



**ASHLAND CONSERVANCY HOMEOWNERS
ASSOCIATION, INC.**

Policy Resolution No. 01-2006a

(Commercial Vehicle Parking Enforcement within the boundaries of Ashland Conservancy, Inc.)

WHEREAS, Article IV, Section 4.1 of the Bylaws of Ashland Conservancy, Inc. ("Bylaws") states that the business and affairs of the Association shall be managed by the Board of Directors;

WHEREAS, Article IV, Section 4.1 of the Bylaws empowers the Board of Directors to adopt and publish any reasonable Rules and Regulations not inconsistent with the Association documents; and

WHEREAS, for the benefit and protection of the Association and its members (the members), the Board deems it necessary and desirable to establish a procedure to ensure due process in cases involving compliance by a Member or resident of the subdivision with provisions of the Declaration for Ashland Conservancy ("Declaration"), the Bylaws or the Resolutions of the Board (collectively, as the same may be amended, modified or supplemented from time to time, the "Regulations").

NOW THEREFORE BE IT RESOLVED that:

The Board of Directors of Ashland Conservancy, Inc. will strictly adhere to article 6, Section 6.08 of the Associations Declaration for Ashland Conservancy, Inc. owned property, such as the Town Home and Community Center sections and with Resolution No. 4. of the Associations Parking Policy in all other sections within the Association, or what is described as Ashland Conservancy, Inc. Article 6, Section 6.08 and Resolution No. 4, inclusive of corrective action, are described below:

No commercial truck, commercial bus, taxicabs or other commercial vehicle of any kind, boats, trailers, campers, recreational vehicles and motor homes shall be parked in any visible location on the Property without the prior written approval of the Covenants Committee. Commercial vehicles shall be deemed to include cars and vans in styles normally used for private purposes but painted with or carrying commercial advertising, logos or business names or containing visible commercial materials. The Association may enforce the provisions of this Section 6.08 by towing any non-complying vehicle at no expense or risk to the Association.

Since the Association's declaration described above is enforceable in Association owned private property, such as the Town Home and Community Center sections, but may be in conflict with streets in VDOT controlled street sections, the Board will enforce the Association's Parking Policy as expressed in Resolution No. 4. that states:

...Except in connection with construction activities, no commercial trucks, vans or trailers, campers, recreational vehicles, boats or large vehicles may be parked or used upon any portion of the Common Area (as defined in the Declaration) or any portion of a Lot (as defined in the Declaration) (collectively referred to as the "Property") visible from the Common Area or on any Lot or any public right of way within or adjacent to the Property, unless expressly permitted by the Board of Directors and only in such parking areas for such time periods (if any) as may be designated for such purposes.

The Association will enforce what is stated in Resolution No. 4. via the enforcement provisions specified in the Association's Design Guidelines. The following procedure will be adhered to:

1. The Association will send an initial citation by first class mail or hand delivery to the owner of the lot adjacent to where the vehicle is parked or where management is reasonably certain the owner of the vehicle resides.
2. If the violation remains uncorrected as of the date set by the Association in its letter, the Association has the authority to issue a second citation via certified mail or via hand delivery to the lot address which provides the owner with a second deadline, after which a monetary charge of \$10.00 shall accrue for each day that the non-conforming vehicle is in violation of Policy Resolution No. 4.
3. By statute, this second notice of citation letter will also advise the owner of his/her/their right to request a hearing to contest the citation. If the owner requests a hearing, the Board will place the charges on hold until the issues are resolved through the hearing process.

The Board of Directors at a regular meeting on this 20th day of March, 2006 duly adopted the foregoing Policy Resolution.

**ASHLAND CONSERVANCY
HOMEOWNERS ASSOCIATION, INC.**

By: _____

Mr. Kevin Simpson, President

By: _____

Mr. Jeremy Moore, Vice President

**ASHLAND CONSERVANCY, INC.
POLICY RESOLUTION NO. 2
ENFORCEMENT PROCEDURE**

WHEREAS, Article IV, Section 4.1 of the Bylaws for Ashland Conservancy, Inc. ("Bylaws") states that the business and affairs of the Association shall be managed by the Board of Directors;

WHEREAS, Article IV, Section 4.1 of the Bylaws empowers the Board of Directors to adopt and publish any reasonable Rules and Regulations not inconsistent with the Association Documents; and

WHEREAS, for the benefit and protection of the Association and of its members (the "Members"), the Board deems it necessary and desirable to establish a procedure to ensure due process in cases involving compliance by a Member or resident of the subdivision with provisions of the Declaration for Ashland Conservancy ("Declaration"), the Bylaws or the Resolutions of the Board (collectively, as the same may be amended, modified or supplemented from time to time, the "Regulations").

NOW, THEREFORE, BE IT RESOLVED THAT the following enforcement procedure is hereby adopted.

I. PROCEDURE

A. Initial Actions to Secure Compliance. If any Member believes that a violation of the Regulations exists, such Member shall first informally request that the Member causing or allowing such alleged violation to occur, cease or correct any act or omission which appears to be in violation of the Regulations or contact the Managing Agent on behalf of the Association. Such informal request shall be made before the formal process is initiated and shall be a condition precedent to the initiation of the formal enforcement procedures set forth below. If the informal request does not result in the correction of the act or omission which appears to be in violation of the Regulations, a written complaint setting forth in detail the specifics of the alleged violation, including the underlying facts of the alleged violation, the dates of the alleged violation and the specific provisions of the Regulations that are alleged to have been violated, may be filed with the Board.

B. Preliminary Investigation. Upon receipt of a written complaint alleging a violation of the Regulations, the Board may request the Managing Agent, if any, or a member of the Board to make a preliminary investigation as to the validity of the complaint and promptly report the findings to the members of the Board. The Board shall receive the report concerning the alleged violation and determine, in the sole and absolute discretion of the Board, the appropriate disposition of the matter. The Board shall, within a reasonable time after making its decision regarding an alleged violation of the Regulations, advise the Member filing the written complaint of the Board's intended course of action concerning such alleged violation.

C. Request for Abatement or Corrective Action by the Board. In the event that the Board determines that there is reason to believe that a violation of the Regulations has occurred and determines that corrective action is necessary, the Board shall comply with the following procedures:

1. Written Request. A written request (the "Notice of Violation") shall be prepared and sent by the Board, or any other designated agent of the Association, to the Member alleged to have caused or allowed the occurrence of the violation of the Regulations. The Notice of Violation shall set forth (a) the facts of the alleged violation and the specific provision of the Regulations alleged to have been violated; (b) the action to be ceased or the action required by the Board to be taken to correct the violation; and © a time period, not less than 10 days after the mailing of the written request, during which the violation may be abated without sanctions or a statement that any further violations of the same provision may result in the imposition of sanctions after notice and hearing.

2. The Notice of Violation shall be mailed to the Member alleged to have caused or allowed the occurrence of the violation of the Regulations at the address on file with the Board, and to the resident of the property, if not the Member.

3. A copy of the Notice of Violation shall be filed in the Association's records.

D. Failure to Comply with Request. If the Member to whom a Notice of Violation has been sent does not cease and desist from causing or allowing the violation to occur or fails to take the actions requested by the Board to cure the alleged violation, then the Board shall, if the Board determines that further action is necessary, they will proceed with the following procedures:

1. The Board shall serve a notice ("Notice of Hearing") on the Member (the "Respondent") alleged to have caused or allowed the occurrence of the violation set forth in the Notice of Violation. The Notice of Hearing shall advise the Respondent (a) that the Board believes that the Respondent has caused or allowed a violation of the Regulations to occur, as set forth in the Notice of Violation, (b) of the nature of the sanctions that may be imposed on the Respondent by the Board as a result of the alleged violation of the Regulations, © that the Board will hold a hearing concerning the alleged violation, (d) that the Respondent has the right to be present at such hearing and may be represented by counsel if the Respondent so desires, (e) that the Respondent shall be entitled to deny the allegations set forth in the Notice of Violation and present evidence and witnesses in support thereof, and (f) of the date, time and place for such hearing.

2. The Notice of Hearing shall be served on the Respondent not less than 14 days prior to the date of the hearing. Service of the Notice of Hearing shall be made by hand delivery or by first class United States certified mail, return receipt requested and regular mail, to the Respondent at the address or addresses to which notices of meeting of the Association are to be delivered, and, in the case of Respondents who are not residents, to the property address as well. Service by mailing shall be deemed effective 3 days after such mailing in a regular depository of the United States mail, first class postage prepaid. No order adversely affecting the rights of the Respondent may be made in any case unless the Respondent has been served as provided herein; however, failure of Respondent to accept or sign for certified mail does not invalidate service as provided herein.

3. If the Respondent promptly advises the Board in writing to the Board that they cannot, for good cause shown as determined in the Board's sole discretion, attend the hearing on the set date and indicates at least three alternate times and dates on which they would be available, the Board shall reset the time and date of hearing and promptly deliver notice of the new hearing date to the Respondent by regular mail.

E. Hearing. The hearing shall be conducted in closed Session by the Board and shall afford the Respondent an opportunity to present a defense against the alleged violation of the Regulations. The following procedure shall apply to the hearing:

1. Proof of service of the Notice of Hearing shall be placed in the minutes of the meeting. Such proof shall be deemed adequate if the date and manner of delivery, is entered by the party who caused service of such notice to be made on the Respondent. Service of Notice of Hearing shall be deemed by the Respondent if the Respondent appears at the meeting for any purpose other than to contest the proper service of the Notice of Hearing. The minutes of the meeting shall contain a written statement of the results of the hearing and the sanction, if any, imposed.

2. Prior to the hearing, the Respondent may challenge any member of the Board for bias or other good cause shown as to why the member of the Board should not take part in the hearing. Any such challenge shall be made in writing to the Board not less than 7 days prior to the hearing. In the event of such a challenge, the Board shall meet prior to the hearing to determine the sufficiency of the challenge. If the Board sustains the challenge, the President may at that time excuse that member from the formal procedure. All decisions of the Board in this regard shall be final.

3. At the commencement of the hearing, the Board shall select a person to serve as hearing officer and preside over the hearing. Such hearing officer need not be a Member of the Board. At the beginning of the hearing, the hearing officer shall explain the rules and procedures by which the hearing is to be conducted. The Board may determine the manner in which the hearing will be conducted, so long as the rights set forth in this section are protected. The hearing need not be conducted according to technical rules relating to evidence and witnesses. Generally, any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions.

4. The Respondent shall have the right to do the following, but may waive any or all of these rights:

- a. make an opening statement;
- b. introduce evidence, testimony, and witnesses;
- c. cross-examine opposing witnesses by directing questions to the hearing officer;
- d. rebut evidence and testimony; and
- e. make a closing statement.

5. After the testimony and evidence has been presented to the Board, the Board shall vote upon the matter. Agreement of a majority of those voting shall be required for a decision. The decision shall be made promptly after the hearing. The Board shall prepare written findings of fact within 10 days after the hearing. A copy of the findings and decision shall be mailed by regular mail to the Respondent. A summary of the decision, excluding names of persons involved and addressing only the issue and the Board decision shall be included in the Board Minutes.

F. Sanctions. The sanctions which may be imposed by the Board include, but are not limited to, assessment of special charges not to exceed \$15.00 per day for a continuing offense or \$100.00 per single offense. Such special charges, if not promptly paid, shall constitute a lien on the owner's lot and may be subjected to collection as set forth in the Declaration and By-laws of the Association.

II. INTERPRETATION

This Resolution is intended to serve as a protection to Members to ensure that their rights are protected and to serve as a guideline for the Board as it carries out its duties to enforce the Regulations. The Board may determine the specific manner in which the provisions of this Resolution are to be implemented, provided that due process is afforded. Any inadvertent omission or failure to conduct any proceeding in the exact conformity with this Resolution shall not invalidate the results of such proceeding, so long as a prudent and reasonable attempt has been made to ensure due process according to the general steps set forth in this Resolution.

III. DELEGATION TO COMMITTEE

The Board may delegate the hearing and decision responsibility hereunder to a committee made up of other Members. Decisions of the committee may be appealed to the Board.

IV. LEGAL ACTION

Notwithstanding any provision of this Resolution, the Association may initiate legal action at any time without following the procedures set forth herein if, in the judgment of the Board, the interests of the Association so require.

The foregoing Resolution is hereby adopted on this 1st day of August, 1998, without meeting, by all of the members of the Board of Directors.

Ashland Conservancy, Inc.

By: _____

By: _____

By: _____

Members, Board of Directors

ASHLAND CONSERVANCY, INC.
POLICY RESOLUTION NO. 3
Rules and Regulations Requiring
Use of Residential Lease Form

WHEREAS, Article II of the Declaration for Ashland Conservancy ("Declaration") authorizes the Board of Directors to enforce provisions of the Declaration, and

WHEREAS, Article IV, Section 4.1 of the Bylaws for Ashland Conservancy empowers the Board of Directors to adopt and publish any reasonable Rules and Regulations not inconsistent with the Association Documents; and

WHEREAS, Article VI, Section 6.12 of the Declaration requires Lot owners (with certain exceptions) who lease the dwelling on their Lot to provide a copy of such lease to the Board of Directors, which such lease, pursuant to said Section 6.12, cannot be for an initial period of less than six months, and

WHEREAS, it would be beneficial to the community as a whole to ensure that the tenants of the aforesaid dwellings are aware of and abiding by the governing documents:

NOW THEREFORE BE IT RESOLVED that:

All written leases of property within Ashland Conservancy shall contain a provision advising the tenant of his obligation to abide by the provisions of the governing documents and rules and regulations, provide that failure to comply constitutes a default under the lease, and certifying that the tenant has received a copy of the Association Rules and Regulations discussed herein.

All homeowners who lease to another a home within the Ashland Conservancy must, within five (5) days of execution of the lease, file a copy of the lease with the Board of Directors at the following address: c/o Dubin & Associates, Inc., 8781 Mathis Avenue, Manassas, Virginia 20110 and any homeowner failing to provide a copy of an executed lease within five (5) days of the effective date of this Resolution, or the execution of a new lease, will be in violation of this Resolution.

In the event that property within Ashland Conservancy is leased without use of a written lease, the owner of the property must provide to the Association at least five (5) days prior to the tenant's occupation of the premises, or within five (5) days of the effective date of this Resolution, a written statement signed by the owner and the tenant certifying that the tenant has received a copy of the governing documents and rules and regulations and that the tenant understands that he/she must abide by the provisions of such documents.

Any homeowner failing to comply with this Resolution may be subjected to a charge for each day in which the violation persists and any other penalties or remedies as are available to the Association.

The owner shall be held responsible for any charges or penalties incurred by or imposed as a result of the action or inaction of his tenant and all such charges may become a lien against the property of the owner if unpaid.

The foregoing Resolution is hereby adopted on this 1st day of August, 1998, without meeting, by all of the members of the Board of Directors.

Ashland Conservancy, Inc.

By: _____

By: _____

By: _____

Members, Board of Directors

ASHLAND CONSERVANCY, INC
POLICY RESOLUTION NO. 4
Rules and Regulations Relating to Vehicle Parking

WHEREAS, Article IV, Section 4.1 of the Bylaws for Ashland Conservancy, Inc. ("Bylaws") provides that the affairs of the Association shall be managed by a Board of Directors, and

WHEREAS, Article IV, Section 4.1 of the Bylaws empowers the Board of Directors to adopt and publish any reasonable Rules and Regulations not inconsistent with the Association Documents, and

WHEREAS, Article VI, Section 6.08 of the Declaration for Ashland Conservancy ("Declaration") defines the type and nature of vehicles that may be parked in Ashland Conservancy parking areas, and

WHEREAS, there is a need to establish orderly and judicious rules and regulations regarding parking, as well as remedies for violations of such rules;

NOW THEREFORE BE IT RESOLVED that the following Parking Rules and Regulations be, and hereby are, adopted by the Board:

I. PARKING RIGHTS

1. The Ashland Conservancy, Inc. parking areas are for the exclusive use of Association members, members' guest, and members' lessees.

2. Vehicles should be parked within the spaces provided and in such a manner as to not obstruct other parking spaces. Any vehicle parked in such a manner that it blocks one or more vehicles, occupies more than one space, is parked in a posted fire lane, is parked without authority in an assigned parking space, or is parked in a designated handicapped parking space without authorization, shall be subject to immediate towing **WITHOUT NOTICE**.

3. Except in connection with construction activities, no commercial trucks or vans or trailers, campers, recreational vehicles, boats or other large vehicles, including grounds maintenance equipment, or ATV's, dune buggies, or trail bikes may be parked or used on any portion of the Common Area (as defined in the Declaration) or any portion of a Lot (as defined in the Declaration) (collectively referred to as the "Property") visible from the Common Area or any Lot or on any public right-of-way within or adjacent to the Property, unless expressly permitted by the Board of Directors and only in such parking areas or for such time periods (if any) as may be designated for such purposes. Parking of all such vehicles and related equipment, other than on a temporary and non-recurring basis, shall be in garages or in areas designated by the Board of Directors, if any. No junk or derelict vehicles or other vehicle on which current registration plates and current county and state inspection permits are not displayed shall be kept upon any portion of the Common Area or any portion of a Lot visible from the Common Area or another Lot or on any public right-of-way within

or adjacent to the Property. Vehicle repairs are not permitted, except in accordance with the Rules and Regulations; provided, however, that noncommercial repair of vehicles is permitted within enclosed structures. All motor vehicles shall be driven only upon paved streets and parking lots. No motor vehicles shall be driven on Trails or unpaved portions of Common Area, except such vehicles authorized by the Board of Directors as needed to maintain, repair or improve the Common Area. This prohibition shall not apply to normal vehicular use of designated streets and lanes constructed on Common Area.

All vehicles must be kept in proper operating condition so as to not be a hazard or a nuisance by noise, exhaust, emission, appearance or otherwise.

II. NOTICE

The Board or Managing Agent shall make a reasonable attempt to give notice to the owner of an offending vehicle in a manner generally consistent with attachment Exhibit A. Reasonable notice shall consist of placing notice on the vehicle. If such vehicle is not removed or the violation corrected within 72 hours of issuance of the notice, the Board may have the offending vehicle towed at the expense and risk of the vehicle owner. Any vehicle previously noticed for a violation of the same regulation, shall be subject to towing WITHOUT NOTICE for any second offense of the same regulation.

The Board, the Managing Agent, or designees of the Board shall have authority to tow offending vehicles. Any vehicle parked in an assigned space without authorization of the owner of the Lot to which the space is assigned, may be towed, without notice, upon the request of the Lot owner or resident. The Lot owner or resident may be required to be present at the site of the vehicle at the time the tow truck arrives or the Board will not authorize towing of the vehicle.

III. PARKING SPACES

No signs, initials, numbers, storage containers or any other additions or alterations to parking spaces may be painted, displayed or erected by any resident. This restriction does not apply to a uniform numbering or letter system that may be applied to all parking spaces by the Association, and does not apply to the ability of the Board to authorize a handicapped parking space upon appropriate request of a homeowner, which designation is to be at the homeowner's expense.

IV. ASSOCIATION NOT RESPONSIBLE

Nothing in this Resolution shall be construed to hold the Association, Board of Directors, or their Agents responsible for damage to vehicles or loss of property from vehicles parked upon the Property or towed therefrom.

V. ENFORCEMENT OF THE REGULATIONS

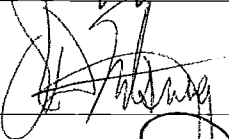
In addition to the towing provisions above, violations of the regulations are subject to appropriate action by the Board including, but not limited to, the initiation of legal action by the

Board of Directors. Should any legal action be required, all legal fees and costs shall be assessed and attributed to the Lot owner responsible for the offense. Lot owners shall be responsible for the offenses of their tenants and their guests.

The foregoing Resolution is hereby adopted on this 1st day of August, 1998, without meeting, by all of the members of the Board of Directors.

Ashland Conservancy, Inc.

By: 

By: 

By: 

Members, Board of Directors

EXHIBIT A

Ashland Conservancy, Inc.

NOTICE: You are in violation of the duly adopted parking policy resolution of Ashland Conservancy, Inc.

<u>Date</u>	<u>Time</u>	<u>Description of Vehicle</u>	<u>ID/License No.</u>	<u>State</u>
_____	_____	_____	_____	_____

REASON FOR TAGGING VEHICLE:

_____ Prohibited vehicle type: including, but not limited to, commercial vehicles, junk vehicle, trailer, camper, truck, (excluding pick-up trucks), house trailer, boat, bus, dune buggies, ATV's, or trail bikes.

_____ Improperly parked vehicle: occupies more than one space, parked in an assigned space other than their own, parked in a designated "no parking" area or parked on any common area which is not designated for parking, or resident vehicle parked in guest parking.

_____ Vehicle left unattended in a visibly disassembled condition: inoperable vehicle.

_____ Other: _____

If the above-referenced violation is not corrected or the violating vehicle removed, within 72 hours from the date of this notice, this vehicle will be towed at owner's risk and expense. The Association assumes no responsibility whatsoever for any damage to vehicles towed.

Any vehicle previously noticed for a violation shall be subject to towing **WITHOUT NOTICE** for any second offense of that regulation.

FOR FURTHER INFORMATION CONTACT MANAGEMENT (301) 495-6600

NOTICE ISSUED BY: _____

**ASHLAND CONSERVANCY, INC
POLICY RESOLUTION NUMBER 5
RULES AND REGULATIONS PERTAINING TO PETS**

WHEREAS, Article IV, Section 4.1 of the Bylaws for Ashland Conservancy, Inc. ("Bylaws") states that the business and affairs of the Association shall be managed by a Board of Directors;

WHEREAS, Article IV, Section 4.1 of the Bylaws empowers the Board of Directors to adopt and publish any reasonable Rules and Regulations not inconsistent with the Association Documents; and

WHEREAS, for the benefit and protection of the Association and of the individual owners, the Board deems it necessary and desirable to establish rules and regulations regarding pets.

NOW, THEREFORE, BE IT RESOLVED THAT the following Rules and Regulations are hereby adopted:

1) The breeding of animals for commercial use is prohibited, but nothing contained herein shall be construed to prohibit the keeping of guide animals and a reasonable number of orderly pets (e.g., dogs, cats or caged birds). Pets shall be restrained and controlled as required by ordinance now or hereafter promulgated by Prince William County, Virginia.

All pets shall be registered and inoculated as required by law. The appropriate governmental authorities shall have an easement across the Property to enforce local animal control laws and ordinances.

2) All pets must be on a leash, carried, or under the direct control of the owner when on Common Area or on property directly adjacent to Common Property or other Lots, at all times.

3) Each owner or his family member or lessee responsible for a pet being on the property shall promptly remove and dispose of any pet droppings deposited on common areas, or on the property of other homeowners. No owner shall permit pet waste to accumulate on their individual property, or to allow any unhealthy, unsightly, or unsafe conditions to persist resulting from the housing of a pet, whether permanently or temporarily.


4) Any Owner who keeps or maintains any pet upon any portion of the Property will be deemed to have indemnified and agreed to hold the Association, each owner and the Declarant free and harmless from any loss, claim or liability of any kind or character whatever arising by reason of keeping or maintaining such pet within the Property.

5) If, after written notice by the Board to the homeowner concerning any pet causing or creating a nuisance, unreasonable disturbance or noise, such pet continues to cause or create a nuisance, unreasonable disturbance or noise, then the Board of Directors, directly or by its designated agent, upon ten (10) days written notice to the homeowner or tenant, if applicable, may cause the pet be permanently removed from the Property.

The foregoing Resolution is hereby adopted on this 1st day of August 1998, without meeting, by all the members of the Board of Directors.

Ashland Conservancy, Inc.

By:  _____

By:  _____

By:  _____

Members, Board of Directors

ASHLAND CONSERVANCY, INC.
ADMINISTRATIVE POLICY RESOLUTION NO. 6
PROCEDURES RELATIVE TO ASSESSMENTS
(Relating to Collection of Annual Assessments,
Special Assessments and Delinquent Payments)

WHEREAS, Article IV, Section 4.01 of the Declaration for Ashland Conservancy ("Declaration") creates an assessment obligation for purchasers of Lots in Ashland Conservancy ("Owners");

WHEREAS, Article IV, Section 4.02 of the Declaration empowers the Board to levy assessments to be used exclusively to carry out the business and responsibilities of the Association including, but not limited to (I) the acquisition, construction, management, maintenance and care, repair or replacement of the Community Facilities and services; (ii) obtaining, managing and maintaining services for the Property, or sections thereof including, as necessary, refuse collection, and maintenance; and (iii) promoting the recreation, health, safety and welfare of the Members.

WHEREAS, Article IV, Section 4.10 of the Declaration specify the types of remedies the Association may seek when an Owner is in default under the terms of the Declaration and By-laws; and

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

NOW THEREFORE, BE IT RESOLVED THAT the Board duly adopt the following assessment procedures:

I. ROUTINE COLLECTIONS

A. All monthly installments of the annual assessments shall be due and payable in advance on the first day of the applicable month; all special assessments shall be due and payable on the first day of the next month which begins more than ten days after delivery or mailing to the Owner of notice of such special assessment or as specified in the note ("Due Date").

B. All documents, correspondence, and notices relating to the charges shall be mailed to the address which appears on the books of the Association or to such other address as is designated in writing by an Owner. Notices of special assessment shall be sent by first class mail postage prepaid. Non Resident Owners shall furnish the Board of Directors with an address where mail will be promptly received by the Owner.

C. Non-receipt of payment coupons shall in no way relieve the Owner of the obligations to pay the amount due by the Due Date.

II. REMEDIES FOR NON-PAYMENT OF ASSESSMENTS

A. Pursuant to Article IV, Section 4.10 of the Declaration, any assessment, or installment thereof, not paid within 15 days after the Due Date shall accrue interest and a late charge in the amount of \$15.00. A late fee and cost of collection fee shall only be imposed once for the same delinquent period.

If a check is returned to an Owner because it has been improperly filled out (including but not limited to missing signature, amounts do not match, post dated) and is not resubmitted to the Association within 10 days after the Due Date, the late fee and cost of collection charge will be added.

B. A "Late Notice" shall be sent to Owners who have not paid assessment in full within fifteen (15) days after the due date, if directed by the Board of Directors.

C. No additional notice of the imposition of interest, and late fees, need be provided to the Owner other than the Late Notice as set forth in Article IV, Section 4.10. Such interest and late fees, shall constitute a lien upon the Lot of the defaulting Owner.

D. If a check is not honored, and is returned, and an assessment due and owing is not otherwise received in the applicable time period as provided in paragraph II A - B above, the account shall be deemed late and the late fee and interest shall be added. In addition, a \$25.00 return check charge will be added.

E. If payment in full of any assessment payable in installments including annual assessments, special assessments, late fees, and returned check charges and interest is not received by the Association or its appointed agent by the 30th day after the Due Date, the account will be referred to an attorney and/or collection agency for collection and a "Notice of Intent to Accelerate Installments and File Lien" shall be mailed to the Owner at the address listed on the books of the Association, or other address as furnished by the Owner, via Certified Mail, return receipt requested, with all costs added to the delinquent Owner's account.

F. If payment in full of any assessment payable in installments including annual assessments, special assessment, interest charges, late fees, and returned check charges, is not received by the Association or its duly appointed agent within 10 days after the "Notice of Intent to Accelerate Installments and File Lien" has been issued, then the remaining installments of the annual assessments shall be accelerated and declared due and payable in full. Interest as indicated in Article II B hereof shall be added at the time of the acceleration, and a memorandum of lien may be filed by Counsel and/or Collection Agency with the Prince William County Circuit Court. The Owner shall be so notified with a copy of the memorandum of lien, and Counsel shall also notify the Mortgagee, if known. The cost of filing the memorandum of lien will be added to the delinquent Owner's account.

G. Counsel and/or Collection Agency for the Association shall take other appropriate legal action as directed in writing, by the Board, including but not limited to suit and foreclosure.

H. If the Association receives from any Owner, in any accounting year, two or more returned checks for payments of assessments, the Board may require all future payments to be made by certified check or money order for the remainder of the fiscal year. A \$25.00 charge will be made for every returned check. Action may also be taken under Chapter 26, Section 55-516, of the Code of Virginia, at the discretion of the Board.

I. All costs incurred by the Association as a result of any violation of the Declaration, By-laws, Rules and Regulations or Resolutions of the Association by an Owner, his family, employees, agents or licensees, shall be specifically assessed against such Owner. Such costs include, without limitation, legal or administrative expenses (regardless of whether suits or liens are filed) resulting from an Owner's failure to pay assessment when due or from any other default referred to in this paragraph II I.

J. The Board may grant a waiver of any provision herein upon petition in writing by an Owner alleging a personal hardship. Such relief granted an Owner shall be appropriately documented in the files with the name of the person or persons representing the Board granting the relief and the conditions of the relief. Waiver shall be made on a case-by-case basis upon review of particular circumstances. Further, waiver on one occasion shall not be deemed or construed as a waiver in any future instance of delinquency.

K. The Board hereby authorizes the Managing Agent to waive the imposition of interest, and late fees, on payments received by the Managing Agent 15 days after the Due Date only if, in the judgment of the Managing Agent, the delinquent Owner has owned the Lot for less than one month at the time of the delinquency and the Managing Agent determines the delinquency was the result of a misunderstanding of the correct procedures relative to payment of the assessment. Further, such a waiver may be granted only once to any delinquent Owner.

L. Payments received from an Owner will be credited in the following order of priority:

1. Charges for attorney's and/or collection agency fees and costs.
2. Late fees.
3. All interest accrued.
4. All other charges incurred by the Association as a result of any violation of the Declaration, By-laws, Rules and Regulations or Resolutions, by an Owner, his family, employees, agents or licensees.
5. The monthly assessment for each lot, including special assessment due, as applicable.

The foregoing Resolution is hereby adopted on this 1st day of August, 1998, without meeting, by all the members of the Board of Directors.

Ashland Conservancy, Inc.

By: _____

By: _____

By: _____

Members, Board of Directors

This Resolution becomes effective 30 days following the date attested hereto.

ASHLAND CONSERVANCY, INC.

Policy Resolution No. 7

(Board's Policy Concerning the Operation of Home Businesses)

WHEREAS, some members of the community wish to operate businesses and various forms of commercial activity within their homes;

WHEREAS, Article VI of the Declaration of Covenants, Conditions and Restrictions establishes a general set of restrictions upon each member of the Association which regulates the permitted uses a member may make of his home, including Section 6.02, which provides that Lots shall not be used for business, commercial, manufacturing, mercantile, storing, vending or other non-residential purposes, subject to several restrictions;

WHEREAS, the Board of Directors has determined that it should permit members to engage in some forms of non-residential use within their homes because the Board believes that some forms of home-business activity do not adversely affect the Board's objective of maintaining and protecting the residential character of the community;

WHEREAS, the Board deems it in the best interest of the Association to adopt standards for the purpose of clarifying how the Association's Board and Committees will interpret and enforce Section 6.02 of Article VI.

NOW, THEREFORE, BE IT RESOLVED, THAT THE BOARD ADOPTS THE FOLLOWING POLICY:

GENERAL STANDARDS

The Board of Directors does not wish to unreasonably restrain members of the Association from conducting business, professional or commercial activity from their homes; however, in order to protect the residential character of the community, the Board believes it is necessary and appropriate to establish general rules which restrict the nature of the business activity which members may conduct within the community. Those members who wish to take advantage of the Board's policy must strictly comply with the Board's general standards, as the overriding objective of the Board's policy shall be to protect the residential character of the community at all times.

As with any general policy of this nature, some forms of discretionary action on the part of the Board will be necessary during the enforcement process. Provided the Board exercises its discretionary authorities in good faith and with the intent to promote the best interests of the community, the Board reserves the power to be the final arbiter for the community and to make all final judgments in the enforcement of the following general standards:

- 1) Any member who conducts commercial, professional, or business activity from the home must take all necessary and appropriate steps to preserve the residential character of the home in its external appearance and internal use.
- 2) Any member who conducts commercial, professional, or business activity from the home must use the home as a primary place of residence.

- 3) The home-business must not involve the regular use or presence of commercial vehicles within the community.
- 4) The home-business must not adversely affect the Association's ability to obtain comprehensive general liability insurance.
- 5) If a home-business adversely affects the premium that the Association must pay for any of its insurance policies, the Board reserves the right to assess the member who is operating the home-business with the increased cost. If the member does not pay the assessment, the Board reserves the right to prohibit the member from the continuation of the business within the community.
- 6) The home-business must not involve the employment of more than one person within the dwelling other than the dwelling's legal occupants.
- 7) The home-business must not involve the provision of services to any more than 3 persons within the dwelling unit at any one time (except for child care services, as set forth below).
- 8) The home-business must not use any exterior advertisement or display of any kind to show that the unit is used in any way other than for a residential dwelling.
- 9) The home-business must not involve the storage, use, or sale of goods, equipment or materials, which are not customarily part of, or found within, a residential dwelling.
- 10) The home-business must not unreasonably disrupt the normal traffic or parking patterns anywhere within the community.
- 11) The home-business must not unreasonably disturb the regular noise levels or the right of quiet enjoyment of any legal occupant within the community.
- 12) The home-business must not be engaged in any activity which draws non-resident members to the community on a regular, repetitive basis during the weekends or anytime before the hours of 7:00 a.m. or after 6:00 p.m. weekdays.
- 13) If the home-business' primary service is the care or custody of children, the elderly, or the mentally disabled, the operator must ensure that the patrons will be safely and properly supervised and cared for at all times, particularly during the times of drop-off and pick-up and during any time when the patrons are in the common area.
- 14) If the home-business' primary service is the care or custody of children, the operator must register the home-business with the Prince William County Government and comply with all of its standards and requirements, which the Association hereby adopts as its own standards and requirements, with the exception of the number of children the operator may care for in the home. The maximum number of children an operator may care for in the single family home section is 5 and, in the townhome section, is 4.

APPLICATION PROCESS

Members who operate a home-business in compliance with the above-stated general rules do not need to submit an application to request the Board's approval to operate their business from their home; however, any member who operates a home-business which does not satisfy all of the applicable guidelines listed above must apply for a variance by submitting a written application to the Board of Directors. The member must ensure that the application contains precise detail concerning the proposed use which the member or the legal occupant desires to make of the dwelling and why the Board of Directors should consider the issuance of a variance.

The Board of Directors shall review all applications for a variance in accordance with the standards cited above. The Board reserves the power to require the applicant to send a notice of the application for a variance to other members within the community, as selected by the Board. If the entirety of circumstances surrounding the application indicate that an exemption from the guidelines would be appropriate, the Board of Directors shall have the authority to grant a variance with or without condition(s).

The Board of Directors shall consider all applications for variances at duly called meetings, which shall be open to the membership. Members in opposition to the application may reserve time at the hearing to speak in opposition to the application for variance.

The Board reserves the power to revoke any variance previously issued if another member of the Association files a complaint and demonstrates just cause for such revocation. The process for revocation of a variance shall be the same as the regular enforcement policy, as expressed below.

ENFORCEMENT POLICY

The Board of Directors lacks the resources and desire to conduct inspections of the community to enforce Article VI, Section 6.02; accordingly, the Board hereby adopts a complaint-driven policy of enforcement.

Absent the receipt of a written complaint from a member in good standing, the Board of Directors shall not undertake any action to place the community under inspection as a means of enforcement of Article VI, Section 6.02; however, if a member in good standing submits a written complaint against another member to the Board, then the Board shall conduct a review of the matter.

Board members may file complaints only in their capacity as individual members of the Association. If a Board member (or an occupant of his/her household) files a complaint, that Board member must recuse himself/herself from all of the proceedings as a Board member.

Upon receipt of a complaint, the Board shall review the complaint in order to determine whether it is signed, dated, and sufficiently clear and credible in the establishment of probable cause that a member has committed or is committing a violation of Article VI, Section 6.02. If so, the Board shall send a notice of complaint to the member alleged to be in violation.

The notice shall provide the member with information about the complaint and request the member to a) cease the alleged activity or b) offer the Board a written explanation or denial of the allegation.

If the Board of Directors finds that the response of the member is not satisfactory, the Board reserves the power to send a second notice. The Board shall send second notices by certified mail, return receipt requested. The Board will deem notice effective if any member fails or refuses to sign for any certified mailing from the Association.

The Board's second notice must clearly state the nature of the complaint and provide the number of days within which the member must undertake action to become compliant. The second notice should also warn the member of the Board's power to impose monetary charges for offenses of the Association's regulations and inform the member of his/her right to request a hearing before the Board of Directors to contest the complaint. The second notice shall request the member to confirm in writing by a certain date his/her desire for a hearing to contest the complaint.

If the member does not become compliant within the number of days requested in the second notice, and the member has not requested a hearing in writing by or before the hearing confirmation date, the Board shall deem the member to have waived the right to a hearing and the Board of Directors shall have the power to impose monetary charges under Section 55-513B of the Virginia Code. The Board of Directors shall not be required to conduct a hearing unless the member formally requests a hearing in writing by or before the deadline set forth in the second notice.

When a member 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.

The Board shall deliver written notice of the time, date and place of the hearing to the member by hand or registered or certified mail, return receipt requested, at least fourteen (14) days in advance of the hearing date. At the hearing, the Board of Directors shall provide the member with a reasonable amount of time to present any and all defenses to the complaint. The member may have counsel present at the hearing.

Following the evidentiary portion of the hearing, the Board of Directors reserves the power to deliberate in executive session to discuss whether it received satisfactory proof of the alleged violation, and if so, whether it should impose monetary charges.

When the Board's judgment is unfavorable to the member, the Board may impose monetary charges as an assessment against the member's lot as a sanction. Monetary charges may not exceed \$50.00 for a single offense or \$10.00 per day for any offense of a continuing nature.

The Board of Directors reserves the power to hold members legally responsible for ensuring that their tenants, guests, occupants, or invitees comply with the Association's Regulations. All references to "members" herein apply to any legal occupant of the dwelling unit.

In addition to the enforcement of all procedures outlined in this Resolution as a means of enforcing this resolution, the Board may exercise other enforcement procedures and remedies authorized by the Association's legal documents, including, but not limited to, the initiation of suit. The Board of Directors also reserves the power to assign all of its powers and responsibilities herein to a standing or special committee of its choice.

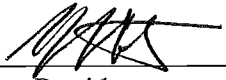
CONFIDENTIALITY

Any member who files a complaint may request the Board to keep his/her identity confidential;

however, if the complainant does not attend any hearing called by the Board to review a complaint, the complainant's lack of attendance and participation at the hearing may serve as the Board's basis for dismissing the complaint. The Board shall provided notice of hearings to the complainant in the same manner as it provides notice to the alleged offender and provide complainants with the same rights of participation.

This Resolution was duly adopted by the Board of Directors on this 19th day of August, 1999

ASHLAND CONSERVANCY, INC.

By: 
President

RESOLUTION ACTION RECORD

Duly adopted at a meeting of the Board of Directors held _____

August 19, 1999

Motion by: Entsminger Seconded by: Rice

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
<u>Sobos</u> President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Rice</u> Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Entsminger</u> Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Secretary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: [Signature]
Secretary

8/19/99
Date

Resolution effective: August 19, 1999



**ASHLAND CONSERVANCY HOMEOWNERS
ASSOCIATION, INC.**

**Policy Resolution No. 01-2007a-4/13
(Emergency Use of The Community Center)**

WHEREAS, Article IV, Section 4.1 of the Bylaws of Ashland Conservancy, Inc. ("Bylaws") states that the business and affairs of the Association shall be managed by the Board of Directors;

WHEREAS, Article IV, Section 4.1 of the Bylaws empowers the Board of Directors to adopt and publish any reasonable Rules and Regulations not inconsistent with the Association documents; and

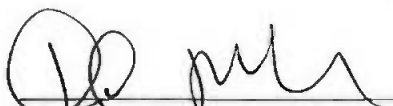
WHEREAS, for the benefit and protection of the Association and its members (the members), the Board deems it necessary and desirable to establish a procedure to ensure due process in cases involving compliance by a Member or resident of the subdivision with provisions of the Declaration for Ashland Conservancy ("Declaration"), the Bylaws or the Resolutions of the Board (collectively, as the same may be amended, modified or supplemented from time to time, the "Regulations".

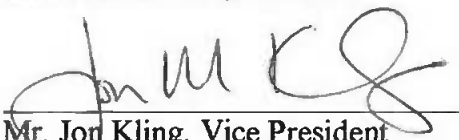
NOW THEREFORE BE IT RESOLVED that:

Association members in good standing, who may have experienced an immediate family emergency, such a death, or serious illness, will be allowed to use Community Center facilities, free of charge. Scheduling will need to be coordinated with the Community Manager, who will make every effort to accommodate immediately.

The Board of Directors at a regular meeting on this Apr day of 15, 2013 duly adopted the foregoing Policy Resolution.

**ASHLAND CONSERVANCY
HOMEOWNERS ASSOCIATION, INC.**

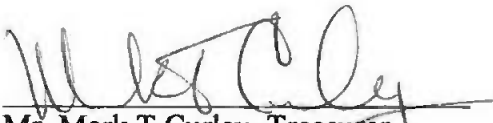
By: 
Mr. Dave Tender, President

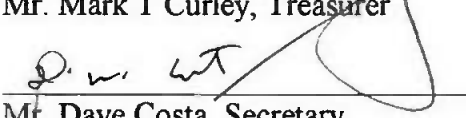
By: 
Mr. Jon Kling, Vice President

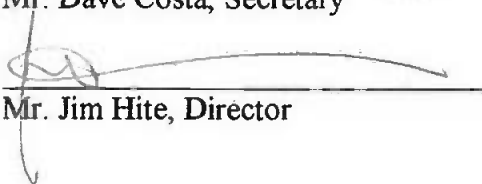


**ASHLAND CONSERVANCY HOMEOWNERS
ASSOCIATION, INC.**

**Policy Resolution No. 01-2007a-4/13
(Committee use of The Community Center)
Page 2**

By: 
Mr. Mark T Curley, Treasurer

By: 
Mr. Dave Costa, Secretary

By: 
Mr. Jim Hite, Director



April 15, 2015

Dear Association Members:

Enclosed, please find "Front Entrance Post Light & External Mounted Lights Resolution", adopted by the Board of Directors on March 16, 2015.

In an attempt to emphasize safety and security within the Ashland community, the Board and management have issued multiple reminders to the community since October 2014 to ensure that the post lamp light in front of each home and external mounted lights, where applicable on some town homes, are consistently lit at night. Despite these notices, many of these lights are still out.

Section K of the Ashland ARCC guidelines notes that property maintenance affects the safety of the property and neighborhood. The majority of the lighting in the design of the Ashland neighborhood was intended to come from homeowner lamp posts and external wall mounted lights, found mostly on town homes; public light poles are not spaced closely enough together to adequately light the neighborhood. Now that the enclosed Resolution has been adopted by the Board of Directors and mailed to all owners, the ARCC will take enforcement measures to ensure compliance. Please take the time to replace broken bulbs or repair broken light fixtures.

The Board and management appreciate your anticipated cooperation. Your safety is important to us.

Thank you,

Michael Constant, ARM, GRI
Portfolio Manager
Zalco Realty, Inc.

cc: Board of Directors



**ASHLAND CONSERVANCY HOMEOWNERS
ASSOCIATION, INC.**

**Policy Resolution No. 01-2015b-3/15
(Front Entrance Post Lights & External Wall Mounted Lights)**

WHEREAS, Article IV, Section 4.1 of the Bylaws of Ashland Conservancy, Inc. ("Bylaws") states that the business and affairs of the Association shall be managed by the Board of Directors;

WHEREAS, Article IV, Section 4.1 of the Bylaws empowers the Board of Directors to adopt and publish any reasonable Rules and Regulations not inconsistent with the Association documents; and

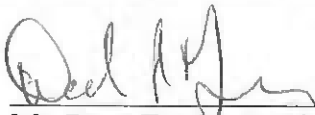
WHEREAS, for the benefit and protection of the Association and its members (the members), the Board deems it necessary and desirable to establish a procedure to ensure due process in cases involving compliance by a Member or resident of the subdivision with provisions of the Declaration for Ashland Conservancy ("Declaration"), the Bylaws or the Resolutions of the Board (collectively, as the same may be amended, modified or supplemented from time to time, the "Regulations".

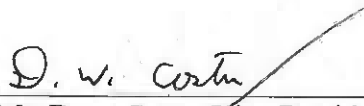
NOW THEREFORE BE IT RESOLVED that:

In an effort to provide added Safety for all Association Members, the Board of Directors voted to make it mandatory that all owner post lights & external wall mounted lights (in the absence of a post light, where applicable), located at the front yard, or on exterior wall of their property, be in working order at all times. Working order means that they need to be on at sundown and off at sunrise, as they were originally intended to function, upon installation by the developer / builders.

The Board of Directors at a regular meeting on this 16 day of MAR, 2015 duly adopted the foregoing Policy Resolution.

**ASHLAND CONSERVANCY
HOMEOWNERS ASSOCIATION, INC.**

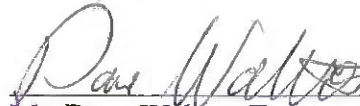
By: 
Mr. Dave Tender, President


By: 
Mr. Dave Costa, Vice President



**ASHLAND CONSERVANCY HOMEOWNERS
ASSOCIATION, INC.**

**Policy Resolution No. 01-2015b-3/15
(Front Entrance Post Lights & External Wall Mounted Lights)
Page 2**

By: 
Mr. Dave Walton, Treasurer

By: 
Mr. Jim Hite, Secretary

By: 
Mr. Kevin Krogh, Director



**ASHLAND CONSERVANCY HOMEOWNERS
ASSOCIATION, INC.**

**Policy Resolution No. 01-2015b-3/15
(Front Entrance Post Lights & External Wall Mounted Lights)
Page 3**

RESOLUTION ACTION RECORD

Duly adopted at a meeting of the Board of Directors held 16 MARCH 2015

Motion by: J. HITE Seconded by: D WALTON

VOTE:

	YES	NO	ABSTAIN	ABSENT
<u>[Signature]</u> President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[Signature]</u> Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[Signature]</u> Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[Signature]</u> Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>[Signature]</u> Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:

[Signature] 4/20/2015
Secretary Date

Resolution effective: April 20, 2015

ASHLAND CONSERVANCY, INC

ADMINISTRATIVE RESOLUTION NO. ____

(Code of Conduct of Directors, Committees, and Owners in Attendance at Meetings)

WHEREAS, the Bylaws of the Association empower the Board of Directors with the authority to establish formal policies in connection with the manner in which the Board conducts the business of the Association; and

WHEREAS, the Board has established the goal of conducting the business of the Association with high levels of dignity, civility, and respect for the Association as an entity and for the individual members of the Association, Board, and Committees; and

WHEREAS, the Virginia Nonstock Corporation Act permits a Board of Directors to establish rules and regulations governing their conduct of the Association's business; and

WHEREAS, the Board of Directors has decided to establish a code of conduct for itself, Committees and those Owners in attendance at any meeting of the Association in order to further its efforts to accomplish its goal.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors adopts the following policies:

1. DIRECTOR AND OWNER CONDUCT AND DECORUM AT MEETINGS

A. Board members shall exercise their best efforts to attend and be on time at all meetings or functions of the Association and shall plan to be in attendance if possible with home and work conditions during the proceedings. Whenever a Board member knows in advance that he cannot attend a meeting, will be late for a meeting, or have to leave a meeting early, he or she shall exercise their best efforts to inform the Board members in advance of the meeting.

B. There shall not be a dress code for Board of Directors meetings; however each Board member and Owner is expected to dress consistently with the Board's objective of promoting and pursuing a high standard of respect and decorum at its meetings and all Association functions.

C. Owners may not under any circumstances use any audio device or video tape to record any meeting of the Board of Directors without the written approval of ALL of the board members, and conditions of the taping of the Board of Directors will be determined beforehand in writing by the Board of Directors

D. When a homeowner wants to speak at a board meeting he or she will have had to fill out the proper request form and is in receipt of the property manager two business days before the board meeting takes place. The homeowner will then have three (3) minutes to state the issue at hand. When open forum is closed homeowners will not openly speak to the board unless asked to by a board member.

E. The President is required to exercise his best efforts to ensure that all members of the Board who wish to discuss any motion have an opportunity to speak and also to ensure the discussion stays professional and congenial.

F. No homeowner shall speak out of order or without recognition from a board member, nor shall any homeowner engage in any activity which interrupts or distracts any member of the Board when another homeowner or a member of the Board has the floor for discussion purposes.

G. Board members and homeowners shall not use inappropriate language or verbal tone when speaking to any other homeowner or to any Board member. Any actions (including physical gestures or body language) or comments designed to insult, demean, or attack the personal character of any member of the Board, the Board of Directors as an entity, or any person in attendance shall be strictly prohibited.

H. The President and in his or her absence the next senior member of the board shall have the unilateral authority to enforce to code of conduct or may do so in response to the unseconded request of any other member of the Board. The first step of enforcement shall consist of the President or in their absence the senior member of the board issuing a call to order to the particular member of the Board or homeowner who then must obey the directive immediately; however any Board member called to order shall have the right to appeal the President's ruling, which appeal shall be open to debate and vote of the entire Board of Directors where it will be settled by majority vote.

I. In any instance of a flagrant or repeated violation of this code of conduct, the President or in their absence the senior member of the board may issue a ruling for vote to that effect against the offending board member or homeowner and may require the offending member to the Board or homeowner to leave the premises of the meeting. Any such ruling shall not be appealable by the offending Board member or homeowner and must be immediately obeyed, unless another member of the Board wishes to appeal the vote ruling, in which case the appeal shall be open to debate and vote of the entire Board of Directors again. The Board of Directors further reserves additional enforcement powers as set forth by the Ashland Convenience and By-laws.

J. There will be no dual family members or relations serving together at the same time on either the Board of Directors or any Board of Directors sanctioned committees.

II DUTY OF RESPECT FOR BOARD OF DIRECTORS

A. All members of the Board of Directors owe a duty of respect to their fellow members of the Board and to the Board of Directors as an entity, particularly with respect to its formal votes and formally approved policies. The duty of respect owed to the Board and the Association requires dissenting members to work within the formal procedures of the Board to modify or rescind the previously adopted votes or approved policies with which they disagree. Dissenting Board members may voice their disagreements with any such votes or policies at any appropriate time of any official function of the Association, but must do so in a manner which shows respect for the Board of Directors as an entity. No member of the Board has the right to

interfere or frustrate the implementation of a duly approved motion or vote of the Board of Directors.

B. All Board members shall recognize that their individual behavior is a reflection upon the Board of Directors and the Association; therefore, they shall at all time refrain from any public conduct within the community, which would bring the Board of Directors or the Association into disrepute.

III. DUALITIES AND CONFLICTS OF INTEREST

A. Board members owe a fiduciary duty to the Association, which requires them to consider only the best interests of the Association when they vote on any matter and to exclude any competing interest from their consideration. If a Board member has any duality of interest, or concerns, which compete with his or her fiduciary duty, or any potential conflict of any sort, then he/she must disclose such interest, concern, or potential conflict on the record and is encouraged to do so at the time that any relevant agenda item is addressed by the Board of Directors. If he/she believes that such interest or concern does not rise to the level of a conflict of interest and does not impede his/her ability to exercise his/her fiduciary duty, he/she must state her reasons on the record and his/her intent to participate in the discussion and vote on the motion. Under such circumstances, the other board members shall presume good faith on the part of their fellow Board member and shall not disapprove their fellow member's right to participate in the discussion and vote; however, if the Board member with a potential conflict insists on voting and participating in the discussion of any topic related to their potential conflict of interest despite the objections of their fellow members of the Board, the Board member with a potential conflict understands that their continued participation in the vote and discussion of the topic related to their conflict of interest may constitute a breach of their fiduciary duties to the Association and as such may expose the Board member to personal liability.

B. Under no circumstances should any Board member participate in the discussion or vote on any matter in which the member has an undisclosed or actual conflict of interest, as defined below; however, if the Board member insists on participating in the vote and discussion of any topic related to their conflict of interest, their continued participation in the vote and discussion of the topic related to the conflict may constitute a breach of their fiduciary duties to the Association, which may expose the board member to personal liability. For the purposes of this resolution the term "conflict of interest" shall include, but not be limited to, the following situations:

1. Whenever the Board of Directors intends to review a case involving the compliance of a Board member with the Association's legal requirements, the relevant Board member should recues himself/herself from the discussion and voting on the matter.

2. Whenever the Board of Directors intends to review a contract or expenditure of funds involving the direct pecuniary interest of a Board member, the relevant Board Member should recues himself/herself from the discussion and voting on the matter.

C. No Board member should vote to approve the expenditure of funds for the acquisition of services or good for the conservancy from any Board member, relative of a Board

member, or entity which is affiliated with any of the Board members or their relatives, unless the Board member with such relationship discloses the relationship on the record and there is convincing reason to believe that a vote in favor of such an expenditure would be in the best interests of the Association. Under such circumstances the vote must pass by a majority vote of the quorum of present Board members.

D. Under no circumstances shall any Board member solicit a gift or gratuity of any sort from any vendor or professional serving the Association (or attempting to obtain business from the Association.) any member of the Board of Directors who receives an unsolicited gift or gratuity must promptly disclose his/her receipt of the gift or gratuity at a duly convened meeting of the Board of Directors. The Board of Directors shall then decide on the public record whether the member of the Board should return the gift, turn it over to the Association, or, if the gift of innocuous consequence of nominal value, keep the gift. This prohibition does not cover situations where members of the Board meet with a vendor or professional to discuss business matters of the Association at times when it would be ordinary to eat breakfast, lunch, or dinner and the vendor or professional pays for the meal. Such circumstances shall be considered ordinary and acceptable acts of professional courtesy on the part of the vendor or professional.

IV CONFIDENTIALITY REQUIREMENT

A. All Board members shall recognize that matters pertaining to the Association's business conducted in executive session should be kept confidential and not disclosed to the community membership or to members of the public at large. The same applies to any written communications from legal counsel denoted as a confidential document. Board members shall not disclose Confidential Information (as the term is defined below) under any circumstances to any person not on the Board without the express consent of a majority of the Board voting at a duly convened meeting of the Board of Directors.

B. In any instance when a Board member might be confused about the confidentiality requirements and in order to minimize the possibility of inadvertent disclosure, Board members shall consult with the President and in his absence the Vice President along with the management company and the Associations legal representative, before making any disclosure to any third party which might arguably release any Confidential Information covered by this resolution, as that term is defined below.

C. All Confidential Information is the property of the Association. Board members shall keep in strict confidence any and all information, documentation, records and devices which contain Confidential Information, and, upon the expiration of the Board member's term, shall return all Confidential Information in his/her possession to the Association and shall keep confidential all non-tangible Confidential Information.

D. For the purpose of this Resolution, the term "Confidential Information: shall mean any information related to:

1. Communications with the Association's legal counsel or professional consultants,
2. Pending litigation,

3. Pending matters involving formal proceedings for enforcement of the governing documents or rules or regulations of the Association.

4. Pending negotiations for transactions involving the Association and agreements containing confidentiality requirements.

Confidential Information shall not be deemed to include information:

1. That at the time of disclosure is available to the general public through public records or records of the Association which the Association must make available to the members for inspection or copying under state law;

2. that the administrative agency or court of competent jurisdiction orders to be disclosed, provided however, that upon receipt of any order, subpoena, or summons of any kind, before providing the information or document requested, the Board member shall give the Board immediate notice thereof in order to allow the Board an opportunity to protect its Confidential Information. The Board member shall provide all necessary cooperation for this purpose.

V. ENFORCEMENT

In addition to the enforcement remedies provide to the Board of Directors as stated above, the Board may enforce this resolution by the following means: private reprimand, public censure, or the initiation of removal action which would include a public majority vote for removal from the board.

The Board shall not take any such enforcement action against any Board member until the Board votes on the public record to cite the member of the Board with a flagrant or repeated violation of the code of conduct cited herein. The Board must then provide the Board member in question with written notice of the alleged violation and an opportunity to be heard on the matter an a duly convened meeting of the Board. Once the Board concludes this process it may vote to impose or pursue any of the enforcement actions cited above and the board's vote is final.

VII MISCELLANEOUS

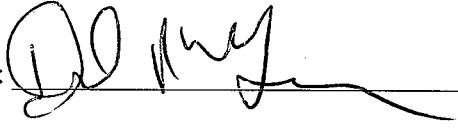
A. The Board may deviate from the preliminary agenda if a majority of the Board votes to modify the agenda prior to its formal adoption by the Board Once the Board adopts the agenda, a new matter not set forth in the adopted agenda may only be raised upon the affirmative majority vote of the Board.

B. Email votes will be permitted by the board provided the board agrees via a majority vote to vote on a issue or motion via email and that the vote for approval will be majority vote. The vote will then be made part of the next Board of Directors meeting minutes.

C. The use of pronouns throughout this Resolution are meant to be interchangeable. The use of the term "he includes "she" and vice versa.

This Policy was duly executed by the Board of Directors on this 23 day of _____, 2010.

ASHLAND CONSERVANCY, INC.

By: 

President, Ashland Board of Directors

ASHLAND CONSERVANCY, INC

ADMINISTRATIVE RESOLUTION NO. ____

(Code of Conduct of Directors, Committees, and Owners in Attendance at Meetings)

WHEREAS, the Bylaws of the Association empower the Board of Directors with the authority to establish formal policies in connection with the manner in which the Board conducts the business of the Association; and

WHEREAS, the Board has established the goal of conducting the business of the Association with high levels of dignity, civility, and respect for the Association as an entity and for the individual members of the Association, Board, and Committees; and

WHEREAS, the Virginia Nonstock Corporation Act permits a Board of Directors to establish rules and regulations governing their conduct of the Association's business; and

WHEREAS, the Board of Directors has decided to establish a code of conduct for itself, Committees and those Owners in attendance at any meeting of the Association in order to further its efforts to accomplish its goal.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors adopts the following policies:

1. DIRECTOR AND OWNER CONDUCT AND DECORUM AT MEETINGS

A. Board members shall exercise their best efforts to attend and be on time at all meetings or functions of the Association and shall plan to be in attendance if possible with home and work conditions during the proceedings. Whenever a Board member knows in advance that he cannot attend a meeting, will be late for a meeting, or have to leave a meeting early, he or she shall exercise their best efforts to inform the Board members in advance of the meeting.

B. There shall not be a dress code for Board of Directors meetings; however each Board member and Owner is expected to dress consistently with the Board's objective of promoting and pursuing a high standard of respect and decorum at its meetings and all Association functions.

C. Owners may not under any circumstances use any audio device or video tape to record any meeting of the Board of Directors without the written approval of ALL of the board members, and conditions of the taping of the Board of Directors will be determined beforehand in writing by the Board of Directors

D. When a homeowner wants to speak at a board meeting he or she will have had to fill out the proper request form and is in receipt of the property manager two business days before the board meeting takes place. The homeowner will then have three (3) minutes to state the issue at hand. When open forum is closed homeowners will not openly speak to the board unless asked to by a board member.

E. The President is required to exercise his best efforts to ensure that all members of the Board who wish to discuss any motion have an opportunity to speak and also to ensure the discussion stays professional and congenial.

F. No homeowner shall speak out of order or without recognition from a board member, nor shall any homeowner engage in any activity which interrupts or distracts any member of the Board when another homeowner or a member of the Board has the floor for discussion purposes.

G. Board members and homeowners shall not use inappropriate language or verbal tone when speaking to any other homeowner or to any Board member. Any actions (including physical gestures or body language) or comments designed to insult, demean, or attack the personal character of any member of the Board, the Board of Directors as an entity, or any person in attendance shall be strictly prohibited.

H. The President and in his or her absence the next senior member of the board shall have the unilateral authority to enforce to code of conduct or may do so in response to the unseconded request of any other member of the Board. The first step of enforcement shall consist of the President or in their absence the senior member of the board issuing a call to order to the particular member of the Board or homeowner who then must obey the directive immediately; however any Board member called to order shall have the right to appeal the President's ruling, which appeal shall be open to debate and vote of the entire Board of Directors where it will be settled by majority vote.

I. In any instance of a flagrant or repeated violation of this code of conduct, the President or in their absence the senior member of the board may issue a ruling for vote to that effect against the offending board member or homeowner and may require the offending member to the Board or homeowner to leave the premises of the meeting. Any such ruling shall not be appealable by the offending Board member or homeowner and must be immediately obeyed, unless another member of the Board wishes to appeal the vote ruling, in which case the appeal shall be open to debate and vote of the entire Board of Directors again. The Board of Directors further reserves additional enforcement powers as set forth by the Ashland Convenience and By-laws.

J. There will be no dual family members or relations serving together at the same time on either the Board of Directors of any Board of Directors sanctioned committees.

II DUTY OF RESPECT FOR BOARD OF DIRECTORS

A. All members of the Board of Directors owe a duty of respect to their fellow members of the Board and to the Board of Directors as an entity, particularly with respect to its formal votes and formally approved policies. The duty of respect owed to the Board and the Association requires dissenting members to work within the formal procedures of the Board to modify or rescind the previously adopted votes or approved policies with which they disagree. Dissenting Board members may voice their disagreements with any such votes or policies at any appropriate time of any official function of the Association, but must do so in a manner which shows respect for the Board of Directors as an entity. No member of the Board has the right to

interfere or frustrate the implementation of a duly approved motion or vote of the Board of Directors.

B. All Board members shall recognize that their individual behavior is a reflection upon the Board of Directors and the Association; therefore, they shall at all time refrain from any public conduct within the community, which would bring the Board of Directors or the Association into disrepute.

III. DUALITIES AND CONFLICTS OF INTEREST

A. Board members owe a fiduciary duty to the Association, which requires them to consider only the best interests of the Association when they vote on any matter and to exclude any competing interest from their consideration. If a Board member has any duality of interest, or concerns, which compete with his or her fiduciary duty, or any potential conflict of any sort, then he/she must disclose such interest, concern, or potential conflict on the record and is encouraged to do so at the time that any relevant agenda item is addressed by the Board of Directors. If he/she believes that such interest or concern does not rise to the level of a conflict of interest and does not impede his/her ability to exercise his/her fiduciary duty, he/she must state her reasons on the record and his/her intent to participate in the discussion and vote on the motion. Under such circumstances, the other board members shall presume good faith on the part of their fellow Board member and shall not disapprove their fellow member's right to participate in the discussion and vote; however, if the Board member with a potential conflict insists on voting and participating in the discussion of any topic related to their potential conflict of interest despite the objections of their fellow members of the Board, the Board member with a potential conflict understands that their continued participation in the vote and discussion of the topic related to their conflict of interest may constitute a breach of their fiduciary duties to the Association and as such may expose the Board member to personal liability.

B. Under no circumstances should any Board member participate in the discussion or vote on any matter in which the member has an undisclosed or actual conflict of interest, as defined below; however, if the Board member insists on participating in the vote and discussion of any topic related to their conflict of interest, their continued participation in the vote and discussion of the topic related to the conflict may constitute a breach of their fiduciary duties to the Association, which may expose the board member to personal liability. For the purposes of this resolution the term "conflict of interest" shall include, but not be limited to, the following situations:

1. Whenever the Board of Directors intends to review a case involving the compliance of a Board member with the Association's legal requirements, the relevant Board member should recues himself/herself from the discussion and voting on the matter.

2. Whenever the Board of Directors intends to review a contract or expenditure of funds involving the direct pecuniary interest of a Board member, the relevant Board Member should recues himself/herself from the discussion and voting on the matter.

C. No Board member should vote to approve the expenditure of funds for the acquisition of services or good for the conservancy from any Board member, relative of a Board

member, or entity which is affiliated with any of the Board members or their relatives, unless the Board member with such relationship discloses the relationship on the record and there is convincing reason to believe that a vote in favor of such an expenditure would be in the best interests of the Association. Under such circumstances the vote must pass by a majority vote of the quorum of present Board members.

D. Under no circumstances shall any Board member solicit a gift or gratuity of any sort from any vendor or professional serving the Association (or attempting to obtain business from the Association.) any member of the Board of Directors who receives an unsolicited gift or gratuity must promptly disclose his/her receipt of the gift or gratuity at a duly convened meeting of the Board of Directors. The Board of Directors shall then decide on the public record whether the member of the Board should return the gift, turn it over to the Association, or, if the gift of innocuous consequence of nominal value, keep the gift. This prohibition does not cover situations where members of the Board meet with a vendor or professional to discuss business matters of the Association at times when it would be ordinary to eat breakfast, lunch, or dinner and the vendor or professional pays for the meal. Such circumstances shall be considered ordinary and acceptable acts of professional courtesy on the part of the vendor or professional.

IV CONFIDENTIALITY REQUIREMENT

A. All Board members shall recognize that matters pertaining to the Association's business conducted in executive session should be kept confidential and not disclosed to the community membership or to members of the public at large. The same applies to any written communications from legal counsel denoted as a confidential document. Board members shall not disclose Confidential Information (as the term is defined below) under any circumstances to any person not on the Board without the express consent of a majority of the Board voting at a duly convened meeting of the Board of Directors.

B. In any instance when a Board member might be confused about the confidentiality requirements and in order to minimize the possibility of inadvertent disclosure, Board members shall consult with the President and in his absence the Vice President along with the management company and the Associations legal representative, before making any disclosure to any third party which might arguably release any Confidential Information covered by this resolution, as that term is defined below.

C. All Confidential Information is the property of the Association. Board members shall keep in strict confidence any and all information, documentation, records and devices which contain Confidential Information, and, upon the expiration of the Board member's term, shall return all Confidential Information in his/her possession to the Association and shall keep confidential all non-tangible Confidential Information.

D. For the purpose of this Resolution, the term "Confidential Information: shall mean any information related to:

1. Communications with the Association's legal counsel or professional consultants,
2. Pending litigation,

3. Pending matters involving formal proceedings for enforcement of the governing documents or rules or regulations of the Association.

4. Pending negotiations for transactions involving the Association and agreements containing confidentiality requirements.

Confidential Information shall not be deemed to include information:

1. That at the time of disclosure is available to the general public through public records or records of the Association which the Association must make available to the members for inspection or copying under state law;

2. that the administrative agency or court of competent jurisdiction orders to be disclosed, provided however, that upon receipt of any order, subpoena, or summons of any kind, before providing the information or document requested, the Board member shall give the Board immediate notice thereof in order to allow the Board an opportunity to protect its Confidential Information. The Board member shall provide all necessary cooperation for this purpose.

V. ENFORCEMENT

In addition to the enforcement remedies provide to the Board of Directors as stated above, the Board may enforce this resolution by the following means: private reprimand, public censure, or the initiation of removal action which would include a public majority vote for removal from the board.

The Board shall not take any such enforcement action against any Board member until the Board votes on the public record to cite the member of the Board with a flagrant or repeated violation of the code of conduct cited herein. The Board must then provide the Board member in question with written notice of the alleged violation and an opportunity to be heard on the matter an a duly convened meeting of the Board. Once the Board concludes this process it may vote to impose or pursue any of the enforcement actions cited above and the board's vote is final.

VII MISCELLANEOUS

A. The Board may deviate from the preliminary agenda if a majority of the Board votes to modify the agenda prior to its formal adoption by the Board Once the Board adopts the agenda, a new matter not set forth in the adopted agenda may only be raised upon the affirmative majority vote of the Board.

B. Email votes will be permitted by the board provided the board agrees via a majority vote to vote on a issue or motion via email and that the vote for approval will be majority vote. The vote will then be made part of the next Board of Directors meeting minutes.

C. The use of pronouns throughout this Resolution are meant to be interchangeable. The use of the term "he includes "she" and vice versa.

This Policy was duly executed by the Board of Directors on this 23RD day of
JULY, 2019.

ASHLAND CONSERVANCY, INC.

By: _____

D. W. WT

vice President, Ashland Board of Directors

ASHLAND CONSERVANCY, INC

ADMINISTRATIVE RESOLUTION NO. ____

(Code of Conduct of Directors, Committees, and Owners in Attendance at Meetings)

WHEREAS, the Bylaws of the Association empower the Board of Directors with the authority to establish formal policies in connection with the manner in which the Board conducts the business of the Association; and

WHEREAS, the Board has established the goal of conducting the business of the Association with high levels of dignity, civility, and respect for the Association as an entity and for the individual members of the Association, Board, and Committees; and

WHEREAS, the Virginia Nonstock Corporation Act permits a Board of Directors to establish rules and regulations governing their conduct of the Association's business; and

WHEREAS, the Board of Directors has decided to establish a code of conduct for itself, Committees and those Owners in attendance at any meeting of the Association in order to further its efforts to accomplish its goal.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors adopts the following policies:

1. DIRECTOR AND OWNER CONDUCT AND DECORUM AT MEETINGS

A. Board members shall exercise their best efforts to attend and be on time at all meetings or functions of the Association and shall plan to be in attendance if possible with home and work conditions during the proceedings. Whenever a Board member knows in advance that he cannot attend a meeting, will be late for a meeting, or have to leave a meeting early, he or she shall exercise their best efforts to inform the Board members in advance of the meeting.

B. There shall not be a dress code for Board of Directors meetings; however each Board member and Owner is expected to dress consistently with the Board's objective of promoting and pursuing a high standard of respect and decorum at its meetings and all Association functions.

C. Owners may not under any circumstances use any audio device or video tape to record any meeting of the Board of Directors without the written approval of ALL of the board members, and conditions of the taping of the Board of Directors will be determined beforehand in writing by the Board of Directors

D. When a homeowner wants to speak at a board meeting he or she will have had to fill out the proper request form and is in receipt of the property manager two business days before the board meeting takes place. The homeowner will then have three (3) minutes to state the issue at hand. When open forum is closed homeowners will not openly speak to the board unless asked to by a board member.



E. The President is required to exercise his best efforts to ensure that all members of the Board who wish to discuss any motion have an opportunity to speak and also to ensure the discussion stays professional and congenial.

F. No homeowner shall speak out of order or without recognition from a board member, nor shall any homeowner engage in any activity which interrupts or distracts any member of the Board when another homeowner or a member of the Board has the floor for discussion purposes.

G. Board members and homeowners shall not use inappropriate language or verbal tone when speaking to any other homeowner or to any Board member. Any actions (including physical gestures or body language) or comments designed to insult, demean, or attack the personal character of any member of the Board, the Board of Directors as an entity, or any person in attendance shall be strictly prohibited.

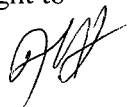
H. The President and in his or her absence the next senior member of the board shall have the unilateral authority to enforce to code of conduct or may do so in response to the unseconded request of any other member of the Board. The first step of enforcement shall consist of the President or in their absence the senior member of the board issuing a call to order to the particular member of the Board or homeowner who then must obey the directive immediately; however any Board member called to order shall have the right to appeal the President's ruling, which appeal shall be open to debate and vote of the entire Board of Directors where it will be settled by majority vote.

I. In any instance of a flagrant or repeated violation of this code of conduct, the President or in their absence the senior member of the board may issue a ruling for vote to that effect against the offending board member or homeowner and may require the offending member to the Board or homeowner to leave the premises of the meeting. Any such ruling shall not be appealable by the offending Board member or homeowner and must be immediately obeyed, unless another member of the Board wishes to appeal the vote ruling, in which case the appeal shall be open to debate and vote of the entire Board of Directors again. The Board of Directors further reserves additional enforcement powers as set forth by the Ashland Convenience and By-laws.

J. There will be no dual family members or relations serving together at the same time on either the Board of Directors of any Board of Directors sanctioned committees.

II DUTY OF RESPECT FOR BOARD OF DIRECTORS

A. All members of the Board of Directors owe a duty of respect to their fellow members of the Board and to the Board of Directors as an entity, particularly with respect to its formal votes and formally approved policies. The duty of respect owed to the Board and the Association requires dissenting members to work within the formal procedures of the Board to modify or rescind the previously adopted votes or approved policies with which they disagree. Dissenting Board members may voice their disagreements with any such votes or policies at any appropriate time of any official function of the Association, but must do so in a manner which shows respect for the Board of Directors as an entity. No member of the Board has the right to



interfere or frustrate the implementation of a duly approved motion or vote of the Board of Directors.

B. All Board members shall recognize that their individual behavior is a reflection upon the Board of Directors and the Association; therefore, they shall at all time refrain from any public conduct within the community, which would bring the Board of Directors or the Association into disrepute.

III. DUALITIES AND CONFLICTS OF INTEREST

A. Board members owe a fiduciary duty to the Association, which requires them to consider only the best interests of the Association when they vote on any matter and to exclude any competing interest from their consideration. If a Board member has any duality of interest, or concerns, which compete with his or her fiduciary duty, or any potential conflict of any sort, then he/she must disclose such interest, concern, or potential conflict on the record and is encouraged to do so at the time that any relevant agenda item is addressed by the Board of Directors. If he/she believes that such interest or concern does not rise to the level of a conflict of interest and does not impede his/her ability to exercise his/her fiduciary duty, he/she must state her reasons on the record and his/her intent to participate in the discussion and vote on the motion. Under such circumstances, the other board members shall presume good faith on the part of their fellow Board member and shall not disapprove their fellow member's right to participate in the discussion and vote; however, if the Board member with a potential conflict insists on voting and participating in the discussion of any topic related to their potential conflict of interest despite the objections of their fellow members of the Board, the Board member with a potential conflict understands that their continued participation in the vote and discussion of the topic related to their conflict of interest may constitute a breach of their fiduciary duties to the Association and as such may expose the Board member to personal liability.

B. Under no circumstances should any Board member participate in the discussion or vote on any matter in which the member has an undisclosed or actual conflict of interest, as defined below; however, if the Board member insists on participating in the vote and discussion of any topic related to their conflict of interest, their continued participation in the vote and discussion of the topic related to the conflict may constitute a breach of their fiduciary duties to the Association, which may expose the board member to personal liability. For the purposes of this resolution the term "conflict of interest" shall include, but not be limited to, the following situations:

1. Whenever the Board of Directors intends to review a case involving the compliance of a Board member with the Association's legal requirements, the relevant Board member should recues himself/herself from the discussion and voting on the matter.

2. Whenever the Board of Directors intends to review a contract or expenditure of funds involving the direct pecuniary interest of a Board member, the relevant Board Member should recues himself/herself from the discussion and voting on the matter.

C. No Board member should vote to approve the expenditure of funds for the acquisition of services or good for the conservancy from any Board member, relative of a Board

A handwritten signature in dark ink, appearing to be the initials 'MA' or similar, located at the bottom right of the page.

member, or entity which is affiliated with any of the Board members or their relatives, unless the Board member with such relationship discloses the relationship on the record and there is convincing reason to believe that a vote in favor of such an expenditure would be in the best interests of the Association. Under such circumstances the vote must pass by a majority vote of the quorum of present Board members.

D. Under no circumstances shall any Board member solicit a gift or gratuity of any sort from any vendor or professional serving the Association (or attempting to obtain business from the Association.) any member of the Board of Directors who receives an unsolicited gift or gratuity must promptly disclose his/her receipt of the gift or gratuity at a duly convened meeting of the Board of Directors. The Board of Directors shall then decide on the public record whether the member of the Board should return the gift, turn it over to the Association, or, if the gift of innocuous consequence of nominal value, keep the gift. This prohibition does not cover situations where members of the Board meet with a vendor or professional to discuss business matters of the Association at times when it would be ordinary to eat breakfast, lunch, or dinner and the vendor or professional pays for the meal. Such circumstances shall be considered ordinary and acceptable acts of professional courtesy on the part of the vendor or professional.

IV CONFIDENTIALITY REQUIREMENT

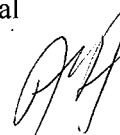
A. All Board members shall recognize that matters pertaining to the Association's business conducted in executive session should be kept confidential and not disclosed to the community membership or to members of the public at large. The same applies to any written communications from legal counsel denoted as a confidential document. Board members shall not disclose Confidential Information (as the term is defined below) under any circumstances to any person not on the Board without the express consent of a majority of the Board voting at a duly convened meeting of the Board of Directors.

B. In any instance when a Board member might be confused about the confidentiality requirements and in order to minimize the possibility of inadvertent disclosure, Board members shall consult with the President and in his absence the Vice President along with the management company and the Associations legal representative, before making any disclosure to any third party which might arguably release any Confidential Information covered by this resolution, as that term is defined below.

C. All Confidential Information is the property of the Association. Board members shall keep in strict confidence any and all information, documentation, records and devices which contain Confidential Information, and, upon the expiration of the Board member's term, shall return all Confidential Information in his/her possession to the Association and shall keep confidential all non-tangible Confidential Information.

D. For the purpose of this Resolution, the term "Confidential Information: shall mean any information related to:

1. Communications with the Association's legal counsel or professional consultants,
2. Pending litigation,



3. Pending matters involving formal proceedings for enforcement of the governing documents or rules or regulations of the Association.

4. Pending negotiations for transactions involving the Association and agreements containing confidentiality requirements.

Confidential Information shall not be deemed to include information:

1. That at the time of disclosure is available to the general public through public records or records of the Association which the Association must make available to the members for inspection or copying under state law;

2. that the administrative agency or court of competent jurisdiction orders to be disclosed, provided however, that upon receipt of any order, subpoena, or summons of any kind, before providing the information or document requested, the Board member shall give the Board immediate notice thereof in order to allow the Board an opportunity to protect its Confidential Information. The Board member shall provide all necessary cooperation for this purpose.

V. ENFORCEMENT

In addition to the enforcement remedies provide to the Board of Directors as stated above, the Board may enforce this resolution by the following means: private reprimand, public censure, or the initiation of removal action which would include a public majority vote for removal from the board.

The Board shall not take any such enforcement action against any Board member until the Board votes on the public record to cite the member of the Board with a flagrant or repeated violation of the code of conduct cited herein. The Board must then provide the Board member in question with written notice of the alleged violation and an opportunity to be heard on the matter an a duly convened meeting of the Board. Once the Board concludes this process it may vote to impose or pursue any of the enforcement actions cited above and the board's vote is final.

VII MISCELLANEOUS

A. The Board may deviate from the preliminary agenda if a majority of the Board votes to modify the agenda prior to its formal adoption by the Board Once the Board adopts the agenda, a new matter not set forth in the adopted agenda may only be raised upon the affirmative majority vote of the Board.

B. Email votes will be permitted by the board provided the board agrees via a majority vote to vote on a issue or motion via email and that the vote for approval will be majority vote. The vote will then be made part of the next Board of Directors meeting minutes.

C. The use of pronouns throughout this Resolution are meant to be interchangeable. The use of the term "he includes "she" and vice versa.



This Policy was duly executed by the Board of Directors on this 23 day of
JULY ~~2010~~
2019

ASHLAND CONSERVANCY, INC.

By: 

President, Ashland Board of Directors

SEC.




**ASHLAND CONSERVANCY, INC.
RESOLUTION ACTION RECORD**

Resolution Type: _____

Pertaining to: CICB-mandated Association Complaint Procedures

Duly adopted by the Board of Directors of the Association on _____

Motion by:

NAME	TITLE	<u>YES</u>	NO	ABSTAIN	ABSENT
Dave Tender 	President				
Dave Costa 	Vice President				
Frank Falgiano 	Secretary				

Attest: _____

Date: _____

Resolution effective as of date of adoption.

ASHLAND CONSERVANCY, INC.
POLICY RESOLUTION NO. 08/9/9

ASSOCIATION COMPLAINT PROCEDURES
(for resolving certain complaints from members and others)

WHEREAS, pursuant to Section 55-530(E) of the Virginia Code, the Virginia Common Interest Community Board ("CICB") has promulgated final regulations, 18 VAC 48-70-30, imposing a requirement that each common interest community, property owners' associations such as Ashland Conservancy, Inc. (the "Association"), adopt a reasonable procedure for the resolution of certain written complaints from the members of the Association and other persons; and

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Association, acting through its Board of Directors (the "Board"), hereby adopts and establishes the following CICB-mandated Association complaint procedure for handling written complaints concerning actions or inactions allegedly inconsistent with state laws and regulations governing common interest communities:

- A. **Definitions.** Unless otherwise defined in this Resolution, the words, terms or phrases used in this Resolution shall have the same meanings as defined in the CICB regulations and/or in the Association's recorded Declaration and Bylaws.
- B. **Complaint Form.** If a member of the Association, a resident or other individual alleges that an action, inaction or decision of the Association, the Board or the Association's management agent ("Managing Agent") is inconsistent with state laws or regulations governing common interest communities, then that individual must submit a formal written complaint ("Complaint") to the Board using the attached Complaint Form (Exhibit A) in order to institute the formal procedures described below. If the individual does not wish to institute these formal procedures, then the individual should submit their questions, concerns or issues to the Managing Agent or the Board without using the attached form.
 - 1. **Complaint Form Instructions and Attachments.** A completed Complaint Form must include a description of the specific facts and circumstances relevant to the individual's Complaint, and the specific action, result or resolution that is being requested. If the individual submitting the Complaint Form (the "Complainant") knows the state law or regulation that has been allegedly violated or is otherwise applicable to the Complaint, then the Complainant must provide a reference to that law or regulation on the Complaint Form. The Complainant must also attach to the Complaint Form a copy of any documents that Complainant believes support the validity of the Complaint (not including state laws, regulations or the Association's governing documents).

A copy of these complaint procedures (including the required Complaint Form) will be available upon request from the Association by contacting the Association's Management Office.

- C. **Mailing or Delivering Complaint to Board of Directors.** The fully completed, signed and dated Complaint (including the Complaint Form and all attachments) shall be mailed or otherwise delivered to the Board at the following address:

By Mail: Board of Directors
Ashland Conservancy, Inc.
5550 Fincastle Drive
Manassas, VA 20112

By Hand-Delivery: Board of Directors
Ashland Conservancy, Inc.
5550 Fincastle Drive
Manassas, VA 20112

- D. **Means of Providing Notices to Complainant.** All written acknowledgments or other notices required by these procedures to be provided by the Association to the Complainant shall be hand-delivered or mailed by registered or certified mail, return receipt requested, to the complainant at the address provided on the Complaint Form, or if consistent with established Association procedure, by electronic delivery. The Managing Agent shall retain in the Association's records, proof of the mailing, delivery or electronic transmission of the acknowledgments and notices per Section H below.

- E. **Acknowledging Receipt of Complaint.** Within seven (7) days of receipt of a Complainant's Complaint Form, the Managing Agent shall provide the Complainant with written acknowledgement of the Association's receipt of the Complaint.

1. **Incomplete Complaint.** If it appears to the Managing Agent that the submitted Complaint is missing the required minimum information, then the acknowledgment of receipt shall include notice to the Complainant of the identified problem(s) with the Complaint and advise the Complainant that he/she will need to submit a revised/corrected Complaint before it can be accepted and forwarded to the Board for consideration.
2. **Forwarding to the Board.** If it appears to the Managing Agent that the submitted Complaint includes the required minimum information, then no later than five (5) days prior to the next scheduled Board meeting, the Managing Agent shall provide the Board with a copy of the Complaint for consideration.

- F. **Formal Action – Consideration of Complaint by Board.** All completed, signed and dated Complaints forwarded to the Board shall be considered by the Board at a meeting, and the Board shall decide what action, if any, to take in response to the Complaint.
1. Meeting at which Complaint will be Considered. Complaints will be considered by the Board at a regular or special Board meeting held no later than ninety (90) days from the date on which the Complaint was forwarded to the Board for consideration.
 2. Notice to the Complainant. At least fourteen (14) days prior to the Board meeting at which the Complaint will be considered, the Managing Agent shall provide the Complainant with notice of the date, time, and location of the Board meeting at which the matter will be considered by the Board. This Notice may be combined with the acknowledgment of receipt referenced in Section D above.
 3. Board's Decision on Complaint. The Board shall make a decision on the Complaint by an appropriate vote of the members of the Board at the meeting pursuant to the Association's governing documents. The Board's decision at the meeting shall fall into one of the following two categories:
 - (a) A decision that there is *insufficient information* on which to make a final determination on the Complaint *or that additional time is otherwise required* to make a final determination, in which case the Board shall postpone making a final determination on the Complaint until a later scheduled Board meeting (announced at the meeting or by giving at least 14 days' notice to the Complainant) and, if needed, make a written request for additional information from the applicable party(s), specifying a deadline by which time the additional information must be received by the Managing Agent for forwarding to the Board; or
 - (b) A *final determination* on the Complaint, indicating whether the Complainant's requested action or resolution is, or is not, being granted, approved or implemented by the Board. A final determination may include, for example, a decision that no action will be taken on the Complaint due to the Complainant failing to timely provide additional information that was requested by the Association. No appeal process is available; the Board's rendered decision is final.
- G. **Notice of Final Determination.** Within seven (7) days after the final determination is made (per subsection F.3.b. above), the Managing Agent shall provide the Complainant with written notice of the Board's final determination. The notice of final determination shall be dated as of the date of issuance and include:

1. Specific citations to applicable provisions of the Association's governing documents, laws or regulations that led to the final determination;
 2. The Association's registration number as assigned by the CICB, and if applicable, the name and CICB-issued license number for the Managing Agent; and
 3. Notice of the Complainant's right to file a "Notice of Final Adverse Decision" with the CICB via the CIC Ombudsman (providing the applicable contact information).
- H. **Records.** The Managing Agent shall retain, as part of the Association's records, a record of each Complaint (including the Complaint Form and attachments, related acknowledgments and notices, and any action taken by the Association or Board in response to such Complaint) for a period of at least one (1) year from the date of the Association's final action on the Complaint.
- I. **Resale Disclosure Packet.** A copy of this Resolution (including the Exhibit A Complaint Form) shall be included as an attachment to Association-issued resale certificates.
- J. **On-Site Management Office Contact Information:** The on-site Management Office Contact Information is listed below:

Ashland Conservancy, Inc.
5550 Fincastle Drive
Manassas, VA 20112
703-878-6733
ashlandgm@comcast.net

EXHIBIT A

(POLICY RESOLUTION NO. 081919: ASSOCIATION COMPLAINT PROCEDURES)
ASHLAND CONSERVANCY, INC.

Mailing/Hand-Delivery address: 5550 Fincastle Drive, Manassas, VA 20112
For questions regarding this form, please call 703-878-6733

ASSOCIATION COMPLAINT FORM
(for Complaints Against Association, Board or Managing Agent)

Pursuant to Section 55-530(E) of the Code of Virginia, 1950, as amended, the Board of Directors ("Board") of Ashland Conservancy, Inc. has established this complaint form for use by persons who wish to register written complaints with the Association regarding the action, inaction or decision by the Association or its Board or managing agent inconsistent with applicable state laws and regulations.

1. Legibly describe your complaint in the area provided below, as well as the requested action or resolution of the issues described in the complaint. Include references to the specific facts and circumstances at issue and the provisions of Virginia laws and regulations that support the complaint. If there is insufficient space, attach a separate sheet of paper to this complaint form. Also, attach any supporting documents, correspondence and other materials related to the complaint (not including copies of laws, regulations or the Association's governing documents).

2. Sign, date & print your name and address below and submit this completed form to the Association at the above address.

Printed Name	Signature	Date
<hr/>		
Mailing Address		
<hr/>		
Lot Address		
<hr/>		
Email Address	Phone Number	Contact Preference: __Phone __Other __Email

If, after the Board's consideration and review of the complaint, the Board issues a final decision adverse to the complaint, you have the right to file a notice of final adverse decision with the

Common Interest Community Board (CICB) in accordance with the regulations promulgated by the CICB. The notice shall be filed within 30 days of the date of the final adverse decision, shall be in writing on forms provided by the Office of the Common Interest Community Ombudsman (Ombudsman), shall include copies of any supporting documents, correspondence and other materials related to the decision, and shall be accompanied by a \$25 filing fee. The Ombudsman may be contacted at:

Office of the Common Interest Community Ombudsman
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, VA 23233
804/367-2941
CICOmbudsman@dpor.virginia.gov

ASHLAND CONSERVANCY, INC.

ADMINISTRATIVE POLICY RESOLUTION NO. 2020-A

RELATING TO INCREASE IN LATE FEES

WHEREAS, Article III, Section 3.04 of the Declaration of Covenants, Conditions, Restrictions and Reservations of Easements recorded among the land records of Prince William County, Virginia in Deed Book 2304 at Page 186 ("Declaration") for the property known as Ashland Conservancy situated in Prince William County ("Property") provides that the business affairs of Ashland Conservancy, Inc., the community Association for the owners and residents of the Property ("Association"), shall be managed by a Board of Directors ("Board");

WHEREAS, Article IV, Section 4.03 of the Declaration provides that the Board shall establish the amounts of annual general assessments and services assessments ("Annual Assessments") on each lot that is part of the Property;

WHEREAS, Article IV, Section 4.05 of the Declaration provides that in addition to the Annual Assessments, the Board may levy in any fiscal year a special assessment on each lot that is part of the Property for the purpose of defraying, in whole or part, the cost of any construction, reconstruction, repair or replacements of community facilities ("Special Assessment") (Annual Assessments and Special Assessments hereinafter referred to as "Assessments");

WHEREAS, Article IV, Section 4.10 of the Declaration provides that any Assessment not paid within fifteen (15) days after the due date shall be delinquent ("Delinquency");

WHEREAS, Article IV, Section 4.10 of the Declaration further provides that the Association may charge interest and a late fee of \$15.00 or such other amount as is determined by the Board from time to time on each Delinquency;

WHEREAS, Section II, A. of Administrative Policy Resolution No. 6 dated August 1, 1998 provides that any Delinquency shall incur a late charge of \$15.00; and

WHEREAS, the Board has determined that it is in the best interest of the Association that the late fee of \$15.00 be increased to \$30.00 effective January 1, 2021.

NOW THEREFORE, IT IS RESOLVED by the Board that beginning January 1, 2021, the late fee charged on any Delinquency shall be \$30.00 and the late fee charged pursuant to Administrative Policy Resolution No. 6 is superseded as of that date.

IT IS FURTHER RESOLVED that payment coupons, if any, sent to each lot owner beginning January 1, 2021 shall reflect the imposition of a \$30.00 late fee in the event of a Delinquency.


IT IS FURTHER RESOLVED that notice of such increase in the late fee shall be sent to each lot owner on or before January 1, 2021.

The above resolution was duly adopted at a meeting of the Board of Directors of Ashland Conservancy, Inc. held on NOV. 16 /, 2020.

Record of Votes:

Director		Yes	No	Abstain	Absent
D. W. WT	PRESIDENT	✓			
F.L. FALGIANC	VICE - PRESIDENT	✓			
Mark Solomay	Member	✓			
	Secretary	✓			

ATTEST:



Secretary

11/16/20

Date