

APPENDIX II-A

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QUAKER HILL COMMUNITY ASSOCIATION

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APPENDIX II-B

Policy Resolution No. 6;

Design Review Procedures and Guidelines

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.

APPENDIX II-C

Policy Resolution No. 7; Vehicle Policies

QUAKER HILL COMMUNITY ASSOCIATION
POLICY RESOLUTION NO. 7 (Amended)
VEHICLE POLICIES

relating to the use, parking and storage of vehicles
(Amended March 10, 1997)

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 II, Section 2.01(a) and (c) of the Declaration provide that the Board of Directors has the right to "adopt, promulgate, enforce, and from time to time amend, reasonable rules and regulations pertaining to the use of the Community Facilities" and that the Board of Directors has the right to "suspend the right of any Owner or Resident to use all or any portion of the Community Facilities" for violations of the Declaration or the Board's regulations; and

WHEREAS, Article IV, Section 4.01(4) of the Bylaws provides that the Board of Directors is authorized to "adopt and amend any reasonable Rules and Regulations not inconsistent with the Association documents"; 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; and

WHEREAS, the Board finds that it is in the best interest of the Association to revise Policy Resolution No. 7, originally adopted on December 15, 1989 and revised on November 14, 1990, and August 7, 1992, in order to provide limitations on parking of non-resident vehicles in spaces reserved for visitors and guests;

NOW, THEREFORE, BE IT RESOLVED THAT Policy Resolution No. 7, as revised, 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 (k) 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. All townhome dwelling units without a garage shall have two reserved parking spaces designated by the Board of Directors. The Board may assign and reassign such spaces at the Board's discretion. Only Unit Owners or their lessees or guests may park in the spaces reserved for specific units. All residents with reserved parking spaces may be required to register their vehicles with the Association and to display on such vehicles a parking decal issued by the Association which evidences the right of such vehicles to park in the reserved spaces.
2. All common area parking spaces which are not reserved for non-garage townhome units are designated by the Board of Directors as reserved for the exclusive use of visitors and guests of residents and available on a "first-come, first-served" basis to such visitors and guests, subject to the following conditions:
 - a. No non-resident vehicle may be parked in a space reserved for visitors and guests for a period longer than seven (7) consecutive days or more than a total of seven (7) days in any calendar month.
 - b. If there is a special need for an extension of the seven-day parking limit, the affected resident must contact the Association's managing agent to request a special pass. Either the Board of Directors or the managing agent may approve the special pass, if warranted in their sole discretion.
3. Vehicles must be parked so as not to obstruct other parking spaces, sidewalks or ingress and egress areas.
4. No vehicles other than those clearly indicated as operated by or for a handicapped person shall be parked in spaces reserved for handicapped parking.
5. Vehicles may be parked only in designated parking spaces. All vehicles must comply with "No Parking" areas as posted or designated.
6. 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.

7. Vehicles may not be parked or stored unattended in a hazardous condition, including, but not limited to, vehicles on jacks or blocks.
8. All vehicles must be kept in proper operating condition so as not to be a hazard by noise, exhaust emission, fluid emersion or otherwise.
9. No vehicles shall display "For Sale" signs except for those attached to the interiors of not more than two rear windows.
10. 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. Vehicle towing may also be initiated by the owner or tenant of a unit to which a reserved parking space has been assigned by the Board when such space is occupied by an unauthorized vehicle.
- 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. Any vehicle improperly parked in a common area parking space reserved for a specific unit will be subject to immediate towing at the discretion of the unit owner or tenant whose reserved space has been occupied by an improperly parked vehicle.

- F. Any vehicle improperly parked in a space reserved for visitors and guests may be subject to towing by the Association subject to the notice requirement stated herein.
- G. 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, with the following exceptions:
1. Any vehicle parked in violation of either of the seven-day limits on parking in spaces reserved for visitors and guests shall be subject to towing forty-eight (48) hours from the hour such vehicle is served with a warning notice of intent to tow.
 2. Any vehicle previously served with a 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.

- H. 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 offense, and will be subject to immediate towing without warning notice for any second offense of the same type.
- I. 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.
- J. 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.
- K. 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 NOT 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.

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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, improperly parked in a reserved parking space.
- ☐ 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

Northern Virginia Mgmt. (703) 941-9002

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

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APPENDIX II-D

Policy Resolution No. 8; Pet Policies

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.

APPENDIX II-E

Policy Resolution No. 9;

Use of Lots, Living Units and Common Areas

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.

APPENDIX II-F

Administrative Resolution No. 1; Assessment Procedures

QUAKER HILL COMMUNITY ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 1
PROCEDURES RELATIVE TO ASSESSMENTS

relating to collection of routine and delinquent payments

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 IV of the Declaration creates an assessment obligation for owners; and

WHEREAS, Article IV, Section 4.10, of the Declaration establishes certain provisions for the payment and collection of assessments; and

WHEREAS, there is a need to establish orderly procedures for the billing and collection of said assessments;

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

I. ROUTINE COLLECTIONS

- A. All monthly installments of the annual assessments shall be due and payable in advance on the first day of the month ("Due Date").
- B. All documents, correspondence, and notices relating to the charges shall be mailed to the address which appears on the books of the Association or as modified in writing by a Lot Owner.
- C. Nonreceipt of an invoice shall in no way relieve a Lot Owner of the obligation to pay the amount due by the Due Date.

II. REMEDIES FOR NONPAYMENT OF ASSESSMENT

- A. If payment is not received by the Managing Agent by the tenth (10th) day of each assessment period (or the first working day thereafter if such day is a Saturday, Sunday or legal holiday) the account shall be deemed late and a late fee of ten dollars (\$10.00) per dwelling unit shall automatically be added to the account and thereafter be a part of the continuing lien for assessments as provided for in Article VI of the Declaration until all sums due, including such late charge, shall have been in full. A "Late Notice" substantially in the form of Exhibit A to this Administrative Resolution shall be sent to Owners who have not paid their assessments in full by the tenth (10th) day of the month.
- B. If payment in full, including late charges, is not received by the Managing Agent by the forty-fifth (45th) day after the due date, a "Notice of Intent to Accelerate Installments and File a Memorandum of Lien" substantially in the form of Exhibit B to this Resolution shall be mailed to the Lot Owner. The Notice shall be sent to the Unit Owner by certified mail, return receipt requested.
- C. If payment in full, including late charges and cost of the certified letter is not received by the Managing Agent within thirty (30) days after the "Notice of Intent to Accelerate Installments and File Lien" has been issued, then the remaining installments of the annual assessment may be accelerated and the Association refer the matter to legal counsel for the filing of a lien in accordance with the provisions of the Virginia Contract Lien Act. Counsel will so notify Owner with a copy of the lien. Counsel may also file a civil suit against the Unit Owner on the basis of the personal obligation to pay the assessments. The cost of filing both the lien and the civil suit will be added to the account, plus accrued late fees, interest chargeable by law on the unpaid assessment, and all other costs incurred by the collection process as allowed by Article 12 of the Declaration.
- D. If payment in full, including the cost of attorney's fees, filing charges, late fee, interest payment, delinquent fees and accelerated fees, is not received by the Association's legal counsel within thirty (30) days from the date of filing of a lien, legal counsel is authorized to commence proceedings to foreclose upon the unit in accordance with the provisions of the Virginia Contract Lien Act.
- E. If the Association receives from any Owner, in any accounting year, two or more returned checks for payment of assessments, the Board may require all future payments to be made by certified check or cashier's check or money order for the remainder of the fiscal year. A fifteen dollar (\$15.00) charge will be made for any returned checks.
- F. The Board may grant a waiver of any provision herein upon petition in writing by an Owner alleging a personal hardship. Such relief granted an Owner shall be appropriately documented in the Association files. Such documentation shall include, without limitation, the basis for taking such action.

- G. The Board hereby authorizes the Managing Agent to waive the imposition of late fees on payments received by the Managing Agent after the tenth (10th) day of the month, if the delinquent Unit Owner has owned the Unit for less than six (6) months at the time of the delinquency and, in the judgment of the Managing Agent, the delinquency was the result of a misunderstanding of the correct procedures relating to payment of the assessment. Such a waiver may be granted only once to any delinquent Unit Owner.

All Lot Owners who are delinquent shall be subject to the provisions of this Resolution and to the provisions of Article IV of the Declaration.

EXHIBIT "A"
TO
ADMINISTRATIVE RESOLUTION NO. 1
LATE NOTICE

Account Number

Address

Pay to: The Quaker Hill Community Association

Past Due _____

Late Fee _____

Balance Due _____

NAME
ADDRESS
CITY, STATE ZIP CODE

QUESTIONS?

CALL CMC: (703) 631-7200

Account Number

NAME

ADDRESS

Past Due _____

Late Fee _____

Balance Due _____

THIS BILL REFLECTS
PAYMENTS THROUGH

REMINDER NOTICE

QUAKER HILL COMMUNITY ASSOCIATION
c/o Community Management Corporation
12701 Fair Lakes Circle
Suite 550
Fairfax, Virginia 22033

Payment Due the First Day of _____
Return this Portion with Check

CERTIFIED MAIL

EXHIBIT "B" TO ADMINISTRATIVE RESOLUTION NO. 1

NOTICE OF INTENT TO ACCELERATE INSTALLMENTS AND FILE LIEN

Date: _____ Re: _____
To: _____ QUAKER HILL COMMUNITY ASSOCIATION
TOTAL AMOUNT DUE: \$ _____

DELINQUENT ASSESSMENTS:

_____ \$ _____

Total, Delinquent Assessments \$ _____

LATE FEES AND OTHER CHARGES:

_____ \$ _____

Total, Late Fees and Other Charges \$ _____

TOTAL AMOUNT DUE \$ _____

You have previously received a Late Notice regarding payment on your account.

Prompt payment of assessments is essential to the financial health of the Association and the protection of all the Unit Owners. We hope that you will promptly pay the amount now due.

If payment in full is not received by the Managing Agent within thirty (30) days after the date of this Notice, the remaining installments of your annual assessment may be declared due and payable immediately, the matter will be referred to the Association's legal counsel and a Memorandum of Lien for \$ _____ may be filed against your unit, pursuant to Administrative Resolution No. 1.

We sincerely hope your prompt payment will eliminate the necessity of taking this action.

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

relating to changes to Lots, Living Units, or Common Elements
(Amended December 9, 1996)

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 provisions 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 wall 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.

VI. 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 (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 thirty days). 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 is not abated within thirty days (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.
4. 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.

QUAKER HILL COMMUNITY ASSOCIATION

POLICY RESOLUTION NO. 11

USE OF COMMON AREAS: TOT LOT

relating to Rules and Regulations for tot lot usage

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, the Articles of Incorporation, the Declaration or these Bylaws, conferred upon or reserved to the Members;" and

WHEREAS, Article II, Section 2.01(a) and (c) of the Declaration provide that the Board of Directors has the right to "adopt, promulgate, enforce, and from time to time amend, reasonable rules and regulations pertaining to the use of the Community Facilities" and that the Board of Directors has the right to "suspend the right of any Owner or Resident to use all or any portion of the Community Facilities" for violations of the Declaration or the Board's regulations; and

WHEREAS, Article IV, Section 4.01(4) of the Bylaws provides that the Board of Directors is authorized to "adopt and amend any reasonable Rules and Regulations not inconsistent with the Association documents;" and

WHEREAS, for the health, safety, comfort and convenience of all owners and residents, the Board wishes to establish rules and regulations governing the use of the Association's tot lot ;

NOW, THEREFORE, BE IT RESOLVED THAT the following Rules and Regulations for use of the tot lot be adopted:

I. RIGHT TO USE TOT LOT

1. The children of all Members of the Association (or their designated tenants), are entitled to use the tot lot.
2. Users of the tot lot must be under the age of ten (10) years, and residents of the Quaker Hill Community or guests of residents.

3. Children under six (6) years of age must be escorted by a person who is thirteen (13) years of age or older. Guests will not be admitted to the tot lot without such escort. The conduct of guests is the responsibility of the escort.

II. RULES FOR USE OF THE TOT LOT

1. The Association is represented by the managing agent. Any conflicts shall be addressed to the managing agent, who will bring the issue to the Board of Directors if it cannot be satisfactorily resolved.
2. The managing agent has the authority to use its discretion to enforce the rules to maintain a safe and healthy environment. The managing agent has the authority to ask anyone to leave the tot lot for infractions of the rules or when safety is threatened.
3. Safety is of primary concern to the Association and its Members. All persons using the tot lot do so at their own risk and agree to abide by the rules for use of the facility. The Association assumes no responsibility for any accident or injury in connection with such use or for any loss or damage to personal property. Residents (Members and tenants) are responsible for the actions of their children and guests.
4. The tot lot hours of operation are 8:00 a.m. to dusk. No person shall use the tot lot unless the tot lot is officially open. Unauthorized persons found inside the tot lot enclosure when the tot lot is closed will lose their privileges for a period not to exceed sixty (60) days and risk prosecution for trespassing.
5. Smoking is not permitted in the tot lot.
6. Food may be brought into and consumed in the tot lot area. Persons who consume food in the tot lot are responsible for removing all litter. No grilling.
7. Breakable objects, to include drink containers, are not permitted in the tot lot.
8. Intoxicants are not allowed in the tot lot. Intoxicated persons are not allowed in the tot lot at any time.
9. No play equipment, play pens, wheeled vehicles (except wheelchairs, strollers, etc.) are permitted in the tot lot.
10. No pets (except seeing-eye dogs) are permitted in the tot lot.
11. No screaming, profanity, or other boisterous behavior will be permitted in the tot lot.
12. All refuse must be placed in containers provided for this purpose. Keeping the facility clean is everyone's responsibility.

13. The tot lot may be closed at the discretion of the Board of Directors or the managing agent.
14. The use of radios, televisions or similar devices is permitted only when used with headphones.

**QUAKER HILL COMMUNITY ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 2
NOTIFICATION OF IMPROVEMENTS TO COMMUNITY FACILITIES**

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 III, Section 3.01 of the Declaration states that a purpose of the Association is "to provide for the acquisition, construction, management, maintenance and care of the Community Facilities;" and

WHEREAS, Article IV, Section 4.02 of the Bylaws establishes a duty of the Board of Directors to maintain the Community Facilities; and

WHEREAS, the Board of Directors has expressed a desire to notify Owners of prospective significant improvements to Community Facilities when such improvements are intended to be in near proximity to Owners' lots;

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

I. NOTIFICATION PROCEDURES

- A. Whenever a significant improvement to Community Facilities is approved, Owners whose lots, or any part of whose lots, are situated within thirty (30) feet of the improvement shall be notified.
- B. Notification to Owners under this section shall be by First-Class Mail at least fifteen (15) days prior to the anticipated commencement of the improvement. The notice shall be substantially in the form of Exhibit A to this resolution.
- C. Notices sent under this section shall include, as appropriate: site plans, architectural drawings, and descriptions or samples of colors or finish materials.
- D. Comments will be invited from Owners who are notified under this section, but nothing in this section shall confer on any Owner a right to impede the initiation, progress or completion of an improvement.

II. GENERAL

- A. A significant improvement under this resolution is any addition or change to Common Facilities, including Common Areas and structures, other than routine maintenance.
- B. Routine maintenance of landscaping shall include replacement of existing plant materials with like or similar plant materials, but shall not include replacement of existing plant materials with any plant material of a different type or substantially different size.
- C. Nothing in this resolution shall relieve the Association of the responsibility to obtain approval of a certain percentage of Class A Members before constructing certain capital additions or capital improvements, as required by Article II, Section 2.02 of the Declaration.

EXHIBIT A

QUAKER HILL COMMUNITY ASSOCIATION

NOTIFICATION OF IMPROVEMENT TO COMMUNITY FACILITIES

TO:

At a meeting on _____, 20_____, the Board of Directors of the Quaker Hill Community Association approved the following improvements to a Community Facility which is within thirty (30) feet of your Lot:

The work is scheduled to commence on _____, 20_____.

You are requested to acknowledge receipt of this notification by signing this form and returning it to the address below. If you have any comments on this improvement, please provide them here:

Name

Signature

Address

Date

Please return this Notification to:

Quaker Hill Community Association
c/o Northern Virginia Management
4306 Evergreen Lane, Suite 101
Annandale, VA 22003
FAX (703) 941-9002