

**THE GROVE AT HUNTLEY MEADOWS
HOMEMEMBERS ASSOCIATION
POLICY RESOLUTION 05-03**

**(Creation of Procedures to Ensure Due Process
in Covenant Enforcement Cases)**

WHEREAS, under Article VII, Section 1(c) of the Bylaws: The Board of Directors shall have all powers to conduct the affairs of the Association; and

WHEREAS, Article VII, Section 1(a) of the Bylaws: The Board is empowered to adopt and enforce a set of rules and regulations; and

WHEREAS, Section 55-513 of the Virginia Property Members Act requires the Board of Directors to formally adopt and publish a written resolution to enact the statutory power to assess monetary charges against owners for violations of the rules and regulations of the Association; and

WHEREAS, for the benefit and protection of all of the owners within the Association the Board of Directors deems it desirable to formally adopt a resolution to enact the statutory power to assess monetary charges and to establish a procedure for enforcement of the Association's governing documents that are consistent with principles of due process and Virginia law.

NOW, THEREFORE, BE IT RESOLVED THAT, this resolution enacts the following policy and procedures for enforcement for all covenant enforcement and non-compliance issues for the Association:

On behalf of the Association, the Board of Directors may issue a citation to any member whose behavior or use of property does not conform to the Association's rules and regulations.

1. A first notice of citation shall be issued in writing and delivered by regular mail to the owner at his/her address listed in the Association's records, and to the property address, if the owner's listed address is different from the property address.
2. The first notice of citation shall generally advise the owner of the nature of the offense, cite the specific provision within the Association's governing documents that have allegedly been violated, specify the remedy required and state the number of days within which corrective action must be completed.
3. If the offense is not remedied within the number of days requested in the first notice of citation, the Board of Directors reserves the power to issue a second notice of citation, which shall follow the basic form of the first notice of citation and which: a) warns the owner of the Boards' power to impose monetary charges

for offenses of the Association's governing documents, and b) shall inform the owner of his/her right to request a hearing before the Board of Directors to contest the citation. The notice of citation shall request the owner to confirm in writing by a certain date his/her desire for a hearing to contest the citation.

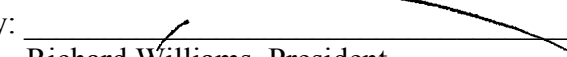
4. The Board shall deliver the second notice of citation by hand or by registered or certified mail, return receipt requested, to the owner at his/her address listed in the Association's records, and to the lot address, if the owner's listed address is different from the lot address. Notification will be deemed effective if any owner fails or refuses to sign for any certified or registered mailing from the Association.
5. If the owner does not remedy the offense within the number of days requested in the second notice of citation, and the owner has not requested a hearing in writing by or before the hearing confirmation date, the owner shall be deemed to have waived the right to a hearing and the Board of Directors shall have the power to impose monetary charges and suspend the owner's privileges pursuant to the authority granted in Section 55-513 of the Virginia Code and the Association's governing documents. The Board of Directors shall not be required to conduct a hearing unless the owner formally requests a hearing in writing by or before the deadline set forth in the second notice of citation.
6. If the owner requests a hearing in writing by or before the deadline, the Board of Directors shall set the time, date and place of the hearing at its discretion. Written notice of the time, date and place of the hearing shall be delivered to the owner by hand or by certified mail, return receipt requested and first class mail at least fourteen (14) days prior to the hearing.
7. At the hearing, the Board of Directors shall provide the owner with a reasonable amount of time to present any and all defenses to the citation. The owner has the right to be represented by counsel before the Board of Directors or other tribunal specified in the documents.
8. Following the hearing, the Board of Directors shall meet in executive session to determine whether satisfactory proof of the alleged violation was presented, and if so, whether monetary charges should be imposed.
9. The Board shall undertake the administrative actions required to affect the monetary charges as an assessment against the owner's lot. The amount of any charges so assessed shall not exceed fifty (\$50.00) dollars for a single offense or ten (\$10.00) dollars per day (for up to ninety days or such longer period of time permitted by Virginia law) for any offense of a continuing nature and shall be treated as an assessment against the member's lot. The member will also be held responsible and liable for any court cost and attorney's fees incurred by the Association in connection with enforcement of the cited violations of the Association's governing documents.

10. After issuing its ruling during open session, the Board shall send a written notice of its ruling to the owner. The hearing result shall be hand delivered or mailed by certified mail, return receipt requested and first class mail, to the owner within seven (7) days of the date of the hearing.
11. The Board of Directors reserves the power to hold owners legally responsible for ensuring that their family members, renters/tenants, guests, or invitees comply with the Association's governing documents.

The procedures outlined in this Resolution may be applied to all violations of the Association's governing documents, but do not preclude the Association from exercising other enforcement procedures and remedies authorized by the Association's governing documents, including, but not limited to, the initiation of suit or self help remedies.

The effective date of this Resolution shall be June 1, 2005.

THE GROVE AT HUNTLEY MEADOWS
HOMEOWNERS ASSOCIATION, INC.

By: 
Richard Williams, President

CERTIFICATE OF MAILING

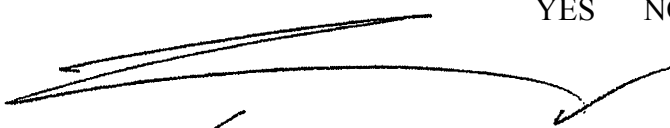
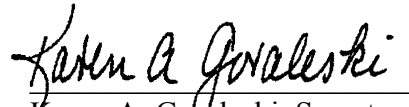

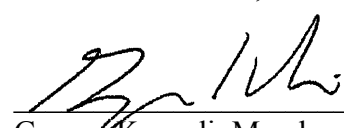
I hereby certify that the foregoing Policy Resolution No. 05-03 concerning the due process procedures in covenant enforcement cases was mailed this 25th day of April 2005 to all homeowners within the Grove at Huntley Meadows Homeowners Association, Inc.


Rhonda Murray, Property Manager
Sequoia Management Company

THE GROVE AT HUNTLEY MEADOWS HOMEOWNERS ASSOCIATION, INC.

POLICY RESOLUTION NO. 05-03

(Creation of Due Process Procedures in Covenant Enforcement Cases)

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
 Richard Williams, President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark P. Wilson, Vice President	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 Karen A. Goralleski, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Rebecca Newtown, Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 George Karsadi, Member at Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At a regular meeting, held on April 19, 2005, and with a quorum of Board members present, Resolution 05-02 is adopted.