## The Ridge House – A condominium

## **House Rules and Regulations**

Effective January 1, 1997

Updated April 30, 2010

(changes noted in red)

Updated May 22, 2014

(changes noted in blue)

Updated March 3, 2017

(changes noted in purple)

#### 1301 South Arlington Ridge Road, Arlington, Virginia 22202

## The Ridge Rouse – A Condominium

December 1, 1996

#### Dear Owners and Residents:

After much diligent work by the Rules Committee and the Board of Directors, we are pleased to provide you with a copy of the revised Rules and regulations for The Ridge House Condominium. These rules have been formally adopted by the Board of directors and will be effective January 1, 1997.

It is strongly suggested that all owners and their tenants carefully review these Rules and Regulations since changes have been made. The rules will be strictly enforced after the effective date. Owners and residents are urged to particularly note the following provisions:

- Move-in and Move-out procedures/hours
   Associated refundable and non-refundable fees
- Pet restrictions and limitations
- Trash disposal and recycling
- Kitty litter and animal waste disposal restrictions

Thank you

#### 1301 South Arlington Ridge Road, Arlington, Virginia 22202

# The Ridge House 1301 South Arlington Ridge Road Arlington, Virginia 22202

## HOUSE RULES AND REGULATIONS Effective January 1, 1997

#### INTRODUCTION

The objective of these HOUSE RULES AND REGULATIONS is to assure pleasant and comfortable living for all residents. \* The Ridge House co-owners, their tenants, families, employees, guests, and any others who may in any manner be on the premises shall be bound by and comply strictly with the House Rules – as well as with the provisions of the Bylaws of the Unit Owners Association, and all agreements, decisions, and determinations of the Board of Directors, as lawfully made and amended. The Ridge House owners are ultimately responsible for any damage to the condominium property committed by themselves, members of their family, their guests, employees, lessees and tenants, and/or pets.

<sup>\*</sup>The tem "resident" shall refer to all owners, tenants, or guests who are in residence.

#### **HOUSE RULES AND REGULATIONS**

### THE RIDGE HOUSE

## 1301 S. Arlington Ridge Road Arlington, Virginia 22202

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#### HOUSE RULES AND REGULATIONS OF THE RIDGE HOUSE

1301 SOUTH ARLINGTON RIDGE ROAD ARLINGTON, VIRGINIA 22202

Effective: January 1, 1997

(Notes in parentheses are for references to The Ridge House Bylaws.)

#### I <u>ABSENCES</u>

(A) Residents are requested to notify the On-Site Manager whenever they plan to be absent for more than a few days. It is recommended that an out-of-town address and telephone number be left in the On-Site Manager's office. Residents are encouraged to make alternative arrangements for newspaper and mail deliver.

(B) Upon written request, U.S. Mail and packages will be held by the On-Site Manager for a period of thirty (30) days. Residents who will be absent for longer periods should make arrangements with the Post Office to hold their mail or with another resident to pick it up.

#### II APARTMENT ENTRY

(A) The building management reserves the right of entry, after reasonable notice, to any unit in connection with any repairs, maintenance, or construction for which the Unit Owners Association is responsible (i.e., primarily electrical fixtures and lines, all plumbing lines, the exterior portions of outside doors, and outside door frames). No notice shall be required in case of emergency. Any damage caused by such entry shall be repaired at the expense of the Unit Owners Association. (Ref: Article VI section 7 of the Bylaws and Section 55-79.79 (2) of the Virginia Condominium Act)

(B) However, if entry is necessary due to damage from an owner's or a tenant's apparent carelessness or neglect, such entry and all work done shall be at the risk and expense of such unit owner. Moreover, the Board of Directors may charge the unit owner at fault for the expense of all maintenance, repair or maintenance to the common areas or to units of other owners which are rendered necessary by his (or his tenant's) act, neglect, or carelessness. (Ref: Article VI, Section 7 of the Bylaws and Section 55-79.79 (2) of the Virginia Condominium Act)

- (C) Emergency entry: In the event of an emergency involving illness or potential danger to life or property, quick entry to an apartment may be necessary by authorized personnel.
- (D) Permission must be obtained from the Board of Directors to change or add locks. Failure to leave a key with the On-Site Manager will make the resident liable for any expense, including the repair of broken doors or locks cause by forcible entry by the Ridge House management or authorized personnel due to an emergency. (Ref: Article XII, Section 3, paragraph 13)
- (E) Resident-authorized entry: Residents authorizing entry in their absence will leave a key and a signed "admit slip" with the On-Site Manager. The admit slip shall name the individual and/or organization to be admitted, and the date(s) entry is to occur.

#### III APARTMENTS, DAILY USE OF

- (A) All drapes or window treatments hung by individual unit owners must be a white or neutral color, or lined on the side visible from outside with white or neutral material. All window treatments must be properly hung and maintained. (Ref: Article XII, Section 3, paragraph 16)
- (B) Except with the advance written approval of the Board of Directors, apartments shall be used as the private residence of a member, lessee, family members, guests, or employees.
- (C) All residents must respect the rights, comforts or convenience of the other building occupants with regard to noise. No musical instrument, stereo, television, radio, or sound amplifier shall be operated in such manner as to disturb or annoy other occupants of the Ridge House.

Volumes should be lowered at 11:00 p.m. No resident shall conduct vocal or instrumental instruction at any time. (Ref: Article XII, Section 3, paragraph 9)

- (D) Construction repairs, and maintenance (except in emergency) involving extensive drilling, sawing, or hammering will be limited to the hours of 8:00 a.m. to 8:00 p.m. on weekdays, and 10:00 a.m. to 8:00 p.m. on Saturdays, Sundays, and Holidays.
- (E) No inflammable, combustible or explosive fluid, chemical or other such substance shall be kept or used in any unit. (Ref: Article XII, Section 3, paragraph 15)

- (F) At the discretion of the Board of Directors, at least 75% of the floor area of each room including halls and entry, but excluding closets, bathrooms, and kitchens, shall be covered with carpets or rugs.
- (G) Residents shall not tamper with the master antenna television outlet or with any building cable wiring. Such problems should be referred to the On-site Manager.
- (H) No garbage cans, supplies or other articles shall be placed in the halls, on the balconies, terraces, patios, or in the staircase landings. No linens, cloths, clothing, curtains, rugs, mops, brooms or laundry of any kind, or other articles, may not be shaken or hung from any of the windows, doors, halls, stairways or balconies. Fire exits shall not be obstructed in any manner. (ref: Article XII, Section 3, paragraph 3)
- (I) Waterbeds are not permitted.

#### IV BALCONIES AND PATIOS

- (A) Grilling food over an open fire on balconies/patios is prohibited. Arlington County law does allow electric grills.
- (B) Drying or airing clothing and the like outside from any part of the balcony is not permit.
- (C) No household appliances, mechanical or other equipment may be stored on the balconies or patios.
- (D) There shall be no wild bird feeding on balconies, patios, roof, parking lots or any other portion of the condominium.
- (E) Nothing whatsoever shall be thrown from windows or balconies. No dirt, debris, ice or water shall be swept over or off the edge of the balcony at any time. No snow shall be swept from the balconies, except in situations of damage to balcony structure from weight. (Ref: Article VI, Section 7)
- (F) No structure alteration to the balconies or decoration (other than plants) visible from the street is allowed without the prior written permission of the Board of Directors. Nothing may be attached to or penetrate the exterior brickwork or concrete. (Ref: Article XII, Section 3, paragraph

#### V. CHANGES – INTERIOR AND EXTERIOR

- (A) No owners or tenants shall alter the construction of the walls of their apartments without prior written permission from the Board and appropriate consultation of Virginia law. (Ref: Article VI, Section 5 and Section 55-79.68 of the Virginia Condominium Act)
- (B) Except in the two penthouse units and on the first floor, no washers and/or dryers are allowed in individual Ridge House Units, without the prior written approval of the Board of Directors.
- (C) No owner or lessee shall make, in any apartment, storage room, terrace, or balcony, any structural alterations or change in electrical or plumbing installations, or install any electrical equipment imposing an excessive load on the electrical system of the premises, without first obtaining written approval of the Board of Directors. Replacement of gas stoves and/or ovens with electrical appliances is prohibited.
- (D) No change affecting the exterior or appearance of the building, e.g., window film covering will be permitted without the prior written permission of the Board of Directors. (Ref: Section 55-79.67 of the Virginia Condominium Act)
- (E) No installation of radio or television antennae, or other wiring, shall be made without the prior written consent of the Board of Directors. Any antenna, or aerial erected or installed on the exterior walls or the roof, without the consent of the Board of Directors in writing, is liable to removal without notice and at cost to the owner for whose benefit the installation was made. (Ref: Article XII, Section 3, paragraph 10)
- (F) Applications proposing changes from owners to the Board of Directors should be accompanied by drawings and must provide a complete description of the proposed modifications. When the Board of Directors receives written requests for permission to make structural or other changes to an apartment, the Board may seek to obtain professional opinions, the cost of which will be borne by the owner seeking permission for such changes. This action by the Board will be taken with the prior consent of the owner who may wish instead to withdraw or modify the application.
- (G) Any alterations or improvements of \$1,000.00 or more must be recorded with the Board. (Ref: Article VII, Section 1 (e)

#### VI COMMON AND LIMITED AREAS

- (A) No personal property shall be left unattended to obstruct sidewalks, entrances, passages, vestibules, stairways, elevators, corridors or any other common areas. No loitering or playing is allowed in the common areas. (Ref: Article XII, Section 3, paragraph 1)
- (B) The corridors, including walls, floors, ceilings, and the exterior of apartment doors, are maintained by the Condominium Association and may not be altered without prior written authorization by the Board of Directors. Residents may not place distinctive items such as pictures, flowers, plants, doormats, and the like in these public areas except as authorized by the Board. Residents may not use any common areas for their own purposes except as specifically authorized by these House Rules.
- (C) Temporary installation of decorations on or around the doors and at the windows of individual apartments in observance of major holidays is permitted.
- (D) No part of the common or limited common elements shall be used for commercial purposes of any character.
- (E) Accidents causing damage to or soiling of carpets, draperies, furniture, walls or other equipment in the common areas must be promptly reported to the On-Site Manager.
- (F) Residents using the outdoor grill on the South lawn (near the swimming pool) shall clean up the area after each use, and exercise common courtesy in sharing the facilities.
- (G) Residents must show common courtesy to others by wearing proper attire while walking through the common areas. Pool users should avoid walking through the front lobby.

#### VII CORRESPONDENCE

- (A) Complaints alleging violations of these House Rules must be made in writing to the On-Site Manager. In the manager's absence, complaints requiring immediate action may be reported to the person on duty in the On-Site Manager's office, who will take the necessary action to notify the managing agent, or the Board of Directors.
- (B) Correspondence involving suggestions should be addressed to the On-Site Manager, who will consult with the Board of Directors.

- (C) Complaints regarding the On-Site Manager or other services of the condominium can be made in writing to the Board of Directors of the Association. (Ref: Article XII, Section 3, paragraph 14)
- (D) Any accident or injury which occurs on the common property areas of the Ridge House must be immediately reported to the On-Site Manager's Office. The On-Site Manager, through the Managing Agent, will report these events in writing to the President of the Board of Directors.

#### VIII ENFORCEMENT

It shall be the obligation of all residents to abide by these House Rules. At the Board's discretion, charges may be levied against any resident (tenants and co-owners alike) found to be in violation of the rules (See Policy Resolution No. 1, section 55-79.80 (b2) of the Virginia Condominium Act). Such action can be in the form of a written warning, direst payment for damages, and appropriate charge, action to recover sums due for damages or injunctive relief, or all of these as they may be applicable.

Non-resident owners are referred to Article VI, Section 8 on page 20 of the Bylaws:

<u>"Tenant Eviction.</u> In the event that the tenant of any unit owner shall breach his lease by failing to comply with any of the terms of the Declaration, these Bylaws and the Rules and Regulations, the Board of Directors may require the unit owner to secure the eviction of his tenant."

The Board reserves the right to order eviction of tenants for non-compliance with Ridge House Rules.

#### IX. <u>ENTRANCES/DELIVERIES</u>

- (A) The lobby entrance is designated for use by residents and their guest. Residents should instruct service personnel to use the back or side entrances and make appropriate arrangements with the On-Site Manager.
- (B) Residents should exercise extreme caution in allowing strangers into the building. Visitors to the Ridge House should utilize the Entraguard telephone in order to be admitted to the building. Service personnel should be instructed to telephone the On-Site Manager. The security maxim 'DO YOU KNOW WHO YOU ARE LETTING IN?" should be strictly observed, and requests for unauthorized entry denied.

(C) Deliveries can be accepted for residents by the On-Site Manager. C.O.D. packages will be accepted only if prior arrangements are made.

#### X LAUNDRY

- (A) Residents should read and follow operating instructions carefully before using the washing machines and dryers. Laundry left in machines after the end of the washing or drying cycle may be removed after a reasonable time (i.e. five minutes) if another resident wishes to use the machine.
- (B) Machines out of order should be reported to the contractor as indicated in the laundry room.

#### XI MAINTENANCE, REPAIRS AND SERVICE

- (A) Apartment owners have the sole responsibility for the care, decoration and maintenance of the interior of their apartment and of all equipment therein. The Bylaws describe these responsibilities and limitations in detail. Each owner shall be liable for the expense of all maintenance, repair or replacement made necessary by his (or his tenants') act, neglect or carelessness, to the extent that such expense is not covered by the proceeds of insurance carried by the Board of Directors. Such liability shall include any increase in fire, property or liability insurance rates. (Ref: Article XI, Section 1 (b)
- (B) the owner and tenant at his own expense shall clean, repair and maintain both the interior glass surfaces of all windows and such exterior glass surfaces of windows as are accessible from his balcony. (Ref: Article VI, Section 9)
- (C) The failure of an owner or resident to maintain his apartment, including plumbing and household equipment, in such condition as will prevent damage to the property of others shall be deemed to be negligence within the meaning of this House Rule.
- (E) A resident may not hire any employee of the Ridge House to perform personal service.
- (F) No unit owner or resident shall direct, supervise, or in any manner attempt to assert any control over the employees or contractors of the Ridge House. (Ref: Article XII, Section 3, paragraph 7)

#### XII MOVES AND BULKY DELIVERIES OR REMOVALS

- (A) The On-Site Manager's office should be notified at least 24 hours in advance of bulky deliveries and removal's to reserve the elevator and service entrance. The resident is responsible for supervising such deliveries and removals.
- (B) All move-ins and move-outs <u>must</u> be arranged in advance. Move-in and move-out hours shall be from 9:00 a.m. until 4:00 p.m. weekdays. Saturday moves are permitted only by special arrangement. No moves are permitted on Sundays or legal holidays.

A \$250.00 move-in fee shall be collected from every new occupant moving into the Ridge House, of which \$50.00 is non-refundable. \$200.00 will be refunded when the elevator key is returned and the path of the move-in route is inspected by the On-Site Manager and determined to be free of specific damages done while moving in. A \$200.00 refundable charge will be similarly applied when moving out or when moving from apartment to apartment within the building. If damages exceed \$200.00 the balance will be billed back to the owner.

If a weekday move extends beyond 4:00 p.m. or if a Saturday move is permitted, the resident will be held responsible for the overtime payment of Ridge House personnel.

No door is to be left unattended while propped open. This is a breach of building security and poses a danger to all residents.

(C) Absolute responsibility of apartment owner: unit owners are responsible for the conduct of their employees/agents during such moves, deliveries and removals.

#### XIII OCCUPANCY DATA

- (A) The On-Site Manager will maintain a record including owners' names, apartment number, names of all occupants in the apartment, pet information, the telephone number of each occupant and the occupant's business address and telephone number, car (s) license number (s), parking space (s) and similar data. Each resident shall keep the On-Site Manager informed of changes.
- (B) Upon request of a resident, the On-Site Manager will maintain a listing of the resident's physicians, blood type, hospital preference, person (s) to be contracted in case of emergency and similar data. This information shall not be released without the prior written consent of the resident except in the case of an emergency.

(C) Prior to move-in, copies of leases signed by co-owners and tenants in rental of Ridge House units shall be filed with the On-Site Manager. No lease agreements for less than six months will be permitted.

#### XIV PARKING, CAR WASHING

- (A) Vehicles shall not be parked on the Ridge House grounds in any manner which interferes with or impedes access to fire lanes or parking spaces. Vehicles parked in fire lanes, unauthorized spaces, or in spaces owned by others without consent of the owner will be towed from the premises at the expense of the owner of the vehicle. Drivers stopping their cars at the front entrance or any rear entrance of the Ridge House shall not leave their cars unattended.
- (B) No commercial Vehicles may be parked in the front parking lot. All such vehicles must be parked in the back of the Ridge House.
- (C) No boats, trailers or recreational vehicles shall be stored on the condominium property unless expressly authorized in writing by the Board of Directors. (Ref: Article XII, Section 3, paragraph 6).
- (D) The parking facilities are for Ridge House residents and guests only. Cars must display valid Ridge House stickers or guest permits, obtained from the On-Site Manager. Illegally parked vehicles may be reported to the On-Site Manager.
- (E) No extensive repair of vehicles is allowed on the Ridge House premises. No vehicle shall remain on the premises unless it has a set of current state and city or county license plates, and a current inspection sticker (If registered in Virginia). (Ref: Article XII, Section 3, paragraph 8)
- (F) Garage speed limit is 5 mph.
- (G) Parking spaces may be owned by a co-owner of a Ridge House unit, and leased only to a tenant or co-owner of a Ridge House unit.
- (H) Residents must wash their automobiles in designated areas only and must clean the washing area when finished.
- (I) Only front end parking is allowed in the front parking lot when vehicles are parked in front of owners' dwellings. Backing your vehicle in causes fumes to enter the units on the first floor, discoloration of the bricks and can also harm the landscaping plants.

#### XV PETS

- (A) The only pets allowed in the Ridge House are dogs, domestic cats, birds and fish properly maintained in health and cleanliness. All residents owning a pet must register that pet with the On-Site Manager's office.
- (B) Dogs must be leashed at all times when entering or exiting the building. Arlington County law requires a leash at all times when outside the building.
- (C) Pets may not be exercised in the pool area, hallways, lobby, and garage areas and may not congregate in these areas.
- (D) Pets shall not be fed, "toiletted" or left unattended on balconies.
- (E) Pet owners must immediately clean any interior common or limited common area that their pet soils. Damages will result in a charge to the owner of the pet.
- (F) Pet owners must immediately clean any area outside that their pet soils. Arlington County law requires immediate pick-up of any solid eliminations. A plastic bag is recommended. Failure to police your pet and dispose of the waste appropriately constitutes a nuisance.
- (G) A limit of <u>two</u> is set on the number of pets each unit may accommodate, i.e., no more than two dogs, two cats, two birds or any combination thereof are permitted per unit.
- (H) Any pet causing or creating a nuisance or unreasonable disturbance or noise may be permanently removed from the Ridge House upon ten days written notice from the Board of Directors.
- (I) Any resident who keeps or maintains any pet upon any portion of the Ridge House shall be deemed to have indemnified and agreed to hold free and harmless from any loss, claim or liability of any kind or character whatever arising by reason of keeping or maintaining such pet within the condominium.
- (J) Small dogs should be carried, leashed, through the lobby area to the door. However, residents are encouraged to use the side and back doors to enter and exit with pets.
- (K) Kitty litter or dog waste must not be thrown down the trash chute but must be deposited in the designated container in the garage recycling area.

- (L) Except for dogs presently residing at the Ridge House, effective January 1, 1997, no dogs in excess of 50 pounds when full grown will be permitted without prior written approval of the Board of Directors. This restriction does not apply to seeing-eye or hearing service dogs.
- (M) While on Association property, all pets must be under the resident's control at all times when the pet is outside the unit in which it resides.

#### XVI SIGNS AND BULLETIN BOARDS

- (A) No sign, advertisement, notice or other lettering shall be exhibited on any part of the condominium premises without written permission of the Board of Directors of the Association. This includes any posters, advertisements or distribution of circulars upon condominium property. (Ref: Article XII, Section 3, paragraph 11)
- (B) A bulletin board is provided in the laundry room for residents' use.

#### XVII SOCIAL, CIVIC OR POLITICAL AFFAIRS OF A PUBLIC NATURE

No individual or group will officially or unofficially represent the Unit Owners Association or use its name in any matters related to social, civic, or political activities of a public nature without prior written approval of the Board of Directors.

#### XVIII STORAGE

- (A) Bins are provided in the basement for storage. All personal property shall be stored in condominium units or within assigned storage bins. (Ref: Article VI, Section 6 and Article XII, Section 3, paragraph 2)
- (B) All belongings stored in the basement must be <u>inside</u> the storage bins. Residents are responsible for providing their own locks for the bin doors. The management and the Unit Owners Association assume no responsibility for any loss, damage, claim, or liability for articles stored in the storage bins.
- (C) No resident shall store any article in the storage bins which is a hazard or is in violation of any fire or safety regulation.
- (D) The Board of Directors will determine the allocation of storage areas and the On-Site Manager will supervise the assignment of bins.

#### XIX SWIMMING POOL

- (A) The pool will be in the charge of a qualified lifeguard. Who will be under the direct supervision of the On-Site Manager and /or Members of the Board of Directors. No other resident will supervise the lifeguard for any reason. If a resident does have a complaint, said complaint will be submitted, in writing, to the On-Site Manager for appropriate action.
- (B) Loud music will not be permitted.
- (C) All persons use the pool at their own risk, and in conformance with all rules and regulations. Any person may be barred from the pool area for violation of rules and regulations, or for any other reason which in the lifeguard's judgment constitutes a hazard to others.
- (D) The residents of the Ridge House will be limited to three (3) pool guest per unit.
- (E) Residents will be held responsible for all actions of their guests.
- (F) The cost of any property damage will be charged to the responsible party.
- (G) The Unit Owners Association will not be responsible for loss or damage to any personal property of any kind.
- (H) Pool hours are:

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MON, WED, THURS, FRI – 1:00 p.m. to 9 p.m.

SAT, SUN & HOLIDAYS – 10 a.m. to 8 p.m.

Monday – CLOSED (except on Monday holidays then closed on Tuesday)
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- (I) Children under 12 years of age must be accompanied by an adult during their use of the pool.
- (J) The pool may be closed at any time due to either breakdown or other operational difficulties, inclement weather, and at the discretion of the lifeguard.
- (K) No running, pushing, wrestling, or causing undue disturbance in or about the pool area will be permitted.
- (L) No pets are allowed within the pool area.

- (M) No glass containers of any kind will be allowed in the pool area. All trash, cigarette butts and refuse must be placed in the receptacles provided.
- (N) Lounge chairs may not be reserved when you leave the pool area. The lifeguard will make a lounge chair available to another guest if a chair has been left unoccupied or unused for more than twenty minutes.
- (O) Private parties may be held in the pool area between the hours of 8:00 p. m. and 11:00 p.m.. Hosts must furnish a lifeguard, acceptable to the Association, at their own expense. Written applications for reservations will be considered on a first-come first-served basis through the On-Site Manager. The pool may not be reserved on behalf of a nonresidents or for any public function, i.e., political or commercial. Users are responsible for cleaning up the area after the party. The same rules apply to private parties that apply to all other uses of the pool.

#### XX TRASH DISPOSAL AND RECYCLING

- (A) Refuse and bagged garbage shall be deposited only into the trash chute of each floor, or, if too large, carried to the area provided in the garage. (Ref: Article XII, Section 3, paragraph 5)
- (B) Trash disposal into the trash chute may be made only between the hours of 7:30 a.m. and 10:00 p.m. weekdays, and 10:00 a.m. and 10:00 p.m. weekends and holidays. Trash disposed of at other hours severely disturbs the peace and quiet of those units located near the chute.
- (C) Trash disposed of into the trash chute must be bagged securely, preferably in plastic bags with twisters.
- (D) Kitty litter or dog waste must not be thrown down the trash chute but must be deposited in the designated container in the garage recycling area.
- (E) The recycling of newspaper, glass and metals is expected. For the benefit of the environment and to comply with Arlington County laws, recycling bins have been provided in the compactor/trash area of the garage. All residents are asked to make a commitment and join in this effort to conserve natural resources. Specific rules and instructions are available from the On-Site Manager.

	A fee of \$25.00 will be charto the owner.	arged for a medeco key.	If the key is returned \$1	5.00 will be refunded

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YES NO

FOOD/BEVERAGE JARS & BOTTLES CAPS OR LIDS

SODA, JUICE, WINE BOTTLES FOOD STUCK ON JARS

SPAGHETTI SAUCE, PICKLE JARS MIRRORS OR WINDOW GLASS MAYONNAISE JARS, ETC. DRINKING GLASSES, CUPS, PLATES,

COOKWARE, POTTERY, ETC.

LIGHT BULBS

ALUMINUM FOOD & BEVERAGE CONS ALUMINUM FOIL

STEEL FOOD & BEVERAGE CANS HOUSEHOLD METAL ITEMS

PET FOOD CANS POTS OR PANS

#### **ALL ITEMS SHOULD BE RINSED WELL**

NEWSPAPERS TIED WITH STRING CATALOGUES, MAGAZINES
NEWSPAPERS IN GROCERY BAGS JUNK MAIL, PHONE BOOKS

NO PLASTIC BAGS

#### XXI DUE PROCESS PROCEDURES

Due process procedures as adopted by the Ridge House Board of Directors and as applicable under the laws of the Commonwealth of Virginia continue to be in effect.