

REFLECTION HOMES ASSOCIATION, INC.

Policy Resolution No. 95-1

(Architectural Guidelines regarding fences,
siding and exterior painting)

WHEREAS, the Board of Directors is vested with the authority under the Property Owners Association Act to promulgate architectural guidelines and regulations;

WHEREAS, the Board has determined that it is in the best interest of the Association to promulgate new architectural guidelines and regulations with respect to fences, siding and exterior painting.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors does hereby adopt the following architectural guidelines and regulations with respect to fences, siding and exterior painting.

I. GUIDELINES**A. Fences For Townhomes:**

1. All fences must be constructed of, and repaired with, pressure treated and sealed lumber.
2. All fence posts must be set 3 feet in the ground. The first 18 inches of depth must be filled with wet concrete and the second 18 inches of depth must be packed hard with dirt.
3. Only alternate board-on-board fences may be installed and any new fence must exactly replicate the style and dimensions of the fences originally installed by Stanley Martin Communities, Inc., the Declarant.
4. Homeowners must apply to the Architectural Control Committee for approval of all plans, specifications, colors and dimensions for any proposed changes to their fence. No installation or replacement of any fence (which differs from the fence originally installed by the builder) shall be authorized without advance approval from the Architectural Control Committee.
5. Fence staining shall not require advance approval if a "clear-stain, natural-look" is used. All other types of stain must be approved in advance of application of the stain.

B. Siding For Townhomes:

1. Vinyl siding may be installed on townhomes, but such siding is not required.
2. If vinyl siding is installed on any townhome, all exposed wood must be fully covered with the siding. Aluminum coil stock (baked on PVC vinyl coated wood grain finish) may be used to cover trim areas. Siding must be installed horizontally.
3. If vinyl siding is installed on any townhome, the homeowner must fully a) cover the shed on that lot with the same type of vinyl siding or b) paint the shed a color which matches the vinyl siding exactly.
4. Vinyl siding manufactured by Alcoa or Gentek is strongly recommended. Any other brand of vinyl siding is presumptively disfavored, but may be approved if its characteristics are identical or superior to Alcoa or Gentek.
5. The colors of the vinyl siding must be one of the following options: Alcoa's Almond, Cameo, Champaigne, Sandtone or Gentek's Almond. Any color for house siding not included above is presumptively disfavored, but may be approved if its characteristics are identical to the colors set forth above.
6. If vinyl siding is installed on any townhome, the homeowner is responsible for maintaining the paint of the front door. Colors must be selected in accordance with the paint chart set forth in Section I.E. on page 3.
7. Homeowners must apply to the Architectural Control Committee for approval of all plans, specifications and colors for any proposed installation of vinyl siding. No installation or replacement of any siding (which differs in any way from existing siding) shall be authorized without advance approval from the Architectural Control Committee.
8. The Board reserves the power to draft more precise specifications for siding and adopt the specifications as an addendum to this resolution.

C. Changing Paint Color of Townhomes:

1. Any homeowner who wishes to change the color or type of paint on any exterior painted surface after the Association paints the townhomes in the new contemporary colors must be approved by the Architectural Control Committee in advance.
2. The Architectural Control Committee shall regulate the permissible color combinations of home, trim, and door colors to ensure compatibility within each home's exterior appearance and its relation to the community.

D. Painting of Balconies:

1. Balconies must be painted a color which matches the house color exactly. When balconies are replaced by the townhome owner, they must be constructed of pressure treated wood. After replacement, balconies may be stained if a "clear-stain, natural-look" is used. All other types of stain must be approved in advance of application of the stain.

E. Painting of Front Door:

1. The colors of paint on front doors must be one of the following options from Pratt & Lambert Paints:

Chart #	Name	General Appearance
1820	Amberwood	(light color)
2069	Kidskin	(light color)
2062	Cafe Cubano	(light color)
2079	Oyster White	(light color)
1294	Nirvana	(light color)
1481	Shaded Spruce	(dark color)
1889	River Rouge	(dark color)
1890	Burnished Mahogany	(dark color)
2015	Loam	(dark color)
1295	Northern Star	(dark color)

Paint colors from other paint companies are presumptively disfavored, but may be approved if the characteristics are identical to the paint colors set forth above. Any change of the

color or type of paint on the front door must be approved by the Architectural Control Committee in advance.

2. The Architectural Control Committee shall regulate the permissible colors for front doors to ensure compatibility between the front door and exterior surface of the townhome and the general color of the townhome in relation to the community.

F. Paint Combinations:

The Architectural Control Committee shall determine the permissibility of the various color combinations for the exterior paint colors of townhomes. The following color combinations shall not be permitted:

Front Door Colors	Home/Siding
Amberwood (#1820) with	Champaigne, Almond, or Sandtone
Kidskin (#2069) with	Champaigne or Almond
Oyster White (#2079) with	Champaigne

The following front door colors may be used in conjunction with any of the 7 approved house/siding colors set forth in Section I.B.5: Shaded Spruce (#1481), Burnished Mahogany (#1890), Loam (#2015), Nirvana (#1294), Cafe Cubano (#2062), River Rouge (#1889), and Northern Star (#1295).

G. Paint and Siding Color of Trim:

The trim of each townhome must be painted or sided with Alcoa's white or Gentek's white. The "trim" shall be defined as the soffits along the roof and the jamb (sides), and any existing header (top) around the front and back doors.

II. ASSOCIATION RESPONSIBILITIES

- A. The Association will paint all townhomes which do not have vinyl siding; however, if the condition of the exterior wood, balcony, front door, or trim is not in acceptable condition for painting as determined by the Architectural Control Committee, the Association will not paint the house until corrective work is performed by the homeowner. The Association's paint program will include the exterior wood, original balconies built by the Declarant, front doors, and trim.

- B. The paint colors used by the Association shall be consistent with the approved colors for vinyl siding (p. 2, Section I.B.5), trim (p. 4, Section I.G.) and front doors (p. 3, Section I.E.1). Townhome owners will be given an opportunity to select the colors from the approved lists.
- C. The Association will no longer assume any responsibility with respect to painting individual townhouse fences.

III. HOMEOWNER RESPONSIBILITIES

- A. Fences. Homeowners must repair and maintain the appearance and structural integrity of their fence in a condition which is satisfactory to the Board of Directors. Fences should be sealed on a regular basis. When fences are replaced, they must be constructed of pressure treated wood. After replacement, fences should be stained with a "clear-stain, natural look" stain. All other types of stain must be approved in advance of application of the stain.
- B. Siding. Homeowners must maintain any vinyl siding installed on their home in a condition which is satisfactory to the Board of Directors. When siding is replaced in the future, the color of the individual pieces must exactly match the color and texture of the existing siding. (Homeowners are strongly encouraged to store extra siding for future repairs).
- C. Painting. Homeowners must maintain the quality of the paint of exterior surfaces of structures on their lot in a condition which is satisfactory to the Board of Directors, unless the paint failure occurs during the warranty period of the Association's contract and is caused by the negligence of the Association's paint contractor. If a homeowner believes that the Association is responsible for correction of the paint failure under this criteria, the homeowner must report such paint failure immediately to the Board and its management agent in writing. The Board will then determine whether the paint failure is the responsibility of the Association or attributable to some condition for which the homeowner is responsible.

I hereby certify that this Policy Resolution was duly adopted by the Board of Directors on August 15, 1995.

REFLECTION HOMES ASSOCIATION, INC.

By: 
Katherine S. Gaertner, President

REFLECTION HOMES ASSOCIATION, INC.

TOWNHOME OWNERS

SELECT ONE OF TWO OPTIONS

VINYL SIDING

Option #1

I/we intend to install vinyl-siding on my/our townhome and wish to participate in the Refund Program established by the Board in Policy Resolution No. 95-2. I/we have read Policy Resolution No. 95-2 and understand that I/we must fully comply with its terms and conditions in order to be eligible to receive a refund and that our house will not be painted by the Association as a result of this decision on my/our part. I/we agree that this form shall be included in our disclosure packet to a prospective purchaser if I/we fail to install siding before the sale of my/our townhouse, and this decision is binding on the purchaser.

Name: _____

Signature: _____

Address: _____

Telephone: (H) _____ (W) _____

Date: _____

If you are an off-site owner, please complete:

Name of Tenant(s): _____

Address of Tenant(s): _____

Telephone Number of Tenant(s): (H) _____ (W) _____

Please mail or deliver to:

Reflection Homes Association, Inc.
% Cardinal Management Group, Inc.
3704 Golf Trail Lane
Fairfax, Virginia 22033

IF NOT RECEIVED BY SEPTEMBER 15, 1995, YOU MAY NOT RECEIVE A REFUND IF YOU INSTALL VINYL SIDING.

REFLECTION HOMES ASSOCIATION, INC.
ADMINISTRATION RESOLUTION #95-1

[REFLECTION RECREATION ASSOCIATION COMMITTEE MEMBER TERMS & DUTIES]

WHEREAS the Board of Directors of Reflection Homes Association, Inc. is empowered to appoint six members to the Recreation Committee (REC) of Reflection Recreation Association, Inc., and to delegate to the Committee the duties necessary to maintain the recreation facilities and recreation grounds of Reflection Homes in a manner satisfactory to the Board, and WHEREAS the Board (as well as numerous homeowners) has cause to be dissatisfied with the current recreation situation,

the BOARD OF DIRECTORS HEREBY RESOLVES that from this time forth there shall be one year term limits for each Reflection Homes Association REC member, and the Committee shall be required to convene at least once per month throughout the year.

I. TERM LIMITS:

A. All current Reflection Homes Association REC Committee members' terms are hereby declared expired as of the Board's motion to accept this resolution at its August 8, 1995 meeting, and all positions are deemed vacant, requiring reappointments by the Board of Directors.

B. This first set of appointment positions will be an exception to the general term rules for a period of greater than one year, ending the day after Labor Day, September 1996 at the close of the 1996 pool season. However, from that time onward, all terms will expire annually the day after Labor Day, and require the Board to appoint new members and/or reappoint prior members in good standing.

C. Refer to the minutes of the August 8, 1995 Board of Directors regular monthly meeting for the Committee appointments for the 1995-1996 pool season.

II. RECREATION COMMITTEE MEETINGS

A. While complying with all the guidelines of the Easement Agreement between Reflection Homes Association and Lake Homes Association for the Reflection Recreation Association, the Committee shall meet at least monthly to manage the needs of the recreation facilities and grounds.

B. The monthly meetings must be held the same week of each month on a consistent and regular basis, except on the second Tuesday of every month which would conflict with the Board's regular meetings.

C. The Committee is responsible for informing homeowners of its meeting schedule and to devise a system for homeowners to communicate their concerns, such as providing for open meetings.

D. Minutes of each meeting shall be recorded and promptly forwarded to the Board of Directors.

III. DELEGATION OF DUTIES

A. In addition to the other duties of the Committee, the Board hereby directs the Committee to write regulations for the pool area concerning conduct during swim team meets to ensure the health, safety and welfare of all participants and spectators. These rules must be coordinated with the pool management company and enforced consistently, with a copy supplied to the Board.

B. More stringent rules and enforcement of same for pool admission and lifeguard directions for monitoring both the shallow and deep areas of the pool simultaneously must be written, copies of which are to be given to the Board and the pool management company for distribution to all lifeguards.

C. The Committee and the RHA Board must coordinate their efforts to retain the same contractors for similar tasks, such that Reflection Recreation Association, Inc. and Reflection Homes Association, Inc. retain the same legal counsel, auditor, insurance companies, grounds contractor, paint contractor, and any others necessary for more efficient and cost effective management of all the Reflection Homes Association properties.

D. A reserve analysis and audit by professionals, and a budget study with investment analysis are to be done periodically with reports furnished promptly to the Board.

E. All aspects of the recreation property and facilities, including but not limited to playground equipment, trails, creek bridges, trees, basketball and tennis courts, parking lot, and the pool, its patio deck and pool house, are to be maintained in a safe condition for children and adults.

The effective date of this Administration Resolution 95-1 is August 8, 1995, the date the Board of Directors approved it in concept, pending legal counsel's final revisions, and made the REC Committee appointments for 1995-1996.

I hereby certify that this Resolution was duly adopted by the Board of Directors of Reflection Homes Association, Inc. on August 16, 1995.

REFLECTION HOMES ASSOCIATION, INC.

By: Katherine S. Gaertner
Katherine S. Gaertner, President

RESOLUTION ACTION RECORD

Duly adopted at a meeting of the Board of Directors held August 16, 1995.
Motion by Doreen S. Gumas. Seconded by Katherine S. Gaertner.

	Vote Yes	Vote No	Abstain	Absent
<u>Katherine S. Gaertner</u> President Katherine Gaertner	✓	_____	_____	_____
<u>Stanley F. Reed</u> Vice President Stanley Reed	✓	_____	_____	_____
<u>Doreen Gumas</u> Treasurer Doreen Gumas, DDS	✓	_____	_____	_____
<u>Janice Labus</u> Secretary Janice Labus	✓	_____	_____	_____
<u>Orville D. Dee</u> Director at Large Orville Dee	✓	_____	_____	_____

ATTEST: Janice Labus
Secretary

August 16, 1995
Date

Resolution effective August 8, 1995.

REFLECTION HOMES ASSOCIATION, INC.

Policy Resolution No. 93-01

(Appointment of Assistant Secretary)

WHEREAS, Article IX, Section 1 of the By-Laws provides the Board of Directors with the discretionary power to appoint additional officers by resolution; and

WHEREAS, the Board has determined that an assistant secretary is needed to expedite the prompt processing and filing of lien memoranda on behalf of the Association.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby appoints Juan R. Cardenas and Richard M. Ware, Jr., legal counsel for the Reflection Homes Association, as assistant secretaries of the Association for the purpose of signing lien memoranda on behalf of the Association.

This resolution was adopted and approved by the Board of Directors of the Reflection Homes Association on this 13th day of July, 1993.

Doreen Gumas
Doreen Gumas, President

I hereby attest that this Policy Resolution was mailed and/or delivered to the addresses of record of the lot owners of the Reflections Homes Association on this 24th day of August, 1993.

Janice S. Labus
Secretary Janice S. Labus

REFLECTION HOMES ASSOCIATION
ADMINISTRATIVE RESOLUTION 93-1
(Due Process Procedure)

WHEREAS, Pursuant to Article VII, Section 1(a) and (c) of the By-Laws of the Reflection Homes Association, the Board of Directors is vested with the powers and duties necessary for the administration of the affairs of the Association, and is vested with the power to adopt any rules and regulations, provided that such rules and regulations shall not be in conflict with the Property Owners Association Act, Declaration, Articles of Incorporation or Bylaws of the Reflection Homes Association; and

WHEREAS, the Board of Directors deems it necessary to set forth the due process requirements for enforcement of the Declaration, Bylaws, Resolutions, Rules and Regulations of the Association;

NOW, THEREFORE, BE IT RESOLVED THAT the Reflection Homes Association hereby adopts the following procedure:

1. Any lot Owner, tenants, guests, family or other invitee who is in violation of said governing documents shall be notified in writing by regular mail of such violation upon its discovery or report to the Association or its Agent. At such time, the Owner shall take immediate action to remedy the violation within the time specified in the violation notice.
2. If said violation is not corrected within the time limit specified in the first written notice, then a second written notice shall be delivered by regular mail to the Lot Owner requesting, again, that the violation be corrected immediately within the time specified.
3. If said violation remains uncorrected after the expiration of the period stated in the second violation notice, then a Notice of Hearing shall be delivered to the Lot Owner by certified mail, return receipt requested. At such Hearing, the Owner shall be given an opportunity to be heard and represented by counsel (at the Owner's expense) before the Board of Directors or its designee. Such written Notice of Hearing shall be mailed no later than fourteen (14) calendar days prior to the Hearing date. Subsequent to the Hearing, the Owner will be notified by a written notice, within 10 calendar days, of any action to be taken.
4. The Hearing body may, upon conclusion of the Hearing, impose monetary charges for the violation. A charge of up to \$50 for a single occurrence/violation and/or a charge of up to \$10 per day for a violation of a continuing nature may be assessed. These assessment charges, levied pursuant to authority contained in the Virginia Property Owners Association Act, Section 55-513, will become a lien against the Lot Owner and are collectible as ordinary assessments.

Reflection Homes
Due Process Resolution
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5. The Board of Directors and/or the Architectural Control Committee (ACC) shall be empowered to take any and all action necessary to correct violations as allowed by the laws of the Commonwealth of Virginia and by the governing documents.

6. If a first notice violation (as described in paragraph 1 above) is corrected within the time frame specified, no further action will be taken for that occurrence. However, if the same violation, once corrected, occurs again at any time, a second notice of violation shall be delivered as described in paragraph 2 above.

7. If a second notice violation (as described in paragraph 2 above) is corrected within the time frame specified, no further action will be taken for that occurrence. However, if the same violation, once corrected, occurs again at any time, a Notice of Hearing will be delivered and administered in accordance with the procedures outlined in paragraphs 3-5 above.

Duly adopted at the meeting of the Board of Directors of the Reflection Homes Association, Inc. this fourteenth day of September, 1993.

By: Doreen Gumas
Doreen Gumas, President

POLICY RESOLUTION NO. 20

of Reflection Homes Association
located in Herndon, Virginia

A RESOLUTION PERTAINING TO THE RECREATION COMMITTEE
MEMBERS ELECTED BY THE MEMBERS OF THE REFLECTION
HOMES ASSOCIATION:

WHEREAS, paragraph 6(a) of the Easement Agreement, hereinafter referred to as "Agreement," establishing the Recreation Committee, hereinafter referred to as the "Committee," provides that the Reflection Homes Association, hereinafter referred to as "Association," Board of Directors, hereinafter referred to as "Board," may establish policies that shall provide for the placing of members of the Association on the Committee; and

WHEREAS, paragraph 6(b) of the Easement Agreement, provides that the Board may establish policies which shall guide the actions of these members while they serve on the Committee, and

WHEREAS, paragraph 6(b) of the Agreement provides that the respective Board(s) shall remove members and fill vacancies on the Committee pursuant to their local policies and procedures;

NOW THEREFORE, BE IT RESOLVED THAT the following policies are adopted:

1. Association's members to the Committee shall be elected each November in conjunction with the annual meeting of the Association. Unless otherwise stated, the election will be held to fill the expired terms of Committee members.

2. Any Association member to the Committee may be removed by a 3/5 vote of the Board for failure to adhere to the agreement or to the policies stated herein.

3. If any Association member to the Committee resigns, the resignation becomes effective as of the date requested by the Committee member. If no date is mentioned, it becomes effective upon receipt by the President of the Board.

4. If the term of any Association member who is removed or resigns has more than 120 days to run, the Board may call for a new election. If the term of the member who is removed or resigns has less than 120 days to run, the Board may appoint a new member to serve out the unexpired term.

5. Proposed changes or additions to the reasonable rules and regulations established by the Committee for the use of the Recreation Area and the recreation facilities shall be submitted to the Board for review and comment before implementation. Board action to be taken within 30 calendar days. If no action is taken, the proposed changes or additions go into force as written.

6. Proposed changes or additions to the rules and regulations governing the easement for access to the Recreation Area shall be submitted to the Board for review and comment before implementation. Board action to be taken within 30 calendar days. If no action is taken, the proposed changes or additions go into force as written.

7. Proposed changes or additions to the penalties for infractions of the reasonable rules and regulations established by the Committee shall be submitted to the Board for review and comment before implementation. Board action to be

taken within 30 calendar days. If no action is taken, the proposed changes or additions go into force as written.

8. Proposed management agreements or contracts in excess of \$1,000 between the Committee and subcontractors shall be submitted to the Board for review and approval. Board action to be taken within 30 calendar days. If no action is taken, the proposed agreements or contracts are considered to be approved as written and may be executed by the Committee.

9. It is the policy of the Board that with respect to the budget mentioned on Page 11, Section 7 (Determination of Operating Expense) of the Agreement, (b) the budget shall, prior to final adoption and mailing to each Owner of a living unit, be submitted to the Board for review, comment and approval. Also, prior to final adoption of the budget by the Committee, it is urged that a public hearing be held during which time members of the Association be given an opportunity to comment on the proposed budget. If no action is taken by the Board on the budget within 30 calendar days, the budget stands approved as prepared.

10. It is the policy of the Board that with respect to the "extraordinary expenditures" mentioned on Page 13, Section 7 of the Agreement, (d) that prior to the Committee taking action on any extraordinary expenditure(s), any and all proposal(s) for said expenditure(s) shall be submitted to the Board for review, comment and approval. If no action is taken within 30 calendar days, the proposal(s) shall be considered as approved as written.

11. It is the policy of the Board that in respect to Page 16, Section 9 (Additions, Alterations or Improvements) of the Agreement, all requests for

additional funds for additions, alterations or improvement shall be submitted to the Board for review, comment and approval. If no action is taken within 30 calendar days, the request(s) shall be considered as approved as written.

12. It is the policy of the Board that this Policy Resolution may be amended by a 3/5 vote of the members of the Board.

In witness whereof, we being directors of said Association have hereunto set our hands this 28TH day of July, 1975.

WITNESS:

Jerry Shasbaugh

Larry Cottrell
President

Jerry Shasbaugh

[Signature]
Secretary

Corporate Seal

REFLECTION HOMES ASSOCIATION

POLICY RESOLUTION NO. 19

ESTABLISHING THE ANNUAL GENERAL ASSESSMENT

WHEREAS, Article IV of the Declaration of Covenants, Conditions, and Restrictions of the Reflection Homes Association creates an obligation for payment of assessments; and

WHEREAS, Article V, Section 1 of the Declaration charges the board of directors with setting the annual general assessment rate sufficient to meet the obligations imposed by the Declaration; and

WHEREAS, it is the intent of the board of directors to establish such an assessment rate for fiscal year 1975;

NOW THEREFORE, BE IT RESOLVED THAT the annual general assessment for fiscal year 1975 shall be fixed at Three hundred dollars (\$300.00), for Class B members.

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ATTEST:

12/15/74 Larry Cartano
Date President

CORPORATE SEAL

REFLECTION HOMES ASSOCIATION
POLICY RESOLUTION NO. 18
ESTABLISHING THE ANNUAL GENERAL ASSESSMENT
FOR CLASS A MEMBERS

WHEREAS, Article IV of the Declaration of Covenants, Conditions, and Restrictions of the Reflection Homes Association creates an obligation for payment of assessments; and

WHEREAS, Article V, Section 1 of the Declaration charges the board of directors with setting the annual general assessment rate sufficient to meet the obligations imposed by the Declaration; and

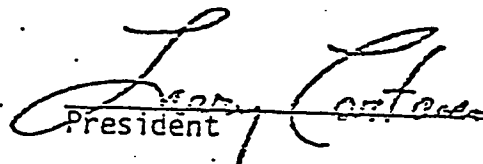
WHEREAS, it is the intent of the board of directors to establish such an assessment rate for fiscal year 1975;

NOW THEREFORE, BE IT RESOLVED THAT the annual general assessment for fiscal year 1975 shall be fixed at seventy two dollars (\$72.00), for Class A members, payable semi-annually instead of monthly as delineated in Policy Resolution No. 8, dated October 2, 1974.

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ATTEST:

12/15/74
Date


President

CORPORATE SEAL

POLICY RESOLUTION NO. 15
of Reflection Homes Association
located in Herndon, Virginia

A RESOLUTION PERTAINING TO ADOPTION OF THE ANNUAL BUDGET.

WHEREAS, section 8, article IX of the Reflection Homes Association Bylaws states that the treasurer of the association shall prepare an annual budget; and

WHEREAS, there is a need for the board of directors to provide a sound financial basis for the administration of the duties of the officers and committees of the association; and

WHEREAS, it is the intent of the board of directors to adopt an annual budget for 1974.

NOW THEREFORE, BE IT RESOLVED THAT the board of directors does hereby this date adopt the attached budget for the fiscal year beginning January 1, 1974.

In witness whereof, we being directors of said association have hereunto set our hands this second day of October, 1974.

WITNESS

Virginia M. Pridgen
Virginia M. Pridgen

Larry Carter
President
[Signature]
Secretary - Treasurer

Corporate Seal

POLICY RESOLUTION NO. 14

of Reflection Homes Association

located in Herndon, Virginia

A RESOLUTION PERTAINING TO REGULATION OF PETS

WHEREAS article IX of the Reflection Homes Association

Declaration of the Covenants, Conditions and Restrictions establishes an architectural review committee and certain rules and regulations for protecting the aesthetic beauty, safety, and well-being of the community; and

WHEREAS, there is a need for the board of directors to establish guidelines and procedures for the ownership of pets in carrying out its responsibility with regard to the common properties and the residential rules and regulations;

NOW THEREFORE, BE IT RESOLVED THAT guidelines and procedures pertaining to the ownership of pets be adopted as follows:

1. Pets are to be curbed in designated areas only.
2. Pets are not allowed to have free run of the common area. When a pet is outside of a living unit, it must be accompanied by its owner (or designee) and on a leash at all times, or in voice control of the owner.
3. Pets are not to be chained or leashed to balconies or any of the common areas.
4. Balconies, and common areas will be kept free of pet wastes. Owners are responsible for proper disposal of pet wastes deposited in other than designated areas.
5. Each living unit will be restricted to the number of pets that the owner can keep under control and not create a nuisance to other residents.
6. No animal, other than common household pets, shall be kept or maintained in any living unit. Common household pets shall not be kept, bred or maintained for commercial purposes in any living unit.
7. All pets must be properly licensed and necessary shots (i.e. rabies) kept up to date.

8. If any owner refuses to control their pet(s) as required by these guidelines appropriate steps will be taken to have the pet removed.

In witness whereof, we being directors of said association have hereunto set our hands this second day of October, 1974.

WITNESS

Joseph M. Beber
Joseph M. Beber
President
Secretary - Treasurer

Corporate Seal

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POLICY RESOLUTION NO. 13
of Reflection Homes Association
located in Herndon, Virginia

A RESOLUTION PERTAINING TO ARCHITECTURAL CONTROLS

WHEREAS, article IX of the Reflection Homes Association, Declaration of the Covenants, conditions and Restrictions establishes an architectural control committee and certain rules and regulations for protecting the aesthetic beauty, safety, and well-being of the community; and

WHEREAS, there is a need for the board of directors to establish guidelines and procedures for the architectural control committee in carrying out its responsibility with regard to the common properties and the residential rules and regulations; and

WHEREAS, there is a need for the board of directors to establish guidelines and procedures for homeowners to submit proposals for exterior additions, changes, alterations or improvements to their privately owned properties; and

WHEREAS, it is the intent of the board of directors to establish proper and equitable guidelines and procedures for the architectural control committee and all residents alike from this time forth;

NOW THEREFORE, BE IT RESOLVED THAT guidelines and procedures pertaining to architectural control be adopted as follows:

Community Requirements

1. Protective Covenants - Use of Property

a. Mailboxes

1. Only mailboxes, including community mail boxes, and newspaper tubes meeting the design standards of the Board shall be permitted, except for mail depositories which are the property of the United States Post Office Department.

b. Antennas

1. Exterior antennas will not be permitted.

c. Vehicles, etc.

1. All motor vehicles are to be maintained in proper operating condition so as not to be a nuisance by noise or exhaust emissions. All motor vehicles, except those necessary for property maintenance, shall be driven only upon paved streets and parking lots.
2. Boats, campers, trailers of any kind, buses, mobile homes, trucks or other unconventional vehicles of any description shall not be permitted to be stored on the property.

d. Signs

1. No signs of any type shall be displayed to public view on any Lot or common area without the prior written consent of the Board, except customary name and address signs, and lawn signs of not more than four (4) square feet in size advertising a Lot for sale or rent. Where a specific activity will require a number of signs, requests for review for all such signs may be submitted to the Board in one petition.

2. Miscellaneous

- a. Exterior lighting shall not be directed in such a manner as to create annoyance to neighbors.

- b. Trash and garbage containers shall not be permitted to remain conspicuous except on eve or day of trash collection.

- c. No clothes lines or other clothes drying apparatus shall be permitted in any yard area, except within enclosed rear yards.

- d. Nuisances such as noise shall not be permitted to exist upon any property so as to be detrimental to any other property or its occupant

II. Administrative Procedures

1. All requests for review shall be filed by lot number with an indication of the decision taken. A cross index should be formed which groups cases into types. This makes for quick reference in case of complaint and also, over the years, forms a useful picture of needs and desires as a whole, and may be used to modify the architectural control rules and regulations if necessary.
2. All complaints of possible violations shall be made in writing although the committee may find it advisable to keep the name of the complainant confidential. The chairman of the committee should then appoint one member to investigate the violation and report back to him. If there has been no violation, then the complainant should be informed of this in writing. If there is a violation of the rules and regulations, the matter can be dealt with by the board of directors, based upon the report and advice from the architectural control committee.

III. Architectural Guidelines

1. Material and Color

- a. Only the exterior materials existing on the parent structure or compatible with the architectural design character of the community will be approved.
- b. Exterior color changes will be approved only if the proposed color is in harmony with the other existing homes in the community or if the color is similar to the colors originally employed in the community.
- 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.

2. Fences and Screens

- a. Wood fencing or screening will be approved if the design is in general conformity with the architectural design of the community.
- b. The committee will not approve an application for the installation of chain link or other galvanized metal fencing.
- c. All fencing or screening should preferably have finished materials on both sides. If only one side has finished materials, this must face the public side of the individual lot.
- d. Every effort will be made by the committee to keep all fencing or screening as harmonious as possible with the architectural character of the community.

- a. Awnings, as a general rule, are not felt to enhance the aesthetic qualities of a community and are therefore discouraged. Exceptional interest on the part of a majority of residents may, however, be considered by the architectural control committee.

4. Landscaping and Planning

- a. Landscaping work and planning in general do not require the approval of the committee.
- b. However, no resident may plant trees, landscape or do any gardening in the Common Area except with the prior approval of the board.

5. County Building and Work Permits

- a. Approval of any project by the committee does not waive the necessity of obtaining the required county permits by the residents.
- b. Obtaining a county permit does not waive the need for committee approval.
- c. The committee will not knowingly approve a project which is in violation of the county building or zoning codes.

IV. Application Procedures

1. Each homeowner will submit his proposal for exterior addition, change alteration or improvement to his property in writing, using the attached Request for Review Form. The proposal will contain a description of the project, including the height, width, length, size, shape, color and location of the proposed improvement. Photographs or sketches of similar completed projects will aid in the committee's consideration. If the alteration affects the existing drainage pattern the proposed drainage pattern must be included.
2. The application will be forwarded to the architectural control committee. Oral requests will not be considered. Each request must be specifically approved by the architectural control committee, even though the intended improvement conforms to the Declaration of Covenants.
3. The committee will, after making a decision, forward the application to the president of the board of directors. He will indicate in writing his concurrence or non-concurrence with the committee's decision, and return the application to the committee. If the board of directors fails to approve or disapprove any application within thirty (30) days after the application has been submitted to the architectural control committee, approval will not be required.

In witness whereof, we being directors of said association have hereunto
set our hands this 2 October day of _____, 1974.

WITNESS

Carol R. Green
Carol R. Green

J. J. Conroy
President
M. J. Kelly
Secretary Treasurer

Corporate Seal

POLICY RESOLUTION NO. 12
of Reflection Homes Association
located in Herndon, Virginia

A RESOLUTION PERTAINING TO ASSESSMENT PROCEDURES (RESALE)

WHEREAS, Section 7, article V of the Reflection Homes Declaration of Covenants Conditions and Restrictions, states that annual and special assessments shall be a charge on the land and shall be a continuing lien on the property against which each assessment is made; no sale or transfer shall relieve such lot from liability for any assessments thereafter becoming due or from the lieu thereof; and

WHEREAS, there is a need to insure that the lien on each property is satisfied prior to resale; and

WHEREAS, it is the intent of the board of directors to maintain an accurate list of homeowners and to insure that all homeowners fulfill their assessment obligations to the association.

NOW THEREFORE, BE IT RESOLVED THAT each homeowner shall be required to notify the association in writing at such time as he sells his home or rents his home to a tenant.

In witness whereof, we being directors of said association have hereunto set our hands this second day of October, 1974.

WITNESS

James M. Bishop James Carter
President
James M. Bishop James Carter
Secretary - Treasurer

Corporate Seal

REFLECTION HOMES ASSOCIATION
POLICY RESOLUTION NO. 11
ELIMINATION OF SERVICES OF CLASS B MEMBERS

WHEREAS, Article IV, Section 2 of the Declaration of Covenants, Conditions, and Restrictions defines certain services which may be provided to living units of Class B members and provides for an assessment to meet the costs of such services; and

WHEREAS, Article VII, Section 1 of the Reflection Homes Association Bylaws charges the board of directors with powers and duties for the administration of the association; and

WHEREAS, in order to avoid large assessment increases, the Class B members voted at the Annual Meeting on November 13, 1974 to eliminate the roof reserve from the budget; and

WHEREAS, the board of directors wishes to authorize such reduction of services;

NOW THEREFORE, BE IT RESOLVED THAT henceforth, roof maintenance will not be provided as a service by the association to units of Class B members.

Book of Minutes # , page

ATTEST:

12/15/74
Date

Larry Cartano
President

CORPORATE

REFLECTION HOMES ASSOCIATION

POLICY RESOLUTION NO. 10

ELIMINATION OF ASSOCIATION SERVICES TO CLASS B MEMBERS

WHEREAS, Article IV, Section 2 of the Declaration of Covenants, Conditions, and Restrictions defines certain services which may be provided to living units of Class B members and provides for an assessment to meet the costs of such services; and

WHEREAS, Article VII, Section 1 of the Reflection Homes Association Bylaws charges the board of directors with powers and duties for the administration of the association and

WHEREAS, in order to avoid large assessment increases, Class B members voted at the November 13, 1974 Annual Meeting to eliminate the service of front yard lawn maintenance now provided by the association; and

WHEREAS, the board of directors wishes to authorize such reduction of services;

NOW THEREFORE, BE IT RESOLVED THAT lawn maintenance is no longer provided by the association to lots of Class B members.

Book of Minutes # _____, page _____

ATTEST:

Date

12/15/74

President

Larry C. [Signature]
President

CORPORATE SEAL

POLICY RESOLUTION NO. 9

of Reflection Homes Association

located in Herndon, Virginia

A RESOLUTION PERTAINING TO SUSPENSION OF MEMBERSHIP

WHEREAS, section 1, article VII of the Bylaws of Reflection Homes Association states that the voting rights and rights of recreational facility usage of a member in default of payment of any annual or special assessment levied by the association may be suspended by the board of directors until such assessment has been paid; and

WHEREAS, section 1, article VII of the bylaws of said association states that rights of a member to use association recreation facilities may be suspended, after notice and hearing, for a period not to exceed 60 days, for infraction of the declaration or the book of resolutions; and

WHEREAS, there is a need for the board of directors to establish procedures for the suspension of members in default of assessment payments; and

WHEREAS, it is the intent of the board of directors to establish equitable and just suspension procedures which will apply uniformly to all members of the association;

NOW THEREFORE, BE IT RESOLVED THAT the suspension procedures established by the board of directors will be as follows:

1. Members not having paid or made arrangements to pay the balance due on their assessment, having been duly notified of their default in assessment payments through the procedure established in Policy Resolution 7 and having received a certified letter from the president of the board of directors, or the management agent, forfeit their right to vote, to use recreational facilities, and to serve on the board of directors or any committees established by the board, until such delinquent assessments have been paid.

2. Such rights may also be suspended for members, after notice and hearing before the resident advisory board, subject to final approval by the board of directors, for a period not to exceed sixty (60) days for infraction of the Declaration or of the Book of Resolutions.

In witness whereof, we being directors of the said association have hereunto set our hands this Second day of October, 1970.

WITNESS

Joyce M. Baker Joyce M. Baker
President

Joyce M. Baker Joyce M. Baker
Secretary - Treasurer

Corporate Seal

POLICY RESOLUTION NO. 8
of Reflection Homes Association
located in Herndon, Virginia

A RESOLUTION PERTAINING TO ASSESSMENT PROCEDURES.

WHEREAS, section 2, article VII of the Reflection Homes Association Bylaws state that the board of directors is given the authority and charged with the duty of fixing and collecting annual assessments; and

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

WHEREAS, it is the intent of the board of directors of said association to establish uniform assessment procedures which will apply uniformly to all members of the association;

NOW THEREFORE, BE IT RESOLVED THAT the assessment procedures for the collection of the annual assessments be as follows:

1. The annual assessment shall be payable in advance monthly installments. Monthly assessment charges shall become due and payable on the first day of each month. New residents will be billed beginning the month following settlement. All billing documents, correspondence, and notices relating to the charges shall be sent to the address which the board of directors, in the exercise of its discretion, believes to be the one best suited to ensure prompt payment. Non-receipt of a bill, however, shall in no way relieve the obligation to pay the amount due by the due date.

2. Thirty (30) days after the due date, a delinquency note shall be sent out in respect to the charges remaining unpaid. Unpaid assessments shall bear interest from the due date at the rate of 6 percent.

3. If payment, including interest, is not received within sixty (60) days after the due date, the president of the board of directors, or the management agent shall notify delinquent unit owners of their obligation by certified return receipt mail.

5. If within fifteen (15) days of the mailing of letters from the board's president or the management agent, any charges remain unpaid, a listing of the properties in question and their owners names shall be turned over to the association's lawyer for legal action.

In witness whereof, we being directors of said association have hereunto set our hands this second day of October; 1976.

WITNESS

Richard M. Breyer

Richard M. Breyer

L. J. Cotton
President
[Signature]
Secretary - Treasurer
Corporate Seal

REFLECTION HOMES ASSOCIATION

POLICY RESOLUTION NO. 7

THE 1975 ANNUAL BUDGET

WHEREAS, Article VI of the Declaration of Covenants, Conditions and Restrictions of the Reflection Homes Association charges the association with certain community service responsibilities; and

WHEREAS, there is a need to provide a sound financial plan for the delivery of such services; and

WHEREAS, it is the intent of the board of directors to adopt an annual budget as its financial plan for fiscal year 1975;

NOW THEREFORE, BE IT RESOLVED THAT the board of directors does hereby this date adopt the attached budget for fiscal year 1975.

AND BE IT FURTHER RESOLVED THAT:

1. The President is hereby authorized to implement the budget and may re-allocate amounts among the various line items within a budget category, providing the board of directors is notified.

2. The President may authorize expenditures which result in an increase in the amount budgeted, provided such increase is not greater than five (5) percent.

3. Proposed increases in expenditures from the amount budgeted for a category greater than five (5) percent but less than one thousand dollars (\$1000) shall require board approval.

4. Proposed increases in expenditures from the amount budgeted for a category greater than one thousand dollars (\$1000) shall require amendment of this Budget Policy Resolution.

5. The President may delegate the authority to commit association funds, as limited herein, to another board member or committee chairmen, except for expenditures exceeding \$100.00, which shall require board approval.

Book of Minutes # , page

ATTEST:

12/15/74 Larry Cantano
Date President

CORPORATE SEAL

REFLECTION HOMES ASSOCIATION

POLICY RESOLUTION NO. 6

GENERAL RESOLUTIONS

WHEREAS, Article VII, Section 1, of the Reflection Homes Association Bylaws charges the board of directors with certain powers and duties for the administration of the association; and

WHEREAS, for the purposes of carrying out those powers and duties, the board must make certain routine decisions on behalf of the association, and there is a need to adopt guidelines for making and recording these General Resolutions of the Board; and

WHEREAS, it is the intent of the board of directors to institute such guidelines;

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

1. 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 a majority of those board members present.

2. Book of Minutes. General Resolutions adopted by the board of directors shall appear in a section of the Book of Minutes of the association designated "General Resolutions" and may be recorded beginning simply with the words "the board resolved that..."

Minute Book # , page

ATTEST:

12/5/74
Date

Larry Catano
President

CORPORATE SEAL

REFLECTION HOMES ASSOCIATION

POLICY RESOLUTION NO. 5

SPECIAL RESOLUTIONS

WHEREAS, Article X, Section 1 of the Reflection Homes Association (Declaration of Covenants, Conditions, and Restrictions) gives the Association the right of enforcement of the provisions of the Declaration, Bylaws, and Book of Resolutions.

WHEREAS, Article VII, Section 1 of the Reflection Homes Association Bylaws charges the board of directors with certain powers and duties for the administration of the association; and

WHEREAS, in order to effectively carry out the above responsibilities, the board must from time to time act to resolve a conflict between the association and an individual member, and there is a need to establish formal rules and procedures for making Special Resolutions; and

WHEREAS, it is the intent of the board of directors to institute such procedures;

NOW THEREFORE, BE IT RESOLVED THAT Special Resolutions shall be adopted in accordance with the following procedures:

1. Any member of the association, a committee chairman, or a member of the board may request consideration of a special resolution at any meeting of the board. The request for consideration must be in writing and should include a statement of the issue in all instances.

2. Upon receipt of the request for consideration the board shall set a time, date and place for a hearing on the matter and appoint a director to present a report on the issue at that time. Such hearing shall be held within 45 days.

3. The board shall take action on the Special Resolution at a meeting to be held no later than fourteen days after the hearing and cause the record of proceedings to be included in the Book of Minutes.

4. At the discretion of the President, any portion of the process may be conducted in executive session, unless the members involved object. Any action taken by the board in executive session will be recorded in the Book of Minutes.

Minute Book # , page

ATTEST:

12/17/74
Date

L. Anne Carter
President

CORPORATE SEAL

REFLECTION HOMES ASSOCIATION

POLICY RESOLUTION NO. 4

ADMINISTRATIVE RESOLUTIONS

WHEREAS, Article VII, Section 1 of the Reflection Homes Association Bylaws charges the board of directors with certain powers and duties for the administration of the association; and

WHEREAS, for the purposes of establishing board policy and setting precedents in the area of the internal structure and operation of the association, there is a need to adopt formal rules and procedures for making and recording these 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 guidelines for Administrative Resolutions be adopted:

1. Procedure for Adoption. The proposed Administrative Resolution shall be included in the published board agenda for the meeting at which it is to be considered. The secretary will review the proposed resolution for consistency with previously adopted resolutions. The proposed resolution may be amended and/or adopted by a majority of the board. If the resolution is adopted it shall be placed in the Book of Resolutions and printed in its entirety in the first association newsletter to be published following adoption of the resolution. If the resolution affects a major portion of the members of the association, or if it affects all members of any class of membership in the association, the resolution shall be distributed to all members of the association.

2. Duration. Administrative Resolutions shall remain in effect for a period of two years from the date of adoption 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 45 days prior to its expiration.

3. Amendment. Administrative Resolutions may be amended by the board of directors with the approval of a majority of the directors.

Minute Book # , page

ATTEST:

12/15/74 Larry [Signature]
Date President

CORPORATE SEAL

REFLECTION HOMES ASSOCIATION

POLICY RESOLUTION NO. 3

POLICY RESOLUTIONS

WHEREAS, Article VII, Section 1 of the Reflection Homes Association Bylaws charges the board of directors with certain powers and duties for the administration of the association; and

WHEREAS, for the purposes of establishing board policy and setting precedents in the area of general policies and governance of the association, specifically those areas affecting members' rights of enjoyment, members' obligations and equity protection for the association and its members, there is a need to adopt formal rules and procedures for making 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:

1. First Reading. The proposed Policy Resolution shall be read into the minutes of a regular board meeting by a member of the board. At that meeting the board shall set a time, date and place, such time to be no less than thirty (30) days hence, for a public hearing on the proposed resolution.

2. Publication. The proposed Policy Resolution shall be printed in its entirety in the association newsletter, together with notice of the time, date and place of the public hearing as set by the board.

3. Consistency. The secretary shall be responsible for reviewing the proposed resolution for consistency with previously adopted resolutions and give a report at the public hearing.

4. Public Hearing. All members attending the public hearing shall receive printed copies of the agenda, on which the proposed resolution shall appear. Members shall have an opportunity to comment on the proposed resolution, subject to guidelines stated by the board at the beginning of the hearing. Nothing contained herein, or in any other resolution, shall be construed to waive the option of the board to delegate to an appropriate committee the authority to hold the public hearing.

5. Board Action. At a meeting of the board, to be held no earlier than seven (7) days from date of the hearing and no later than the next regular board meeting, the board shall take action on the proposed Policy Resolution. To be adopted the resolution must have the approval of a majority of the board unless approval by an extraordinary majority is required by the Declaration or the Articles of Incorporation or the Bylaws. If the resolution is adopted, copies of the resolution shall be distributed to all members of the association and placed in the Book of Resolutions.

BE IT FURTHER RESOLVED THAT the following requirements be applicable to Policy Resolutions:

1. Duration. Policy Resolutions shall remain in effect for a period of three years from the date of adoption or any subsequent amendment by the Board, unless a lesser period is indicated in the resolution. Any resolution due to expire shall be brought to the board by the secretary for consideration at a meeting within forty-five days prior to the date of expiration. If, at the meeting when the Policy Resolution is reviewed,

there are no proposed amendments of a substantive nature, the board may re-adopt the resolution with the approval of a majority of its members.

2. Amendment. To amend a Policy Resolution the board will follow the procedures for adoption of a Policy Resolution.

3. Emergency Policy Resolutions. In cases where the property or equity of the association is in jeopardy, or in emergency situations of similar proportion, the board, with a majority approval of those board members present, may temporarily waive steps 1. through 4.; however, no later than thirty (30) days after the adoption of an Emergency Policy Resolution, such resolution shall expire unless the board institutes the normal proceedings for adoption of a Policy Resolution.

Minute Book # _____, page: _____

ATTEST:

DK174 Larry Cottano
Date President

CORPORATE SEAL

REFLECTION HOMES ASSOCIATION
POLICY RESOLUTION NO. 2
CLASSIFICATION OF RESOLUTIONS

WHEREAS, Article VII, Section 1, of the Reflection Homes Association Bylaws charges the board of directors with powers and duties for the administration of the association; and

WHEREAS, to carry out such powers and duties there is a need to establish systematic procedures; and

WHEREAS, appropriate procedures for adoption and recordation are dependent on the subject matter of a resolution; and

WHEREAS, it is the intent of the board to establish categories for various types of resolutions and define appropriate procedures for each type;

NOW THEREFORE, BE IT RESOLVED THAT:

Resolutions of the board of directors shall be classified and recorded as follows:

1. Policy Resolutions shall include those 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 members' rights of enjoyment, actions affecting members' obligations, and protection of the equity of the association and its members. All Policy Resolutions shall be recorded as Part One of the Book of Resolutions of the Association.

2. Administrative Resolutions shall include those resolutions adopted by the board of directors which deal with the internal operation and structure of the association, including but not limited to, terms of references for committees, financial procedures, etc. All administrative resolutions shall be duly recorded as Part Two of the Book of Resolutions.

3. Special Resolutions shall include those resolutions adopted by the board of directors (in exercising the powers and duties set forth in Article VII, Section 1, of the Reflection Homes Association Bylaws.) where they must act to resolve a conflict between the association and a member of the association, specifically, but not exclusively, in cases of a violation of the Declaration, the Book of Resolutions, or an assessment default. Special Resolutions shall be duly recorded in the Book of Minutes of the association.

4. General Resolutions shall include those resolutions adopted by the board of directors 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 the Book of Minutes of the association.

BE IT FURTHER RESOLVED THAT The format of resolutions with the exception of General Resolutions, shall conform to the format set out on the attached exhibit.

Book of Minutes # page

ATTEST:

12/15/74 Jerry [Signature]
Date President

CORPORATE SEAL

MODEL RESOLUTION FORMAT

(Name of Association)

(type) Resolution No.

(Title of Resolution)

(Authority) WHEREAS _____;

(Purpose-Scope) WHEREAS _____;

(Specification) NOW THEREFORE, BE IT RESOLVED THAT _____

Minute book # _____, page _____.

ATTEST:

12/15/74 James Cartano
Date President

CORPORATE SEAL

REFLECTION HOMES ASSOCIATION

POLICY RESOLUTION NO. 1

BOOK OF RESOLUTIONS

WHEREAS, Article VII, Section 1 of the Reflection Homes Association Bylaws charges the board of directors with powers and duties for the administration of the association; 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 said 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 more far-reaching and precedent-setting types of resolutions that are adopted by the board, specifically Policy Resolutions and Administrative Resolutions.

1. Book Format. The Book of Resolutions shall be composed of two main sections, one for Policy Resolutions and one for Administrative Resolutions, such resolutions to be arranged in each section in order of their adoption. In the last section of the Book of Resolutions shall appear an alphabetical index and an index to topics.

2. Responsibility. The Secretary shall be responsible for maintaining the Book of Resolutions and providing notice of additions to the members.

3. Inspection. The Book of Resolutions shall be made available for inspection by any member of the association upon request, during those hours when the official offices of the association are open, as posted on the Community Bulletin Board(s) and in the newsletter.

Book of Minutes # _____, page _____

ATTEST:

12/15/17
Date

James C. Tasso
President

CORPORATE SEAL

REFLECTION HOMES ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 8
PAYMENTS TO THE RECREATION COMMITTEE

WHEREAS, Article IV, Section 2 of the Declaration of Covenants, Conditions, and Restrictions defines certain services which may be provided to living units of members and provides for an assessment to meet the costs of such services; and

WHEREAS, said Article VII, Section 2 of the Reflection Homes Association Bylaws charges the board of directors with providing for such services; and

WHEREAS, it is the intent of the board of directors to establish operating and financial procedures between the board of directors and the Recreation Committee;

NOW THEREFORE BE IT RESOLVED THAT the board of directors authorizes Community Management Corporation to pay to the Recreation Committee an amount equaling \$5.00 per living unit per month of Class A and B members, times the number of living units per month times three, following each calendar quarter of assessments.

BE IT FURTHER RESOLVED that a check for this amount will be mailed to the Chairman of the Recreation Committee.

Book of Minutes # , page

ATTEST:

Date

12/15/74
Larry Carter
President

CORPORATE SEAL

REFLECTION HOMES ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 7
DESIGNATING TERM OF OFFICE OF BOARD MEMBERS :

WHEREAS, there is a need for the board of directors to designate the term of office for each director in accordance with Article of the Reflection Homes Association Bylaws:

NOW THEREFORE BE IT RESOLVED THAT:

The following directors shall serve the term designated:

Three Year Term:

- | | |
|------------------|---------------------|
| 1. Larry Cartano | Developer Appointee |
| 2. Martin Alloy | Developer Appointee |

Two Year Term:

- | | |
|------------------|---------------------|
| 1. Stanley Halle | Developer Appointee |
| 2. Hal Graves | |

One Year Term:

- | | |
|----------------|--|
| 1. Jay Hadlock | |
|----------------|--|

Book of Minutes # , Page

ATTEST:

12/15/74
Date

Larry Cartano
President

CORPORATE SEAL

REFLECTION HOMES ASSOCIATION
ADMINISTRATIVE RESOLUTION NO. 6

A RESOLUTION PERTAINING TO THE STANDING COMMITTEES

WHEREAS, Article X of the Reflection Homes Association Bylaws states that the board of directors shall have the authority to appoint certain committees as it deems appropriate to fulfilling its responsibilities; and

WHEREAS, there is a need to form certain standing committees during the year to provide resident participation into the activities of the association; and

WHEREAS, it is the intent of the board of directors of said association to form certain standing committees;

NOW THEREFORE BE IT RESOLVED THAT:

1. The following standing committees shall be formed following the first election of residents to the board of directors: Nominating, Maintenance, Architectural Control, Communications, Budget Review, and Social.
2. Each year, seven members for each of these committees shall be selected from a list of volunteers by the resident board members within thirty (30) days of their election.
3. The chairman and alternate chairman for each of these committees shall be chosen by the members of each committee from among themselves;
4. It shall be the responsibility of each of these committees to review their respective areas of responsibility as implied in their title and as further amplified in the association's Operating Procedures Handbook, and to make recommendation on committee scope and responsibility to the resident advisory board for its consideration.

5. These committees shall be advisory to the resident advisory board, and shall serve until the appointment of their successors.

Book of Minutes # , page

ATTEST:

12/15/74
Date / Lenny Cantano
President

CORPORATE SEAL

ADMINISTRATIVE RESOLUTION NO. 5
formerly POLICY RESOLUTION NO. 11
of Reflection Homes Association
located in Herndon, Virginia

A RESOLUTION PERTAINING TO CONFLICT OF INTEREST

WHEREAS, Article IV, "Purpose and Powers of the Association" of the Articles of Incorporation for the Reflection Homes Association states that the association does not contemplate pecuniary gain or profit to the members thereof; and

WHEREAS, Article VII, Section 1 of the Reflection Homes Association Bylaws empowers the board to employ independent contractors, and to take other actions, such as necessary to conduct the affairs of the association; and

WHEREAS, it is the intent of the board to assure sound management of the association by avoiding conflicts of interest in business transactions engaged in by the association;

NOW THEREFORE, BE IT RESOLVED THAT the directors shall exercise their powers and duties in good faith and with a view to the interests of the Association. No contract or other transaction between the Association and one or more of its Directors, or between the Association and any corporation and one or more of its Directors, or between the Association and any corporation, firm or association (including the Developer or any subsidiary or affiliate of the Developer) in which one or more of the Directors of this Association are Directors or officers or are pecuniarily or otherwise interested, is either void or voidable because such Director or Directors are present at the meeting of the Board of Directors or any committee thereof which authorizes or approves the contract or transaction, or because his or her or their votes are counted for such purpose, if any of the conditions specified in any of the following paragraphs

(a) the fact of the common directorate or interest is disclosed or known to the Board of Directors or a majority thereof or noted in the Minutes, and the Board authorizes, approves, or ratifies such contract or transaction in good faith by a vote sufficient for the purpose; and

(b) the contract or transaction is commercially reasonable to the Association at the time it is authorized, ratified, approved or executed.

Common or interested Directors may be counted in determining the presence of a quorum of any meeting of the Board of Directors or committee thereof which authorizes, approves or ratifies any contract or transaction, and may vote thereat to authorize any contract or transaction with like force and effect as if he were not such director or officer of such other corporation, or not so interested. For purposes of this policy a director shall be deemed to have a pecuniary interest if he is a principal or an officer or has a financial interest exceeding one thousand dollars (\$1000.00) in the firm.

In witness whereof, we being directors of said association have hereunto set our hands this thirteenth day of October, 1974.

WITNESS

Suzanne M. Breben

Larry Carter
President

Suzanne M. Breben

[Signature]
Secretary - Treasurer

Corporate Seal

ADMINISTRATIVE RESOLUTION NO. 4
formerly POLICY RESOLUTION NO. 10
of Reflection Homes Association
located in Herndon, Virginia

A RESOLUTION PERTAINING TO EXPENDITURE CONTROLS.

WHEREAS, section 1, article VII of Reflection Homes Association Bylaws states that the board of directors shall have the authority and be charged with the duty of responsible expenditure of the association's funds in accordance with a previously approved budget; and

WHEREAS, there is a need to establish certain expenditure controls to assure responsible fiscal management of the association funds; and

WHEREAS, it is the intent of the board of directors to establish such expenditure controls;

NOW THEREFORE, BE IT RESOLVED THAT the following system for controlling expenditure is adopted:

1. The single signature of any person who has been or may hereafter be authorized by resolution of the board to sign checks for the association shall suffice for checks pertaining to contractual obligations, utilities, taxes, insurance, and all other obligations.

2. Committee chairmen will not spend or commit to spend funds for line item expenses in excess of budgeted amounts without written authorization from the president of the board. Expenditures or commitments by committees in excess of the total funds budgeted as discretionary line items require the approval of the board of directors.

In witness whereof, we being directors of said association have hereunto set our hands this Second day of October, 1974.

WITNESS

James M. Bishop
James M. Bishop
Larry Cartano
President
Secretary - Treasurer

REFLECTION HOMES ASSOCIATION

ADMINISTRATIVE RESOLUTION NO. 3

A RESOLUTION PERTAINING TO ELECTION OF CHAIRMAN OF THE RESIDENT
ADVISORY BOARD

WHEREAS, through Policy Resolution No. 4, Article X of the Reflection Homes Association Bylaws, the board of directors established a resident advisory board; and

WHEREAS, there is a need to redefine the membership and chairmanship of the resident advisory board; and

WHEREAS, it is the intent of the present board of directors to re-define the membership and chairmanship of the resident advisory board;

NOW THEREFORE, BE IT RESOLVED THAT members and the chairman be selected for the resident advisory board in the manner described below:

1. Membership of the resident advisory board shall consist of all resident board members and the chairman of those standing committees established annually through resolution of the board of directors.
2. The resident board member receiving the most votes in the board election shall be the chairman of the resident advisory board.

BE IT FURTHER RESOLVED THAT this Resolution, Part One, numbers 1 and 2 supersedes Administrative Resolution No. 2, Part One, numbers 1 and 2.

Book of Minutes # , page

ATTEST:

Date

12/15/74

President

CORPORATE SEAL

ADMINISTRATIVE RESOLUTION NO. 2

formerly POLICY RESOLUTION NO. 4

of Reflection Homes Association

located in Herndon, Virginia

A RESOLUTION PERTAINING TO TERMS OF REFERENCE RESIDENT ADVISORY BOARD

WHEREAS, article X of Reflection Homes Association Bylaws empowers the board of directors to appoint certain committees as deemed appropriate in carrying out its purposes;

WHEREAS, there is a need to establish a special ad hoc committee, the resident advisory board, and to define its responsibilities and functions;

WHEREAS, it is the intent of the present board of directors to form a resident advisory board, and to delineate its responsibilities and functions;

NOW THEREFORE BE IT RESOLVED THAT members be selected for the resident advisory board in the manner described below, such committee to be charged with the responsibilities and functions specified therein:

1. Membership of the board shall consist of the chairman of those standing committees established annually through resolution of the board of directors.
2. The chairman shall be selected by virtue of being the resident member on the board of directors.
3. If more than one advisory board member is present at a meeting for which notice has been duly given, a quorum exists. A majority the vote of those present at a meeting of advisory board is needed for approval.
4. The ad hoc organizational committee shall dissolve upon the election of resident members to the board of directors, leaving the resident board member as chairman of the resident advisory board and the standing committee chairman serving on it.

ordinate and facilitate the activities and recommendations of the various committees, and to serve as the developer board of directors' source of information regarding resident opinion on association matters.

In fulfilling this function after the completion of the association's organizational phase, the resident advisory board shall perform the following tasks:

1. Coordinate committee activities, and report on advisory board activities to the general membership at the annual meeting.
2. Supervise and control an imprest fund account to be used to finance association sponsored programs and activities within guidelines established by the board of directors.
3. Determine for the board of directors all actions necessary for the operation, care, upkeep, maintenance of the common property and facilities.
4. Make decisions for the board pertaining to the designation, hiring, and dismissal of personnel necessary for maintenance and operation of the common property and facilities.
5. Take the necessary actions for the board for making or contracting for repairs, additions and improvements to the common property.
6. All actions of the resident advisory board committing in excess of \$250.00 of association funds shall require the prior written approval of the board of directors.
7. Undertake such other activities and responsibilities as may from time to time be delegated by the board of directors.
8. All actions taken by the resident advisory board shall be submitted in writing to the board of directors. The board of directors may veto any action taken by the resident advisory board for any reason. Any action taken by the resident advisory board does not go into effect until 10 days have elapsed.

In witness whereof, we being directors of said association have hereunto set our hands this 16th day of October, 1974.

WITNESS

Suzanne M. Kedge

Larry Cantano
President

Suzanne M. Kedge

[Signature]
Secretary - Treasurer

Corporate Seal

ADMINISTRATIVE RESOLUTION NO. 1

formerly POLICY RESOLUTION NO. 2

of Reflection Homes Association

located in Herndon, Virginia

A RESOLUTION PERTAINING TO ASSOCIATION RECORDS AND DOCUMENTS.

WHEREAS, section 2, article VII of the Bylaws of the Reflection Homes Association states that it is the duty of the board of directors to keep a complete record of all its acts and corporate affairs and to present a report at the annual meeting of the members or at a special meeting when requested by a specified number of members and to be available for inspection by any member; and

WHEREAS, there is a need for the board of directors to extend similar requirements to include the acts and affairs of all board established committees; and

WHEREAS, it is the intent of the board of directors to insure that the full scope of association activities be recorded and available to all members;

NOW THEREFORE, BE IT RESOLVED THAT the requirement for maintaining a record of all association acts and corporate affairs as stated under the bylaws be extended to include the acts and affairs of all board established committees. A copy of all policy resolutions passed by the board must be given to any elected resident board member. The Management agent will keep all records unless otherwise directed by the board of directors.

In witness whereof, we being directors of said association have hereunto set our hands this Second day of October, 1974.

WITNESS

Suzanne M. Fisher

Larry Cantor
President

Suzanne M. Fisher

[Signature]
Secretary-Treasurer

Corporate Seal