

POLICY RESOLUTION - No. 94-1
(Board Policy Regarding the Imposition of Monetary
Charges Against Owners Who Violate the
Rules and Regulations of the Seneca Ridge Homeowners Association)

WHEREAS, the operations of the Seneca Ridge Homeowners Association (the Association) are regulated by the Virginia Property Owners Association Act, section 55-508, et seq. of the Virginia Code;

WHEREAS, the Virginia Property Owners Association Act, section 55-512(b), empowers boards of directors of community associations to impose monetary charges against owners who are found to be in violation of the association's rules and regulations;

WHEREAS, the Virginia Property Owners Association Act, section 55-512(b), requires a board of directors to adopt a resolution to incorporate the powers conferred by this statutory provision and to publish this resolution to all owners of record before exercising such power;

WHEREAS, the Board of Directors (the Board) has decided that the adoption of such a resolution will provide the Association with an inexpensive alternative to litigation when the need to enforce the Association's rules and regulations arises, and that it is in the best interest of the Association for the Board to have the power to impose monetary charges to enforce the Association's rules and regulations.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Directors is empowered to assess monetary charges against any owner found to be in violation of the Association's rules and regulations.

Before any monetary charge may be assessed by the Board against an owner, the owner alleged to be in violation of the rules and regulations of the Association shall be given a written notice, delivered by hand or mailed by certified mail, in which the owner is notified of his/her/their

opportunity to request a hearing before the Board and to be represented by counsel to contest any allegations made against the owner. The request for the hearing must be made to the President of the Board within ten (1) days after receiving the written notice.

If such a hearing is requested, the Board shall set a date for the hearing and notify the owner in writing delivered by hand or mailed by certified mail at least fourteen (14) days before the hearing. If no hearing is requested by the owner, the Board shall set a date for a meeting within twenty-one (21) days of the date of the original written notice. The Board shall decide all cases at duly convened meetings. Minutes shall be taken and votes shall be recorded.

If the Board decides to assess a monetary charge, the initial charge will be \$50.00 per violation. The Board shall notify the owner in writing of the date when the violation must be corrected to avoid further charges. If the owner does not correct the violation within the requested period of time, the Board can assess additional charges of \$1.00 per day for every day the violation continues.

Resolution adopted and approved by the Board of Directors of the Seneca Ridge Homeowners Association this 9th day of March, 1994.

3/11/94
(date)

(Original Signature on File)
David Katz, President,
SRHOA

3/11/94
(date)

(Original Signature on File)
Richard Kleckner, Vice President,
SRHOA

POLICY RESOLUTION - N. 94-2

(Board Policy Regarding the Maximum Annual General Assessment)

WHEREAS, Article V, Section 2 of the By-Laws empowers the Board of Directors to establish, levy and collect assessments and to fix the amount of assessments against each lot for each assessment at least 30 days prior to the beginning of such period; and

WHEREAS, Article V, Section 3 of the Declaration of Covenants and Restrictions establishes an initial maximum annual assessment of \$60.00 per annum and authorizes the Board of Directors to fix the annual assessment at any amount not in excess of the maximum provided for; and

WHEREAS, Article V, Section 4(a) of the Declaration of Covenants and Restrictions empowers the Board of Directors to increase the maximum annual assessment on a yearly basis up to 5% above the maximum annual assessment for the preceding year without a vote of the membership; and

WHEREAS, Article V, Section 3 of the Declaration of Covenants and Restrictions empowers the Board of Directors to fix the actual annual assessment at any amount not in excess of the maximum annual assessment; and

WHEREAS, the Board of Directors desires to maintain the maximum amount of flexibility possible to set the actual annual assessment at a level which provides the Association with sufficient funds to properly maintain the common areas and fund the reserves;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The maximum annual assessment shall automatically increase by 5% over the previous fiscal year's maximum annual assessment;
2. Such automatic increases in the maximum annual assessment shall occur without the necessity of subsequent resolution until the Board of Directors resolves otherwise; and
3. Such automatic increases in the maximum annual assessment shall not alter the method

by which the Board of Directors shall fix the actual annual assessment for each year which each owner of a lot is obligated to pay.

This Resolution was adopted and approved by the Board of Directors of the Seneca Ridge Homeowners Association, Inc. this 13th day of July, 1994.

SENECA RIDGE HOMEOWNERS ASSOCIATION, INC.

(Original Signature on File)

David Katz, President

(Original Signature on File)

Richard Kleckner, Vice President

(Original Signature on File)

Allanna Romanow, Secretary

POLICY RESOLUTION - No. 96-1
(Architectural Review Committee Guidelines for
Satellite Dishes and Exterior Antennas)

Whereas, Section 55-513 of the Virginia Property Owners Association Act empowers the Board to establish, adopt and enforce rules and regulations with respect to use of the common areas and with respect to such other areas of responsibility assigned to the Association by the Declaration except where expressly reserved by the Declaration to the members; and

Whereas, Article VII, Section 1 of the Declaration assigns the Board of Directors with the responsibility for approving any building, fence, wall or other structure commenced, erected, or to be maintained upon the property; and

Whereas, Section 55-513(b) of the Virginia Property Owners Association Act requires the Board to adopt a Resolution to incorporate the powers conferred by this statutory provision and to publish this Resolution to all owners of record before exercising such power; and

Whereas, the Board of Directors has determined that it is necessary to adopt standards regarding the installation of exterior antenna and satellite dishes to maintain the Association's rules and regulations in step with current changes in technology and to maintain the aesthetic quality and harmony of the community.

NOW, THEREFORE, BE IT RESOLVED THAT the following standards and guidelines shall apply to the installation of any exterior antenna or satellite dish.

- 1) No exterior antenna, satellite dish, or other device for the transmission or reception of radio or television signals or any forms of electromagnetic radiation shall be permitted without the prior written approval of the SRHOA Architectural Review Committee (ARC). Homeowners shall seek approval by submitting a written application to the ARC.

- 2) The ARC has the discretion to approve or deny applications. Generally, the ARC will

approve applications if the proposed device will not be visible from the streets or common areas of the community.

- 3) The criteria the ARC shall consider in deciding whether to approve or disapprove an application includes but is not limited to the following:
 - (A) The satellite dishes shall be 24 inches or less in overall dimensions;
 - (B) The device is located in an area on the homeowners lot where it is compatible with the natural setting of the home and the neighborhood;
 - (C) The device is designed to resemble other structures, devices, or improvements otherwise allowed by the Restrictions of the Association or the device is adequately obscured from view by an acceptable visual barrier;
 - (D) The device is of a color and material which are compatible with the color and material of the home;
 - (E) The device does not adversely impact or affect the view or lifestyle of neighbors, the electromagnetic reception of the radios or television sets of neighbors, or the value of neighbors' homes.
- 4) The Architectural Review Committee reserves the power to conditionally approve applications for such devices pending requirements that the applicant install visual barriers, such as lattice or landscaping around the device in order to diminish any adverse visual impact.

This Resolution was adopted and approved by the Board of Directors of the Seneca Ridge Homeowners Association, Inc. this 17th day of January, 1996.

SENECA RIDGE HOMEOWNERS ASSOCIATION, INC.

(Original Signature on File)
John Bouman, President

(Original Signature on File)
Doug Clark, Secretary

POLICY RESOLUTION - No. 96-2
(Board Policy Regarding the Capital Contribution Charge
to New Homeowners)

WHEREAS, it has been customary to charge all new homeowners with a one-time \$15.00 Capital Contribution upon becoming a new owner; and

WHEREAS, the Board of Directors has decided that the charge needlessly penalizes a new homeowner and that the financial stability of the Association will not be jeopardized.

NOW, THEREFORE, BE IT RESOLVED THAT:

Effective the date of this resolution, the one-time Capital Contribution will no longer be charged to all new owners.

The Board does reserve the power to reinstate the charge at a future time if it is so determined to be in the best interest of the Association.

Resolution adopted and approved by the Board of Directors of the Seneca Ridge Homeowners Association the 17th day of January, 1996.

SENECA RIDGE HOMEOWNERS ASSOCIATION, INC.

(Original Signature on File)
John Bouman, President

(Original Signature on File)
Doug Clark, Secretary

POLICY RESOLUTION - No. 97-1
(Architectural Review Committee Guidelines for
Satellite Dishes and Exterior Antennas)

WHEREAS, Resolution No. 96-1 Adopted on January 17, 1996, by the Board of Directors established guidelines dealing with satellite dishes and antennas; and

WHEREAS, all homeowners were notified by mass mailing; and

WHEREAS, size of satellite dishes regulated by the Board was set at 24"; and

WHEREAS, the Association's attorney has informed the Board that the regulations must be changed to set the size at 39"; and

NOW, THEREFORE, BE IT RESOLVED THAT:

As of the effective date of this resolution Section 3A of Resolution No. 96-1 is resended and the following substitution made.

A) The satellite dishes shall be 39" (inches) or less in overall dimension.

Resolution adopted and approved by the Board of Directors of Seneca Ridge Homeowners Association the 12th day of March 1997.

SENECA RIDGE HOMEOWNERS ASSOCIATION, INC.

(Original Signature on File)
Aref Etemadi, President

(Original Signature on File)
Lori Robinson, Secretary

POLICY RESOLUTION - No. 97-2
ARCHITECTURAL REVIEW COMMITTEE GUIDELINES
FOR WINDOWS

WHEREAS, the guidelines for submitting for approval of external modifications and improvements to properties in Seneca Ridge Subdivision states that any changes to windows must be approved by the Committee in advance.

NOW, THEREFORE, BE IT RESOLVED THAT:

As of the effective date of this resolution the following change will be made:

A) Acceptability standards for windows are such that window frames must be white in color, open vertically, and be rectangular or square in shape.

Resolution adopted and approved by the Board of Directors of the Seneca Ridge Homeowners Association the 12th day of March 1997.

SENECA RIDGE HOMEOWNERS ASSOCIATIONS, INC.

(Original Signature on File)
Aref Etemadi, President

(Original Signature on File)
Lori Robinson, Secretary

POLICY RESOLUTION - No. 99-1

(Change in Mailing Address)

WHEREAS the principal office listed in Article I, Section 1 of the by-laws of Seneca Ridge Homeowners Association, Inc. is that of the original developer, Seneca Ridge Development Corporation, which has severed its relationship with this homeowners association; and

WHEREAS the Board of Directors by resolution adopted at its February 10, 1999 meeting proposed that Article I, Section 1 of the by-laws be changed at the next annual meeting of the Association to reflect the currently used mailing address for the Seneca Ridge Homeowners Association, such resolution having been amended by the Board of Directors at the meeting of September 8, 1999 and further amended at the meeting of October 13, 1999; and

WHEREAS in the October 1999 Notice of Annual Meeting (dated October 12, 1999 but issued after the Board of Directors meeting of October 13, 1999 and after procurement of a replacement mailbox) the following text, *inter alia*, appears:

Resolved that the Board of Directors proposed to the membership of the Corporation that at the next Annual Meeting the by-laws of the Corporation be amended as follows:

1) In Article I, Section 1, the last sentence shall be deleted and replaced by the following sentence: "Its mailing address shall be Post Office Box 650116 Sterling, Virginia 20165-0116."

WHEREAS at the November 10, 1999 Annual Meeting the by-laws were amended as recommended by the Board of Directors and set out in the meeting notice.

NOW THEREFORE, TAKE NOTICE THAT:

THE MAILING ADDRESS OF THE SENECA RIDGE HOMEOWNERS ASSOCIATION, INC. IS POST OFFICE BOX 650116, STERLING, VIRGINIA 20165-0116."

We the undersigned president and Secretary of Seneca Ridge Homeowners Association, Inc. certify that we have examined the minutes of the February 10, September 8 and October 13, 1999 meetings of the Board of Directors, the October 12, 1999 Notice of Annual Meeting and the minutes of the November 10, 1999 Annual Meeting and the foregoing accurately reflects the relevant provisions therein.

Dated:

6/11/03

(Original Signature on File)
Gregg Carter, President,
Seneca Ridge Homeowners Association, Inc.

Dated:

6/11/03

(Original Signature on File)
Lorrie Bender, Secretary,
Seneca Ridge Homeowners Association, Inc.

POLICY RESOLUTION 99-2
(Delete Redundant Sentence)

WHEREAS, in Article IV, Section 4, (Notice of Meetings) of the By-laws, lines 6 and 7, and lines 9, 10, and 11, contain essentially the same statement; and

WHEREAS, the Board of Directors proposed at the February 10, 1999 meeting that Article IV, Section 4 of the By-laws be changed at the next annual meeting of the homeowners to remove the redundancy; and

WHEREAS, in the October 12, 1999 Notice of Annual Meeting, which was mailed to all homeowners, this proposed amendment to the By-laws was properly published and mailed, as required in By-laws Article IV, Section 4, and Article VIII, Section 9; and

WHEREAS, at the November 10, 1999 annual meeting of the Seneca Ridge Homeowners Association, Inc., the membership voted to implement this amendment to the By-laws;

NOW, THEREFORE, TAKE NOTICE THAT:

In Article IV, Section 4, lines 6 and 7 the following sentence shall be deleted: "Such notice shall set forth the time, place and purpose of the meeting."

We the undersigned President and Secretary of Seneca Ridge Homeowners Association, Inc. certify that we have examined the minutes of the February 10, September 8 and October 13, 1999 meetings of the Board of Directors, the October 12, 1999 Notice of Annual Meeting and the minutes of the November 10, 1999 Annual Meeting and the foregoing accurately reflects the relevant provisions therein.

Dated:

6/11/03

(Original Signature on File)

Gregg Carter, President
Seneca Ridge Homeowners Association, Inc.

Dated:

6/11/03

(Original Signature on File)

Lorrie Bender, Secretary
Seneca Ridge Homeowners Association, Inc.

POLICY RESOLUTION 99-3

(Clarification of Voting Methods for Amending By-laws)

WHEREAS, Article VIII, Section 9, Amendment, states: “These By-laws may be amended by the affirmative vote of the majority of the membership of any regular or special meeting.”; and

WHEREAS, a question was raised at a Board of Directors meeting, whether one can vote for an amendment by proxy as well as by voting in person at the meeting; and

WHEREAS, the Directors determined that voting by proxy is permissible, as provided for in Article IV, Section 7, Voting, lines 8, 9, and 10 which states: “The vote of the majority of those present, either in person or by proxy, shall decide any question brought before the meeting ... “; and

WHEREAS, The directors deemed it desirable to clarify this matter in Article VIII, Section 9; and

WHEREAS, the Board of Directors proposed at the February 10, 1999 meeting that Article VIII, Section 9 of the By-laws be changed at the next annual meeting of the homeowners to make it clear that voting for an amendment is permissible; and

WHEREAS, in the October 12, 1999 Notice of Annual Meeting, which was mailed to all homeowners, this proposed amendment to the By-laws was properly published and mailed, as required in By-laws Article IV, Section 4 and Article VIII, Section 9; and

WHEREAS, at the November 10, 1999 annual meeting of the Seneca Ridge Homeowners Association, Inc., the membership voted to implement this amendment to the By-laws:

NOW, THEREFORE, TAKE NOTICE THAT:

In Article VIII, Section 9, line 2 after the words “the majority of the membership of,” the words

“the Corporation present in person or by proxy at” shall be added.

We the undersigned President and Secretary of Seneca Ridge Homeowners Association, Inc. certify that we have examined the minutes of the February 10, September 8 and October 13, 1999 meetings of the Board of Directors, the October 12, 1999 Notice of Annual Meeting and the minutes of the November 10, 1999 Annual Meeting and the foregoing accurately reflects the relevant provisions therein.

Dated:

6/11/03

(Original Signature on File

Gregg Carter, President
Seneca Ridge Homeowners Association, Inc.

Dated:

6/11/03

(Original Signature on File

Lorrie Bender, Secretary
Seneca Ridge Homeowners Association, Inc.

POLICY RESOLUTION – 04-1

(Board Policy Regarding the Imposition of Monetary Charges Against Owners Who Fail to Obtain Architectural Review Approval Prior to Beginning Exterior Modifications)

Whereas, Section 55-513 of the *Virginia Property Owners Association Act* empowers the Board to establish, adopt and enforce rules and regulations with respect to the use of the common areas and with respect to such other areas of responsibility assigned to the Association by the Declaration except where expressly reserved by the Declaration to the members; and

Whereas, Article VII, Sections 1 & 2 of the Declaration assigns the Board of Directors with the responsibility for approving any building, fence, wall, other structure(s) or exterior modification to homes and landscaping, commenced, erected, or to be maintained upon the property; and

Whereas, Section 55-513 (b) of the *Virginia Property Owners Association Act* requires the Board to adopt a Resolution to incorporate the powers conferred by this statutory provision and to publish this Resolution to all owners of record before exercising such power, and

Whereas, the Board of Directors has determined that it is necessary to adopt a vehicle that provides for the assessing of fines of un-approved modifications as outlined in Section VII, et-al, of the Seneca Ridge Homeowners Association, Declaration of Covenants and Restrictions.

NOW, THEREFORE, BE RESOLVED THAT:

1. A \$250.00 (two-hundred and fifty dollar) initial fine may be assessed against any homeowner that has caused to construct or modify any portion of their property, or common area property, prior to obtaining written authorization by the Seneca Ridge Architectural Review
2. An additional fine of up to \$5.00 (five dollars) per day, per violation, for every day an un-approved issue is outstanding and not meeting with written approval of the Architectural Review Committee or the Board of Directors.
3. The Board also reserves the right to place a lien against any property

that owes money to the Association due to un-authorized modifications that have not, or were not, approved by the Architectural Committee or Board of Directors.

This Resolution was adopted and approved by the Board of Directors of the Seneca Ridge Homeowners Association, Inc. the 8th day of September, 2004.

SENECA RIDGE HOMEOWNERS ASSOCIATION, INC.

Bruce Thornberry, President

K. C. Holland, Vice President

Cheryl Monroe-Medonich, Secretary

Policy Resolution 10-1

(Update of Board policy regarding the imposition of monetary charges against Owners who violate the Rules and Regulations of Seneca Ridge Homeowners Association, Inc. as required by the 2008 revisions to the Virginia Property Owners' Association Act. Resolution 10-1 supersedes and replaces Policy Resolution No. 94-1.)

WHEREAS, the operations of the Seneca Ridge Homeowners Association (the Association) are regulated by the Virginia Property Owners Association Act, Section 55-508 of the Virginia Code;

WHEREAS, the Virginia Property Owners Association Act, Section 55-513 (B), empowers boards of directors of community associations to impose monetary charges against owners who are found to be in violation of the association's rules and regulations;

WHEREAS, the Virginia Property Owners Association Act, Section 55-513 (A), requires a board of directors to adopt a resolution to incorporate the powers conferred by this statutory provision and to publish this resolution to all owners of record before exercising such power;

WHEREAS, the Seneca Ridge Homeowners' Association Board of Directors has resolved to adapt the Rules and Regulations governing this community to the 2008 changes to the Virginia Property Owners' Association Act and to interpose this resolution to supersede Policy Resolution No. 94-1 in accordance.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Directors is empowered to assess monetary charges against any owner found to be in violation of the Association's rules and regulations.

Before any such charges or suspension may be imposed, the member shall be given an opportunity to be heard and to be represented by counsel before the Board of Directors. Notice of a hearing, including the charges or other sanctions that may be imposed, shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the Association at least fourteen days prior to the hearing. During the hearing, minutes shall be taken and votes shall be recorded.

The hearing result shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the Association within seven days of the hearing.

The amount of any charges so assessed shall not be limited to the expense or damage to the Association caused by the violation, but shall not exceed 50 dollars for a single offense or 10 dollars per day for any offense of a continuing nature and shall be treated as an assessment against the member's lot for the purposes of §55-516. However, the total

charges for any offense of a continuing nature shall not be assessed for a period exceeding 90 days. After the date a lawsuit is filed challenging any such charges, no additional charges shall accrue. If the court rules in favor of the Association, the Association shall be entitled to collect such charges from the date the action was filed as well as all other charges assessed pursuant to this section against the lot owner prior to the action.

Resolution adopted and approved by the Board of Directors of the Seneca Ridge Homeowners Association, Inc. this 13th day of October, 2010.

October 16, 2010
(date)

(original signature on file)
KC Holland, President SRHOA

October 13, 2010
(date)

(original signature on file)
Paul Southwick, Vice-President SRHOA

POLICY RESOLUTION 12-1

(Board Policy Regarding Retention and Access to Association Books and Records and costs thereof)

WHEREAS, the operations of the Seneca Ridge Homeowners Association (the Association) are regulated by the Virginia Property Owners Association Act, section 55-508, et seq. of the Virginia Code; and

Whereas, Section 55-513 (a) of the *Virginia Property Owners Association Act* requires the Board to adopt a Resolution to incorporate the powers conferred by this statutory provision and to publish this Resolution to all owners of record before exercising such power, and

Whereas, the Board of Directors has determined that it is necessary to adopt a vehicle that provides for declaring what records the Seneca Ridge Homeowners Association maintains, and

Whereas, pursuant to Section 55-510 of the Virginia Property Owners Association Act, the board must adopt a resolution and publish a rate schedule no later than July 1, 2012 that set the charges for access to the SRHOA books and records.

NOW, THEREFORE, BE RESOLVED THAT:

1. The Board establishes a records retention Policy.
2. It is the policy of Seneca Ridge Home Owners Association ("SRHOA") to maintain complete, accurate, and high quality records. Records are to be retained for the period of their immediate use, unless a longer retention period is required for historical reference, or legal requirements, or for other purposes as set forth in the policy.
3. The policy establishes a procedure for identifying, retaining, storing, protecting, and disposing of records generated by SRHOA. The policy is necessary to ensure that SRHOA's records management practices adhere to anticipated legal and business requirements and are conducted in a cost-effective manner.
4. The Policy identifies the document name, document type, document owner, and retention period
5. The Board establishes a rate schedule for access and providing copies of records to homeowners in good standing.
6. The SRHOA records retention policy and records rate schedule will be publicly posted on the SRHOA web site and can be revised by a majority Board vote.

This resolution was adopted and approved by the Board of Directors of the Seneca Ridge Homeowners Association, Inc this 13th day of June, 2012

SENECA RIDGE HOMEOWNERS ASSOCIATION, INC

//SIGNED// (Original signature on file)

K.C. Holland, President

//SIGNED// (Original signature on file)
Lea Nigon, Vice President

SENECA RIDGE HOMEOWNERS ASSOCIATION
POLICY RESOLUTION 12-2
ASSOCIATION COMPLAINT POLICY

*(Board policy establishing guidelines and procedures for the registration
and resolution of written association complaints)*

WHEREAS, Section 54.1-2348 of the Code of Virginia created the Common Interest Community Board (“CICB”) to take the place of the Virginia Real Estate Board with respect to the administration of community associations, the licensing and certification of management agents providing services thereto, etc.; and,

WHEREAS, Section 55-530 E of the Code of Virginia, tasked the CICB to establish by regulation that all condominium, cooperative, and property owner’s associations shall establish reasonable procedures for resolution of written complaints from owners or residents of the association and other citizens; and,

WHEREAS, the CICB has issued Common Interest Community Ombudsman Regulations, requiring each association to establish such complaint procedure or form that conforms with the requirements set forth in Section 55-530 of the Code of Virginia, and CICB regulation 18 VAC 48-70 as well as SRHOA governing documents, which shall not be in conflict with Section 55-530 of the Code of Virginia; and,

WHEREAS, Section 55-530 E 1 of the Code of Virginia provides that a record of each complaint shall be maintained for no less than one year after the association’s final decision; and,

WHEREAS, Section 55-530 E 2 of the Code of Virginia provides that all associations shall provide complaint forms or written procedures to be given to persons who wish to register complaints with the association and such forms or procedures shall include certain specific information; and,

WHEREAS, the Board deems it necessary and desirable to establish a procedure for the registration and resolution of association complaints by lot owners and citizens;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors, by the Act, the Declaration and this Resolution, hereby establishes an SRHOA Association Complaint Procedure that conforms to the requirements set forth in Section 55-530 of the Code of Virginia, the CICB 18 VAC 48-70, as well as SRHOA governing documents.
2. The policy establishes a procedure for submitting, reviewing, advising, and maintaining records of written association complaints.

3. In addition, the Board establishes an Association Complaint Form.
4. The Association Complaint Procedure and the Association Complaint Form will be made readily available upon request and will be included as an attachment to the Association disclosure packet.
5. The Association Complaint Procedure and Association Complaint Form can be revised by a majority Board vote.

This resolution was adopted and approved by the Board of Directors of the Seneca Ridge Homeowners Association, Inc. this 17th day of September, 2012.

SENECA RIDGE HOMEOWNERS ASSOCIATION, INC.

September 17, 2012
[date]

(original signature on file)
KC Holland, President

September 17, 2012
[date]

(original signature on file)
Lea Nigon, Vice President

Policy Resolution 13-1

(Update of Board policy regarding the imposition of monetary charges against Owners who violate the Rules and Regulations of Seneca Ridge Homeowners Association, Inc. as required by the 2008 revisions to the Virginia Property Owners' Association Act.

Resolution 13-1 supersedes and replaces
Policy Resolutions Nos. 94-1, 04-1, and 10-1.)

Whereas, the operations of the Seneca Ridge Homeowners Association (the Association) are regulated by the Virginia Property Owners Association Act, Section 55-508 of the Virginia Code;

Whereas, the Virginia Property Owners Association Act, Section 55-513 (B), empowers boards of directors of community associations to impose monetary charges against owners who are found to be in violation of the association's rules and regulations;

Whereas, the Virginia Property Owners Association Act, Section 55-513 (A), requires a board of directors to adopt a resolution to incorporate the powers conferred by this statutory provision and to publish this resolution to all owners of record before exercising such power;

Whereas, the Seneca Ridge Homeowners' Association Board of Directors has resolved to adapt the Rules and Regulations governing this community to the 2008 changes to the Virginia Property Owners' Association Act and to interpose this resolution to supersede Policy Resolutions Nos. 94-1, 04-1, and 10-1 in accordance.

Now, therefore, be it resolved that:

The Board of Directors is empowered to assess monetary charges against any owner found to be in violation of the Association's rules and regulations.

Before any such charges or suspension may be imposed, the member shall be given an opportunity to be heard and to be represented by counsel before the Board of Directors. Notice of a hearing, including the charges or other sanctions that may be imposed, shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the association at least fourteen (14) days prior to the hearing. During the hearing, minutes shall be taken and votes shall be recorded.

The hearing result shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the Association within seven (7) days of the hearing.

The amount of any charges so assessed shall not be limited to the expense or damage to the Association caused by the violation, but shall not exceed 50 dollars for a single offense or 10 dollars per day for any offense of a continuing nature and shall be treated as an

assessment against the member's lot for the purposes of §55-516. However, the total charges for any offense of a continuing nature shall not be assessed for a period exceeding 90 days. After the date a lawsuit is filed challenging any such charges, no additional charges shall accrue. If the court rules in favor of the Association, the Association shall be entitled to collect such charges from the date the action was filed as well as all other charges assessed pursuant to this section against the lot owner prior to the action.

Resolution adopted and approved by the Board of Directors of the Seneca Ridge Homeowners Association, Inc. this 13th day of February, 2013.

February 20, 2013
(date)

(original signature on file)
KC Holland, President SRHOA

February 13, 2013
(date)

(original signature on file)
Steve Honard, Vice-President SRHOA

SENECA RIDGE HOMEOWNERS ASSOCIATION, INC.
POLICY RESOLUTION NUMBER 17-1

Creation of Procedures to Ensure Due Process in Enforcement Cases
(Supersedes and replaces Policy Resolutions 94-1, 04-1, 10-1, and 13-1)

WHEREAS, Article X, Section 4 of the Amended Declaration of Covenants and Restrictions (the “Amended Declaration”) of Seneca Ridge Homeowners Association, Inc. (the “Association”) provides that the Association shall follow due process procedures, as outlined in the Code of Virginia, in its enforcement of covenants and restrictions; and,

WHEREAS, Article X, Section 4 of the Association’s Amended Declaration empowers the Association to enforce the Association’s covenants and restrictions by the imposition of a reasonable monetary charge, not to exceed the maximum allowed under the Code of Virginia; and,

WHEREAS, Article X, Section 4 of the Association’s Amended Declaration empowers the Association to enforce, by legal means, the provisions of the Association’s Governing Documents¹; and,

WHEREAS, Article V, Section 1 of the Bylaws of Seneca Ridge Homeowners Association, Inc. (the “Bylaws”) provides that the Association shall be governed by a Board of Directors; and,

WHEREAS, Article V, Section 2 of the Association’s Bylaws grants the Board of Directors all the powers and duties necessary for the administration of the affairs of the Association and empowers the Board of Directors to do all such acts and things as are not by law or the Association’s Governing Documents directed to be exercised and done by the members; and,

WHEREAS, Article V, Section 2 (f) of the Association’s Bylaws authorizes the Board of Directors to establish and promulgate such rules and regulations pertaining to the use of the community facilities and the personal conduct of the members and their guests thereon as may be deemed proper and which are consistent with the Association’s Governing Documents; and,

WHEREAS, Virginia Code § 55-513 and Article X, Section 4 of the Amended Declaration grant the Association the power to assess charges against any owner for any violation of the rules and regulations for which the owner or his family members, tenants, guests or other invitees are responsible so long as the amount of the charge shall not exceed fifty dollars (\$50) for a single offense, or ten dollars (\$10) per diem for any offense of a continuing nature. The assessment of a charge for a continuing violation shall not exceed ninety (90) days; and

WHEREAS, the Board has determined that it is necessary, pursuant to the Board's authority set forth above, to establish a procedure by which owners obtain due process prior to the imposition of any charges.

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors duly adopts the following procedures for consideration of complaints for assessment of charges against owners:

¹ The Association’s Governing Documents include its Bylaws, Declaration of Covenants and Restrictions, Amended Declaration of Covenants and Restrictions, and Articles of Incorporation.

I. ROLE OF BOARD OF DIRECTORS

The Board may:

Assess charges against any owner upon violation of any of the Association's Governing Documents and/or any of the rules and regulations promulgated pursuant thereto. The amount of such charges so assessed shall not exceed the amounts authorized by the Virginia Property Owners Association Act which allows a charge not to exceed fifty dollars (\$50.00) for a single offense or a charge of ten dollars (\$10.00) a day for any offense of a continuing nature. The assessment of a charge for a continuing violation shall not exceed ninety (90) days. These sums shall change automatically in the event the amounts change under the Virginia Property Owners Association Act.

II. COMPLAINT AND PRELIMINARY REVIEW

No assessment of charges shall be considered against an owner except:

In the case of violations of the Governing Documents or rules and regulations made pursuant thereto, an owner or resident of Seneca Ridge may submit a complaint either in writing (in paper or electronic format) with signature or in person at a Board meeting. The Board may review the complaint preliminarily to determine whether it sets forth sufficient allegations to establish a possible violation of the Governing Documents and/or the rules and regulations of the Association. If the Board determines that the complaint is insufficient, it may decide not to hold a hearing, in which event the complaining party will be informed in writing. Further, the Board may investigate the claim and if they determine (in their sole discretion) that there is no merit to the claim, there is no further action that need be taken.

In the case of violations identified and reported to the Board during the course of inspections, annual or otherwise, conducted by the Association, the Board shall determine whether the reported breach sets forth sufficient allegations to establish a possible violation of the Governing Documents and/or the rules and regulations of the Association and shall proceed accordingly with the notice and hearing procedures as set forth herein. The term "complaint" in this document refers to all violations, whether reported by an owner or resident, or identified and reported during the course of an inspection conducted by the Association.

III. NOTICES TO OWNER

Assessing Charges for Violations of the Governing Documents or Rules and Regulations:

A. If the Board finds any merit to the complaint, an initial Violation Notice shall be mailed to the owner whose conduct is at issue, at the address where notices of meetings are delivered. This notice shall include the nature of the violation and the timeframe for remedying the violation. The owner shall have an opportunity to remedy the violation within the number of days from the date of the initial Violation Notice as specified in Exhibit A of this resolution. If the violation is corrected and does not reoccur within four months from the date of the initial Violation Notice, no further action shall be taken.

B. Should the owner fail to remedy the violation after receiving the initial Violation Notice or the initially-remedied violation reoccurs within four months from of the date the initial Violation Notice, a Final Violation Notice shall be mailed to the owner. The Final Notice shall provide the owner one final opportunity to remedy the violation and shall notify the owner that a hearing shall be scheduled if the violation is not remedied within the number of days from the date of the Final Notice as specified in Exhibit A of this resolution. If the violation is corrected, no further action shall be taken.

C. Should the owner fail to remedy the violation by the deadline stated in the Final Notice, the Board shall mail a Notice of an Opportunity to be Heard to the owner at the address required for notices of meetings. The Notice of an Opportunity to be Heard shall be mailed to the owner via Certified Mail/Return Receipt Requested at least fourteen (14) days prior to the date of the hearing. Notification shall be deemed effective if any owner fails or refuses to sign for any certified mailing from the Association. The Notice of an Opportunity to be Heard shall also advise the owner that he or she has the right to be represented by counsel at the hearing. If the owner fails to appear at the hearing, the Board is free to assess charges for violations of the Association's Governing Documents and/or the rules and regulations, pursuant to the maximum amounts set forth under Virginia Code § 55-513.

IV. HEARING

A. At the hearing, to be conducted in executive session, the Board may hear testimony of witnesses and/or the presentation of documentary evidence to determine if the owner is in violation of the Association's Governing Documents and/or the rules and regulations. The Board's determination shall be based on evidence sufficient to the Board to establish that the violation of the instruments did in fact occur.

B. In the case of a violation of the Governing Documents or the rules and regulations, however, the mere existence of a complaint shall not be sufficient to establish that a violation occurred.

C. The owner who has been charged shall have the right to be represented by counsel at any such hearing, to cross-examine witnesses, to call any witnesses and to present any documentary evidence relevant to the allegations in the complaint.

D. The Board is the sole arbiter of the credibility of witnesses and evidence presented at the hearing.

V. BOARD DETERMINATION

The Board shall convene in executive session directly after the hearing to determine the results of the hearing. The Board shall tender its decision in the form of a Hearing Results Letter within seven (7) days from the date of the hearing. The results shall be sent to the owner who is the subject of the complaint by Certified Mail/Return Receipt Requested. Notification shall be deemed effective if any owner fails or refuses to sign for any certified mailing from the Association. In the event the Board determines to assess a charge, its letter shall set forth the amount of the assessed charge. If a charge is imposed, the owner(s) shall have thirty (30) days to pay the charge. In the event an assessed charge is not paid within this 30-day period, the owner's account will be deemed in default and the Association shall be entitled to pursue all remedies available to it in the collection of accounts in arrears.

The owner must notify the Board in writing once a violation has been remedied and the violation will not be deemed corrected until inspected by the Board.

VI. MISCELLANEOUS

The Board of Directors reserves the power to hold owners legally responsible for ensuring that the occupants of their household, their family, employees, guests, tenants, agents and lessees comply with the Governing Documents and the rules and regulations of the Association.

The procedures outlined in this Resolution may be applied to all violations of the Association's Governing Documents and its rules and regulations, but do not preclude the Association from

exercising other enforcement procedures and remedies authorized by the Governing Documents and/or the Property Owners Association Act, including, but not limited to, the initiation of suit or self-help remedies. The remedies set forth herein are cumulative and nothing set forth herein shall be deemed to limit the full enforcement authority granted to the Association by the Governing Documents and/or the Property Owners Association Act.

This Policy Resolution was duly adopted by the Board of Directors at a duly called meeting of the Board of Directors on this 9th day of March, 2017 and supersedes and replaces Policy Resolutions 94-1, 04-1, 10-1 and 13-1.

**SENECA RIDGE HOMEOWNERS
ASSOCIATION, INC.**

By: (Original Signature on File)
Orest Swystun, President

ATTEST:

(Original Signature on File)

Beth Baker, Secretary

POLICY RESOLUTION 17-02

SENECA RIDGE HOMEOWNERS ASSOCIATION, INC.

Common Areas Rules and Regulations

WHEREAS, Article X, Section 4 of the Amended Declaration of Covenants and Restrictions (the “Amended Declaration”) of Seneca Ridge Homeowners Association, Inc. (the “Association”) empowers the Association to enforce, by legal means, the provisions of the Association’s Governing Documents; and,

WHEREAS, Article V, Section 1 of the Bylaws of Seneca Ridge Homeowners Association, Inc. (the “Bylaws”) provides that the Association shall be governed by a Board of Directors; and,

WHEREAS, Article V, Section 2 of the Association’s Bylaws grants the Board of Directors all the powers and duties necessary for the administration of the affairs of the Association and empowers the Board of Directors to do all such acts and things as are not by law or the Association’s Governing Documents directed to be exercised and done by the members; and,

WHEREAS, Article V, Section 2 (f) of the Association’s Bylaws authorizes the Board of Directors to establish and promulgate such rules and regulations pertaining to the use of the community facilities and the personal conduct of the members and their guests thereon as may be deemed proper and which are consistent with the Association’s Governing Documents; and

WHEREAS, the Board of Directors wishes to establish rules for use of the Common Areas, which will ensure the safety and enjoyment of those using the Common Areas;

NOW, THEREFORE, BE IT RESOLVED that the following policy shall govern the use of the Association's Common Areas.

RULES FOR THE USE OF SENECA RIDGE HOMEOWNERS ASSOCIATION (SRHOA) COMMON AREAS

1. Unless authorized by the Association in writing, residents shall not do the following activities:
 - a. Use any motor vehicles, including trail bikes, mini-bikes, ATV’s or other motorized vehicles on SRHOA walkways or other Common Areas
 - b. Attempt to nor improve, alter, or landscape SRHOA Common Areas
 - c. Build nor place structures on SRHOA Common Areas
 - d. Dump yard waste, including but not limited to grass clippings, leaves, tree branches and trunks on SRHOA Common Areas
 - e. Harvest plant life on SRHOA Common Areas

2. The following activities are strictly prohibited on SRHOA Common Areas:
 - a. Dumping of refuse such as Christmas trees, appliances, bicycles, tires, old furniture;
 - b. Discharging of firearms, air guns, and archery equipment including but not limited to bow and arrow;
 - c. Hunting, trapping, or harvesting of any wildlife, including but not limited to mammals, birds, reptiles, and amphibians;
 - d. Feeding of or otherwise attracting wild animals (except birds).
 - e. Planting or introducing invasive exotic plants or animals (especially invasive plants such as bamboo and English ivy);
 - f. Placing of invisible fencing;
 - g. Fires and burning;
 - h. Overnight camping; and
 - i. Geocaching.
3. All activities on Common Areas must abide by the Loudoun County noise ordinance.
4. The Board of Directors may, for specific management purposes, amend these rules or implement additional rules to meet land and resource management objectives.

This Policy Resolution was duly adopted by the Board of Directors at a duly called meeting of the Board of Directors on this 12th day of October, 2017.

**SENECA RIDGE HOMEOWNERS
ASSOCIATION, INC.**

By: (signed: original signature on file)

Orest Swystun, President

ATTEST:

(signed: original signature on file)

Beth Baker, Secretary

POLICY RESOLUTION 18-01
SENECA RIDGE HOMEOWNERS ASSOCIATION, INC.
(Solar Energy Collection Device Standards and Guidelines)

WHEREAS, Section 55-513 of the Virginia Property Owners Association Act empowers the Board to establish, adopt, and enforce rules and regulations with respect to use of the common areas and with respect to such other areas of responsibility assigned to the Association by the Amended Declaration exception where expressly reserved by the Amended Declarations; and,

WHEREAS, Article X, Section 4 of the Amended Declaration of Covenants and Restrictions (the “Amended Declaration”) of Seneca Ridge Homeowners Association, Inc. (the “Association”) empowers the Association to enforce, by legal means, the provisions of the Association’s Governing Documents; and,

WHEREAS, Article V, Section 1 of the Bylaws of Seneca Ridge Homeowners Association, Inc. (the “Bylaws”) provides that the Association shall be governed by a Board of Directors; and,

WHEREAS, Article V, Section 2 of the Association’s Bylaws grants the Board of Directors all the powers and duties necessary for the administration of the affairs of the Association and empowers the Board of Directors to do all such acts and things as are not by law or the Association’s Governing Documents directed to be exercised and done by the members; and,

WHEREAS, Article VII, Section 1 of the Amended Declaration assigns the Board of Directors with the responsibility for approving any building, fence, wall, or other structure commenced, erected or to be maintained upon the property; and,

WHEREAS, Virginia Code Section 67-701 allows homeowners associations to establish reasonable restrictions concerning the size, place, and manner of placement of solar energy collection devices; and,

WHEREAS, the Board of Directors has determined that it is beneficial to adopt standards regarding the installation of solar facilities to maintain the Association’s rules and regulations in step with current changes in technology; and,

WHEREAS, all devices that convert solar energy to a useful form of energy will be referred to as “solar panels”;

NOW, THEREFORE, BE IT RESOLVED that the following standards and guidelines shall apply to the installation of solar panels:

- 1) All solar panel installations require that an Application for Architectural Improvement be submitted to and approved by the Board of Directors or the Architectural Review Committee prior to commencing construction activities on the exterior of the dwelling.
- 2) Size of a solar panel installation must fall within current net metering code limitations.
- 3) Solar panels shall be roof-mounted.

- 4) All panels shall be installed parallel to the plane of the roof and must not break the roof ridge line or extend beyond any part of the roof envelope.
- 5) Panels should be raised above the roof plane no more than is required for attachment and cable installation. If panels are to be raised more than five inches above the roof, this must be noted in the application.
- 6) The solar collector's supportive structures, fixtures, plumbing, and electrical lines shall be concealed wherever possible.
- 7) Exterior plumbing lines shall be painted a color consistent with the structure and materials adjacent to the pipes, i.e., pipes on walls shall be painted the color of the walls while roof plumbing shall be painted the color of the roof.
- 8) Devices that are part of the installation, such as inverters, must be placed inside the dwelling whenever possible.
- 9) The second electric meter and the emergency disconnect required for these installations must be placed on the exterior of the home near the existing electrical meter.
- 10) No solar panels for individual homeowner use shall be placed on the common areas of the Association.

This Policy Resolution was duly adopted by the Board of Directors at a duly called meeting of the Board of Directors on this 11th day of October, 2018 and supersedes and replaces all previously adopted Resolutions regarding the same subject matter.

**SENECA RIDGE HOMEOWNERS
ASSOCIATION, INC.**

By: (signed: original signature on file)
Orest Swystun, President

ATTEST:

(signed: original signature on file)
Beth Baker, Secretary