's vehicles that are habitually parked in a Visitor's spot with a Visitor tag displayed. Such vehicles will receive a 48-hour warning tag, and if the owner does not remove the vehicle within the 48-hour period, Fairfax Towing will tow the vehicle.

Each homeowner, upon acknowledgement of receipt and understanding of this document, will receive one (1) Visitor hang tag. It is the responsibility of homeowner's whose home(s) are rented to ensure their tenants fully understand the parking policy. The full parking policy can be found in the "Documents" area of the Tysons Manor Homeowners Association web site (www.tysonsmenor.com.)

SNOW REMOVAL Details

1. A contractor handles our snow removal.
2. The Snow Service contract calls for snow removal to begin after 2" of snow has fallen in the neighborhood.
3. The Snow Service contract does not list a specific number of times our roads must be plowed per snowfall. However as a general rule, the road will be plowed one time - after two inches of snow is on the ground. In the event of a continuous snowfall over a long period, the contractor will generally plow the roads again every time 3-4 more inches of snow accumulates on the roads, with a final plowing occurring after the snowfall stops, if over three inches of snow is still on the streets. **The sidewalks are shoveled as a part of the Snow Service contract.**

Residents' Responsibilities For Removing Snow

1. Residents are responsible for the concrete area directly in front of their home and steps leading to their front door, if applicable.
2. The two visitor spaces at the dead end of Larkin Lane **MUST** be kept open and available for storage of plowed snow after a snowfall begins. As soon as plowing begins, **cars parked in those spaces shall be towed without notice.**
3. Snow that accumulates on walkways, or on top of, behind and around vehicles, **MUST NOT** be shoveled into the street when digging out vehicles or parking spaces. **The plow will not be called for clearing the snow added by residents.**

ARCHITECTURAL CONTROLS

Architectural Control Committee: The Association's Governing Documents require that any change or addition to the exterior of your home or yard must be submitted to the Architectural Control Committee (ACC) for approval prior to beginning the work. The ACC has up to 30 days to process such requests.

Changes or additions which conform with the community AND comply with the Association's Architectural Guidelines can be approved by the ACC. Completed and signed requests can be

hand delivered to the ACC chair or mailed to the ACC c/o Tysons Manor HOA, P.O. Box 81, Dunn Loring, VA 22027 or emailed to tysonsmanorhoa@gmail.com

Requests should include a description, drawings, pictures, or plans. Requests for landscaping, fencing, decks, sheds, etc. should also include a copy of your plat map to show where the addition or change will be located relative to your lot lines. It is important not to make any exterior changes to your home or yard without written approval from the committee. Failure to obtain approval prior to beginning work may result in the need to remove unapproved changes not in conformance with the ACC guidelines of the community.

Satellite dishes may be installed with the approval of the architectural control committee. In order to maintain the appearance of the community, those installing the dishes are asked to ensure they are not visible from the front of their homes.

Cross reference with Utilities.

Common areas:

Common walls and fences. Maintenance of party walls (including fences) is the shared responsibility (including cost) of the owners sharing the wall(s). The approved fence stain color is chocolate brown. No other colors are permitted on fences. New fences may be coated with a sealant and remain natural.

Exterior Colors: You may repaint in your original colors without seeking approval, and in fact are encouraged to repaint as often as necessary. This not only keeps your house looking nice, but also protects your wood trim from deterioration. Approval of the architectural control committee should be sought for a change in paint color.

Grounds Upkeep: Each resident is responsible for trimming bushes in their back yards and trimming trees in both the front and back yards. Residents are responsible for keeping the front yards and porches and areas behind their back gates uncluttered. The grounds maintenance company mulches and trims shrubs in the front yards

Home Maintenance: Each townhouse in Tysons Manor is owned fee simple; in other words, you own your entire unit and are solely responsible for its upkeep, both interior and exterior. To preserve the value of your home and contribute to the uniform appearance of the community, you should perform regular maintenance on the exterior of your home. This includes painting of railings, trim, eaves, doors and shutters; pressure washing siding and decks; repairing windows, roofs, storm doors, etc.; pruning trees in the front and shrubs and trees in the back of your house. The Architectural Control Committee and Board have the authority to effect repairs to homes that are unsightly and bill the homeowner.

Outside Lights: Each house is responsible for maintaining the outside electric pole lamp. Keeping these lights on provides safety for all residents.

UTILITIES

Electric Service is provided by Dominion Energy. Their toll-free phone number is 1-866-366-4357.

This neighborhood was built as an all electric neighborhood but gas conversion has been available since the 1990s. The automated self-service line phone number is 703-750-7944 or gas emergency line 844-927-4427.

Water and sewage service is provided by Fairfax Water. Problems or possible leaks with individual water and sewage lines should be referred to Fairfax Water, customer service 703-698-5800. Occasionally the metal housing around the water meters will protrude from the ground. The Water Department will make adjustments to the metal housing at no cost to the homeowner.

Cable TV is provided by Cox Communications and various other providers. Their phone number is 800-234-3993. Fios service: Verizon Fios Their phone number is 1-800-837-4966
Satellite providers: Dish Network. Their phone number is 1-800-333-3474.

Satellite dishes should be installed on the back side of the roof of a house whenever possible. When this proves impractical, the dish should be installed in the most discreet position possible. Satellite dishes should not be installed so as to be visible from the front of a lot unless that is the only location where the owner can receive a signal of acceptable quality.

Before you do any digging, you must call "Miss Utility" at 1-800-552-7001 to mark the location of all buried utility lines in the area where you will be digging. Please call at least 48 hours before you plan to start.

Number of tenants: Fairfax County restricts the number of tenants in rental units to no more than four unrelated adults. An owner who permits five unrelated adults to rent a house in Tysons Manor is in violation of a Fairfax County ordinance.

Smoke Detectors: Fairfax County requires smoke detectors in all single family homes. These should be installed in the lower, middle and upper stairs hallways.

Speed Limit: The speed limit for Tysons Manor is 15 mph. There are many children in the community who play on the common grounds and streets. To protect these children, please observe the speed limit.

Streets: Maintenance and repair of the streets is a continuing concern, as Tysons Manor is private property and the Commonwealth of Virginia does not maintain the streets. A reserve fund has been established to pay for repairs. You can help keep the streets serviceable by repairing any oil leaks to your vehicles.

Oil breaks down the asphalt and shortens the life of the streets. In addition, **it is prohibited to change the oil in vehicles on the Tysons Manor grounds.**

Pet Policies: We all love our pets, but we need to be sure that we adhere to Fairfax

County guidelines for dogs, cats and other domesticated animals. Dogs within Tysons Manor grounds must always be leashed when outside or when walked in common areas. Owners are responsible for cleaning up after their pets! Be sure to bring plastic bags with you to remove your pets' waste promptly. Please refrain from discarding your pet's waste in other homeowners trash receptacles!

MISCELLANEOUS

1. Tysons Manor Homeowners' Association (THMA) governs itself via a Board of Directors (there are nine positions). Directors of the TMHA are responsible for conducting all TMHA business. Powers and duties of the Board and its Officers are fixed by the Articles of Incorporation and by the By-Laws.

Directors are elected at each Annual Meeting of TMHA members. The Annual Meeting is generally held every fall. Only homeowners have the right to vote on TMHA business. However, renters are encouraged to attend these meetings and are eligible to serve on the Board and community committees.

One vote per house may be cast. Directors are elected –to a 3 year term on a rotating basis. Officers are elected from among the directors at the first meeting held after the annual meeting. Officers hold the office for a one-year term.

2. The Board appoints committees at its discretion. The committees coordinate major aspects of TMHA business during the year. The standing committees are: Architectural Control; Nominating; Grounds and Maintenance and Pool

Homeowners and renters are eligible to serve on committees.

3. Owners, renters and guests are all responsible for following TMHA rules regarding use of the common areas (grounds; pool; parking lots). The exact use rules are found in Articles V and X of the Declaration, summarized as follows:

Townhouses may not be used for anything but residential purposes.

Trash and garbage must be kept in sanitary containers. Lots and common areas will not be used as a dumping ground for rubbish.

Animals cannot be raised or bred for commercial purposes on any lot.

Signs visible to the public view are allowed only within the strict limitations explained in these Articles. Real estate signs are acceptable on individual properties as set forth in the Association documents and Architectural Control Regulations.

No individual sewage disposal or water supply system is allowed on any lot.

After reviewing the information in this Welcome Packet, please feel free to contact us with any questions you may have. The Board of Directors meets monthly and dates of meetings are posted on NextDoorTysonsManor. The first half hour of Board meetings are open to the residents of the community. The Annual Meeting of the General Membership is generally held

in the Fall. Newsletters are generally mailed out in the Spring and Fall.

Once Again, Welcome to the Tysons Manor Community!

Tysons Manor VISITOR PARKING TAG APPLICATION

I, _____, owner of the property located at the following
address: _____

have received and understand the Tysons Manor Homeowners Association parking policy and
agree to comply by the terms and conditions of said policy.

Email address(required) _____

Signature of Homeowner _____

Date: _____

Upon receipt of this signed and dated document, a Visitor tag will be issued to the homeowner.
It is the homeowner's responsibility to provide the tag to his/her tenant(s), if applicable.

Please scan this application to email to: tysonsmanorhoa@gmail.com, or mail to: Tysons
Manor Homeowners Association, P.O.Box 81, Dunn Loring, VA 22027-0081

In the event the tag is lost or stolen, application for a replacement can be requested at a cost
of \$50.