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Revised November 2023

# Cape Henry Towers Council of Co-Owners

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Virginia Beach, VA

Dear Homeowner/Renter:

The Cape Henry Towers Council of Co-Owners, through the Board of Directors and the Select Management Company, strives to preserve and enhance the property values of the entire community. You, as a member of the Association, play a valuable role in the success of this effort.

As you settle into your new home, please take time to familiarize yourself with Cape Henry Towers Council of Co-Owners governing documents: The Declaration of Covenants, the By-Laws and the Association's Rules and Regulations contained herein.

We are happy you have chosen to live at Cape Henry Towers and hope this homeowner's guide will help you in your transition to the Community. We invite you to attend the Board of Directors' meetings to find out what is happening and to meet your neighbors.

Sincerely,

The Board of Directors  
Cape Henry Towers

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# Cape Henry Towers Council of Co-Owners

## **Board of Directors**

President – Brad Barker

Vice President – Jackie Wisman

Treasurer – Bob Jones

Secretary – Brian Hook

Director – Kenny Stone

Director – Craig Davis


Director – Ray Revell

## **Property Management:**

Association Manager.....Kristina Mack, CMCA®, AMS®, PCAM®, CPO®  
E-mail: kmack@theselectgroup.us

Assistant Manager ..... Dara Bergmann  
E-mail: dbergmann@theselectgroup.us

Office: (757) 481-7500 Fax: (757) 481-3673

Professionally managed by: The logo for The Select Group, Inc. features the word "SELECT" in large, bold, orange capital letters. To the left of "SELECT" is the word "Professionally" in a smaller, black, sans-serif font. Below "SELECT" is the phrase "Group, Inc." in a smaller, black, cursive font. The entire logo is set against a white background.

The Select Group, Inc.  
2224 Virginia Beach Boulevard, Suite 201/202  
Virginia Beach, VA 23454

Office: (757) 481-7500 Fax: (757) 486-6988

Website: [www.theselectgroup.us](http://www.theselectgroup.us)

[Capehenrytowers.godaddysites.com](http://Capehenrytowers.godaddysites.com)

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## **ABOUT YOUR CONDOMINIUM ASSOCIATION**

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Welcome to Cape Henry Towers! We know that you will enjoy living in the community. Life in a condominium building is a bit different than living in a single-family home. One hundred and ninety-nine families make their home here and all are in close proximity of one another. We must be considerate of our neighbors and follow the rules that the Association has published. Please read the rules carefully and become familiar with them. Make sure that your guests are aware of the rules too. You are responsible for the actions of your guests.

Our management company is The Select Group, Inc. The Select Group handles the day-to-day operations of Cape Henry Towers and is available to answer questions that you may have regarding the community. Kristina Mack is the Association Manager. She is entrusted by the Association to ensure the maintenance of all common areas, as well as to enforce compliance with the Association's Bylaws and Rules and Regulations to preserve positive community relations and protect property values. Kristina has many years of experience as an Association Manager, having worked directly with homeowners, residents, and Board of Directors. She has the designations of a PCAM® (Professional Community Association Manager), CMCA® (Certified Manager of Community Associations) an AMS® (Association Management Specialist) and also is a CPO® [Certified Pool Operator]. She is available to assist Cape Henry Towers in order to ensure the smooth operations of your community. She can be reached during regular office hours Monday through Friday, 8:00 am to 4:30 pm at (757) 481-7500. The Assistant Manager, Dara Bergmann is also available to answer any questions you may have.

Cape Henry Towers has on-site staff that consists of two housekeepers, two maintenance technicians, and five security guards. Housekeeping and Maintenance are on-site Monday – Friday. Security is on duty when the Management office is closed, including weekends.

Should you have an after-hours emergency, call The Select Group, Inc.'s emergency line at (757) 486-6000 and follow the voicemail instructions carefully to leave a message for the On-call Emergency Manager. Be sure to speak clearly and leave your name, phone number, the name of our community and the nature of the emergency. Someone will contact you.

**PLEASE CALL 911 FOR  
ANY FIRE OR MEDICAL EMERGENCIES.**

## Pertinent Information

- **ASSESSMENTS:** Regular condominium assessments are due on the 1st day of each month. A late fee of \$40 accrues when an assessment is not received by the 10th day of the month. (THIS APPLIES TO UNIT OWNERS)
- **BOARD MEETINGS:** Board Meetings are typically set on the first Tuesday of each month. The Office will notify all residents of the scheduled meeting a week in advance.
- **ANNUAL MEETINGS:** The Annual Meeting is scheduled in November. Notice will be provided to all homeowners at least 30 days in advance and no later than 21 days.
- **PETS:** Cape Henry Towers has a zero-pet policy. Emotional Support and Service Animals, with proper documentation in file are allowed. Please see Management for further details.
- **MOVE-INS & OUTS:** An assessment of \$100 is required for all persons upon move-in or move-outs. Move-in / move-out hours are Monday through Friday between 8:00 am and 4:00 pm and must be scheduled with the office for availability. You must use the padded elevator. Management can manually place the elevator on 'independent' if you schedule ahead of time. If you are unable to move-in/move-out within the regulated hours, you can submit a request to the Manager for review. Upon pre-approval, Move-ins / move-outs can be scheduled on Saturdays 8:00 am to 4:00 pm at a cost of \$200.
- **PARKING DECALS:** Cape Henry Towers is a decal and guest pass-controlled community. Guests may obtain a guest pass from the Management office after they have signed in. Management business hours are Monday – Friday 8:00 am – 4:30 pm. Guests can obtain guest passes through Security outside of business hours. If Homeowners or Tenants have guests coming to the property, you must notify the office or security ahead of time or come down and let them in the building.
- **PARKING:** Guests and Contractors can only park in un-numbered spaces. If you/your guests or contractor(s) park in a resident's assigned space, your/their vehicle is subject to towing at your/their expense.
- **RENOVATION/REPAIR WORK:** Hours for Contractors/Repair work are Monday through Friday 8:00 am to 6:00 pm. Noise-free work is permitted on Saturdays. No work is permitted on Sundays. All guests and/or contractors (that you hire to perform work in your unit) must sign in at the Management office during regular business hours, between 8:00 am and 4:30 pm Monday through Friday. An Approved ARC Interior Modification Form as well as Contractor Agreement Form,

a Business License and a COI will need to be provided to the Management office prior to them working at the building.

- **ASBESTOS:** If you are planning on renovating your unit, you are welcome to hire a licensed contractor (with the required permits) of your choice. **PLEASE BE AWARE that disturbing, cutting, drilling, scraping, abrading or removal of any POPCORN ceiling material could release ASBESTOS into the air because the ceilings throughout Cape Henry Towers building may contain asbestos at a level up to 20%.**
- **MAINTENANCE:** Cape Henry Towers has two maintenance technicians on-site that help to maintain our facilities. Residents can put in a work order with the office to have maintenance do in-unit maintenance at the rate of \$60.00 an hour (\$30.00/30 minutes). If the job takes less than thirty minutes, it is not pro-rated, and the minimum fee would be \$30.00. *This is currently on pause as the Maintenance focus on property improvement projects.*
- **POOL:** The pool area is open from 9 a.m. until 8:00 p.m. daily during pool season (Memorial Day through Labor Day). During the pool season, there is a lifeguard on staff Fridays – Sundays. Hours may vary.
- **INTERNET & CABLE:** Cape Henry Towers offers basic cable with Verizon FIOS. Each homeowner is welcome to upgrade that service through Verizon or shop elsewhere. If you choose to upgrade your Verizon service call **1-800-501-1172** you will need to notify them that your association has a contract with Verizon through Enterprise.
- **FURNITURE:** When selecting furniture for your balcony, please ensure that it is a material that will not rust or discolor the exterior of the building, as you are responsible for any damages. Management recommends outside furniture that is wicker or plastic. Also, please bring furniture inside your unit when you are away, or during storms or high winds as these can become airborne and cause damage.
- **BALCONIES:** Ensure that all items are removed from the balcony when away, as well as when there are wind events at CHT, which is often. It is better not to leave things out on balconies. Also, when there is puddling of water on balcony or HVAC closet, please remove to avoid water intruding into the building. Rags or a squeegee has been proven effective.
- **CONTRACTORS:** Homeowners will need to get a Contractors Form signed by a contractor working in their unit, their COI and business license. Additionally, if there is to be any structural work done to the interior of the building, an ARC Form needs to be preapproved. Contractors are the responsibility of the homeowner that has hired them, and will need to be supervised while onsite to

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ensure that they follow all of the property rules, clean up after themselves and do not damage the building.

- **TOWING:** Any vehicle at the property is subject to immediate towing if it does not have a Parking Decal or Guest Pass. Cars can also be immediately towed for not being current with plates and stickers or not in working order. Guest Passes can be obtained in the office or at the Security Desk.

### **CHT FEES:**

Move in fee M-F: \$ 100.00/Sat: \$200.00	Move out fee M-F: \$100.00/Sat: \$200.00
FOB: \$ 25.00 / each	Parking Decals: \$ 15.00 / each
Mailbox Keys: \$15.00/\$60.00 mail lock replacement Annual Bike Registration fee: \$20.00	Maintenance: \$30.00 / 30 minutes or \$60.00/hour *on hold as they work to improve common areas.

**All fees are non-refundable. The office does not accept cash or credit cards for payments, only checks or money orders.**



## Cape Henry Towers Council of Co-Owners

3288 Page Avenue • Virginia Beach, VA 23451 • 757-481-7500 • Fax: 757-481-3673

Professionally Managed By: **SELECT**  
Group, Inc.

DEAR HOMEOWNERS:

AT OUR ANNUAL HOMEOWNER'S MEETING, WE AGREED TO RECONSIDER THE HOT WATER HEATER ISSUE. AFTER MEETING WITH MR. HARVEY LANE WHO PROVIDED US WITH SOME ADDITIONAL INFORMATION, WE HAVE REVISED THE POLICY AS LISTED BELOW.

### **MANDATORY**

1. ALL **STANDARD** HOT WATER HEATERS, REGARDLESS OF THEIR LENGTH OF WARRANTY, ARE TO BE CHANGED OUT EVERY EIGHT YEARS FROM THE INSTALLATION DATE. ALL **TANKLESS** HOT WATER HEATERS, REGARDLESS OF THEIR LENGTH OF WARRANTY, ARE TO BE CHANGED OUT EVERY TWENTY YEARS FROM THE INSTALLATION DATE.
2. REPLACE MAIN SHUT OFF VALVES WITH BALL VALVES
3. WASHERS MUST HAVE STEEL BRAIDED HOSES.
4. BATTERY OPERATED WARNING DEVICES MUST BE MAINTAINED.
5. METAL DRIP PANS MUST BE INSTALLED AT THE SAME TIME THE HOT WATER HEATER IS CHANGED OUT.
6. ALL INSTALLATIONS SHOULD BE ACCORDING TO THE CITY CODE.

### **RECOMMENDED**

1. WASHER HOSES SHOULD BE CHECKED ONCE A YEAR.
2. AIR CONDITIONING UNITS SHOULD BE CHECKED ANNUALLY FOR BUILD UP IN PIPES.
3. CHECK HOT WATER HEATERS FOR CORROSION/RUST/LEAKS PERIODICALLY.
4. ONLY CERTIFIED LICENSED CONTRACTORS SHOULD PERFORM WORK
5. REPLACE HOT WATER HEATER WATER SUPPLY LINE VALVE WITH BALL VALVE TYPE

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## Cape Henry Towers Council of Co-Owners Club Information

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<b>The Lunch Bunch</b>	<b>Gloria Harley</b>	<b>757-496-5094</b>
Join this group of ladies for lunch! They eat out twice a month, every 2 <sup>nd</sup> Tuesday & last Thursday. They love trying new restaurants in the Virginia Beach area.		
<b>Afternoon Book Club</b>	<b>Peggy Weinbeck</b>	<b>pegweinbeck@gmail.com</b>
The Afternoon Book Club meets the 3 <sup>rd</sup> Wednesday of every month in the party room from 4:00 pm – 6:00 pm. Contact Peggy if you would like to join!		
<b>Evening Book Club</b>	<b>Kim Martinette-Scott</b>	<b>2kimsemail@gmail.com</b>
The Evening Book Club meets the 3 <sup>rd</sup> Monday of each month from 7:00 pm – 9:00 pm in the party room. Contact Kim if you would like to join!		
<b>Pool Parties &amp; Party Room Parties</b>	<b>Brad Barker</b>	<b>bbarker@gmail.com</b>
Brad has various parties throughout the year that everyone is invited to join. E-mail Brad Barker for more information.		
<b>Cooking with Brad &amp; Poker Night with Brad</b>	<b>Brad Barker</b>	<b>bbarker@gmail.com</b>
Want to learn how to cook new recipes while socializing with your neighbors? E-mail Brad Barker for more information.		

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**BRING DIAPERS, NEEDLES, ANIMAL WASTE** DOWN TO THE APPROPRIATE CONTAINER NEXT TO THE TRASH ROOM IN THE COVERED PARKING AREA.

PLEASE BREAK DOWN YOUR **BOXES** AND LEAVE YOUR **GLASS BOTTLES** NEXT TO THE CHUTE IF YOU LEAVE THEM IN THE TRASH ROOM.

**CAPE HENRY DOES NOT RECYCLE.** PLEASE PUT **ALL OTHER KITCHEN TRASH** DOWN THE CHUTE IN A SEALED PLASTIC BAG NO LARGER THAN A TALL KITCHEN BAG (13) GALLON.

**LARGER KITCHEN TRASH** MUST BE CARRIED TO THE OUTSIDE DUMPSTERS DURING REGULAR BUSINESS HOURS

ALL ITEMS OTHER THAN KITCHEN TRASH NEEDS TO BE REMOVED FROM THE PROPERTY.

## **Please review the following information regarding Sink/Garbage Disposals:**

### **“Things You Should Never Put Down Your Sink/Garbage Disposal”**

Your garbage disposal grinds up food waste until it is small enough to pass safely through your pipes. This beats throwing the waste in a trash can to attract insects and other nasty vermin. Although the blades of your disposal are relatively sharp, you can ruin them with improper waste. There is a limit to what you can put in them. If you want your garbage disposal or sink drain to work efficiently for a long time, avoid putting certain items in them. Please ensure that you run the sink to a time to ensure that there is nothing left/stuck in the pipes to cause damage to the plumbing, which may be a cause to the responsible party. Never drain paint or chemicals like DRAIN-O or bleach down your pipes.

#### **1. Bones**

There is a reason that animals and humans have bones: they are strong and protect internal organs. The blades of a garbage disposal were not meant to be bone crushers. While they may grind the occasional small chicken or fish bone, it should be the exception and not the rule. Not only can bones dull or break your blades, but they can also stay in the disposal and cause a clog. This could be a nightmare if the clog gets far into your drainage system. Pitch them into your trash can instead. Believe it or not, one woman even got a clogged toilet after trying to flush a whole turkey carcass down the drain! Just don't do it!

#### **2. Fibrous Vegetables**

Have you ever had your lawn mower stall because of high grass? You probably had to clean the tangled mess out of your blades. The same thing happens when you put fibrous (stringy) veggies down your garbage disposal. All of the fibers wrap around the disposal's blades and jam it. You can burn up your motor with extreme jams. Avoid fibrous veggies such as potato peelings, carrots, corn husks/silks, celery, lettuce, carrots, or artichokes. Save this carbon-rich waste for your compost pile.

#### **3. Pasta, Rice & Oatmeal**

If you have ever noticed how rice and pasta expand in the cooking pot, just think what it can do to your garbage disposal. Oatmeal is another expanding culprit. If you put them down the garbage disposal, most of it is small enough to get past the blades. They can

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expand in your pipes and become a trap for other food debris. If you talk to plumbers, they will tell you that most of the clogs that they fix started with this terrible trio.

#### **4. Nuts**

Do you know how they make nut butter? They put them in grinders and grind them into a thick, sticky paste. The same process happens when you put any type of nut down your garbage disposal. Peanut butter may be a grand sandwich ingredient, but mashed nuts can wreak havoc on your disposal and pipes. Also, avoid putting any nut shells down the garbage disposal. They can dull or ruin your blades after a while.

#### **5. Coffee Grounds**

We have always heard that coffee beans can deodorize things—right? You would not think that tiny granules of coffee would hurt anything in your garbage disposal. In fact, many people pitch their coffee grounds down the sink and disposal thinking it is beneficial. Coffee grounds can stick in your drain pipes and make a gooey mess that is just ripe for an expensive clog. Save your coffee grounds to put in your flower garden.

#### **6. Egg Shells**

You may not know which came first— the chicken or the egg. Neither one is a good choice for your garbage disposal. Some people believe that putting egg shells in their disposal will sharpen the blades. However, they stand a good chance of getting stuck around the blades and impeller. Do not leave this one to chance—forget the egg shells.

#### **7. Cigarette Butts & Glass**

A majority of homeowners realize that their garbage disposals are only for food waste. It may shock you to find out that many people try to run trash like cigarette butts and glass down the disposal. The filters in the cigarette butts can expand and contribute to a pipe blockage. It can also leach harmful chemicals in the sewer or septic tank. Broken glass can not only destroy your whole garbage disposal unit, but it can also be dangerous. Small bits of glass can fly out of the disposal and cause injury. Dispose of cigarette waste and glass safely in your garbage dumpster.

Garbage disposals make quick work out of cleaning your kitchen. You just need to remember what kinds of food waste to avoid. If you use your disposal wisely, you are less likely to get clogged drains and incur an expensive plumbing bill.