

FAIRFAX COMMONS: A CONDOMINIUM
REGULATORY RESOLUTION NO. 1-2009
AMENDED AND RESTATED
GUIDELINES RELATED TO COMMON ELEMENT SIGNS

(Relating to signs placed within the Association)

WHEREAS, Article III, Section 3.3 of the Bylaws of the Unit Owners' Association of Fairfax Commons: A Condominium ("Bylaws") provides that the Board of Directors ("Board") of the Unit Owners' Association of Fairfax Commons: A Condominium ("Association") shall have all of the powers and duties necessary for the administration of the affairs of the Association and may do all such acts and things as are not by the Virginia Condominium Act ("Act") or the condominium instruments required to be exercised and done by the Association;

WHEREAS, Article III, Section 3.3 (b) (i) (1) of the Bylaws empowers the Board make and amend the rules and regulations;

WHEREAS, Article III, Section 3.16 allows for regulation of external design, including control of signage;

WHEREAS, Section 55-79.80:2 of the Act authorizes the Association to charge a Unit Owner for violations of the condominium instruments;

WHEREAS, Article XI, Section 11.1 of the Bylaws provides that failure to comply with any of the terms of the Declaration, Bylaws and the rules and regulations shall be grounds for relief which may include, without limitation to, an action to recover any sums due for money damages, foreclosure of the lien for payment of all assessments, and any other relief afforded by the Bylaws or a court of competent jurisdiction;

NOW, THEREFORE, BE IT RESOLVED THAT the Board duly adopts the following guidelines to provide a clear definition of acceptable and unacceptable signage that may be placed on or viewed from the common areas to be effective June 1, 2010 ("effective date") for all signs located within the association prior to and thereafter of this effective date.

To provide for a visual harmony and soundness of repair, installation of all signage within or on the Common Element property, is to be performed only at the approval of, and by personnel authorized by, Fairfax Commons: A Condominium, Unit Owners Association Management and the Board of Directors.

Except for such signs as may be approved by the Association, no signs shall be placed within a Unit visible from any other portion of the Common Elements. No affixed signage or lettering to the window glass shall be permitted

The mounting of any sign must meet all applicable laws, codes and ordinances. Any permits required by the prevailing jurisdiction must be obtained at the Unit Owner's expense.

All signage is to be maintained in a "like-new" manner at the sole expense of the Unit Owner, regardless to tenancy. Any signage which falls into disrepair shall be immediately brought up to standard by the Unit Owner. The Board of Directors, or its agent, may deem a sign as in disrepair or out of compliance and require the Unit Owner to correct the problem immediately. If Unit Owner fails to bring signage up to standard, the Board of Directors may remove or repair the sign at Unit Owner's expense. Any signs installed without proper authorization or which are non-compliant with these standards will be removed at the Unit Owner's expense.

All exterior and interior signage must conform to the following specifications:

Type of allowed signs

There are two general categories of acceptable signage that may be placed on the common property.

1. **Exterior Unit Owner/Tenant Identification Sign** – A standardized name plaque at an entrance mounted on the exterior brick wall of the building which indicates the Unit number and a business name.
2. **Interior Unit Owner/Tenant Identification Sign** – Any interior sign mounted on common property within a lobby area, including the walls, windows and the outside of a Unit entrance door.

No other unit/Unit Owner/Tenant related signs are allowed on the common property.

Definitions of terms

- **Ground floor Units** or **1st floor Level Units** – have individual entrances that open to the outside
- **Main Floor Units** or **2nd floor Units** – open to a common lobby and have another floor above it
- **Top Floor Units** or **3rd floor Units** – open to a common lobby and have no floor above it

Exterior Unit Owner/Tenant Letters on Brick:

Exterior Unit Owner/Tenant Letters on Brick are not permitted within the Association (see Grandfathering Provision).

Exterior Unit Owner/Tenant Identification Sign:

A business which occupies a Unit shall be allowed only one sign per Unit. The sign shall, at a minimum, indicate the Unit number. If the sign contains the name of the occupying business, the business name must be removed from the sign at the Unit Owner's expense within 14 days of termination of tenancy by the occupant. The Unit Owner will be responsible for any damage done to any Common Element resulting from the erection or removal of its occupant's signage, regardless of cause.

It is the responsibility of the Unit Owner to maintain signage in a "like-new" condition. If the Unit Owner is notified of noncompliance with regard to the signage and fails to correct the violation, the Association or its agents may, at its discretion, perform any necessary maintenance and/or remove any non-compliant signage at the Unit Owner's expense. Such expense will be treated as any other assessment against the Unit and Unit Owner.

- **Content:** Sign shall contain the Unit number and may contain the name of a single Company or Business entity.

- **Location:**

- Ground Floor Units:** Unit sign shall be mounted on closest brick area that is 24 inches wide or greater. It shall be centered horizontally on the brick area but no farther than 14" from the edge of brick closest to the Unit entrance. The top edge of the sign shall be at a height equal to a distance seven (7) inches below the top edge of the Units door.

- 2nd and 3rd Floor Units:** Unit sign shall be mounted outside of common lobby doors on the adjacent brick area as follows if space allows:
 - Unit signs shall be mounted on the same side of the common lobby doors as the Unit is. If space is not available on one side then all Unit signs shall be mounted on the same side
 - Upper Units' signs shall be mounted above lower Units' signs. If space does not allow for stacking the signs vertically, then may be laid out horizontally.

- The top edge of the upper sign shall be at a height equal to a distance seven (7) inches below the top edge of the common lobby door. Top edge of any lower sign shall be two inches below the bottom edge of the sign above it.
- Signs shall be centered horizontally on the brick area, but no farther than 14" from the edge of brick closest to the common entrance door.



- Dimensions:

Overall sign dimensions shall be 18" by 18" as follows:

- ☑ The sign shall consist of 2 layers at 1/8" acrylic outer layer is matt black, the back layer shall be gold, the 2 layer sign shall be mounted on to a backer board, which is affixed to the brick of the building permanently. Subsurface of sign shall be 18" x 18" x 1/8" acrylic with scalloped corners of 2" radius. Surface and edges as to be painted matte gold to match color of raised letters.
- ☑ Face of sign shall be 17" x 17" x 1/8" P95 matte black acrylic with scalloped corners of 2 1/2" radius, concentric with subsurface corners. Face of sign shall be centered on subsurface to create a recessed 1/2" matte gold border around a matte black face.
- ☑ A 3/16" holes in each corner 2 3/8" from each edge drilled for brass mounting screws.
- ☑ Sign shall be mounted onto a 1/2" thick solid PVC or acrylic backer board by solid brass round-head screws. The backer board shall be the same dimensions as the sign Face and shall be permanently affixed to the building.



- Type /Font:

All type shall be Times New Roman style 75 Initial Caps Roller Coated "Fairfax Commons Gold" such that the letters are raised 1/8" with black edges and matte gold surface. All text shall be centered horizontally on the sign. The content of the sign shall be limited to a Unit Number, a Company Name, and an optional "Tag Line". The Company Name and optional "Tag Line" shall be vertically centered between the bottom of the Unit Number line and the bottom edge of the black sign Face.

- ☑ Unit Number shall consist of two or three digits, a dash, and a single Capital Letter with no spaces. Unit number shall be 2" high centered horizontal and placed so the top of the line is 2" from the outer top edge of the sign.
- ☑ Company Name shall be Initial Caps, Letters 1 1/2" high, maximum of two (2) lines. Company Name may be reduced to 1" letters if it otherwise will not fit in two lines.
- ☑ If room permits, a "Tag Line" may be added up to two lines in length, Initial Caps, 1" high. Letter size may be reduced to 3/4" high if it otherwise will not fit in two lines. Tag Line shall be placed so that there is 1 1/2" between the bottom of the Company Name and the top of the Tag Line. Tag Lines shall be limited to a single description of business type, e.g., "Attorney at Law", "Certified Public Accountant", "Pediatrician", "Family Practice", etc.).



Interior Unit Owner/Tenant Identification Sign:

- One door sign per Unit
- 12 x 7½" or 14 x 8½" size sign
- Mounted on Unit door, 13 inch from top of the door to top of sign, centered horizontally, if the Unit door has a window located in the door, the sign may be installed on the wall directly to the right of the door.
- Mounted with double stick tape
- Acrylic matte black with 3M Gold vinyl letters and border
- ¼" thick with chamfered edges and scalloped corners

For Sale/For Lease Signs:

- 1 sign per unit allowed in window
- Standard "For Sale" or "For Rent/Lease" signs, which measures three (3) square feet shall be acceptable.

Grandfather Provision: Signage that is in place at the time of this resolution may remain until any one of the following events should occur:

1. The signage is not compliant with Exhibit B of the by-laws;
2. The signage is in disrepair and the Unit Owner/Tenant fails to restore the signage to "like new" condition within 45-days of notification of failed condition by the Board of Directors or its agent; or
3. If either the Unit Owner or the occupying business vacates the unit.

At no time may a Unit Owner/Tenant change any sign, other than restoring an existing sign, without complying fully with the provisions of this Resolution, the association's governing documents, and the ordinances of local governments.

EXHIBIT "B" TO THE BYLAWS OF FAIRFAX COMMONS: A CONDOMINIUM

EXHIBIT - B RULES AND REGULATIONS

§6. SIGNS. Except for such signs as may be approved by the Declarant and/or condominium association, no signs shall be posted in any place within the Condominium visible from any portion of the Common Elements except pursuant to Section 3.16 of the By-Laws. The provisions of this paragraph shall not apply to any sign or notice of customary and reasonable dimensions which states that a Unit is for rent or sale or to such signs as may be required for legal or governmental proceedings. Such sign or notice may be placed within a Unit, but not upon the Common Elements except with the consent of the Unit Owners' Association pursuant to Section 3.16 of the By-Laws.

- (1) Signs shall only be permitted as allowed by Fairfax City Code and approved by Declarant in its sole discretion.
- (2) Number of square feet of sign allowed per unit shall not exceed seventeen square feet unless approved in advance by Declarant in its sole discretion.
- (3) Color - black.
- (4) Size - Twelve inch individual letters maximum.
- (5) Signs shall be non-illuminated.
- (6) Signs shall have individual letters.
- (7) Signs shall be maintained by Unit Owner/Tenant.
- (8) Signs shall be allowed only on the terrace level and 1st floor level units on one (1) side of the building unless approved by Declarant in its sole discretion.
- (9) All signs locations must be approved in advance by Declarant or subsequently the Condominium Association.
- (10) Signs shall only be permitted for Unit owners in good standing. The Board of Directors shall have the authority to remove the signs of any Unit Owner or occupant who is more than thirty (30) days delinquent in payment of any Assessment or otherwise in violation of any of the Condominium Instruments.