



Welcome to the Fairfax Village III Condominium Community

Fairfaxvillage3dc@gmail.com

**2113 - 2145 Suitland Terrace SE 3820 Southern Ave. S.E.
Washington, DC 20020-1172**

Fairfax Village Condominium is "One of the best kept secrets in Washington, DC. Fairfax Village Condominium is a community of colonial garden multi-unit apartment-style and townhomes located in southeast Washington, D.C in the Hillcrest area.

Fairfax Village Condominium is bound by Alabama Avenue SE to the northwest, Pennsylvania Avenue SE to the northeast, Suitland Road to the southwest, and Southern Avenue to the east. Fairfax Village Condominium is located on the District-Maryland line in Ward 7, east of the Anacostia River.

The Fairfax Village III Condominium, Inc Association is dedicated to creating and preserving a pleasant, tranquil, and safe way of life for its residents. To that end, it is important to realize that rules and regulations must be followed by all owners and residents. While some of the rules and regulations listed are obviously necessary, others that apply to certain areas of life (such as the 30 pounds or less rule) may be harder to understand.

Fairfax Village III Condominium Association is composed of 65 units, Multi-Unit Apartment-Style and Townhomes Homes.

**IT IS IMPORTANT TO NOTE THAT FAIRFAX VILLAGE III CONDOMINIUM IS NOT
APARTMENT COMPLEXES.**

Unlike an apartment complex, a homeowner owns each home and is responsible for it. Each homeowner must have insurance H06, covering his/her home. If a homeowner rents his/her home, the renter also must obtain separate insurance H04 to cover damages caused by fire, water etc. [Insurance coverage for all homeowners and renters are required by the 2014 District of Columbia Condominium Act.](#) Homeowners (HO6) and renters (HO4) must provide proof of insurance. Penalties will be levied against the UNIT OWNERS for failure to submit to [Quality 1 Property Management](#) on or before [April 30](#) every year

Please know that each of these rules and regulations have been painstakingly constructed and enacted so that our residents can have peace and tranquility in an aesthetically pleasing setting.

The rules and regulations are developed not by landlords, but by the interest of all sixty-five (65 units) owners and residents.

This handbook contains information that is essential for your enjoyment of Fairfax Village III Condominium. Please read this handbook thoughtfully and keep it readily available, as it will address many questions that you may have with regard to the Fairfax Village III Condominium's operation.

Fairfax Village III two Management Companies.

✦ **Quality ONE Property Management** manages our property, including overseeing implementation of rules and regulations.

✦ **EJF Property Management** handles our **finances**

Fairfax Village III has its own Board of Directors and management company, which manages their own contracts for maintenance, repairs and construction, landscaping, and cleaning. Management advises the **BOARD** and the **COMMUNITY**. They do not dictate **POLICIES** for FFV-3 Condominium.

. You are RESPONSIBLE FOR ALL WORK IN YOUR UNIT. To call for SERVICE that is not an FFV-3 Negligence Issue will be CHARGE TO YOUR UNIT's MANAGEMENT FEE.

i. Quality I Property Management

Please contact **Quality 1 Property Management** at **(240) 770-5381 (office)**, or **(240) 260-0755 (fax)**, via e-mail at **office@quality1propertymanagement.com**.

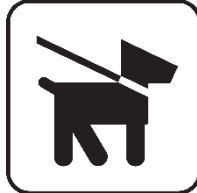
Quality 1 Property Management implements rules and regulations governing the **Fairfaxvillage III Condominium Community**. **Legal** will levied fines and penalties for failure to comply with the Rules and Regulations. It is the responsibility of the board of directors to help administer and enforce the rules.

Quality 1 office staff maintains contact information for every unit in Fairfax Village III, so that owners and residents may be contacted in emergencies. However, it is the OBLIGATION and Responsibilities OF All owners to update your pertinent data regularly. Please adhered to time schedules.

All Dogs must be register with Quality 1, e-mail



office@quality1propertymanagement.com by September 1, 2019 and each year after that. We are getting complains about dogs:



- ❖ over 30 pounds
- ❖ not having dogs on leash always.
- ❖ not picking up after their dog.



If you have a question that is not answered by this handbook, please contact the Office, e-mail at office@quality1propertymanagement.com.

. A member of the Board of Directors will research your concern and get the answer to you.

FAIRFAX VILLAGE III PREVENTIVE MAINTENANCE DIVISION

Routine Preventive Maintenance

The preventive maintenance TEAM has (two employees)

from 8:30 am – 4:30 pm

Monday,(excluding some holidays) **Tuesday** and **Friday ONLY!**

Janitorial Service is EVERY Wednesday

During this time, routine maintenance tasks are performed according to a schedule. If you have a maintenance concern. Please email it to: fairfaxvillage3dc@gmail.com

The best way to have a maintenance question answered is to call the Quality I Property Management office and request a call back (non- emergency within 72 hours)
No tools will be loaned out by the Maintenance Tech.

The Fairfax Village III Condominium Maintenance Tech will not enter any condominium unit without a work order from Quality 1. They will be there with the property manager for diagnostic purpose only. The HOMEOWNER MUST BE PRESENT.

They must present every cost issue to the board for approval. Some of you are so disrespectful and rude to our management company for during their job. **Emergencies to the COMMON PROPERTY is handled within 24 hours.** Your routine requests will take **72 hrs. to 7 days (NON – EMERGENCY)**

In case of an emergency homeowners must mitigate any damages to your home. An emergency situation is one that poses an immediate threat to any person or property. Examples include, but are not limited to fire, a substantial leak from one unit to another, tree or limb damage that breaches the unit exterior, etcetera.

Maintenance Requests

If you have a problem which is the responsibility of Fairfax Village III Condominium Association and will require work by Maintenance Requests

If you have a problem which is the responsibility of Fairfax Village III Condominium Association and will require work by the maintenance department, call the Quality 1 office (email Quality1) and describe the problem. Please include your name, date of calling, property address and a current contact number. (Where you can be reached during business office hours.)

Our management staff and maintenance Tech will prioritize all work orders as received. Your request will be completed according to its relative severity.

It is important to notify the office if the problem recurs. If the problem is due to another unit (for example a leaky shower in the unit above you), the problem must be **resolved between the twounit owners**. If you would like the maintenance Tech to perform the work, it will be scheduled according to the maintenance workload, and you will be billed at a rate of \$50 per hour, per man, plus materials cost, with a one hour minimum.

In the case of interior wall or ceiling repair due to a problem for which Fairfax Village III Condominium Association is responsible, Fairfax Village III Condominium Association will repair the drywall and mudding to a rough finish.

The final finishing of the drywall and texturing of the ceiling are the **responsibility of the unit owner**.

Fairfax Village III Condominium Association owners or tenants are not allowed to install satellite equipment. This will be a fined, violation and the cost of removing the equipment and paged in trash. Management will charge the unit owner's financial account within 10 business days.

IF YOU ARE PLANNING TO PERFORM REPAIRS OR REMODELING PLEASE NOTE:

Utilities are frequently shared by two or more units. If you are planning to perform repairs or remodeling please note:

Utilities are frequently shared by two or more units. Fairfax Village III Condominium Association's documents state that there must be adequate notice given to residents before the utilities are shut off. For this reason, it is forbidden for unit owners or residents, or hired contractors, to turn off utilities. If you are planning repairs and hire a contractor. It is imperative that you call Quality 1 first and coordinate with management and our maintenance team. This will follow Fairfax Village III Condominium procedures to shutting off utility. By following this rule, you avoid any chance of being charged \$100.00 without proper notices.

Unit owners must begin repairs of any damaged unit element that is structurally or an esthetically detrimental to the Fairfax Village Condominium Community and is visible from the common area within 72 hours of the damaging event. The repairs must also be completed in a timely manner. If not, Fairfax Village III Condominium Association will repair the damage at the discretion of the Board at rate of \$50-75.00 per man hour plus materials.

They must present every cost issue to the board for approval. Some of you are so disrespectful and rude to our management company for during their job. Emergencies to the COMMON PROPERTY is handled within 24 hours. Your routine requests will take 72 hrs. to 7 days

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Common Problems and Responsible Parties

ASSOCIATION-MAINTAINED	UNIT OWNER-MAINTAINED
Roof and Balcony leaks	All Appliances
Outdoor lighting of common areas	Sinks and Toilets Back Ups
Common exterior walls	Carpets (including patios, balcony)
Common piping outside unit	Piping exclusive to unit
Exterior Termite contract	Heating, Ventilation & Air Conditioning
Master Insurance Policy	Homeowners Insurance Policy H06 Renters Insurance Policy H04
Limited common area(s)	Exterior Termite contract
Landscaping of common areas	All unit specific fixtures
Irrigation system	Popcorn ceiling finish
Gutters and downspouts	Interior wall finish & Drywall

Outdoor lighting of common areas	According to the Architectural Design and COLOR for Fairfax Village III Condominium. Front doors, windows, sliding glass doors

Emergency Maintenance Procedures

If you experience maintenance problems that you feel is an emergency, please consult the above list of common problems. If the problem falls under the “unit owner-maintained” column, then the unit owner must handle the problem by calling a license plumber, electrician, handyman, et cetera. If, however, the problem falls under the “association maintained” column, then call the following pager number: **Emergency Maintenance**

: 9420 Annapolis Rd, Lanham, MD 20706 Phone: (240) 770-5381

You will be asked to leave a message; please list the details of the problem and a number where you can be reached at that time and allow 60 minutes or less for a return your call. After discussing the problem with you, the after tech will decide on a course of action. Please understand that if the problem is a roof, and it is currently raining, the tech will inform you that there is nothing that can be done until the rain stops. Again, a backup in your unit is not a considered an emergency. However, you are responsible to mitigate any damages to the common area and your unit.