



## Board & Association Operations Resolution 1

### Meetings of the Board

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**WHEREAS**, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

**WHEREAS**, Section III.2(e) of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston (“Amended Reston Deed”) delineates that it is a purpose of the Association to do any and all lawful things and acts that it, in its discretion, may deem to be for the benefit of the Property and the Owners and inhabitants thereof; and

**WHEREAS**, Section III.2(f) of the Amended Reston Deed delineates that it is a purpose of the Association to exercise the powers now or hereafter conferred by law on Virginia nonstock corporations and the Property Owners Association Act (“POAA”), as may be necessary or desirable to accomplish the purposes set forth above; and

**WHEREAS**, Section III.5(d)(2) stipulates that a Director shall be deemed to have resigned and his membership on the Board of Directors and such membership on the Board of Directors shall be terminated immediately upon absence from three consecutive meetings without sufficient cause; and

**WHEREAS**, Section V.3 of the Amended Bylaws of Reston Association (“Amended Bylaws”) imposes certain requirements on the Reston Association (“RA”) Board of Directors regarding its conduct of meetings; and

**WHEREAS**, it is the intent of the RA Board of Directors to conduct its meetings as expeditiously as possible.

**NOW, THEREFORE, BE IT RESOLVED**, that the following policies govern the meetings of the RA Board of Directors:

- A. Meetings Defined.** Meetings of the Board of Directors shall include the Initial Meeting, Regular Meetings, Special Meetings, and Work Sessions. E-mail exchanges, that are not simultaneous (as opposed to chat rooms or “instant messaging”), shall not be considered meetings.
1. **Initial Board Meeting.** The Initial Meeting of the newly composed Board of Directors shall be held on the day following the Annual Meeting of Members, at a place and time to be set by the Board of Directors. The primary purpose of such meeting shall be to elect Officers.
  2. **Regular Meetings.** Regular meetings of the Board of Directors shall be held at 7:00 p.m., at Reston Association, 12001 Sunrise Valley Drive, on the fourth Thursday of each month, except in April, August, November and December. Annually, the Board shall ratify the time, place, and date of its Regular Board Meetings during its Regular Meeting in November.

3. Special Meetings. Special Meetings of the Board of Directors may be called by the President or at the request of any two Directors. Notice of Special Meetings shall be provided to the Directors at least two days in advance by first-class mail, telegram, telephone, hand delivery, or electronic means, as defined in Section IX.5(a) of the Amended Reston Deed and in accordance with any resolutions adopted by the Board of Directors, unless waived by a Director by attendance at the meeting or by written waiver signed before or after the meeting.
4. Work Sessions. Work Session of the Board of Directors may be called by the Board President and Chief Executive Officer. Notice of Work Sessions shall be provided to the Directors at least 14 business days in advance by first-class mail, telegram, telephone, hand delivery, or electronic means in accordance with any resolutions adopted by the Board of Directors, unless waived by a Director by attendance at the meeting or by written waiver signed before or after the meeting.

**B. Notice of Board Meetings.**

1. Notice of the time, date, and place of each meeting shall be published on the Association's website [www.reston.org](http://www.reston.org) and in the Association's quarterly newsletter, the Reston Resource, which are calculated to be available to a majority of Members and shall be sent by first-class mail or by electronic means to any Member requesting such notice.
2. Any Member may make a written request to be notified on a continual basis of such meetings of the Board of Directors, in accordance with the POAA, as amended, and any resolutions adopted by the Board of Directors.
3. Notice to Directors shall be deemed to have been received by the Director within the following time frame or manner:
  - i. if by mail, four (4) days after the postmark date.
  - ii. if by telegram or hand delivery, on the date of delivery.
  - iii. if by telephone, on the date that the information was personally communicated to the director.
  - iv. if by facsimile communication when directed and sent to a number at which the Director has consented to receive notice.
  - v. if by electronic mail (involving no physical transfer of paper), when directed and sent to an electronic mail address at which the Director has consented to receive notice.
  - vi. if by any other form of electronic transmission consented to by the Director, or the date the information was directed and sent.
3. Messages left on answering machines, voice mail, or by any other means other than as may be specifically permitted shall not constitute notice without Director consent. Any such consent of a Director to notice by facsimile communication, electronic mail or any other form of electronic transmission is revocable by written notice to the Association's Secretary or will be deemed revoked under the circumstances set forth in the Virginia Nonstock Corporation Act.

**C. Location of Meetings.** Unless a larger space is required to accommodate Members, the Board of Directors may hold their meetings in the main conference room of the Association's Administrative offices at Isaac Newton Square, but may be held in a different location with appropriate notice.

- D. Open Meeting Requirement.** All meetings of the Board of Directors, except those held in executive session, shall be open to the Members, in accordance with the POAA, as amended, and any resolutions adopted by the Board of Directors.
- E. Conduct of Meetings.**
1. The President shall preside over meetings of the Board of Directors and the Secretary shall keep, in accordance with Board & Administration Resolution 10 on Records, the minutes of the meetings and record in writing all resolutions adopted at the meetings and proceedings occurring at the meetings.
  2. The then current edition of Robert's Rules of Order, Newly Revised, shall govern the conduct of the meetings of the Board of Directors, as appropriate, when not in conflict with the POAA, the Nonstock Corporation Act, as both statutes may be amended, or the Reston Documents.
- F. Meeting Length.** All Regular Meetings of the Board not adjourned earlier, will automatically conclude no longer than four (4) hours after their beginning at 7:00 p.m., unless by two-thirds vote of the quorum of the Directors present, the Board of Directors decides to suspend the rules and extend the meeting time.
- G. Action by Directors without Meeting.**
1. Any action by the Board of Directors required or permitted to be taken at any meeting may be taken without a meeting if a consent in writing setting forth the action taken shall be signed either before or after such action is taken by all of the Directors.
  2. Written consent shall have the same force and effect as a unanimous vote and shall be filed with the minutes of the Board of Directors.
  3. Written consent may be submitted and/or obtained by electronic means.
- H. Use of Technology.** A meeting may be conducted by telephone or videoconference or similar electronic means, in accordance with the POAA, as amended, and any resolutions adopted by the Board of Directors. Directors participating in such a manner may vote and shall be deemed present for such a meeting.
- I. Voting by Secret Ballot.** Voting by secret or written ballot in an open meeting shall not be permitted except for the election of Officers.
- J. Executive Session.**
1. By majority vote of the Directors present, the Board of Directors may convene in executive session to consider personnel matters; consult with legal counsel; discuss and consider contracts; potential, probable, or pending litigation; and matters involving violations of the Reston Documents or rules and regulations adopted by the Board of Directors; or discuss and consider the personal liability of Members, upon the affirmative vote in an open meeting to assemble in executive session.

2. The motion shall state specifically the purpose of the closed session.
3. Reference to the motion and the stated purpose for the executive session shall be included in the minutes.
4. The Board of Directors shall restrict the consideration of matters during the executive session portions of meetings to only those purposes specifically exempted and stated in the motion.
5. No contract, motion or other action adopted, passed, consented, or agreed to in closed session shall become effective unless the Board of Directors, following the executive session, reconvenes in open meeting and takes a vote on such contract, motion or other action which shall have its substance reasonably identified in the open meeting.

**K. Recording Meetings of the Board of Directors.**

1. The Association may have its Regular Board Meetings and Public Hearings televised.
2. Any Member may record any open portion of a meeting of the Board of Directors, as permitted in the POAA, as amended, and, pursuant to, any resolutions adopted by the Board of Directors.

**L. Agenda Packets.** Members shall have the right to review agenda packets and materials, as permitted in the POAA, as amended, and, pursuant to, any resolutions adopted by the Board of Directors.

1. The Board Operations Committee shall establish the draft Regular Meeting agenda.
2. Unless otherwise directed by the President, staff shall deliver the agenda package to Board Members by the Friday preceding the meeting.
3. The Secretary shall publicize the proposed agenda for each Regular Meeting on the Association's website. Unless otherwise exempt as relating to a closed session pursuant to POAA, as amended, at least one copy of all agenda packets and materials furnished to members of the Board of Directors for a meeting shall be made available for inspection by the membership of the Association at the same time such documents are furnished to the Board of Directors.
4. Additional copies of the package shall be made available to the press and Members upon request.

**M. Member Comments.** Members shall have the right to be heard during the designated Member Comment period at Board meetings, as provided in the POAA, as amended, and, pursuant to the following rules:

1. Members are encouraged to attend and observe the Board meetings.
2. An early portion of each meeting shall be set aside for Members' comments, pursuant to POAA, as amended, which may be on any subject, and the President shall attempt to determine the number of anticipated speakers and allocate the allotted time fairly among them.

3. During a meeting at which the agenda is limited to specific topics or at a Special Meeting, the President may limit the comments of Members to the topics listed on the meeting agenda.
4. The President may, but shall not be obligated to, recognize, for up to one minute each, Members who wish to comment on specific agenda items during the Board of Director's discussion of such items.
5. A sign up sheet shall be available at the meeting for Members who wish to address the Board of Directors. Speakers shall be on a first come, first served basis unless the President determines otherwise.

**N. Quorum.**

1. Except as otherwise provided in the Reston Documents, a majority of the Directors shall constitute a quorum (five of the nine Directors) for the transaction of business.
2. A quorum of Directors must be present, at all times during a meeting, except as provided in Amended Reston Deed Section III.5(d)(3).
3. If less than a quorum is present a majority of those present may adjourn the meeting from time to time without further notice.

**O. Manner of Acting.** The act of a majority of the Directors present at a meeting at which a quorum exists shall be an act of the Board of Directors, unless a greater number is required by the Reston Documents.

**P. Director Attendance at Meetings**

1. Pursuant to POAA and the Nonstock Corporation Act, as amended, Directors may attend, participate and vote at meetings in person, by telephone conference, videoconference, or similar electronic means.
2. If a meeting is conducted by telephone conference, or videoconference, or similar electronic means, at least two Members of the Board of Directors shall be physically present at the meeting place.
3. The audio equipment shall be sufficient for any Member in attendance to hear what is said by any Member of the Board participating in the meeting who is not physically present.
4. A Director participating in a meeting, or a portion thereof, by this means is deemed to be present at the meeting.
5. If a Board Director wishes to attend a meeting by telephone conference or videoconference or similar electronic means, the Director must contact the President and Chief Executive Officer of such intent, providing the Association ample time to setup the necessary equipment for such Director to attend the meeting.
6. If a Director is unable to attend a meeting, the Director or their agent shall contact either the President, Secretary, Assistant Secretary, or Chief Executive Officer, prior to the meeting.

7. A Director shall be deemed to have resigned from the Board of Directors upon absence from three consecutive meetings without sufficient cause. Sufficient Cause is defined as follows, but is not limited to either: i) an absence for a medical reason; ii) business travel; iii) family vacation; or iv) family emergency.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association's Board of Directors held on October 26, 2006.

*Cate L. Fulkerson*

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Assistant Secretary



## Board & Association Operations Resolution 2

### Election of Officers

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**WHEREAS**, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

**WHEREAS**, Section III.2(e) of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston (“Amended Reston Deed”) delineates that it is a purpose of the Association to do any and all lawful things and acts that it, in its discretion, may deem to be for the benefit of the Property and the Owners and inhabitants thereof; and

**WHEREAS**, Section III.2(f) of the Amended Reston Deed delineates that it is a purpose of the Association to exercise the powers now or hereafter conferred by law on Virginia nonstock corporations and the Property Owners Association Act (“POAA”), as may be necessary or desirable to accomplish the purposes set forth above; and

**WHEREAS**, Section VI.1(a) of the Amended Bylaws of Reston Association (“Amended Bylaws”) designates that the Officers of the Association shall be a President, Vice President, Chief Executive Officer (“CEO”), Secretary, and Treasurer; and

**WHEREAS**, Section VI.1(a) of the Amended Bylaws permits the Board of Directors to elect such other Officers as it deems desirable and stipulates that no person may hold more than one office, the President and Vice President are required to be elected Directors, and that the remaining Officers need not be Directors, but shall be residents of the Property; and

**WHEREAS**, Section VI.1(a) of the Amended Bylaws delineates that any Member in Good Standing may serve as an Officer of the Association; and

**WHEREAS**, Section VI.2 of the Amended Bylaws delineates that Officers of the Board of Directors shall be elected annually by the Board of Directors at its Initial Meeting and serve until their successors are duly elected.

**NOW, THEREFORE, BE IT RESOLVED**, that the following process shall govern the annual election of officers:

#### **A. Opening Initial Meeting and Election of President**

1. If the current President or Vice President is still in office [reelected to the Board of Directors by the Membership], he/she will open the Initial Meeting, as outlined in section B of this Resolution, establish a quorum, and conduct the election of the President. If the current President is reelected, he/she will conduct the remaining officer elections. If he/she is not reelected, the election of the remaining officers will fall to the new President.

2. If neither the President nor Vice President are still in office, then the duty of presiding over the opening of the Initial Meeting, establishing a quorum, and conducting the election of the President will fall to the Association's current Secretary. If the Secretary is not in office, then the duty will fall to the Treasurer. That person shall be elected, by a majority vote of the Board, *Chair Pro Tem* for the sole purpose of conducting the election for the office of President and the position shall immediately terminate upon the election of a President.
3. Any questions regarding the officer election process during the course of the Initial Meeting should be directed to General Counsel.

## **B. Steps for Opening the Meeting and Conducting Officer Elections**

1. At 7:00 pm, call meeting to order and establish that a quorum, five of nine Board Members, is present to start the meeting. The following statements by the *Chair Pro Tem* are recommended :
  - i. *"The Reston Association Initial Meeting of the [year] Board of Directors will now come to order."*
  - ii. *"A quorum is present."*
2. If the current President or Vice President are no longer in office then the Secretary shall be elected, by a majority vote of the Board, *Chair Pro Tem* for the sole purpose of conducting the election for the office of President and the *Chair Pro Tem* position shall immediately terminate upon the election of a President. If the President or Vice President is in attendance then this step is unnecessary and can be skipped. The following statements by the *Chair Pro Tem* are recommended :
  - i. *"As the current President and/or Vice President are no longer in office, the Secretary shall be elected, by a majority vote of the Board of Directors, Chair Pro Tem for the sole purpose of conducting the election for the office of President and the position shall immediately terminate upon the election of a President."*
  - ii. *"Is there a motion to elect the Secretary Chair Pro Tem for the sole purpose of conducting the election for the office of President?"*
  - iii. *"Is there a second to the motion?"*
  - iv. *"Any discussion?"*
  - v. *"All in favor of electing the Secretary Chair Pro Tem for the sole purpose of conducting the election for the office of President please indicate by saying 'Aye'."*
  - vi. *"All those against, please indicate by saying 'Nay'."*
  - vii. *"The motion carries/failed."*
3. Announce that the first order of business is the election of officers then describe how nominations will be taken, the election will be held, results tabulated, and results announced. The following statements by the *Chair Pro Tem* are recommended :
  - i. *"The first order of business is the election of officers."*

- ii. *“Candidates for the offices of President, Vice President, Secretary and Treasure, respectively, will be nominated from the floor, one officer at a time, with one Board member making the initial nomination and a different Board member seconding the nomination. If no second is made, the nomination fails. Nominations may only be made by members of the Board of Directors.”*
  - iii. *“Once all nominations for the particular office have been made and seconded, the nomination process for that office will be closed. Each candidate for the office under consideration will then be afforded an opportunity to make a brief statement as to why he/she is qualified/interested in serving in that position.”*
  - iv. *“Once all candidates for that office have concluded their statements, General Counsel will distribute blank/secret ballots for you [Board of Directors] to use in casting your vote for the specific office under consideration.”*
  - v. *“Secret ballot voting is authorized for use in the election of Board officers Amended Bylaws and the Virginia Property Owners’ Association Act. Reston Association uses secret ballots in the election of officers, even if only one candidate has been nominated, to afford each Board Director the opportunity to cast his/her ballot anonymously, without concern of repercussions of not voting in the same manner as his or her peers.”*
  - vi. *“When ballots for an office have been completed, they will be collected by General Counsel. General Counsel and the recording or assistant secretary (a staff member appointed by the Chief Executive Officer) will leave the room and tabulate the results.”*
  - vii. *“For a candidate to be elected to officer he/she must receive a majority of the votes cast by the Board of Directors.”*
  - viii. *“Once tabulated, General Counsel and the recording/assistant secretary will come back into the room – General Counsel will announce the winner and the next office will be considered. Please note that General Counsel will provide no information as to the number of votes received by an individual candidate.*
  - ix. *“The process will repeat in this manner until all of the offices have been filled.”*
  - x. *“In case of a tie vote for any office, each candidate will be given an opportunity to speak to his/her qualifications again; the Board of Directors will be given new ballots and asked to recast their votes. This process will repeat until a majority vote is reached on one candidate.”*
  - xi. *“Are there any questions?”*
4. Ask for nominations from the floor for the office of President, following the above-described procedures.
5. Once the office of President has been elected, the new President will then take over the rest of the election process for the remaining three officer positions – Vice President, Secretary, and Treasurer.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association’s Board of Directors held on October 26, 2006.

Cate L. Fulkerson

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Assistant Secretary



## Board & Association Operations Resolution 3 Hearings

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**WHEREAS**, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

**WHEREAS**, Section III.2(e) of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston (“Amended Reston Deed”) delineates that it is a purpose of the Association to do any and all lawful things and acts that it, in its discretion, may deem to be for the benefit of the Property and the Owners and inhabitants thereof; and

**WHEREAS**, Section III.2(f) of the Amended Reston Deed delineates that it is a purpose of the Association to exercise the powers now or hereafter conferred by law on Virginia nonstock corporations and the Property Owners Association Act (“POAA”), as may be necessary or desirable to accomplish the purposes set forth above; and

**WHEREAS**, the Reston Documents and any Resolutions adopted by the Board of Directors may require hearings on matters under consideration by the Board of Directors; and

**WHEREAS**, Section I.1(bb) of the Amended Bylaws defines the term “Notice”.

**NOW, THEREFORE, BE IT RESOLVED**, that the following process shall govern the annual election of officers:

### **A. Timing of Hearings**

1. Hearings on probable referenda issues shall be held prior to the adoption of the final wording or decision to conduct referenda and another hearing will not be required.
2. Hearings on Board actions generally will be held at the meeting during which the action is to be taken.

### **B. Hearing Notice**

1. For hearings on referenda, as specified in the Reston Documents, notice of the referenda subject, date, time, and place of the hearing shall be published, prior to the hearing, at least once a week for two consecutive weeks in a newspaper having general circulation in Reston and posted on the Association’s web site [www.reston.org](http://www.reston.org).
2. For hearing matters, other than referenda, under consideration by the Board of Directors, notice of the subject, date, time, and place of the hearing shall be published, prior to the hearing, at least once a week for two consecutive weeks in a newspaper having general

circulation in Reston and posted on the Association's web site [www.reston.org](http://www.reston.org). In addition, the Board of Directors may cause written Notice, pursuant to Section I.1(bb)(2) of the Amended Reston Deed, to be delivered or mailed to the last known address of the Member(s) who will be affected by the matter under consideration.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association's Board of Directors held on October 26, 2006.

*Cate L. Fulkerson*

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Assistant Secretary



## Board & Association Operations Resolution 4 Board Communication with Members

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**WHEREAS**, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

**WHEREAS**, Section III.2(e) of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston (“Amended Reston Deed”) delineates that it is a purpose of the Association to do any and all lawful things and acts that it, in its discretion, may deem to be for the benefit of the Property and the Owners and inhabitants thereof; and

**WHEREAS**, the Property Owners Association Act states that the Board shall establish a reasonable, effective, and free method, appropriate to the size and nature of the association, for Members to communicate among themselves and with the Board regarding any matter concerning the association; and

**WHEREAS**, it is a desire of the Board of Directors to provide efficient and effective methods for communications with and among Members.

**NOW, THEREFORE, BE IT RESOLVED**, that the Association has established the following methods for Members to communicate amongst themselves and with the Board of Directors:

- A. Members may attend any open meeting, as defined in Board & Association Operations Resolution 1, of the Board of Directors and comment on any subject during Member Comments portion of any Regular Meeting. Comments from the Members at open Special Meetings of the Board of Directors are limited to the purpose of that Special Meeting.
- B. Comcast Community Television records Regular Meetings of the Board of Directors so that Members’ comments and Board discussions and actions may be observed by Members unable to attend the Regular Meetings. Such Regular Board Meetings are rebroadcast on Comcast Cable Community Television 28, a service subscribed to by approximately 86% of Reston residents. Members who are unable to view the televised meeting, may request a recorded copy from the Association.
- C. Members are invited to attend the Annual Members’ Meeting to converse with and make comments to the Board of Directors and other Members.
- D. Association produces an Annual Report that is provided at the Annual Members’ Meeting and made available afterwards on the Association’s website [www.reston.org](http://www.reston.org).
- E. Members are invited to attend hearings, not involving individual Member issues, and provide comments on specific subjects under consideration by the Board of Directors.

- F. Members are permitted to examine the Association's books and records, including but not limited to the budget, audited financial statements, meeting agenda and minutes, newspaper clippings, and press releases.
- G. As needed or required, the Association shall advertise or post notice of meetings, hearings, employment and volunteer opportunities, and programs and services in a newspaper having general circulation in Reston, on the Association's website [www.reston.org](http://www.reston.org), via Public Service Announcements (PSA's), the Reston Community Television bulletin board, and direct mailings.
- H. Reston Resource, the Association's quarterly newsletter is published and distributed/mailed to every Member at the address of record.
- I. Three times each year the Association publishes an A-Z Programs Guide that is mailed to every Member at the address of record.
- J. Reston Association, in partnership with Comcast Cable, will produce and air periodic public service announcements and special news segments on CNN Headline News Local Edition to provide information on the Association's facilities, Director elections, volunteer opportunities, programs, services and other information of interest to Members;
- K. Produce and publish the Cluster Exchange newsletter to provide pertinent information for officers of Clusters and Condominiums.
- L. Produce and publish Branching Out, a newsletter for Members who have expressed an interest in learning more about Reston's natural environment and the programs and activities offered by the Association's Environmental Education staff.
- M. The Association's website [www.reston.org](http://www.reston.org) contains vital Member information including but not limited to a meeting and events calendar, meeting agendas, meeting minutes, notices of hearings, the Association's Governing Documents, Board Resolutions/Policies, the Design Guidelines, Board of Directors and Executive Staff Contact information, financial information, and program/service information.
- N. Subject to resolutions adopted by the Board of Directors, Members may have access to the Membership List to obtain available contact information of other Members to discuss issues regarding matters concerning the Association.
- O. The Association will maintain a kiosk/bulletin board at its headquarters building for Members to use to post, subject to the Association's editorial review, their written ideas or concerns regarding Association matters.
- P. The Association will maintain a generic e-mail box, [info@reston.org](mailto:info@reston.org). Members may correspond with the Board of Directors or Senior Staff at the email addresses listed on the web site.

- Q. The Association's official website, [www.reston.org](http://www.reston.org), links to Reston websites that maintain electronic bulletin boards that encourage Members to converse among themselves.
- R. The Association shall strive to provide e-commerce, including but not limited to on-line assessment payment and program registration.
- S. The Association shall encourage Member participation in the Board of Directors Election process through advertisements, direct mailings, posters, and CNN Headline News Spots.
- T. The Association may provide Members the option of either voting by paper ballot or electronically in elections and referenda.
- U. The Association shall strive to conduct periodic surveys of the Members on a wide variety of policy and service issues.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association's Board of Directors held on October 26, 2006.

*Cate L. Fulkerson*

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Assistant Secretary



## Board & Association Operations Resolution 5 Board/Staff Relationship

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**WHEREAS**, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

**WHEREAS**, Section III.2(f) of the Amended Reston Deed delineates that it is a purpose of the Association to exercise the powers now or hereafter conferred by law on Virginia nonstock corporations and the Property Owners Association Act (“POAA”), as may be necessary or desirable to accomplish the purposes of the Association; and

**WHEREAS**, Section VI.7 of the Amended Bylaws of Reston Association (“Amended Bylaws”) sets forth the responsibilities of the Chief Executive Officer (“CEO”) and gives the CEO full authority to manage the Reston Association within the framework of the Reston Documents and rules and resolutions adopted by the Board of Directors; and

**WHEREAS**, the Reston Association Board of Directors wishes to reaffirm that the CEO position is a professional, not a elected one; and

**WHEREAS**, the Reston Association Board of Directors desires to contribute to the effective administration of the Reston Association.

**NOW, THEREFORE, BE IT RESOLVED**, that the terms and conditions of employment of the CEO shall be as set forth in an Employment Agreement as approved by the Board of Directors and agreed to by the CEO.

**BE IT FURTHER RESOLVED**, that in order to promote the effective and efficient administration and operation of the Reston Association the CEO shall be responsible to and report to the Board of Directors through the President and that the Board of Directors and the individual Directors, between meetings of the Board of Directors, shall deal only through the President or the CEO on matters concerning the Association, unless otherwise specifically directed by the CEO to such other senior staff as the CEO may designate.

**BE IT FURTHER RESOLVED**, that in order to promote the effective and efficient administration and operation of the Reston Association and to minimize any adverse impact on the Reston Association staff, the Board of Directors and the individual Directors and Officers may request general routine administrative information and assistance only from or through the CEO, unless otherwise expressly directed by the CEO to such other senior staff as the CEO may designate.

**BE IT FURTHER RESOLVED**, that, if, in the opinion of the CEO, information or requests for assistance, including any request which might require staff to generate and produce reports, opinions and/or analyses, that go beyond “general routine administrative”, such requests shall be forwarded for action to the full Board of Directors during their next Regular meeting

**BE IT FURTHER RESOLVED**, that while the General Counsel reports directly to the CEO on all legal matters involving the Reston Association, in addition, the Board of Directors or the President may request opinions and analyses from the General Counsel.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association's Board of Directors held on October 26, 2006; and amended on February 28, 2008.

*Cate L. Fulkerson*

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Assistant Secretary



## Board & Association Operations Resolution 6 Conflict of Interest Policy & Statement

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**WHEREAS**, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

**WHEREAS**, Section III.2(f) of the Amended Reston Deed delineates that it is a purpose of the Association to exercise the powers now or hereafter conferred by law on Virginia nonstock corporations and the Property Owners Association Act ("POAA"), as may be necessary or desirable to accomplish the purposes of the Association; and

**WHEREAS**, Section XI.2 of the Amended Bylaws of Reston Association ("Amended Bylaws") specifies that the conflict of interest provisions in Section 13.1-871 of the Nonstock Corporation Act, as may be amended, shall apply to Directors, Officers, members of the Design Review Board and members of all entities and Committees established by the Reston Documents or the Board of Directors; and

**WHEREAS**, the Board of Directors, recognizing its duty to serve the Reston community rather than the material personal or economic interest of any Director, desires to establish a Conflict of Interest Policy consistent with existing statutory requirements, to assure that the members of the Board of Directors, in executing their official duties, serve the public rather than their personal interests.

**NOW, THEREFORE, BE IT RESOLVED** that the following Conflict of Interest Policy shall govern any matter to which the interests of the Reston Association may conflict with the material personal or economic interest, direct or indirect, of any member of the Board of Directors.

### **A. Disclosure of Conflict**

1. Any Director who may have a material personal or economic interest, direct or indirect, in conflict with the interest of Reston Association as to any matter scheduled to be considered by its Board of Directors shall disclose such possible conflict before voting on such matter.
2. A director has an "indirect" interest in any matter as to which a material personal or economic interest exists benefiting:
  - i. any immediate family member of such Director; or
  - ii. any entity served by such Director or immediate family member as board or committee member, officer, trustee, partner or employee; or
  - iii. any entity in which such Director or immediate family member has a material economic interest, direct or indirect, such as equity owner, creditor, consultant, lawyer, accountant or other independent contractor.
3. A "material" economic interest is any interest with a fair market value exceeding \$500 which has existed at any time during the previous three years.

4. An "immediate family member" of a Director includes a spouse, child (*natural, adopted or related by marriage*), parent, grandparent, grandchild, sibling (*natural, adopted or related by marriage*) of such director. The term also includes any other family member who resides in the same household as, or is financially dependent upon, such director, as well as anyone who shares living quarters with such director under circumstances resembling a marital relationship.
5. Nevertheless, no Director elected by apartment owners under Section V.2(a) of the Bylaws shall be deemed to have a material personal or economic interest, direct or indirect, in any matter solely by reason of such Director's election.

**B. Action on Matters Involving a Conflict**

A Director who has disclosed a conflict of interest as to any matter pursuant to this Policy may participate in the discussion of such matter, may abstain or vote on such matter. No action shall be taken on such matter, however, except by affirmative vote of a majority of the disinterested Directors then serving.

**C. Contracts**

1. Any Director aware of any contract proposed to be executed by the Reston Association, in which any Director has a material personal or economic interest, direct or indirect, shall immediately disclose such interest to the President or Chief Executive Officer of the Reston Association.
2. All proposed contracts of Reston Association in which any Director has a material personal or economic interest, direct or indirect, shall be executed only upon approval by affirmative vote of a majority of the disinterested Directors then serving.

**D. Minutes**

The minutes of any meeting of the Board of Directors at which the disclosure of any conflict of interest is made by a Director as to any matter under consideration shall note such disclosure and note whether such Director was present for the vote on such matter and, if present, abstained or voted aye or nay on such matter.

**E. Dissemination and Acknowledgement of Policy**

1. Prior to the May Regular Meeting of the Board of Directors, the CEO shall provide each Board Director a copy of this Policy and specifically ask them to read, complete and execute the Association's Conflict of Interest Statement (Addendum A).
2. The CEO, Departmental Directors, and Officers of the Association shall also complete and execute a similar list, as is required of the Board of Directors.

3. Signed Conflict of Interest Statements shall be maintained by the Secretary and shall be retained as part of the Association's official books and records.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association's Board of Directors held on October 26, 2006.

*Cate L. Fulkerson*

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Assistant Secretary

# Addendum A

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## Reston Association *Conflict Of Interest Statement*

NAME:

ADDRESS:

POSITION:

**Per Board & Association Operations Resolution 6 on Conflict of Interest Policy and Statement, I submit the following:**

- a. Employer(s) of all family members over age 16:
- b. All assets (*including land, stocks, bonds, leases, partnerships, or other material assets*) located in Reston or involved in Reston based activities:
- c. Loans from Reston based persons or entities, which are not state or federally regulated:
- d. Other sources of significant income (*income which exceeds \$1,000 from the same source in one calendar year*):
- e. Membership(s) in organizations which are Reston oriented:
- f. Any material fact which may be a direct or indirect conflict of interest:

**By signing this Statement I certify that:**

- I have read the Reston Association Conflict of Interest Policy; and
- The information provided in this Statement is true and accurate. I understand that falsifying such information will result in my immediate resignation from the Board of Directors, pursuant to Section III.5(d)(2) of the First Deed of Amendment to the Deeds of Dedication of Reston.

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Signature

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Date



## Board & Association Operations Resolution 7 Rules for Issue Introduction

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**WHEREAS**, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

**WHEREAS**, Section III.2(f) of the Amended Reston Deed delineates that it is a purpose of the Association to exercise the powers now or hereafter conferred by law on Virginia nonstock corporations and the Property Owners Association Act (“POAA”), as may be necessary or desirable to accomplish the purposes of the Association; and

**WHEREAS**, it is the intent of the Board of Directors to consider issues in a manner that is fair, expedient, and affords the community adequate opportunity to make their wishes known.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors shall abide by the following rules for the introduction of new issues and resolutions during meetings:

- A. All new items for discussion are to be forwarded to the Board Operations Committee (“BOC”) for consideration.
- B. The BOC will either forward the issue on to the next appropriate Board of Directors meeting for action; or forward the issue to the appropriate staff or committee for further study with a date certain by which the staff/committee is to report their findings back to the BOC.
- C. During a Regular Meeting of the Board of Directors, if a Director wishes to change the meeting agenda to add an emergency issue for discussion or action, the Director must make a formal motion to add such emergency issue, the motion must be seconded, and approval for inclusion on the agenda shall require a majority vote of the Board of Directors present at the meeting.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association’s Board of Directors held on October 26, 2006.

*Cate L. Fulkerson*

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Assistant Secretary



## Board & Association Operations Resolution 8 New Board Member Orientation

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**WHEREAS**, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

**WHEREAS**, Section III.2(f) of the Amended Reston Deed delineates that it is a purpose of the Association to exercise the powers now or hereafter conferred by law on Virginia nonstock corporations and the Property Owners Association Act (“POAA”), as may be necessary or desirable to accomplish the purposes of the Association; and

**WHEREAS** it is the Board of Directors fiduciary responsibility to know as much about the Association, its processes, procedures, and how the Association is organized, to accomplish its work for the purpose of effectively and efficiently carrying out its duties, especially when new Directors have been elected to the Board.

**NOW, THEREFORE, BE IT RESOLVED**, that an orientation will be conducted for new members of the Board of Directors within thirty (30) days of the Annual Members’ Meeting when the new Directors have been publicly announced, and will include departmental briefings, information on the laws and policies that govern the Association, as well as an overview of the Association’s Committee structure and operations.

**BE IT FURTHER RESOLVED**, that a date for this annual orientation be established by November of each year and forwarded to the Elections Committee so that they may inform Board Candidates of this pending obligation if elected.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association’s Board of Directors held on October 26, 2006.

*Cate L. Fulkerson*

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Assistant Secretary



## Board & Association Operations Resolution 9 Annual Board Planning Session

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**WHEREAS**, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

**WHEREAS**, Section III.2(f) of the Amended Reston Deed delineates that it is a purpose of the Association to exercise the powers now or hereafter conferred by law on Virginia nonstock corporations and the Property Owners Association Act (“POAA”), as may be necessary or desirable to accomplish the purposes of the Association; and

**WHEREAS** it is the Board of Directors fiduciary responsibility to know as much about the Association, its processes, procedures, and how the Association is organized to accomplish its work for the purpose of effectively and efficiently carrying out its duties especially when new Directors have been elected to the Board.

**WHEREAS**, the structured foundation from which Board of Directors assures the attainment of the Association’s purposes and policies is through the Association’s multi-year Strategic Plan; and

**WHEREAS**, the Board of Directors has a responsibility to build a common understanding among its own members, and the Association’s Executive Staff, about the key issues, both long and short range, facing the Association and the direction the organization should take.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors, in coordination with the Chief Executive Officer (“CEO”), shall conduct an Annual Board Planning Session in April of each year, after the Annual Members’ Meeting, the purpose of which is to provide basic direction and set priorities for the coming year that are consistent with the goals of the current multi-year Strategic Plan.

**BE IT FURTHER RESOLVED**, that during the Annual Planning Session, the CEO will present information on the major issues facing the organization and the organization’s status in implementing the multi-year Strategic Plan.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association’s Board of Directors held on October 26, 2006.

*Cate L. Fulkerson*

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Assistant Secretary



## Board & Association Operations Resolution 10 Records of Membership and Board Meetings

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**WHEREAS**, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

**WHEREAS**, Section III.2(e) of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston (“Amended Reston Deed”) delineates that it is a purpose of the Association to do any and all lawful things and acts that it, in its discretion, may deem to be for the benefit of the Property and the Owners and inhabitants thereof; and

**WHEREAS**, Section III.2(f) of the Amended Reston Deed delineates that it is a purpose of the Association to exercise the powers now or hereafter conferred by law on Virginia nonstock corporations and the Property Owners Association Act (“POAA”), as may be necessary or desirable to accomplish the purposes set forth above; and

**WHEREAS**, Section VI.8 of the Amended Bylaws of Reston Association (“Amended Bylaws”) delineates the responsibilities of the office of Secretary; and

**WHEREAS**, Section 55-510 of POAA defines records and access to association records.

**NOW, THEREFORE, BE IT RESOLVED**, that the following policies govern the manner in which the Secretary shall take and maintain the Records of the Association:

1. The Secretary, or Assistant Secretary, shall take minutes of the Annual Members’ Meeting, of the Initial Board Meeting, of all Regular and Special Meetings of the Board of Directors as well as, Board Work Sessions.
2. Except for meeting minutes or other confidential records of an executive session of the Board of Directors, draft Board meeting minutes shall be open for inspection and copying: (i) within 60 days from the conclusion of the meeting to which such minutes appertain; or (ii) when such minutes are distributed to the Board of Directors as part of the agenda package, whichever comes first.
3. Such minutes shall be adopted by the Board of Directors at a meeting in which there is quorum present and shall delineate the following:
  - Those “Present”, whether in person, by telephone conference or videoconference or similar electronic means.
  - Those “Absent,” with either “sufficient cause” or “without sufficient cause,” Board & Association Operations Resolution 1, Section P.7.
  - Time that the meeting was called to order.
  - Actions taken by the Board.
  - Reports received by the Board.

- Time the meeting was adjourned.

4. The Secretary or Assistant Secretary shall maintain the original book of minutes, with attachments, and a book of policies and procedures at the offices of the Association. The Chief Executive Officer shall maintain copies of the minutes and resolutions in the Association's offices.
5. Upon election to the Board of Directors, each Director shall be supplied a copy of the book of rules, resolutions and regulations which shall then be maintained by such Director.
6. Minutes and resolutions shall be available to Members in accordance with any resolutions adopted by the Board of Directors.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association's Board of Directors held on October 26, 2006.

*Cate L. Fulkerson*

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Assistant Secretary



## Board & Association Operations Resolution 11; Association Spokespersons

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**WHEREAS**, the Board of Directors is responsible for the administration and operation of the Association consistent with the amended provisions of the Reston Documents; and

**WHEREAS**, Section III.2(e) of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston (“Amended Reston Deed”) delineates that it is a purpose of the Association to do any and all lawful things and acts that it, in its discretion, may deem to be for the benefit of the Property and the Owners and inhabitants thereof; and

**WHEREAS**, it is important for the Reston Association to speak with one voice when communicating with its Members and the public; and

**WHEREAS**, the Board of Directors of the Reston Association has determined that, in the absence of any clear designation or appointment in the Governing Documents, it would be appropriate to formally designate and appoint the official spokespersons of the Reston Association in a resolution.

**NOW THEREFORE, BE IT RESOLVED THAT**, absent a more specific resolution to the contrary, the President of the Reston Association and/or the Chief Executive Officer(CEO) of the Reston Association shall be and are hereby designated and appointed as the sole official spokespersons of the Reston Association (“Association”) and its Board of Directors in providing information related to the Association to the Members of the Reston Association and the general public, including the press, and in providing position statements to or responding to written alerts or correspondence from policy makers in the County and State;

**BE IT FURTHER RESOLVED THAT**, such authority to speak on behalf of the Association whether through the spoken word or in writing, is subject to the following terms and conditions:

1. That the spokesperson shall speak on behalf of the Board consistent with the positions of and decisions rendered by the Board of Directors, as may be in effect;
2. When no official position has yet been taken nor decision yet been rendered by the Board of Directors, the spokesperson may still speak on behalf of the Association so long as they clearly indicate that no official position has yet been taken nor decision rendered and that any statement given shall be consistent, to the extent possible, with previous Board positions or decision reached and in compliance with the Association’s Governing Documents;
3. Any written correspondence or position of the Association, regardless of format, shall be executed or signed by either the President or the CEO, or both, as appropriate.

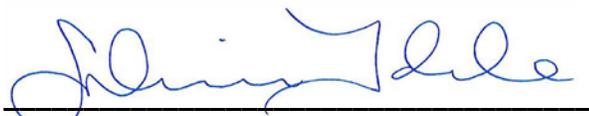
**BE IT FURTHER RESOLVED THAT**, the CEO shall have the authority to expressly delegate certain duties as spokesperson to the Director of Communications, as appropriate, and all delegated duties shall be carried out consistent with the terms and conditions of this resolution.

**BE IT FURTHER RESOLVED THAT**, the President shall have the authority to expressly delegate certain duties as spokesperson to the Vice President or other members of the Board of Directors, as appropriate, and all delegated duties shall be carried out consistent with the terms and conditions of this resolution.

**BE IT FURTHER RESOLVED THAT**, to ensure consistent and accurate messaging to our members who contact the Association through the RA Board email address [boardofdirectors@reston.org](mailto:boardofdirectors@reston.org) the following protocols shall be used by the Board when responding to emails:

1. When a Member emails the entire Board on a broad topic, staff will draft a response (content driven) for the President's consideration and use in responding to the member, copying the entire Board and CEO.
2. When a Member emails the entire Board on a District specific topic:
  - a. Staff will draft a response (content driven) for the President and the District Director's consideration.
  - b. The District Director will use the information provided in their response to the Member, copying the entire Board and CEO.
3. When a Member emails an individual Director on a topic:
  - c. Staff will draft a response (content driven) for the President and the Director's consideration.
  - d. The Director will use the information provided in their response to the Member, copying the entire Board and CEO.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association's Board of Directors held on June 23, 2011; and amended on June 22, 2017.



Assistant Secretary



## Board & Association Operations Resolution 12; Record Retention & Destruction Policy

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**WHEREAS**, Article III, Section III.1 and III.2 of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston (“Reston Deed”) provide, in part, that the Reston Association (“Association”) is charged with the duties and vested with the powers prescribed by law and set forth in the Reston Documents and is to do any and all lawful things and acts that it, in its discretion, may deem to be for the benefit of the Property and the Owners; and,

**WHEREAS**, Article III, Section III.5 (e) of the Reston Deed and Article Four (C.) of the Articles of Amendment to the Articles of Incorporation of Reston Association provide that the Board of Directors (“Board”) shall have the power to exercise all the powers, duties and authority vested in the Association that are not specifically reserved to the Members or the Design Review Board; and,

**WHEREAS**, the Board has determined that it is in the best interests of the Association to adopt a policy for the maintenance and retention of the Association’s books and records.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby adopts the following Record Retention Policy:

1. The Association’s books and records shall be retained (*either in paper or electronic format, as determined by the Board*) for the time periods listed in the Record Retention Periods chart attached to this Policy Resolution as Exhibit A and incorporated herein by reference. The list is not exhaustive. The Board shall use its best judgment in determining the retention period for any record not expressly referenced in Exhibit A.
2. Regardless of the retention periods specified in Exhibit A, in the event litigation against the Association is threatened or filed, the Association shall use its best efforts to preserve any books or records of the Association that might reasonably be related to the threatened or filed litigation until after the dispute is resolved, settled, or the applicable statute of limitations has expired.
3. Any books and records that are discarded in accordance with this Policy shall be shredded, permanently deleted if in electronic format or otherwise destroyed if such books and records contain financial information, contact information for individuals, or other confidential matters, including but not limited to the types of documents that can be withheld from inspection and copying pursuant to the Virginia Property Owners’ Association Act. Prior to being disposed, electronic storage devices containing Association books and records shall be erased and physically destroyed to be rendered unusable.
4. Except as otherwise instructed by the Board in writing, the CEO is hereby authorized to have Association books and records discarded or destroyed in accordance with the Record Retention Periods listed in Exhibit A. If a specific record or file is not listed in Exhibit A or if there is any question whether a particular record should be destroyed, then the CEO must obtain written authorization from the Board (*or the Association’s president or secretary, acting at the direction of the Board*) prior to discarding or destroying the record or file in question.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association’s Board of Directors held on October 23, 2014.

Assistant Secretary

## Exhibit A

### Reston Association Record Retention Periods

<b>RETENTION PERIOD</b>	<b>RECORD TYPE</b>	<b>SPECIFIC RECORD/FILE</b>
<b>Permanently</b>	AUDIT REPORTS	
Permanently	FEDERAL, STATE AND COUNTY TAX RETURNS AND OTHER FILINGS	<ul style="list-style-type: none"> <li>• Tax filings (990/990-EZ)</li> <li>• Annual reports filed with State Corporation Commission and with CICB</li> </ul>
Permanently	GOVERNING DOCUMENTS	<ul style="list-style-type: none"> <li>• Articles of Incorporation,</li> <li>• Declarations of Covenants,</li> <li>• Bylaws, and Rules &amp; Regulations/Resolutions (including amendments and documentation showing how notice was given for proposed amendments to Articles, Declaration and Bylaws)</li> </ul>
Permanently	FINANCIAL RECORDS	<ul style="list-style-type: none"> <li>• Budgets</li> <li>• Year-end financial statements</li> </ul>
Permanently	LEGAL OPINIONS	
Permanently	LOT FILES	<ul style="list-style-type: none"> <li>• Architectural applications and decisions</li> <li>• Resale disclosure packets issued for Lots</li> </ul>
Permanently	MEETING MINUTES & ACTIONS WITHOUT MEETING	<ul style="list-style-type: none"> <li>• Association, Board and Committees</li> <li>• Unanimous written consents to actions without a meeting</li> </ul>
Permanently	RESERVE STUDIES	
<b>20 years</b>	DELINQUENT OWNERS' ASSESSMENT ACCOUNT LEDGERS (from after the date the owner is no longer owner of record, or if longer, from the date on which legal counsel's file is closed on the account)	<ul style="list-style-type: none"> <li>• Accounts that were forwarded to legal counsel for collection</li> </ul> <p>(note: as general rule, judgments recorded in land records act as a lien for 20 years on real estate owned by the judgment debtor in the county/city where the judgment is recorded)</p>
20 years	ACCIDENT/INJURY REPORTS	<ul style="list-style-type: none"> <li>• Minors may reopen a case once they reach the age of majority</li> </ul>
20 years	AQUATICS DAILY AND WEEKLY LOGS	<ul style="list-style-type: none"> <li>• Required by health department and would need to be provided with an accident/injury report</li> </ul>
20 years	ACTIVITY AND EVENT LIABILITY WAIVERS - MINORS	

7 years	BOARD MEETING PACKETS	
7 years	<p>CONTRACTS (from after date work or event completed or, if applicable, after termination or expiration date); Including amendments, addendums, exhibits and insurance certificates</p>	<ul style="list-style-type: none"> <li>• Rentals agreements</li> <li>• Vendor agreements</li> <li>• Sponsorship agreements,</li> <li>• Safety provider contracts,</li> <li>• Reston Swim Team Association</li> <li>• Maintenance and construction contracts,</li> <li>• Athletic event agreements,</li> <li>• Service providers contracts,</li> <li>• Professional and legal services contracts,</li> <li>• Office lease agreements,</li> <li>• Garden plot and RVCP contracts,</li> </ul>
7 years	FINANCIAL RECORDS	<ul style="list-style-type: none"> <li>• Bank Statements,</li> <li>• Bank reconciliations,</li> <li>• Deposit slips &amp; lockbox deposit reports,</li> <li>• Cancelled checks,</li> <li>• Cash receipts batch records,</li> <li>• NSF records,</li> <li>• General ledgers and trial balances,</li> <li>• Monthly financial statements,</li> <li>• Purchase orders,</li> <li>• Vendor invoices,</li> <li>• Payroll records <ul style="list-style-type: none"> <li>○ OSHA records</li> <li>○ State new-hire reports</li> </ul> </li> </ul>
7 years	TAX RECORDS (other than 990/990-EZ)	<ul style="list-style-type: none"> <li>• Payroll tax filings,</li> <li>• Sales and use tax filings, Personal property tax returns,</li> <li>• State, city and local license filings</li> <li>• Forms 1099</li> </ul>
7 years	ACTIVITY AND EVENT LIABILITY WAIVERS – ADULTS	
7 years	INSURANCE CLAIMS	
7 years	COVENANT/RULE ENFORCEMENT (from date violation cured or, if later, date enforcement action concluded)	<ul style="list-style-type: none"> <li>• Violation notices and related enforcement documents</li> </ul>
7 years	GENERAL NOTICES/COMMUNICATIONS TO MEMBERSHIP	
7 years	OWNERS' ASSESSMENT ACCOUNT LEDGERS (from after the date the person is no longer owner of record)	<ul style="list-style-type: none"> <li>• Account charges</li> <li>• Account adjustments/write-offs</li> <li>• Payment plan promissory notes</li> <li>• Not including delinquent owners or former owners whose accounts were forwarded to legal counsel (see above for 20 year retention)</li> </ul>

7 years	CONTRACT PROPOSALS	
7 years	HR FILES – GENERAL	Note – retention period # of years from last employee termination date <ul style="list-style-type: none"> <li>• Employee benefit plan records (excluding 401k and 457b)</li> <li>• Employee medical plan records</li> </ul>
7 years	HR FILES – 401k and 457b savings plans	<ul style="list-style-type: none"> <li>• Retain 7 years after liquidation/rollover of plan account</li> </ul>
7 years	HR FILES – NON-SEASONAL EMPLOYEES	Note – retention period # of years from last employee termination date <ul style="list-style-type: none"> <li>• Job/pay history records,</li> <li>• Performance review/disciplinary action records,</li> <li>• Job application, resume and references,</li> <li>• Certifications and training records</li> <li>• Employment verifications</li> <li>• DMV driving records &amp; CDL random drug test records,</li> <li>• EEO filings and reporting data</li> </ul>
<b>5 years</b>	HR FILES – SEASONAL EMPLOYEES	Note – retention period # of years from last employee termination date <ul style="list-style-type: none"> <li>• Job/pay history records,</li> <li>• Performance review/disciplinary action records,</li> <li>• Job application, resume and references,</li> <li>• Certifications and training records</li> <li>• Employment verifications</li> <li>• DMV driving records &amp; CDL random drug test records,</li> <li>• EEO filings and reporting data</li> </ul>
<b>3 years</b>	HR FILES – GENERAL	Note – retention period # of years from last employee termination date <ul style="list-style-type: none"> <li>• I-9 forms (all employees),</li> <li>• FMLA, USERRA and related leave records (all employees)</li> </ul>
3 years	FINANCIAL RECORDS	<ul style="list-style-type: none"> <li>• Employee timesheets</li> </ul>
<b>1 year</b> or, if later, when the minutes(reflecting the election results) are approved for the meeting at which the election occurred	ELECTIONS RECORDS	<ul style="list-style-type: none"> <li>• Proxies</li> <li>• Ballots</li> </ul>



## Board & Association Operations Resolution 13; CEO Performance Appraisal Process

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**WHEREAS**, Article III, Section III.1 and III.2 of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston (“Reston Deed”) provide, in part, that the Reston Association (“Association”) is charged with the duties and vested with the powers prescribed by law and set forth in the Reston Documents and is to do any and all lawful things and acts that it, in its discretion, may deem to be for the benefit of the Property and the Owners; and,

**WHEREAS**, Section VI.2 of the Amended Bylaws of the Reston Association delineated that the Board shall appoint a Chief Executive Officer (“CEO”) who shall be qualified by reason of education and experience, and determine the CEO’s tenure, compensation and other terms of employment; and,

**WHEREAS**, the Board has determined that it is in the best interests of the Association to adopt a process for conducting an annual evaluation of the CEO’s performance.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby adopts the following process for evaluating the performance of the CEO:

### **1. Initiation of Process, Gathering Data**

The process shall commence approximately forty-five (45) days prior to the end of the appraisal date set for the calendar year (or prorated portion thereof) to align with the Association’s budget cycle. The process begins by directing the incumbent to provide a self-appraisal of goal accomplishment as assigned by the Board of Directors (Exhibit A). This allows the incumbent to provide direct and relevant feedback on their performance from their own perspective. The self-appraisal is then provided to the Director of Human Resources & Administrative Services and the Board President for consideration as the remainders of the performance documents are finalized.

Concurrent to the self-appraisal, the Director of Human Resources & Administrative Services provides a Performance Feedback Form (Exhibit B) to the Senior Leadership Team and the Board of Directors. This document relays opportunity for the Chief Executive Officer’s direct reports and the entire Board to provide feedback on job competencies which support the Association’s core values, as well as any goals the CEO should undertake during the upcoming appraisal period. The Feedback Forms may be returned to the Director of Human Resources & Administrative Services anonymously if so chosen.

During the process of gathering data, the Director of Human Resources & Administrative Services will also conduct salary benchmarking to ensure that the Chief Executive Officer’s salary closely aligns with similarly situated local organizations and municipalities.

The Board Governance Committee will be responsible for reviewing input received from the Board and developing a list of preliminary goals for the Board of Directors to consider for the upcoming appraisal period. It is recommended that the CEO’s goals remain closely aligned with the Association’s current multi-year strategic plan to ensure focus and attention remains on the overarching goals of the organization as defined by the Board of Directors. (Exhibit B)

**2. Assessing Performance-Related Data**

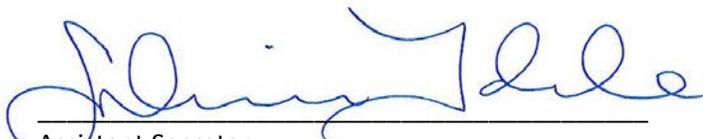
As per Committees Resolution 4, the Board Governance Committee is responsible for completion of the CEO evaluation and recommending appropriate action related to the evaluation to the full Board of Directors. To this end, the Board Governance Committee will present information to assist the Board of Directors in finalizing the analysis of the performance data received to complete the Performance narrative. This part of the performance appraisal process should be initiated approximately thirty (30) days prior to the appraisal due date. Data available for assessment includes: 1) the information gathered and compiled by the Director of Human Resources & Administrative Services as submitted through the Performance Feedback Form by the Senior Leadership Team and the Board Directors; 2) the previous year’s goals and performance resulting in progress to achievement of those goals; and, 3) the self-appraisal document.

**3. Presenting Performance Appraisal Package**

Once completed, the Board Governance Committee shall present to the full Board of Directors a draft Performance Appraisal Package. This presentation may be made either in executive session or during a Special Meeting of the Board. Once the Performance Appraisal Package is finalized, the proposed goals will be presented to the CEO in executive session to ensure they can be effectively adopted by both the CEO and the Board of Directors. Without any objections to the final Appraisal Package, the Board will then authorize the Board President to present the Appraisal Package to the CEO.

The full appraisal package is inclusive of a finalized performance appraisal document, finalized goals for the coming appraisal period and a performance letter indicating any applicable merit increase and performance bonus. The Board President is responsible for presenting the documents and conducting an appropriate discussion regarding the information contained. It is recommended the Director of Human Resources & Administrative Services be present for this meeting. Further, it is important to present the full appraisal package on or as close to the anniversary date as possible.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Board of Directors on September 24, 2015; and amended on March 23, 2017.



Assistant Secretary



## Chief Executive Officer Self-Appraisal 2015 November 1, 2014 to November 1, 2015 Appraisal Period

**Core Values:** Service. Collaboration. Stewardship. Innovation. Leadership.

**Vision:** Leading the model community where all can live, work, play, and get involved.

**Mission:** To preserve and enhance the Reston community through outstanding leadership, service, and stewardship of our resources.

<b>Focus Area 1:</b> Optimizing Member Experiences	<b>Strategic Goal:</b> To optimize the services, programming, and facilities offered to RA members.
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<b>2015 CEO Goals in Support of Achieving Strategic Goal:</b>
1. Establish a multi-year Parks, Recreation & Open Space Management Plan.

<b>2015 CEO Goals in Support of Achieving Performance Goal(s):</b>
1. CEO to insert specific and detailed comments on progress toward full achievement of the goals as laid out in Focus Area 1.

<b>Focus Area 2:</b> Leading Sustainable Change	<b>Strategic Goal:</b> To enhance and protect Reston’s built and natural environments to ensure development and redevelopment is consistent with the Essential Elements <sup>1</sup> of Reston.
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<b>2015 CEO Goals in Support of Achieving Strategic Goal:</b>
1. Train and educate the Design Review Board on its roles and responsibility to support the future implementation of Urban Guidelines that promote the Essential Elements of Reston as standards for the development, redevelopment and revitalization of our community.

<b>2015 CEO Goals in Support of Achieving Performance Goal(s):</b>
1. CEO to insert specific and detailed comments on progress toward full achievement of the goals as laid out in Focus Area 2.

<b>Focus Area 3:</b> Fostering Community Engagement	<b>Strategic Goal:</b> To inform and engage our diverse community about RA amenities, programs, services and natural resources.
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<b>2015 CEO Goals in Support of Achieving Strategic Goal:</b>
1. Establish a method with metrics, to effectively secure community engagement.

<b>2015 CEO Goals in Support of Achieving Performance Goal(s):</b>
1. CEO to insert specific and detailed comments on progress toward full achievement of the goals as laid out in Focus Area 3.

<b>Focus Area 4:</b> Leveraging Technology	<b>Strategic Goal:</b> To serve members, staff and community with effective, demand-based technology.
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<b>2015 CEO Goals in Support of Achieving Strategic Goal:</b>
1. Develop a plan to implement digital document system and fully scan all RA documents to support providing reliable on-line access.

<b>2015 CEO Goals in Support of Achieving Performance Goal(s):</b>
1. CEO to insert specific and detailed comments on progress toward full achievement of the goals as laid out in Focus Area 4.

<b>Focus Area 5: Managing Competing Resources</b>	<b>Strategic Goal:</b> To manage our resources to best serve RA and our members.
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<b>2015 CEO Goals in Support of Achieving Strategic Goal:</b>
<ol style="list-style-type: none"> <li>1. Develop a cost/benefit model and associated metrics for each business area of the Association, .establish multi-year strategic plans.</li> <li>2. Implement operational procedures and organizational structure of Maintenance and Recreation functions to achieve measurable improvements in curb appeal, trash pickup, and road maintenance.</li> </ol>

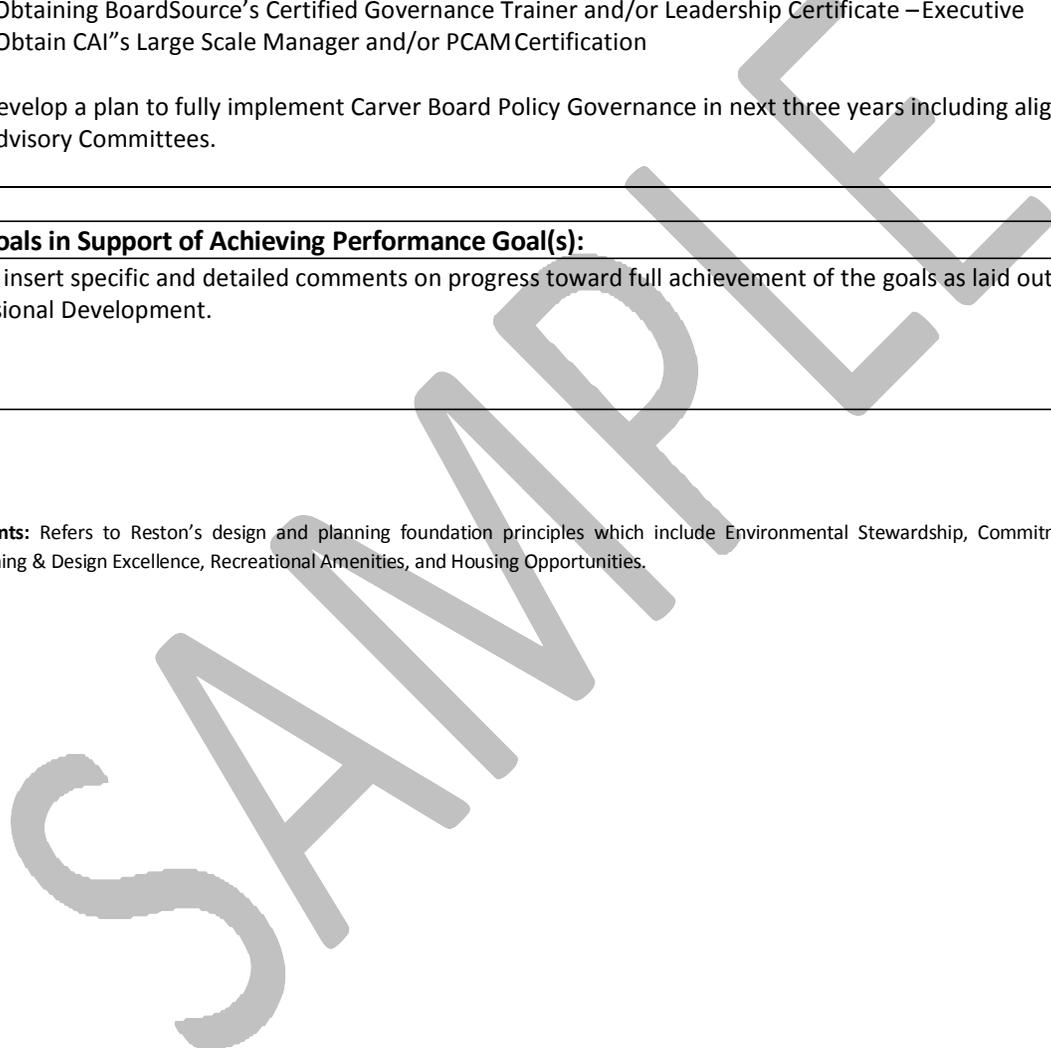
<b>2015 CEO Goals in Support of Achieving Performance Goal(s):</b>
<ol style="list-style-type: none"> <li>1. CEO to insert specific and detailed comments on progress toward full achievement of the goals as laid out in Focus Area 5.</li> </ol>

<b>Board &amp; Professional Development</b>	
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<b>2015 CEO Goals in Support Board &amp; Professional Development:</b>
<ol style="list-style-type: none"> <li>1. Attend training to support broadening exposure and growth as a CEO by completing one or more of the following: <ul style="list-style-type: none"> <li>*Schedule and participate in a minimum of 20 hours of relevant Executive Development/Coaching Programming</li> <li>*Obtaining BoardSource’s Certified Governance Trainer and/or Leadership Certificate –Executive</li> <li>*Obtain CAI’s Large Scale Manager and/or PCAM Certification</li> </ul> </li> <li>2. Develop a plan to fully implement Carver Board Policy Governance in next three years including alignment of Advisory Committees.</li> </ol>

<b>2015 CEO Goals in Support of Achieving Performance Goal(s):</b>
<ol style="list-style-type: none"> <li>1. CEO to insert specific and detailed comments on progress toward full achievement of the goals as laid out in Board &amp; Professional Development.</li> </ol>

<sup>1</sup> **Essential Elements:** Refers to Reston’s design and planning foundation principles which include Environmental Stewardship, Commitment to the Arts, Accessibility, Planning & Design Excellence, Recreational Amenities, and Housing Opportunities.





**CHIEF EXECUTIVE OFFICER PERFORMANCE STANDARD FEEDBACK**

*The CEO Performance Appraisal includes: CEO self-evaluation; general performance standard feedback; and the strategic plan.*

*Performance Standard ratings are divided into three categories: Exceeds Expectation (3); Meets Expectation (2); and Needs Improvement (1). Please select the category that best describes your composite assessment of the CEO's performance.*

*If you select the Needs Improvement (1), indicate specific comments that result in your selection of that particular.*

PERFORMANCE STANDARDS	RANKING (1-3)	Comments
<p><b>1. STAFF EFFECTIVENESS</b></p>		
<p><i>A component of Reston Association's <b>Leadership</b> Core Value. Promoting the development and performance of staff and employees throughout the organization</i></p>		
<p><i>Practices that contribute to this core content area are:</i></p>		
<p><b>Coaching/Mentoring:</b> Providing direction, support, and feedback to enable others to meet their full potential (requires knowledge of feedback techniques; ability to assess performance and identify others' developmental needs)</p>		
<p><b>Team Leadership:</b> Facilitating teamwork (requires knowledge of team relations; ability to direct and coordinate group efforts; skill in leadership techniques)</p>		
<p><b>Empowerment:</b> Creating a work environment that encourages responsibility and decision making at all organizational levels (requires skill in sharing authority and removing barriers to creativity)</p>		
<p><b>Delegating:</b> Assigning responsibility to others (requires skill in defining expectations, providing direction and support, and evaluating results)</p>		

PERFORMANCE STANDARDS	RANKING (1-3)	Comments
<p><b>2. FACILITATION &amp; PARTNERSHIPS</b></p> <p><i>A component of Reston Association's <b>Collaboration</b> Core Value.</i></p> <p><i>Helping then Board and other community actors identify, work toward, and achieve common goals and objectives.</i></p> <p><i>Demonstrating a commitment to democratic principles by respecting elected officials, community interest groups, and the decision making process; educating members about local stakeholders; and acquiring knowledge of the social, economic, and "politics" of the community.</i></p> <p><i>Facilitating the flow of ideas, information, and understanding between and among individuals; advocating effectively in the community interest</i></p>		
<p><i>Practices that contribute to this core content area are:</i></p>		
<p><b>Facilitative Leadership:</b> Building cooperation and consensus among and with the Board and other Community Stakeholders, helping them identify common goals and act effectively to achieve them; recognizing g interdependent relationships and multiple causes of community issues and anticipating the consequences of policy decisions (requires knowledge of community actors and their interrelationships)</p>		
<p><b>Facilitating Board Effectiveness:</b> Helping the Board develop a policy agenda that can be implemented effectively and that serves the best interests of the community (requires knowledge of role/authority relationships between elected and appointed officials; skill in responsibly following the lead of others when appropriate; ability to communicate sound information and recommendations)</p>		
<p><b>Mediation/Negotiation:</b> Acting as a neutral party in the resolution of policy disputes (requires knowledge of mediation/negotiation principles; skill in mediation/negotiation techniques)</p>		
<p><b>Advocacy:</b> Fostering transparency through action and example; ensuring the effective participation of RA Stakeholders in the system (requires knowledge and skill in relationship building)</p>		

<b>PERFORMANCE STANDARDS</b>	<b>RANKING (1-3)</b>	<b>Comments</b>
<b>Member Participation:</b> Recognizing the value of member participation to influence decisions and promoting active member involvement in RA's governance		
<b>Diversity:</b> Understanding and valuing the differences among individuals and fostering these values throughout the organization and the community		
<b>Advocacy:</b> Communicating personal support for policies, programs, or ideals that serve the best interests of the community		
<b>Interpersonal Communication:</b> Exchanging verbal and nonverbal messages with others in a way that demonstrates respect for the individual and furthers organizational and community objectives (requires ability to receive verbal and nonverbal cues; skill in selecting the most effective communication method for each interchange)		
<b>3. OPERATIONAL MANAGEMENT</b>		
<i>A component of Reston Association's Service Core Value. Practices that contribute to this core content area are:</i>		
<b>Functional/Operational Expertise:</b> Understanding the basic principles of service delivery in functional areas--e.g. community outreach and economic development, member services, administrative services, facilities (requiring knowledge of service areas and delivery options)		
<b>Operational Planning:</b> Anticipating future needs, organizing work operations, and establishing timetables for work units or projects (requires knowledge of technological advances and changing standards; skill in identifying and understanding trends; skill in predicting the impact of service delivery decisions)		
<b>Technological Planning:</b> Demonstrating an understanding of information technology and ensuring that it is incorporated appropriately in plans to improve service delivery, information sharing, organizational communication, and citizen access		

PERFORMANCE STANDARDS	RANKING (1-3)	Comments
<p><b>HR Management:</b> Ensuring that the policies and procedures for employee hiring, promotion, performance appraisal, and discipline are equitable, legal, and current; ensuring that human resources are adequate to accomplish programmatic objectives</p>		
<p><b>4. PROGRAM MANAGEMENT</b></p>		
<p><i>A component of Reston Association's <b>Service</b> Core Value.</i></p> <p><i>Practices that contribute to this core content area are:</i></p>		
<p><b>Member Service:</b> Determining member needs and providing responsive, equitable services to the community.</p>		
<p><b>Quality:</b> Maintaining a consistently high level of quality in staff work, operational procedures, and service delivery</p>		
<p><b>5. VISION, MISSION &amp; STRATEGIC PLANNING</b></p>		
<p><i>A component of Reston Association's <b>Innovation</b> Core Value.</i></p> <p><i>Setting an example that urges the organization and the community toward experimentation, change, creative problem solving, and prompt action</i></p> <p><i>Positioning the organization and the community for events and circumstances that are anticipated in the future</i></p>		
<p><i>Practices that contribute to this core content area are:</i></p>		
<p><b>Initiative and Risk Taking:</b> Demonstrating a personal orientation toward action and accepting responsibility for the results; resisting the status quo and removing stumbling blocks that delay progress toward goals and objectives</p>		
<p><b>Vision:</b> Conceptualizing an ideal future state and communicating it to the organization and the community</p>		

PERFORMANCE STANDARDS	RANKING (1-3)	Comments
<p><b>Creativity and Innovation:</b> Developing new ideas or practices; applying existing ideas and practices to new situations</p>		
<p><b>6. FISCAL MANAGEMENT</b></p>		
<p><i>A component of Reston Association's <b>Stewardship</b> Core Value. Practices that contribute to this core content area are:</i></p>		
<p><b>Budget Planning:</b> Preparing and administering the budget</p>		
<p><b>Fiscal Analysis:</b> Interpreting financial information to assess the short-term and long-term fiscal condition of the community, determine the cost-effectiveness of programs, and compare alternative strategies</p>		
<p><b>7. EXTERNAL LIAISON &amp; PUBLIC RELATIONS</b></p>		
<p><i>A component of Reston Association's <b>Collaboration</b> Core Value. Practices that contribute to this core content area are:</i></p>		
<p><b>Presentation Skills:</b> Conveying ideas or information effectively to others</p>		
<p><b>Media Relations:</b> Communicating information to the media in a way that increases public understanding of local issues and activities and builds a positive relationship with the press</p>		

PERFORMANCE STANDARDS	RANKING (1-3)	Comments
<b>8. INTEGRITY</b>		
<p><i>A component of Reston Association's <b>Leadership</b> Core Value.</i></p> <p><i>Demonstrating fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities</i></p> <p><i>Practices that contribute to this core content area are:</i></p>		
<p><b>Personal Integrity:</b> Demonstrating accountability for personal actions; conducting personal relationships and activities fairly and honestly</p>		
<p><b>Professional Integrity:</b> Conducting professional relationships and activities fairly, honestly, and legally</p>		
<p><b>Organizational Integrity:</b> Fostering ethical behavior throughout the organization through personal example, management practices, and training (requires knowledge of administrative ethics; ability to instill accountability into operations; and ability to communicate ethical standards and guidelines to others)</p>		
<b>9. PERSONAL DEVELOPMENT</b>		
<p><i>A component of Reston Association's <b>Leadership</b> Core Value.</i></p> <p><i>Practices that contribute to this core content area are:</i></p>		
<p>Demonstrating a commitment to a balanced life through ongoing self-renewal and development in order to increase personal capacity</p>		

**Chief Executive Officer Goals 2015**  
**Aligned to RA 2016-2020 Strategic Plan**  
**November 1, 2014 to November 1, 2015 Appraisal Period**

**Core Values:** Service. Collaboration. Stewardship. Innovation. Leadership.

**Vision:** Leading the model community where all can live, work, play, and get involved.

**Mission:** To preserve and enhance the Reston community through outstanding leadership, service, and stewardship of our resources.

Appraisal dates should line up with anniversary of date of hire or promotion

Focus Areas should be taken from the most current version of the RA Strategic Plan

<b>Focus Area 1:</b> Optimizing Member Experiences	<b>Strategic Goal:</b> To optimize the services, programming, and facilities offered to RA members.
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<b>2015 Goals in Support of Achieving Strategic Goal:</b>	
Example:	
<ol style="list-style-type: none"> <li>Develop a list of property management services {curb cleaning, grass trimming, snow removal, landscaping, and recreation programs} to be offered and delivered to membership, RA Clusters and Condominiums.</li> <li></li> </ol>	

Goals should be aligned with the area of focus supporting the strategic plan and should be SMART (specific, measurable, actionable, relevant and time-based)

<b>Focus Area 2:</b> Leading Sustainable Change	<b>Strategic Goal:</b> To enhance and protect Reston’s built and natural environments to ensure development and redevelopment is consistent with the Essential Elements <sup>1</sup> of Reston.
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<b>2015 CEO Goals in Support of Achieving Strategic Goal:</b>	
Example:	
<ol style="list-style-type: none"> <li>Using recent experience, establish a formal RA review process that is comprehensive, flexible and innovative for future development and redevelopment projects in both PRC and non-PRC zoned areas.</li> <li></li> </ol>	

<b>Focus Area 3:</b> Fostering Community Engagement	<b>Strategic Goal:</b> To inform and engage our diverse community about RA amenities, programs, services and natural resources.
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<b>2015 CEO Goals in Support of Achieving Strategic Goal:</b>	
Example:	
<ol style="list-style-type: none"> <li>Establish a method with metrics, to effectively secure community engagement.</li> </ol>	

<b>Focus Area 4:</b> Leveraging Technology	<b>Strategic Goal:</b> To serve members, staff and community with effective, demand-based technology.
--	---

<b>2015 CEO Goals in Support of Achieving Strategic Goal:</b>	
Example:	
<ol style="list-style-type: none"> <li>Develop a plan to implement digital document system and fully scan all RA documents to support providing reliable on-line access.</li> </ol>	

<b>Focus Area 5:</b> Managing Competing Resources	<b>Strategic Goal:</b> To manage our resources to best serve RA and our members.
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<b>2015 CEO Goals in Support of Achieving Strategic Goal:</b>	
Example:	
<ol style="list-style-type: none"> <li>Develop a cost/benefit model and associated metrics for each business area of the Association, .establish multi-year strategic plans.</li> <li></li> </ol>	

<sup>1</sup> **Essential Elements:** Refers to Reston’s design and planning foundation principles which include Environmental Stewardship, Commitment to the Arts, Accessibility, Planning & Design Excellence, Recreational Amenities, and Housing Opportunities.

**Board & Professional  
Development****2015 CEO Goals in Support Board & Professional Development:**

Example:

1. Attend training to support broadening exposure and growth as a CEO by completing one or more of the following:
  - \*Schedule and participate in a minimum of 20 hours of relevant Executive Development/Coaching Programming
  - \*Obtaining BoardSource's Certified Governance Trainer and/or Leadership Certificate –Executive
  - \*Obtain CAI's Large Scale Manager and/or PCAM Certification

SAMPLE

# Exhibit D

<Insert current date here>

<Insert CEO name here>  
Chief Executive Officer  
Reston Association  
12001 Sunrise Valley Drive  
Reston, VA 20191

Subject: Annual Performance Review

<Insert CEO name here>,

This letter will serve as an evaluation of your performance from <insert performance appraisal period here>. It reviews your contributions to the Reston Association incorporating comments from the RA Leadership Team, the Board of Directors as well as the Community as a whole.

<Insert commentary on overall performance here – *sample follows*>

It is quite apparent you have continued to not only meet expectations, but in most instances you have exceeded them. You have made significant contributions, which have had a positive impact with your Team, the Organization as well as the Community.

I especially appreciate your outstanding performance in the areas of: Community Leadership and Engagement, improving the overall performance of the Reston Association organization, and as importantly, projecting RA to be the trusted advisor in everything we do. You have showed tremendous commitment to achieving your goals and we thank you for that.

The Board is highly appreciative of your dedication and looks forward to your continuing efforts and enthusiasm to maintain the high level of professional excellence demonstrated so far.

Commensurate with your position and employment agreement ratified <insert date here>, The Board hereby offers you:

- A <insert merit increase percentage here> percent merit increase associated with your existing base salary. This merit increase shall be paid retroactively back to your latest anniversary date, and in addition,
- A <insert performance bonus percentage here> percent performance bonus associated with your new base salary.

It has been a pleasure working with you over the last year; thank you and with best regards.

Sincerely yours,

<Insert Board President Name here>  
President, Reston Association