

Resolutions/ Rules & Regulations/ Design Guidelines

QUAKER HILL COMMUNITY ASSOCIATION
POLICY RESOLUTION NO. 1
BOOK OF RESOLUTIONS

relating to types of Board resolutions and
manner of recording

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "The Board of Directors may exercise all of the powers of the Association, except such as are, by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members:" and

WHEREAS, there is a need for the Board of Directors to keep a record of the actions and decisions taken in the performance of its duties; and

WHEREAS, it is the intent of the Board of Directors to maintain a record of its decisions in addition to the customary Book of Minutes;

NOW, THEREFORE, BE IT RESOLVED THAT the Board shall create a Book of Resolutions which shall be an orderly and indexed record of the Rules and Regulations of the Association and of the resolutions that are adopted by the Board, specifically Policy Resolutions, Administrative Resolutions, Special Resolutions, and General Resolutions as described below.

I. BOOK FORMAT

The Book of Resolutions shall be composed of four main sections, one for Policy Resolutions, one for Administrative Resolutions, one for Special Resolutions, and one for General Resolutions, such resolutions to be arranged in each section in order of their adoption. These resolutions shall be classified as follows:

- A. "Policy Resolutions" shall mean and refer to resolutions adopted by the Board of Directors which specifically relate to the long-term governance of the Association, including, but not necessarily limited to, actions affecting Owners' property rights, actions affecting Owners' obligations, and protection of the equity of the Association and Owners. All Policy Resolutions shall be recorded in Part One of the Book of Resolutions of the Association and attached to the Minutes of the meeting at which they were adopted.

- B. "Administrative Resolutions" shall mean and refer to those resolutions adopted by the Board which deal with the internal operation and structure of the Association, including but not limited to, financial procedures, committee terms of reference, etc. All Administrative Resolutions shall be duly recorded in Part Two of the Book of Regulations and attached to the Minutes of the meeting at which they were adopted.
- C. "Special Resolutions" shall include those resolutions adopted by the Board of Directors involving actions relative to questions of compliance by an Owner with the provisions of the Association's governing legal documents, or the Book of Resolutions. Special Resolutions shall be duly recorded in Part Four of the Book of Resolutions and attached to the Minutes of the meeting at which they were adopted.
- D. "General Resolutions" shall mean and refer to those resolutions adopted by the Board which relate to specific expenditures, single task actions, and other such general matters of the Board which have no continuing, far-reaching, or precedent-setting implications. General Resolutions shall be recorded in Part Three of the Book of Resolutions and attached to the Minutes of the meeting at which they were adopted.

II. DEFINITIONS

This Book of Resolutions shall incorporate by reference all definitions contained in the governing legal documents for the Association. The terms defined below are also used in this Book of Regulations:

- A. "Board" refers to Board of Directors.
- B. "Association" refers to The Quaker Hill Community Association, Inc.
- C. As the context may require, the terms "Owner" or "Lot Owner" shall refer to Lot Owners, members of their families, their guests, tenants, employees and invitees, as well as the owners association of any residential or non residential condominium or owners association which may be created within the property.

III. FORMAT OF RESOLUTIONS

The format of resolutions shall conform to the format set out on the attached Exhibit A.

IV. RESPONSIBILITY

The secretary shall be responsible for maintaining the Book of Resolutions and providing to the Owners appropriate and prompt notice of any additions or changes.

V. INSPECTION

The Book of Resolutions shall be made available for inspection by any Owner or representative of one of the project's Mortgagees upon request, during normal business hours.

VI. CONFLICTS

If the Book of Resolutions conflicts with the Virginia Non-Stock Corporation Act or the Association's legal documents, those documents shall prevail, according to the following hierarchy; the Non-Stock Act, the Declaration, the Articles of Incorporation, the Bylaws, the Book of Regulations.

VII. SEVERABILITY

The invalidity of any portion of the Book of Resolutions shall not impair or affect in any manner the validity, enforceability, or effect of the balance of the Book of Resolutions.

VIII. APPLICABILITY

Wherever in this Book of Resolutions reference is made to the Association, such reference shall include the Association and the Managing Agent where such authority is delegated by the Association to the Managing Agent.

IX. COMPLIANCE

All Owners shall comply with the provisions of the Book of Resolutions.

X. ENFORCEMENT

The Association, Developer, any successor Developer, or any Owner shall have the right to enforce, by any proceeding set forth herein or at law or in equity, all provisions of the Book of Resolutions as well as the Association's governing legal documents. Failure by the Association, Developer, or any Owner to enforce any of the provisions of this Book of Resolutions shall in no event be deemed a waiver of the right to do so thereafter. A waiver of such rights shall be effective only pursuant to an instrument in writing signed by the party to be charged with such waiver and shall be limited to the particular provision contained herein which is expressly set forth as being waived.

XI. VIOLATION AND NUISANCE

Every act or omission whereby any provision of the Book of Resolutions is violated in whole or in part is hereby declared to be a nuisance and may be enjoined or abated, whether or not the relief sought is for negative or affirmative action, by Developer, the Association, or any Owner.

All Owners must observe and abide by all Resolutions posted by the Association and/or local authorities.

If any Owners violate any of these Resolutions, they will hold the Association harmless for any and all damages or losses that may ensue, and waive any and all rights and notices in connection herewith that they may have under the provisions of any applicable governmental laws and ordinances.

XII. VIOLATION OF LAW

Any violation of any applicable governmental law, ordinance or regulations, pertaining to the ownership, occupation, or use of any portion of the Property is hereby declared to be a violation of this Book of Resolutions and is subject, at the discretion of the Board, to any or all of the enforcement procedures set forth herein.

XIII. REMEDIES CUMULATIVE

Each remedy set forth in this Book of Resolutions shall be in addition to all other remedies whether available at law or in equity, and all such remedies, whether or not set forth in this Book of Resolutions shall be cumulative and not exclusive.

XIV. REFERENCE OF PRONOUNS

All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular and plural as the identity of the person or persons or entities may require.

XV. METHOD OF ADOPTION

All resolutions shall contain an indication of whether they were adopted at a regular or special meeting of the Board, or by written consent, as well as the date of adoption.

XVI. AMENDMENT

The Association reserves the right to amend, modify, delete, or replace any provisions set forth in this Book of Resolutions at any time by a majority vote of the Board of Directors and recorded by resolution of the Board of Directors, unless specifically stated otherwise.

QUAKER HILL COMMUNITY ASSOCIATION
POLICY RESOLUTION NO. 2
POLICY RESOLUTIONS

relating to the process of considering
and adopting Policy Resolutions

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "The Board of Directors may exercise all of the powers of the Association, except such as are, by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members:" and

WHEREAS, the Board deems it necessary to establish appropriate procedures for adopting and recording Policy Resolutions of the Board; and

WHEREAS, it is the intent of the Board of Directors to institute such rules and procedures;

NOW, THEREFORE, BE IT RESOLVED THAT the following procedures for the adoption of Policy Resolutions be adopted:

I. FIRST READING

The Board member introducing the resolution(s) shall provide the proposed resolution(s) to each Board member at least seventy-two (72) hours prior to the Board meeting at which it is to be introduced and shall present the proposed resolution(s) at the Board meeting. The proposed resolution(s) shall be set forth in or attached to the minutes of the Board meeting. Unless otherwise noted in the minutes, all Board members shall be deemed to be aware of the contents of the resolution by virtue of such prior distribution. At that meeting the Board shall set a time, date, and place, such time to be no less than fifteen (15) days thereafter, for a hearing on the proposed resolution(s).

II. PUBLICATION

The proposed Policy Resolution or a reasonable summary thereof shall be printed in the Association newsletter, or shall be distributed to all Owners with notice of the time, date, place, and agenda of the hearing as set by the Board.

III. CONSISTENCY

The secretary shall be responsible for reviewing the proposed resolution for consistency with previously-adopted resolutions and shall submit a report at the hearing. Legal counsel shall be consulted as to compliance with applicable law and consistency with the Association's governing legal documents.

IV. HEARING

Printed copies of the agenda, which shall include consideration of the proposed resolution, shall be available at the hearing. Copies of the full resolution shall be available at the hearing. Owners or their representatives shall have an opportunity to comment on the proposed resolution, subject to the guidelines announced at the beginning of the hearing. The Board may delegate to an appropriate committee the authority to conduct the meeting.

V. BOARD ACTION

At a meeting of the Board, to be held not later than its next regularly scheduled meeting from the date of the hearing, the Board shall take action on the proposed Policy Resolution. To be adopted, the resolution must be approved by a majority vote of the Board of Directors. If the resolution is adopted, the Board shall announce the adoption in the official newsletter or mail or deliver to each owner a special announcement. The full resolution or a summary of the resolution shall be included in the newsletter or special announcement. An executed copy of the full resolution shall be placed in the Book of Resolutions. Any modifications, adoptions or annulments will require a republication by the Board within seven (7) days after the meeting, but are not subject again to the hearing process.

VI. WAIVER

Policy Resolutions adopted by the initial Board of Directors appointed by the Developer shall not be subject to procedures I through IV above. The Board shall provide prompt and adequate notice to Owners of the existence of such resolutions and their content.

VII. DURATION

The effective date of resolutions adopted by the Board shall be fourteen days after the day of publication to the community. Policy Resolutions shall remain in effect until such time as repealed or amended by the Board of Directors.

VIII. AMENDMENT

To substantively amend a Policy Resolution, the Board will follow the procedures for adoption of a Policy Resolution.

QUAKER HILL COMMUNITY ASSOCIATION
POLICY RESOLUTION NO. 3
ADMINISTRATIVE RESOLUTIONS

relating to the process of considering
and adopting Administrative Resolutions

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "The Board of Directors may exercise all of the powers of the Association, except such as are, by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members:" and

WHEREAS, the Board deems it necessary to establish appropriate procedures for adopting and recording Administrative Resolutions of the Board; and

WHEREAS, it is the intent of the Board of Directors to institute such rules and procedures;

NOW, THEREFORE, BE IT RESOLVED THAT the following procedures for the adoption of Administrative Resolutions be adopted:

I. PROCEDURE FOR ADOPTION

The Board member introducing the resolution(s) shall provide the proposed resolution(s) to each Board member at least seventy-two (72) hours prior to the Board meeting at which it is to be considered and shall present the proposed Administrative Resolution(s) at the Board meeting. The proposed resolution(s) shall be set forth in or attached to the minutes of the Board meeting. Unless otherwise noted in the minutes, all Board members shall be deemed to be aware of the contents of the resolution by virtue of such prior distribution.

The secretary will review the proposed resolution for consistency with previously-adopted resolutions and make a report to the Board. Legal counsel shall be consulted as to compliance with applicable law and consistency with the Association's governing legal documents. The proposed resolution may be amended and/or adopted by a majority vote of the Directors at a meeting at which a quorum is present. If the resolution is adopted, it shall be placed in the Book of Resolutions.

II. DURATION

Administrative Resolutions shall remain in effect until repeal or any subsequent amendment by the Board, unless a lesser period is stated in the resolution. The secretary shall place on the agenda of the Board consideration of any resolution due to expire forty-five (45) days prior to its stated expiration, if such is the case. If the resolution is not reviewed prior to expiration, the resolution shall remain in effect until reviewed.

III. AMENDMENT

Administrative Resolutions may be amended by the Board of Directors with a majority vote of Directors at a meeting at which a quorum is present.

QUAKER HILL COMMUNITY ASSOCIATION
POLICY RESOLUTION NO. 4
GENERAL RESOLUTIONS

relating to the process of considering
and adopting General Resolutions

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "The Board of Directors may exercise all of the powers of the Association, except such as are, by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members:" and

WHEREAS, the Board deems it necessary to establish appropriate procedures for adopting and recording General Resolutions of the Board; and

WHEREAS, it is the intent of the Board of Directors to institute such procedures;

NOW, THEREFORE, BE IT RESOLVED THAT the following guidelines for General Resolutions be adopted:

I. PROCEDURE FOR ADOPTION

The proposed General Resolution shall be read and acted upon in any regular or special meeting of the Board. To be adopted, a General Resolution shall have the approval of the majority of the Directors present at a meeting at which there is a quorum.

II. BOOK OF MINUTES

General Resolutions adopted by the Board of Directors shall appear in Part III of the Book of Resolutions and shall be attached to the Minutes of the meeting at which they were adopted.

QUAKER HILL COMMUNITY ASSOCIATION
POLICY RESOLUTION NO. 5
SPECIAL RESOLUTIONS

relating to due process procedures

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "The Board of Directors may exercise all of the powers of the Association, except such as are, by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members:" and

WHEREAS, Article XIII of the Declaration of Covenants, Conditions and Restrictions for the Quaker Hill Community Association establishes procedures and requirements whereby the Association may take appropriate action(s) to enforce the provisions of the Governing Documents and

WHEREAS, Article V of the Declaration of Covenants, Conditions and Restrictions stipulates that the Board of Directors shall establish a Covenants Committee, which Committees' responsibilities may include the enforcement of the Association's Governing Documents; and

WHEREAS, for the benefit and protection of the Association and of the individual Members, the Board deems it necessary and desirable to establish and operate by a procedure to assure due process in cases where there is a question of compliance by a Member with provisions of the Code of Virginia, the Founding Documents, or the Book of Resolutions, thereby attempting to minimize the necessity of seeking action in or through a court of law;

NOW, THEREFORE, BE IT RESOLVED THAT: Special Resolutions dealing with enforcement of provisions of the Code of Virginia, the Founding Documents and the Book of Resolutions shall be adopted in accordance with the following procedures:

I. VIOLATIONS OF THE FOUNDING DOCUMENTS OR BOOK OF RESOLUTIONS

- A. Actions Prior to Initiation of Formal Special Resolutions Process. Any Member, Tenant, officer, or management agent of the Association has the authority to request that a Member or Tenant cease or correct any act or omission which appears to be in violation of the aforementioned documents. Such informal requests should be made before the formal process is initiated.

Other than alleged covenant violations or alleged violations of the Design Guidelines, disputes between owners regarding activities within the private lots or living units or the appurtenant common areas, the Association will generally not become involved in the disputes or act on a complaint unless two or more persons have complained in writing.

The Managing Agent may suspend the right of a Member to use any facility which is part of the Common Areas if such Member's use of the facility is in violation of the rules and may endanger life, limb or property or equity of the Association, and a verbal request to cease or correct the violation has not been heeded.

The Association may make initial attempts to secure compliance through correspondence to the offending parties which states the time, date, place and nature of the violation and which sets forth the time period in which the violation must be corrected. If the offending party is a Tenant, the record owner of the Unit shall also be notified at this time. Copies of such correspondence shall be maintained in the Association files, and a copy shall be sent to counsel for the Association.

- B. Written Complaint. If the actions described in Section A prove unsuccessful, the Enforcement Procedures shall be initiated upon the filing of a written complaint by any Member, tenant, officer, director or management agent of the Association ("Complainant") with the Managing Agent who shall forward the Complaint to the Covenants Committee. The complaint shall include a written statement of charges which shall set forth in clear and concise language the acts or omissions with which the offending party ("Respondent") is charged, to the end that the Respondent will be able to prepare a defense. The complaint shall specify the specific provisions of the Governing Documents which the Respondent is alleged to have violated and shall contain supporting facts. The complaint must be as specific as possible as to times, dates, places and persons involved.
- C. Preliminary Investigation. Upon receipt and consideration of the written complaint, the Covenants Committee may request the Managing Agent or a member of the Covenants Committee to make a preliminary investigation as to the validity of the complaint and promptly report the findings to the committee. If the condition has been corrected or the complaint is invalid for any reason, the committee shall determine the appropriate disposition of the matter and respond in writing to the Complainant. If preliminary investigation indicates the need for further action, the Covenants Committee may proceed as appropriate with the steps set forth below.

- D. Service of Complaint. If preliminary investigation indicates further action is necessary, the Covenants Committee shall serve a copy of the complaint on the Respondent by either of the following means: (1) personal services, or (2) by certified mail, return receipt requested, and addressed to the Respondent at the address appearing on the books of the Association. Service by mailing shall be deemed effective two days after such mailing in a regular depository of the United States mail. The complaint shall be accompanied with a postcard or other written form as described in Section F below entitled "Notice of Defense" which constitutes a notice of defense hereunder. No order adversely affecting the rights of the Respondent may be made in any case, unless the Respondent has been served as provided herein. If the Respondent is a Tenant, a copy of the complaint and accompanying notices provided for below, shall also be sent to the record owner of the Unit.
- E. Notice of Hearing. Along with service of the complaint, the Covenants Committee shall serve a Notice of Hearing on all parties at least fifteen days prior to the hearing. The Notice of Hearing sent to the parties shall be substantially in the following form but may include other information.

"You are hereby notified that a hearing will be held before the Covenants Committee at _____ on _____, 19____, at the hour of _____, upon the charges made in the complaint served upon you. You may be present at the hearing and may, but need not be, represented by counsel, may present any relevant evidence, and will be given full opportunity to examine and cross-examine all witnesses. You are entitled to request the attendance of witnesses and the production of books, documents, or other items by applying to the Board of Directors of the Association."

If any parties can promptly show good cause as to why they cannot attend the hearing on the scheduled date and indicate times and dates on which they would be available, the Committee may reschedule the hearing and promptly deliver notice of the new hearing date.

- F. Notice of Defense. Service of the Notice of Hearing and complaint shall be accompanied by a Notice of Defense.

The Notice of Defense shall state that the Respondent may:

1. Attend the hearing before the Covenants Committee;
2. Object to the complaint on the grounds that it does not state the acts or omissions upon which the Covenants Committee may proceed;
3. Object to the form of the complaint on the grounds that it is so indefinite or uncertain that the Respondent cannot identify the violating behavior or prepare proper defense; or
4. Admit to the complaint in whole or in part. In such event, the Covenants Committee shall meet to determine appropriate action or penalty, if any.

Any objections to the complaint based on paragraphs 2 or 3 above shall be provided in writing to a member of the Covenants Committee or the Managing Agent within five days of service of the complaint. The Covenants Committee shall consider the objection and make its determination within ten days of its receipt of the objection. The Covenants Committee shall make its determination and notify all parties within such ten-day period. If the complaint is found insufficient, the Complainant shall have ten days within which to amend the complaint to make it sufficient. The same procedure as set forth above shall be followed with respect to any amended or supplemental complaint. If it is determined by the Board of Trustees that the complaint is still insufficient, then the matter shall be dismissed by the Board.

- G. Cease and Desist Request. The Covenants Committee may, at its own discretion, issue a cease and desist request along with the complaint, Notice of Hearing and Notice of Defense. Such cease and desist request shall be subsequently in the following form:

The Covenants Committee has received the attached complaint.

The Covenants Committee hereby requests that you CEASE AND DESIST such acts or actions until such time as this order is abrogated by a ruling of the Covenants Committee, Board of Directors or a court of law.

Failure to comply with this request may result in penalty greater than that which would be imposed for a single violation.

- H. Amended or Supplemental Complaints. At any time prior to the hearing date, the Covenants Committee may file or permit the filing of an amended or supplemental complaint. All parties shall be notified thereof in the manner provided herein. If the amended or supplemental complaint presents new charges, the Board of Trustees shall afford the respondent a reasonable opportunity to prepare proper defense thereto.
- I. Discovery. Upon written request to the other party, made prior to the hearing and within fifteen days after service of the complaint by the Covenants Committee or ten days after service of any amended or supplemental complaint, either party is entitled to: (1) obtain the names and addresses of witnesses to the extent known to the other party and (2) inspect and make a copy of any statements, writings and investigative reports relevant to the subject matter of the hearing. Nothing in this Section, however, shall authorize the inspection or copying of any writing or thing which is privileged from disclosure by law or otherwise made confidential or protected as the attorney's work product. Any party claiming a request for discovery has not been complied with shall submit a petition to request discovery to the Covenants Committee. The Covenants Committee shall make a determination and issue a written order setting forth the matters or parts thereof which the petitioner is entitled to discover.

- J. Statements. Sworn statements may be introduced into evidence by a party if a copy of the statement is mailed or delivered to the opposing party at least seven days prior to the introduction of the statement. The sworn statement, if introduced in evidence, shall be given the same effect as if the author had testified orally unless the opposing party, within five days after receipt of the statement, mails or delivers to the party seeking to introduce the statement a request to cross-examine the statement's author. If an opportunity to cross-examine the statement's author is not afforded after request is made as herein provided, the statement may be introduced in evidence, but shall be given only the same effect as hearsay evidence.
- K. Constraints on the Covenants Committee. It shall be incumbent upon each member of the Covenants Committee to make a determination as to whether that member is able to function in a disinterested and objective manner in consideration of the case before it. Any member incapable of objective consideration of the case shall disclose this fact to the Committee and shall not participate in the proceedings. Any member of the Committee has the right to challenge any other member such member believes is unable to function in a disinterested and objective manner.
- Prior to the hearing, the Complainant and the Respondent may challenge any member of the Covenants Committee for cause. In the event of such a challenge, the Board shall meet within ten days to determine the sufficiency of the challenge. If the Board sustains the challenge, the President shall, at that time, require the challenged Board member to refrain from participation. All decisions of the Board in this regard shall be final.
- L. Hearing. Hearings shall be held before all members of the Covenants Committee:
1. The Covenants Committee shall select one of its members to serve as hearing officer and preside over the hearing. At the beginning of the hearing, the hearing officer shall explain the rules and procedures by which the hearing is to be conducted. The Covenants Committee may determine the manner in which the hearing will be conducted, so long as the rights set forth in this Resolution are protected. The hearing need not be conducted according to technical rules relating to evidence and witnesses. Generally, any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make the admission of such evidence improper. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support a finding.
 2. It is not required that a Complainant or Respondent be in attendance at the hearing. At the request of either the Complainant or the Respondent, the Covenants Committee may agree to conduct the hearing in private session.
 3. Each party shall have the right to do the following, but may waive any or all of these rights:

- (a) make an opening statement;
- (b) introduce evidence, testimony and witnesses;
- (c) cross-examine opposing witnesses;
- (d) rebut evidence and testimony;
- (e) make a closing statement.

Even if a Complainant and/or the Respondent does not testify in his own behalf, each may still be called and questioned; however, if a party wishes to take advantage of this provision, the opposing party to be called must be notified at least five days in advance.

- 4. Whenever the Covenants Committee has commenced to hear the matter and a member of the Board withdraws prior to a final determination, the remaining members shall continue to hear the case.
 - 5. The Covenants Committee may rule upon the complaint at the time of the hearing, including the levy of a charge or other actions authorized in Article 12 of the Declarations. In any event, the Covenants Committee shall prepare a written decision disposing of the matters raised in the complaint, and shall serve a copy of the decision upon the Complainant and Respondent within ten days of the hearing, by either of the following means: (1) personal service, or (2) certified mail, return receipt requested.
- M. Suspension of Privileges and Levying of Fines. Disciplinary action imposed by the Covenants Committee or Board of Directors may include suspending or conditioning the respondent's right to use any recreational facilities or imposing a fine not to exceed fifty dollars (\$50.00) for any one violation. A violation which continues after the provision of written notice shall be treated as a continuing violation and may result in a fine not to exceed ten dollars (\$10.00) per day until the violation ceases. Such charges shall be considered as an assessment against the lot owned by the member in violation. Such charges shall not be imposed for the nonpayment of assessments. For any noncontinuing infraction, suspension of the right to use any or all recreational facilities shall be for a period of not more than sixty (60) days. For a continuing infraction (including nonpayment of any assessment after the same becomes delinquent), suspension may be imposed for so long as the violation continues.

II. INTERPRETATIVE RULINGS

- A. Purpose of Rulings. Rulings of the Covenants Committee may serve to: (1) clarify the intent of provisions of the Founding Documents, Rules and Regulations or Book of Resolutions, (2) decide on the consistency of any such provisions with the other provisions of the Founding Documents, Rules and Regulations or the Book of Resolutions or (3) decide whether or not Resolutions and Rules and Regulations were duly adopted. The purpose is not to amend, expand or limit the provisions of the Governing Documents, although the Covenants Committee may propose such amendments, expansions or limits in the statements accompanying a ruling.

B. Petitions.

1. Any Owner, Tenant, Officer, Director or Agent of the Association may petition the Covenants Committee for an interpretative ruling by filing a petition directed to the Covenants Committee.
2. The petition must be legibly written in substantially the following form:

The undersigned requests the Covenants Committee to issue an interpretative ruling on the following provisions of the [indicate document] _____

The issue in questions is: _____

Response should be sent to: _____

- C. Decisions. To be effective, a decision of the Covenants Committee shall be by majority vote. The Covenants Committee shall have forty-five days from receipt of such petition to issue and interpretive ruling. This time period may be extended by the Covenants Committee at its discretion, by providing notice of the extension and the reasons to the party submitting the petition. Copies of the ruling shall be distributed to the parties and shall be included in the Book of Resolutions. A summary of the ruling will be placed in the Association newsletter. All rulings shall state the authority for such ruling and the basis of the decision.

III. ACTION OF THE BOARD OF DIRECTORS

- A. No Covenants Committee. If the Board of Directors has not appointed a Covenants Committee than the Board shall perform the duties of the Covenants Committee in accordance with the procedures set forth herein.

B. Appeals

1. Rights of Owners. Final decisions of the Covenants Committee may be appealed by any party. The Board may make a preliminary review of the case and make a determination as to whether it will hear the appeal. The Board may, on the basis of the preliminary review, elect not to hear the appeal, in which case the Board will so inform the appealing party in writing and the Covenants Committee decision stands.
2. Appeals Petitions. Appeals petitions must be written and be submitted to the Board within ten days of receipt of the Covenants Committee's decision, in substantially the following form:

(I)(We), _____,
hereby petition the Board of Directors to hear an appeal of the decision of the Covenants Committee (Application) (Case) No. _____. (I)(We) further understand that within the Association, the decision of the Board of Directors on this issue is final.

3. Notice of Hearing. Notice of Hearing shall be as in Section I-E of this Resolution except that it is served by the Board.
4. Procedures. All of the rights and procedures established in Part I of this Resolution shall apply to appeals.
5. Effect of Decision. The Board may modify, reverse or uphold the Committee's decision in its entirety.
6. Further Action. An individual must exhaust all available remedies of the Association prescribed by this resolution before resorting to a court of law for relief with respect to an alleged violation by another Owner of any provision of the Governing Documents. The foregoing limitation pertaining to exhausting administrative remedies shall not apply to the Board.

IV. INTERPRETATION

This resolution is intended to ensure that due process is provided to Owners and Tenants in proceedings before the Covenants Committee and Board of Directors.

The Board of Directors, as appropriate, may determine the specific manner in which the provisions of this resolution are to be implemented, provided that due process is protected.

Any inadvertent omission or failure to conduct proceedings in exact conformity with the resolutions shall not invalidate the results of such proceedings, so long as a prudent and reasonable attempt has been made to ensure due process according to the general steps set forth in this resolution.

"Due process," as used in this resolution, refers to the following basic rights:

- (a) The charges shall be provided to the Respondents.
- (b) A hearing shall be held at which witnesses may appear and be cross-examined and at which evidence may be introduced.
- (c) Basic principles of fairness shall be applied.

V. MISCELLANEOUS

The use of the masculine gender includes the feminine and neuter genders and the use of the singular includes the plural and vice versa, whenever the context so requires.

QUAKER HILL COMMUNITY ASSOCIATION
POLICY RESOLUTION NO. 6
DESIGN REVIEW PROCEDURES AND GUIDELINES

relating to changes to Lots, Living Units, or Common Elements

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "The Board of Directors may exercise all of the powers of the Association, except such as are, by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members:" and

WHEREAS, Article V of the Declaration of Covenants, Conditions and Restrictions for the Quaker Hill Community Association requires the appointment of a Covenants Committee by the Board of Directors, to execute such powers and duties as set forth in the Association's Legal Instruments, including the review and approval, disapproval or modification of requests for alterations to the exterior appearance of Lots or Living Units or Common Areas; and

WHEREAS, the Board deems it necessary to establish further guidelines and procedures for Unit Owners wishing to make changes to their Lot or Living Unit;

NOW, THEREFORE, BE IT RESOLVED THAT the following be adopted:

I. GENERAL

- A. No exterior alteration, addition, or change may be made to Lots or Living Units or the Common Areas without prior application to and approval of the Covenants Committee, except as noted in this Resolution.
- B. Certain changes and additions are prohibited by this Resolution.
- C. All Owners are responsible for assuring that changes and additions are made only in accordance with the provision of this Resolution.

II. APPLICATION PROCEDURES

A. Requirements For All Applications

1. Owners wishing to make any of the changes must submit the proper written application to the Covenants Committee with all appropriate sections completed, including required submissions.
2. Oral requests will not be considered.
3. Each alteration or addition must be specifically approved even though the intended alteration or improvement conforms to the Association's Founding Documents or this Resolution, and even when a similar or substantially identical alteration or addition has been previously approved.
4. Approval of any project by the Association does not waive the necessity of obtaining the required governmental permits.
5. Obtaining a governmental permit does not waive the need for Association approval.
6. The Association will not knowingly approve a project which is in violation of the local building or zoning codes.
7. Burden rests with applicant to demonstrate the acceptability of the proposal. Applicant must submit any submissions required by the Covenants Committee for an alteration or improvement of the type proposed. Applicant may submit with the application any additional materials such as exhibits, petitions, photographs, experts' statements and the like that applicant deems appropriate. Applicant may request an opportunity to appear before the Covenants Committee, along with any witnesses applicant desires to have testify.

B. Administrative Requirements

1. The Covenants Committee, shall act on the application and give notice to the applicant within forty-five (45) days from receipt of a complete application, including all submissions required. The Covenants Committee shall notify an applicant, in writing, of any deficiencies in the application which preclude consideration of the application and the commencement of the forty-five (45) day review period.
2. The Covenants Committee may delegate to a managing agent the responsibility for receiving applications and notifying applicants of the decisions of the Committee. In such case, the review period shall commence upon the date of receipt of a complete application by the Managing Agent.
3. Applicant must inform the Covenants Committee in writing of the date on which construction starts.
4. If applicant desires to make changes during construction a revised application must be submitted to the Covenants Committee, which shall promptly act upon the revised application.

5. Applicant must provide the Covenants Committee with notice of completion.
6. Upon completion, the Covenants Committee may, at the request of the owner, inspect the living unit, lot or Common Areas and, if satisfied that construction is in compliance with approved plans, will issue a Certificate of Compliance.

III. RESULTS OF REVIEW

- A. The applicant shall be informed in writing of the decision.
- B. If the applicant fails to receive a reply indicating a decision within forty-five (45) days from receipt of the application and submissions, the request shall be considered to have been approved.
- C. If a proposal is rejected or approved with modifications, the reason(s) for disapproval or modifications shall be stated as part of the written decision. Notice of such decisions shall be sent to applicants by certified mail.
- D. The applicant may request reconsideration if new or additional information which might clarify the request or demonstrate its acceptability can be provided. Applicant must request such reconsideration by the Covenants Committee before applicant may appeal a decision to the Board of Directors. The Covenants Committee shall respond to a request for reconsideration of a decision within thirty (30) days from the date of receipt of such request.
- E. If the application is denied again upon reconsideration by the Covenants Committee, applicant may appeal the decision to the Board of Directors, pursuant to the procedures for appeal set forth in part IV of this Policy Resolution.
- F. Copies of all Requests for Review will be filed according to unit number, along with the written decision and a statement of action taken, if any. There will be a cross-index which categorizes cases into types, for future reference. This index shall be made available, upon request, to any Owner considering an alteration or improvement to his home or lot.
- G. All approvals shall expire six months after the date of approval if the item approved has not been started.
- H. The exterior of any new structure and the related grounds must be substantially completed in accordance with the plans and specifications approved by the Covenants Committee within twelve (12) months after construction has commenced, except that the Committee may grant extensions where completion is impossible or is the result of matters beyond the control of the owner or builder, such as strikes, casualty losses, national emergencies or acts of God.

IV. APPEAL OF COVENANTS COMMITTEE TO BOARD OF DIRECTORS

- A. Rights of Owners. Final decisions of the Covenants Committee pertaining to a request for design changes may be appealed to the Board of Directors if such action is taken within fifteen (15) days of the receipt of the decision of the Covenants Committee.

- B. Appeals Petition. Appeals petitions must be in writing and in substantially the following form:

(I)(We) hereby petition the Board of Directors to hear an appeal of the decision of the Covenants Committee (Application) (Case No.) (I)(We) further understand that within the Association the decision of the Board of Directors on this issue is final.

- C. Board Decision. The Board of Directors shall act within thirty (30) days following receipt of an appeals petition and notify the applicant in writing of the Board's decision. The Board may sustain or reverse a decision of the Covenants Committee. Two-thirds of the Board of Directors shall be required in order to reverse a decision of the Covenants Committee.

V. DESIGN GUIDELINES

A. General

1. Conditions for Architectural Control

No improvements, alterations, repairs, change of paint colors, excavations, changes in grade or other work which in any way alters the exterior of any Lot or Living Unit, shall be made or done without the prior approval of the Covenants Committee. No structure (permanent or temporary) fence, or way shall be commenced, erected, maintained, improved, altered, made or done on such property without the prior written approval of the Covenants Committee.

2. Aesthetic Conditions

Nothing shall be kept or stored on the exterior of the lots or common areas which would create an unsightly condition. This includes, but is not limited to, refuse containers, trash or rubbish, machinery and equipment, building materials, etc.

3. Design Guidelines Handbook

The Board of Directors may adopt a design guidelines handbook which establishes detailed guidelines and approval procedures related to permitted and prohibited changes to the Lots or Living Units, which handbook may be periodically updated and modified by the Board in accordance with the procedures set forth in Policy Resolution No. 2.

Such handbook, if adopted by the Board of Directors, shall be considered as an exhibit to this Policy Resolution and incorporated as a part of this resolution.

4. Materials and Colors

- (a) Only the exterior materials existing on the parent structure or compatible with the architectural design character of the community will be approved.

- (b) All exterior color changes must be approved by the Covenants Committee Board. Exterior color changes will be approved only if the proposed color is in harmony with the existing homes in the community or if the color is similar to the colors originally employed in the community. Approval is not required to repaint or restain a home using the same color originally employed.
- (c) In general, only those areas that are painted may be repainted; only those areas that are stained may be restained; unpainted surfaces and unstained areas, such as brick, shall remain unpainted and unstained.

V. PROCEDURES FOR MONITORING COMPLIANCE

A. Inspection.

The Covenants Committee shall periodically survey the Community for compliance with design standards.

B. Alleged Violations

1. All reports of alleged violations of this Resolution must first be submitted to the Managing Agent (or Association staff) who will inspect, to determine whether a violation actually exists.
2. If the Managing Agent (or Association staff) determines that a violation exists, the Agent (staff) shall attempt informally to obtain compliance. If that fails, then the Agent shall inform the Owner in writing with a copy to the Covenants Committee, giving the owner thirty (30) days in which to correct the violation. This notice period may be reduced in the event of an emergency situation or in cases where the violation will increase or enhance with the passage of time. In such cases, notice shall be sent by registered mail.
3. If the violation continues for thirty days after notification to the resident in violation (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty days) a letter will be sent by certified mail to the resident in violation. This letter will provide notice that the violation must be remedied within fifteen days from the date of mailing of the letter (or alternatively, that the resident in violation must submit to the Covenants Committee a written plan, including timing, for the abatement of such violation within a reasonable period of time, where such violation cannot be cured within fifteen days).
4. If the violation is not abated within fifteen days from the date of mailing of the certified letter (or if progress is not being made to abate such violation in accordance with a plan agreed to by the resident in violation and the Covenants Committee) the Committee will send the resident in violation a certified letter informing them of the time and place of a hearing by the Covenants Committee. Such notification and hearing shall be conducted in accordance with the procedural and due process requirements set forth in Policy Resolution No. 5.

5. The Covenants Committee's actions may include any or all of the following:
 - a. Issuing a cease and desist request.
 - b. Requesting the Owner to remove the unacceptable improvement or restore the affected area to its condition before the change.
 - c. Notifying the Mortgagee of the violation.
 - d. Suspending the Owner's privileges to use the recreation facilities and/or levying a charge in accordance with the provisions of Article I, Section VII of Policy Resolution No. 5.
 - e. Referring the matter to the Board of Directors for enforcement action in accordance with the procedures set forth in Policy Resolution No. 5.

VI. RIGHTS OF DEVELOPER

Nothing contained in this Resolution shall be deemed to limit or otherwise affect the rights of the Developer as set forth in the Association Legal Instruments.

QUAKER HILL COMMUNITY ASSOCIATION
POLICY RESOLUTION NO. 7
VEHICLE POLICIES

relating to the use, parking and storage of vehicles

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "The Board of Directors may exercise all of the powers of the Association, except such as are, by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members:" and

WHEREAS, in order to assure safe and attractive parking areas, the Board wishes to establish a comprehensive policy with respect to the parking and storage of vehicles.

NOW, THEREFORE, BE IT RESOLVED THAT the following parking policies be adopted by the Board:

I. RESTRICTIONS ON THE PARKING AND STORAGE OF VEHICLES

A. GENERAL

1. The types of vehicles listed in subsections (a) through (i) below may not be parked or stored in open view on residential lots, common area parking spaces, cluster common area parking spaces, or on common area open space within the boundaries of the Quaker Hill community, except in such areas, if any, designated for such purpose by the Board of Directors. These restrictions also apply to the common element parking areas of any residential or condominium subassociation which might be established within the property.

Any such vehicle may be stored in a garage out of open view. Any such vehicle owned by guests of residents may be parked in open view for a temporary period not to exceed five days without prior approval from the Board of Directors.

- (a) Any boat or boat trailer;
- (b) Any motor home or self-contained camper;
- (c) Any camper slip-on where the back of the camper is higher than the roof line of the cab of the truck;
- (d) Any mobile home, trailer or fifth wheel vehicle;
- (e) Any pop-up camp/tent trailer or similar recreation oriented portable vehicle or transportable facility or conveyance;

- (f) Any other vehicle not defined above which is not normally or regularly used for daily transportation, including dune buggies, non-operational automobile collections or other automotive equipment not licensed for use on the highways of Virginia;
 - (g) Any vehicle defined as a commercial vehicle by the code of Virginia.
 - (h) Any vehicle with commercial signs, advertising or visible commercial equipment, including taxi cabs;
 - (i) Private or public school or church buses.
 - (j) Any vehicle longer than 18 feet or wider than 8 feet irrespective of whether or not it otherwise complies with the provisions of this resolution.
 - (k) Any truck of more than two-and-one-half (2-1/2) tons empty weight, irrespective of whether or not such vehicle otherwise complies with the provisions of this resolution.
2. Junk or derelict vehicles may not be parked or stored in open view on residential lots, common area parking spaces, private streets or on common area open space within the boundaries of the Quaker Hill community.
- (a) A vehicle shall be deemed to be a junk vehicle if it is missing any necessary parts, such as, but not limited to, tires, wheels, engine, windows, exhaust system, lights and lenses, etc., that are necessary for operation of the vehicle on public streets.
 - (b) A derelict vehicle is a vehicle which is abandoned, as defined by City and/or state statute.

B. COMMON AREA PARKING SPACES - USE RESTRICTIONS

- 1. Unit Owners and their guests are entitled to use common area parking spaces on a first-come, first-served basis.
- 2. Vehicles must be parked so as not to obstruct other parking spaces, sidewalks or ingress and egress areas.
- 3. No vehicles other than those clearly indicated as operated by or for a handicapped person shall be parked in spaces reserved for handicapped parking.
- 4. Vehicles may be parked only in designated parking spaces. All vehicles must comply with "No Parking" areas as posted or designated.
- 5. The performance of major repairs to vehicles, including painting and the drainage of automobile fluids, is not permitted anywhere in open view on residential lots or common areas within the boundary of the property.
- 6. Vehicles may not be parked or stored unattended in a hazardous condition, including, but not limited to, vehicles on jacks or blocks.

7. All vehicles must be kept in proper operating condition so as not to be a hazard by noise, exhaust emission, fluid emersion or otherwise.
8. No vehicles shall display "For Sale" signs except for those attached to the interiors of not more than two rear windows.
9. All vehicles must conform to City of Alexandria and State of Virginia codes, ordinances and statutes, and must bear current licenses, registrations certificates or stickers required by City and State law.

II. ASSOCIATION NOT RESPONSIBLE

Nothing in this resolution shall be construed to hold the Association or the Board of Directors responsible for damage to vehicles or the loss of property from vehicles parked on the common areas.

III. ENFORCEMENT AND TOWING

General. Any vehicle parked in the Quaker Hill community which does not conform to the stipulations of this resolution will be subject to the towing provisions of this resolution by the Association's authorized towing agent at the complete expense and risk of the owner of the offending vehicle.

Under Virginia Code §46.1-551, the City of Alexandria Police Department must be notified when a vehicle is being removed from private property by towing. The initiator of the towing is responsible for notifying the police when a vehicle is removed by towing.

- A. Vehicle towing may be initiated by any member of the Association's Board of Directors, any Association staff member, the Association's managing agent or any other person designated by the Board of Directors.
- B. Any vehicle parked in a designated fire lane will be subject to immediate towing.
- C. Any vehicle parked so as to block another vehicle, or so as to block a sidewalk, or so as to prevent ingress or egress from or to adjacent parking spaces or parking areas or a street, will be subject to immediate towing.
- D. Any vehicle parked in a "No Parking" area will be subject to immediate towing.
- E. Those parties empowered to initiate towing shall have discretionary authority to issue a warning notice to any vehicle which is in violation of provisions of this resolution which authorize immediate towing of a vehicle. A notification of intent to tow shall be placed on a vehicle which is otherwise in violation of the provisions of this resolution. Any vehicle given such notice shall be subject to the towing provisions of this resolution at the owner's risk and expense seventy-two (72) hours from the hour such vehicle is served with a notice, except that any vehicle previously served with such notice for violation of any provisions of this resolution shall be subject to immediate towing without further notice for a repetition of the same violation. A copy of the notice shall be retained by the Association.

See EXHIBIT A to this resolution for a copy of the notice form to be used.

- G. Any vehicle deemed to be derelict or a nuisance will be subject to towing seventy-two (72) hours from the hour the subject vehicle is served with a warning notice for a first offence, and will be subject to immediate towing without warning notice for any second offence of the same type.
- H. Any prohibited vehicle will be subject to towing seventy-two (72) hours from the hour such vehicle is served with a notice for a first offense, and will be subject to immediate towing without notice for any second offense of the same type.
- I. Any vehicle which does not exhibit each required city and state license, registration, sticker, and certification, or which exhibits a city or state license, registration, sticker, or certification which has expired, will be subject to towing seventy-two (72) hours from the hour such vehicle is served with a notice for the first offense, and will be subject to immediate towing without warning notice for any second offense of the same type.
- J. The Association shall engage an authorized towing agent. Such authorized towing agent shall be properly insured and bonded. Other towing companies shall not be used. If a towing company other than the Association's authorized towing agent is used, it shall be at the complete risk of the initiator of the tow.

IV. ASSOCIATION NO RESPONSIBLE

Nothing in this resolution shall be construed to hold the Association its Board of Directors, committees, committee members, or agents responsible for damage to vehicles or loss of property from vehicles which are parked in the Quaker Hill community.

V. LIABILITY

Owners of vehicles which cause damage on or to association common areas shall be held liable for such damage, including any and all costs of repairs to pavement, curbs and gutters, signs and identifications, landscaping, etc.

EXHIBIT A

QUAKER HILL COMMUNITY ASSOCIATION

YOU ARE IN VIOLATION OF THE DULY ADOPTED VEHICLE POLICY OF
QUAKER HILL COMMUNITY ASSOCIATION

Date: _____ Time: _____
Desc: _____ ID: _____

- ☐ PROHIBITED VEHICLE TYPE: Vehicle type not permitted to be parked on lots or common area parking spaces.
- ☐ JUNK, DERELICT OR ABANDONED VEHICLE: Vehicle not in proper operating condition.
- ☐ IMPROPERLY PARKED VEHICLE: Occupies more than one marked space, parked in a "No Parking" area, blocking sidewalk, parked on any Common Area or Lot which is not designated for parking.
- ☐ PROHIBITED AUTO REPAIRS: Vehicle left unattended in a visibly disassembled condition.
- ☐ OTHER:

VIOLATORS ARE SUBJECT TO BEING TOWED AFTER SEVENTY-TWO (72) HOURS FROM THE DATE OF THIS NOTICE AT OWNER'S RISK AND EXPENSE. The Association assumes no responsibility whatsoever for any damage to vehicles towed.

ANY VEHICLE PREVIOUSLY POSTED FOR A VIOLATION OF ANY OF THESE REGULATIONS SHALL BE SUBJECT TO TOWING WITHOUT NOTICE FOR ANY SECOND VIOLATION OF ANY OF THESE REGULATIONS.

FOR FURTHER INFORMATION -- CONTACT
Community Management Corporation at 631-7200

Location Parked: _____ *Date Towed: _____
*Posted By: _____ *Time Towed: _____
Signature _____ *Towed By: _____
Vehicle Description: _____

The above vehicle was received by and towed to the above location on the above stated date.

By: _____
Signature of Towing Agent

QUAKER HILL COMMUNITY ASSOCIATION
POLICY RESOLUTION NO. 8
PET POLICIES

Rules and Regulations Regarding Pets

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "The Board of Directors may exercise all of the powers of the Association, except such as are, by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members:" and

WHEREAS, for the health, safety, welfare, comfort, and convenience of all Owners, the Board wishes to establish uniform regulations for the keeping of pets;

NOW, THEREFORE, BE IT RESOLVED THAT the following pet policies be adopted by the Board:

I. GENERAL PET GUIDELINES

A. Pet Categories. Pets shall be categorized as follows:

1. Ordinary House Pets shall include dogs, cats, caged domesticated birds, hamsters, gerbils, and guinea pigs, aquarium fish, small snapping turtles and tortoises, domesticated rabbits, rats, and mice, and creatures normally maintained in a terrarium or aquarium. All Ordinary House Pets are permitted, subject to the guidelines in this Resolution.
2. Unusual House Pets shall include, without limitation, those animals not generally maintained as pets including any reptiles, anthropoids, felines other than domesticated cats, canines other than domesticated dogs, rodents, mammals, birds, and other creatures other than those listed in Subsection 1 above, or not maintained in a terrarium or aquarium. Unusual House Pets are prohibited.

II. REQUIREMENTS AND RESTRICTIONS

- A. Pet Owners are responsible for the immediate removal and proper disposal of animal waste on all portions of the Common Areas.
- B. Pets shall not be permitted upon the Common Areas unless they are carried, leashed or under voice control by the owner.
- C. No pet may be leashed to any stationary object on the Common Areas and left unattended.
- D. Pet Owners are responsible for any property damage, injury or disturbances their pet may cause or inflict.

- E. Commercial breeding of pets is prohibited.
- F. All pets must have and display, as appropriate, evidence of all required registrations and inoculations.
- G. Every female dog, while in heat, shall be kept confined in the Unit by its Owner in such a manner that she will not be in contact with another dog nor create a nuisance by attracting other animals.

III. NUISANCES

The following shall be grounds for complaint and finding of a community nuisance:

- A. Pets running at large;
- B. Pets damaging, soiling, defecating on or defiling any private property (other than that of such pet's owner) or the Common Areas;
- C. Pets causing unsanitary, dangerous, or offensive conditions;
- D. Pets making or causing noises of sufficient volume to interfere with other residents' rest or peaceful enjoyment of the Property.
- E. Causing or allowing any pet to molest, attack, or otherwise interfere with the freedom of movement of persons on the Common Areas, to chase vehicles, to attack other pets, or to create a disturbance in any other way;
- F. Failing to confine any female animal in heat to prevent the attraction of other animals;
- G. Using a vehicle as a kennel or cage.

IV. PROCEDURES FOR SOLVING PET PROBLEMS

Any Owner concerned with a pet-related problem should do the following:

- A. Attempt to arrive at a solution to the problem with the pet owner in a courteous and helpful manner.
- B. If personal attempts at a solution fail, then a written complaint should be filed with the Managing Agent. The complaint should document this problem as thoroughly as possible. Documentation should include identification of pet(s) involved, a complete description of the problem or disturbance, and dates and times of disturbances (whenever possible) as well as a brief description of informal attempts to solve the problem.
- C. The Managing Agent will first attempt to obtain an informal solution to the problem. If such a solution is not possible, the Managing Agent will refer the matter to the Board of Directors; the Association may have offending pets removed from the property upon twenty (20) days written notice from the Board of Directors.

- D. Suspected stray pets should be reported to the appropriate municipal officials (for possible identification) prior to contacting the Association.
- E. All bites, attacks by pets, or diseased animals should be reported to the appropriate municipal officials prior to notifying the Managing Agent.
- F. Penalties for violation of applicable local ordinances may be enforced by the locality without regard to any remedies pursued by the Association.
- G. In the event of emergency only, the parties involved may take any actions deemed prudent to resolve the emergency without regard to the above procedures. A written report should be made to the Managing Agent.

QUAKER HILL COMMUNITY ASSOCIATION
POLICY RESOLUTION NO. 9
USE OF LOTS, LIVING UNITS, AND COMMON AREAS

relating to general rules of conduct and use

WHEREAS, Article IV, Section 4.01 of the Bylaws states that "The Board of Directors may exercise all of the powers of the Association, except such as are, by the laws of Virginia, Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the members:" and

WHEREAS, the Board deems it necessary and desirable to establish certain general Rules and Regulations for the use of the Lots, Living Units, and Common Areas;

NOW, THEREFORE, BE IT RESOLVED THAT the following be adopted:

I. USE OF LOTS AND LIVING UNITS

- A. All Living Units are to be used for residential purposes only. Home professional offices may be maintained only in accordance with the provisions of The Declaration, any requirements of applicable City of Alexandria law and any rules and regulations enacted by the Board of Directors with respect to the use of Lots for home professions. A Lot may be used for a day care business provided that the use complies with all applicable licensure and regulatory requirements and that the service is provided to no more than two children for a fee at any time.
- B. No Lots or Living Units shall be further subdivided, conveyed, transferred, or separated into smaller lots by any owner.
- C. All trash receptacles shall be removed from the streets, walkways, or exterior portions of the lots following pickup on the day of the scheduled trash removal. Trash receptacles may be put out for pick-up no earlier than the evening before the day of the scheduled removal.
- D. Trash, leaves, and other articles may not be burned on the lots or common areas.
- E. Accumulation or storage of building materials, litter, refuse, bulk materials, or trash of any kind may not be placed upon any lot. Owners that are doing alterations or work to their property as approved by the Covenants Committee, may store a limited amount of materials in the rear portion of their lot providing that these materials remain on the lot only for the duration of the approved construction period.
- F. All drapes, blinds and similar window treatments visible from the exterior of a unit must be white or a neutral color.

II. TRANSFERS AND LEASES

Owners may transfer or lease their homes subject to the following requirements:

- A. No Living Unit shall be rented for any period of less than six (6) months.
- B. Owners may use any lease form as long as the lease shall provide the right of the lessee to use and occupy the Lot and Living Unit subject and subordinate in all respects to the provisions of the Articles of Incorporation, Declaration, Bylaws and the Book of Resolutions.
- C. An Owner who leases his Lot or Living Unit shall, promptly following the execution of any lease, forward a conformed copy thereof to the Management Agent or Board of Directors at least ten (10) days prior to occupancy by the lessee. The Management Agent or Board of Trustees must be notified of any continuation, extension, renewal or termination of the lease at least fifteen (15) days prior thereto.
- D. Any sale or lease of any Lot and Living Unit must conform fully to applicable local laws and ordinances.

III. USE OF COMMON AREAS

- A. The Common Areas shall be used only for the purposes intended. Storage of anything is prohibited on the Common Areas. Pedestrian and vehicular ways shall not be obstructed.
- B. No motorized vehicles shall be operated on any of the Common Area open spaces except for those vehicles used by the Association for maintenance purposes.
- C. Owners shall not place litter or debris on any Common Areas.