**NOTE:** Times listed for Agenda Items are *estimates only*. Actual times may vary substantially dependent on circumstances. It is suggested that Members having an interest in a specific Agenda Item be in attendance from the start of the meeting.

## I. Procedural Items

<table>
<thead>
<tr>
<th>Item</th>
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| A. 6:00 pm | **Call to Order & Opening Remarks**  
Ken Knueven, President | Discussion |
| B. 6:05 pm | **Adoption of Regular Meeting Agenda**  
Ken Knueven, President | Action |
| C. 6:10 pm | **Approval of Board Minutes – December 12, 2013 Regular Board of Directors Meeting**  
Ken Knueven, President | Action |

## II. Presentations, Discussion & Action Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Disposition</th>
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| D. 6:15 pm | **Member & Board Comments**  
Ken Knueven, President | Discussion |
| E. 6:30 pm | **Aquatics 2013 End of Year Report and 2014 Season Expectations**  
Laura Kowalski, Aquatics Manager | Informational |
| F. 6:50 pm | **Local Energy Alliance Program (LEAP) Update**  
Cynthia Adams, LEAP Executive Director | Informational |
| G. 7:05 pm | **Communications Advisory Committee- Bi Annual Board Report**  
Gina Felix, Communications Advisory Committee Chair  
Susan Conrad, Communications Advisory Committee Vice Chair | Discussion |
| H. 7:20 pm | **Committee Member & Chair Appointments**  
Ken Knueven, President | Action |
| I. 7:25 pm | **Elections Committee Recommendations –**  
1. Appointment of Counting Agent for 2014 Board of Directors Election  
2. Form of 2014 Election Guide and Ballot  
*Ed Robichaud, Elections Committee Member* | Action |
| J. 7:40 pm | **Amendments to Assessments & Finance Resolution 6; Investments**  
Mike Spence, Acting Chief Financial Officer | Action |
| K. 8:00 pm | **Land Use Update**  
John McBride, Land Use Attorney, Odin, Feldman & Pittleman, P.C.  
Russ Forno, Land Use Planner, Odin, Feldman & Pittleman, P.C. | Discussion |
| L. 8:15 pm | **January 2014 Legal Committee Report**  
Ken Knueven, President | Action |
| M. 8:25 pm | **CEO/Management Report**  
Cate L. Fulkerson, Chief Executive Officer | Informational |
| N. 8:35 pm | **Executive Session to Discuss Legal, Contractual and Personnel Matters**  
Knueven, President | Action |

## III. Close of Meeting

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| O. 9:00 pm | **Adjourn**  
Ken Knueven, President | Action |
Item A

Call to Order & Opening Remarks
Item B

Adoption of Regular Meeting Agenda
Item C

Approval of Minutes

December 12, 2013, Regular Board of Directors Meeting
BOARD OF DIRECTORS MEETING MINUTES
Regular Meeting
December 12, 2013

PRESENT: President Ken Knueven; Vice President Sigle; Secretary Joe Leighton; Treasurer and Director John Higgins; Directors Michael Sanio, Amanda Andere, Tim Cohn by phone. Eve Thompson, Ellen Graves, Richard Chew; Legal Counsel Ken Chadwick, Esq.; Chief Executive Officer Cate Fulkerson; Assistant Secretary Sabrina Faubert.

ABSENT WITH CAUSE: Director Andere

I. PROCEDURAL ITEMS

A. Call to Order & Opening Remarks
Vice-President Sigle called the meeting to order at 6:09 pm and established that a quorum of the Board of Directors was present including: Directors Higgins, Thompson, Chew, Graves, and Cohn.

B. Adoption of Regular Meeting Agenda (Attached)
Director Chew, seconded by Director Graves, moved to approve the December 12, 2013 Regular Board of Directors Meeting Agenda.

Chief Executive Officer Cate Fulkerson noted that Item E and Item J will be changed from Action to Discussion in order to give Members more time for public comment and give the Board more time for deliberation.

The motion passed unanimously.

C. Approval of Board Minutes
Director Chew, seconded by Director Graves, moved to approve the November 21, 2013 Regular Meeting Minutes.

The motion passed unanimously.

II. PRESENTATION, DISCUSSION & ACTION ITEMS

D. Comments from Reston Association Members and Board

1. John Hunter, 1670 Chimney House Road – Topic: Claimed he continues to be charged for RELAC although he no longer uses it and was told he would not be charged; Does not find it reasonable to need to return to the doctor each year; Shared that his members in the Washington Plaza Cluster feel strongly that the new stipulations should not be approved.
2. **Mike Pritchard, 1698 Chimney House Road – Topic:** Stated he is strongly opposed to the amendment and questioned several specific phrases that weaken the agreement; Shared concerns regarding storage of medical records and the state and federal regulations with which Reston Association would have to comply in order to secure the information; Suggested residents should have the right to opt out of RELAC service and refuse to share medical information; Stated the amendment appears to be inconsistent with Reston Association’s mission and vision.

3. **Bunker Snyder, 11449 Washington Plaza West – Topic:** Echoed points from previous members; Objected to the manner in which the amendment was proposed; stated that while he understands Reston Association’s interest in maintaining the RELAC system, it should be the role of RELAC to keep its own customers.

4. **Donna Shaffer, 1682 Chimney House Road – Topic:** Stated that the Board should represent the Members first and foremost, especially over any other entities; Claimed that RELAC does not enhance the value of Reston property, which is one of the stated roles of Reston Association; Shared a personal anecdote of a negative experience with RELAC.

5. **Dennis McDermott, 11457 Washington Plaza West – Topic:** Questioned the definition of a “RELAC certified professional” and the certification process for such a title; Raised concerns over perceived conflicts of interest in the Resolution, including the ability to select contractors and specialists; Believes the amendments go beyond clarifying the contract to make RELAC a mandatory use system.

6. **Jeff Ashley, 11531 Maple Ridge Road – Topic:** Recognized the Board for making some of the changes recommended in the August meeting; Questioned the terms “handicap” and “disabled;” Stated that he is not in favor of the amendment and believes homeowners have the right to make decisions regarding the air quality in their homes; Claims that RELAC poses a large financial burden to some homeowners.

7. **Lucinda Shannon, 11953 Redleaf Court – Topic:** Suggested the term “handicap” be changed to “a person or a resident with a disability;” Shared the federal definition of having a disability, which is to have a condition that prohibits one from performing acts of daily living.

8. **Shirl Sellers, 11569 Maple Ridge Road – Topic:** Stated that “handicap” is a terminology she finds very offensive; Believes Reston Association is making decisions regarding air quality and health that are not within its scope of responsibility; Shared her personal experience with RELAC; Pointed out that as a utility, RELAC should not charge residents who are not using it; Feels it is the right of the residents to elect whether or not to use RELAC.

9. **John Carter, 1694 Chimney House Road – Topic:** Commended the Board for taking this issue on with all its difficulties; Stated it is a challenge to get off of RELAC when it doesn’t work and many members choose to repair the system at their own cost; Pointed out the system is especially energy inefficient at the end of the lines; Suggested a grandfather clause would be useful for people who have already elected to use another HVAC system.

10. **Sue Beffel, 1511 Farsta Court – Topic:** Shared that following the Board’s vote last month on the land exchange, the members of the RA’s Environmental Advisory Committee (EAC) held intense discussions on their role in land exchange discussions; Thanked President Knueven, Vice President Sigle, Director Sanio and CEO Cate Fulkerson for participating in their December meeting; Stated there has been a loss of trust related to the processes leading up to the land exchange and hopes the Board and the EAC can work together to ensure communication on these topics from here on out is open and transparent, that RA is seen as a good steward of its resources, and that policies are scrupulously followed; Believes those who remain on the EAC desire to work with the Board to more skillfully navigate the challenges that led up to the exchange in the future; Shared that the EAC is working on a draft resolution to clarify RA’s procedures on land exchanges.
11. **Michael Poss, 11557 Maple Ridge Road – Topic:** Thanked CEO Cate Fulkerson for sending the letter that informed residents of the amendment’s consideration; Agrees the proposed amendments add clarity to the Resolution; Supports the amendments and supports RELAC; Shared some concerns regarding specific phrasing within the amendments and existing Resolution, including the definitions of a “deficient system” and “deficient building design;” Suggested allowing the use of interior, self-contained units to use in the problematic rooms in the upper floors of homes.

President Knueven joined the meeting at 6:31 pm.

The following topics were noted by one or more members of the Board: Wished Members and the Board happy holidays and a Happy New Year; Thanked Members for attending the meeting; Recognized Cheryl Beamer and Donna Miller-Rostant for their contributions to the Board of Directors in 2013 and thanked Directors Graves and Higgins for their service to the Board; Acknowledged the difficulty in tackling the RELAC amendment but hope that the Board will be able to work through it responsibly; Reflected on the challenges and successes of 2013; Looked forward to goals and hopes for 2014, including good organizational structure, a more performance-oriented culture, a strengthened commitment to customer service and greater financial discipline; Shared a message with those members seeking a place at this table, stating the decisions made at this table are not easy, and Directors must make decisions on a wide variety of issues in favor of the best interest of the organization; Wished Director of Parks & Recreation Larry Butler a happy birthday and recognized him for his significant contributions to the organization; Shared disappointment and sadness at the news of Nelson Mandela’s death; Acknowledged the addition of Acting CFO Michael Spence; Appreciated the attendance of members in response to the RELAC letters recently sent out and reminded the community that the Board will keep the public comment period open until early 2014 in order for more people to be able to share their opinions; Shared that the Board is looking forward to working with the remaining members of the EAC on setting a positive course for the future as rail comes to Reston and the various development/redevelopment projects come along with it; Announced openings for positions on the Board of Directors and notified public of when candidacy forms are due.

**E. New Common Area Rules & Regulations Resolution 15; Rules for Common Area Exchanges**

*Director Chew, seconded by President Knueven, moved to defer discussion on Common Area Rules & Regulations Resolution 15; Rules for Common Area Exchanges until Staff provides the Board with additional materials for discussion.*

The motion passed unanimously

**F. Request for Bocce Court in South Reston**

*Director Chew, seconded by Vice President Sigle, moved to authorize the construction of a bocce court on Reston Association (RA) Common Area located at Cabot’s Point Recreation Area subject to the following conditions:*

- **Final design and location of the court is to be reviewed and approved by the RA staff and the Design Review Board; and,**

- **Funding for the construction of the facility including but not limited to landscape materials, benches and a picnic table is to be provided by the Friends of Reston for Community Projects, Inc.**
Once the above required approvals and funding have been obtained, further move to authorize RA staff to:

- Perform the necessary site preparation and associated court construction, including the expenditure of costs associated with materials and labor; and,
- Provide ongoing maintenance of the facility; and,
- Promote bocce as a new recreational amenity for Reston.

The motion passed unanimously.

G. Transportation Advisory Committee Work Plan (Attached)

President Knueven, seconded by Vice President Sigle, moved to approve the 2013/2014 Work plan of the Transportation Advisory Committee. Move to approve the work plan.

Kathryn Martin, Chair of RA Transportation Advisory Committee, and John Bowman, Vice Chair of the RA Transportation Advisory Committee, presented briefly on the work plan and fielded questions from the Board.

The motion passed unanimously.

I. Fiscal Committee – Amendments to Assessments & Finance Resolution 6; Investments

President Knueven, seconded by Director Chew, moved to approve amendments to Assessments & Finance Resolution 6 Investments; which specifies the short and long term investment strategies for the Association.

Director Chew, seconded by President Knueven, moved to table this motion to the regularly scheduled Board of Directors meeting on January 23, 2014.

The motion to table the item passed unanimously.

H. Reston Neighborhood Advisory Committee Bi-Annual Board Report

Mai Hyunh, Chair of the Reston Neighborhood Advisory Committee (RNAC), and Lloyd Bartoszek, Member of the RNAC, presented, and the Board received, the RNAC’s Bi Annual Report, along with its goals for 2014.

J. Covenants Committee- Use and Maintenance Standards Resolution 15; Air-Conditioning Units/RELAC HVAC System

Action and further discussion on Use and Maintenance Standards Resolution 15; Air-Conditioning Units/RELAC HVAC System were deferred to a meeting of the Board of Directors in early 2014 to allow for more time to collect public comments on the Amendments.

K. Covenants Committee- Amendments to Use and Maintenance Standards Resolution 8; Maintenance Of Improvements (Attached)

Vice President Sigle, seconded by Director Chew, moved to approve amendments to Use and Maintenance Standards Resolution 8 on Maintenance of Improvements, clarifying the standards regarding the upkeep, maintenance and repair of roofs.

The motion passed unanimously.
L. December 2013 Legal Committee Report (Attached)
   President Knueven, seconded by Director Thompson, moved to approve the report of the Legal Committee and authorize action to be taken on the cases reviewed during its meeting of December 4, 2013.

   The motion passed unanimously.

M. 2013 Budget Amendment
   President Knueven, seconded by Treasurer Higgins, moved to increase the 2013 Operating Expense Budget from $13,193,395 to $13,447,395; thereby adding $254,000 to cover additional expenses; which were unanticipated and mostly driven by Board action during the course of 2013 as delineated in the attached spreadsheet.

   The motion passed unanimously.

N. 2013 Capital Carry Forwards
   Director of Parks & Recreation Larry Butler presented, and the Board received, information on 2013 Capital Carry Forwards.

   Director Sanio joined the meeting at 8:29 pm.

O. Executive Session to Discuss Legal, Contractual and Personnel Matters
   President Knueven, seconded by Director Chew, moved to adjourn into executive session to discuss legal, contractual, and personnel matters.

   The motion passed unanimously.

   Director Cohn left the meeting at 8:35 pm.

   The Board of Directors adjourned into executive session at 8:37 pm and returned to open session at 9:35 pm.

   President Knueven stated that the Board would vote by e-mail on CEO Cate Fulkerson’s contract on the following day December 13, 2013. He explained voting by e-mail required unanimous consent.

III. CLOSE OF MEETING

P. Adjourn
   President Knueven, seconded by Vice President Sigle, moved to adjourn the meeting.

   The motion passed unanimously.

   The meeting adjourned at 9:40 pm.

Respectfully submitted,

Joe Leighton
Board Secretary
Attachments to Original:

- December 12, 2013 Board Meeting Agenda
- Transportation Advisory Committee Work Plan
- Covenants Committee- Amendments to Use and Maintenance Standards Resolution 8; Maintenance of Improvement
- 2013 Capital Carry Forwards
- December 2013 Legal Committee Report
Item D

Comments from RA Members & Board

1. Member Comments during Reston Association Board Meetings are reserved for Reston Association residential property owners and renters.

2. When called on by the Board President, speakers are to state their full name and street address.

3. Individual Members, representing their own interest or opinion are allotted approximately three (3) minutes to speak.

4. Individuals speaking on behalf of a homeowners’ group, Reston Association committee, or Reston based organization are allotted approximately five (5) minutes.

NOTE: Comments are timed by the Secretary/Assistant Secretary. An alarm will sound when the speaker’s allotted time, as outlined above, has expired. This is done to ensure all speakers are given equal time at the lectern. The above guidelines are subject to change at the discretion of the President.
Item E

Aquatics 2013 End of Year Report, and 2014 Season Expectations

Information on this item will be presented during the January 23, 2014 Board of Directors Meeting.
Item F

Local Energy Alliance Program (LEAP) Update

Information on this item will be presented during the January 23, 2014 Board of Directors Meeting.
Item G

Communications Advisory Committee Bi Annual Board Report

Information on this item will be presented during the January 23, 2014 Board of Directors Meeting.
Item H

Committee Member Appointments
ITEM H: Committee Member Appointments

PRESENTER: Ken Knueven, President

**Board Motion:** Move to approve the:

- Appointment of **Sue Beffel** as Chair of the Environmental Advisory Committee for a term of one year, ending January 2015.
- Reappointment of **Ed Robichaud** as a member of the Elections Committee for a term of three years, ending January 2017, and appointment of Mr. Robichaud as Chair of the Elections Committee for a term of one year, ending January 2015.
- Reappointment of **Sam Stalcup** as a member of the Elections Committee for a term of three years, ending January 2017.
- Reappointment of **Eric Weinstein** as a member of the Environmental Advisory Committee for a term of three years each, ending January 2017.

**BOARD PLANNING COMMITTEE RECOMMENDATIONS**

During its meeting on January 13, 2014, the Board Planning Committee (BPC) conducted interviews of those Members who made application to be appointed to serve in open Committee positions.

The BPC recommends that the Board of Directors appoint the following individuals as a member of the RA Advisory Committee as indicated below.

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Position(s) Being Sought for Appointment/Reappointment</th>
</tr>
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<tbody>
<tr>
<td>Sue Beffel</td>
<td>Environmental Advisory Committee, Chair</td>
</tr>
<tr>
<td>Ed Robichaud</td>
<td>Elections Committee, Member &amp; Chair</td>
</tr>
<tr>
<td>Sam Stalcup</td>
<td>Elections Committee, Member</td>
</tr>
<tr>
<td>Eric Weinstein</td>
<td>Environmental Advisory Committee, Member</td>
</tr>
</tbody>
</table>

**BACKGROUND**

As per Section IX.4(a) of the Amended Bylaws of Reston Association (RA), the Board of Directors is responsible for making all Committee appointments.

In accordance with Committees Resolution 2 regarding Committee Member & Chair Appointments, the BPC is required to interview new Committee member and chair applicants. During the interview, the candidates are asked to respond to questions related to their desired appointment preferences.

**BUDGET IMPACTS**

None.
Item I

Elections Committee Recommendations

1. Appointment of Counting Agent for 2014 Board of Directors Election
2. Form of 2014 Election Guide and Ballot
ITEM I:   Elections Committee Recommendations

PRESENTERS:   Ed Robichaud, Elections Committee Member

Board Motion 1:  Move to appoint Intelliscan, Inc. as the Association’s Counting Agent and as the Inspector of Elections for purposes of Section 13.1-847.1A of the Virginia Nonstock Corporation Act to receive and tabulate the 2014 election ballots and to certify the results to the Reston Association Elections Committee.

Board Motion 2:  Move to approve the 2014 Election Ballot Template and related materials as proposed by the Elections Committee.

ELECTIONS COMMITTEE RECOMMENDATIONS
The Elections Committee requests that the Board of Directors:

1. Apportion Intelliscan, Inc. as the Association’s Counting Agent for the 2014 Board of Directors Elections; and,
2. Approve the 2014 Election Guide and Ballot templates as presented.

See attached for sample guide and ballot. Hard copies will be made available during the January 23, 2014 Board of Directors Meeting.

BOARD AUTHORITY
As per Section VII of Elections & Referenda Resolution 4, the Board of Directors is responsible for appointing a Counting Agent to receive and tabulate the election ballots and to certify the results to the Elections Committee. The Counting Agent is independent of the Association and serves as the Inspector of Elections for purposes of Section 13.1-847.1A of the Virginia Nonstock Corporation Act.

As required by Section III.4(d)(2) of the Amended Reston Deed regarding Referenda, the Board of Directors is required to determine the method and manner of voting, the form of ballots, and the wording of questions on the ballots.
Ballots must be cast by 5 p.m. on March 31, 2014.
Why The Voting Codes Are Important
Reston Association’s Counting Agent uses the Voting Codes to validate and tabulate your ballot.

If You Receive More Than One Ballot
- Take a look at the Voting Code on the back side of each ballot.
  - If they are different: You are eligible to cast each ballot.
  - If they are the same: Call 703-435-6530 or e-mail electionscommittee@reston.org.
  - Who is eligible to vote — owners and renters of residential property.

For Each Property
- The owner(s) may cast a single vote.
- The occupant(s) may cast a single vote.
**HOW DO I VOTE?**

**Online:** Go to www.reston.org on the Internet with this ballot in hand. Click on the “VOTE” button. To vote, you will need your unique, secure password that is located to the right of your Reston Property Address.

**OR**

**U.S. Mail:** Mark your ballot box(es) with a heavy “X” then place the ballot in the enclosed postage-paid, addressed envelope and drop it in the mail.

**Deadline:** To be counted, your paper or electronic ballot must be received at the counting agent’s office by 5 p.m., March 31, 2014. Allow sufficient time for your mail ballot to be delivered.

Choose only one method of voting. Do not vote by both mail and internet. Duplicate ballots may cancel your vote.

**QUESTIONS REGARDING YOUR BALLOT OR THE ELECTION PROCESS**

Call 703-435-6530 or e-mail electionscommittee@reston.org
To learn about the elections process log on to www.reston.org and click on the blue bar “Election Information” at the lower left hand side of the home page.

**WHAT HAPPENS TO THE CAST BALLOTS?**

All voting is secret and the counting agent tabulates the results at the end of the voting period. Ballots are securely stored and Reston Association does not have access to them.

**WHEN ARE RESULTS ANNOUNCED?**

**Annual Members’ Meeting**
**Date:** Tuesday, April 8, 2014
**Time:** 7 p.m.
**Location:** Reston Association
12001 Sunrise Valley Drive
Reston, VA 20191-3404

*Save the date and plan to attend this free event for Members and guests.*
Ken Knueven  
11432 Waterview Cluster  
Reston, Virginia 20190  
(C): 703-203-2727  
E-mail: kknueven@hotmail.com

At-Large Candidate  
Please note that this is the unedited statement provided by the Candidate.

QUALIFICATIONS  
I have lived in Reston for nearly 25 years; presently residing in one of the original Clusters in Lake Anne — Waterview Cluster, and working in Reston as well. I was elected to the Reston Association Board three years ago; presently I am its President and Chairman of the Board. I am also on the Boards of the Friends of Reston and the Initiative for Public Art in Reston (IPAR).

My present Board experience, leadership skills, and broad management capabilities will enable me to continue to develop and maintain sound relationships and work cooperatively and respectfully with Reston Association’s Members, its Board, its Staff, and its Partners. In addition, for over 32 years, I have been instrumental in the development, growth, and leadership of global technology and services organizations. Presently, as Vice President, Strategic Development, of a technology startup, I am responsible for positioning the company’s future strategy and corporate development.

GOALS  
Three years ago, I set out to focus my first term on Reston’s heritage, its existing assets, and its infrastructure. In an era of strained budgets, it is important to prioritize investments in a way that leverages and most importantly, enhances what we have.

To address this, as President, I decided to focus the Board’s attention on items we can hold ourselves accountable:

- Begin now, to annually develop and allocate appropriate financial resources to sustain and enhance the Association’s physical infrastructure.
- To establish procedures that will ensure Reston Association’s interests and needs are considered in redevelopment and revitalization of our community.
- Regularly engage the diverse elements of the community on issues and opportunities that impact Reston.

The key point here is to build upon and leverage our existing investments, our resources and our partners. If re-elected I will continue to focus on these initiatives, ensuring our community thrives and prospers.
Your Vote Counts.
For the election to be valid, at least 10% of the Reston Association members eligible to vote must cast a ballot.
You’re Invited

Annual Members’ Meeting
Tuesday, April 8, 2014, 7 p.m.

Reston Association
12001 Sunrise Valley Drive, Reston, VA 20191-3404

Save the date and plan to attend this free event for members and guests.
Results of the election will be announced at the meeting.
Election ballots must be cast by 5 p.m. on March 31, 2014.
Ballots must be cast by 5 p.m. on March 31, 2014.

Ballot Guide At-Large Election

- Voting Code Information
- How Do I Vote?
- Questions Regarding Your Ballot Or The Election Process
- What Happens To The Cast Ballots?
- When Are Results Announced?
- Candidate Statements

Vote Online

Ballots must be cast by 5 p.m. on March 31, 2014.

www.reston.org
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  - Who is eligible to vote — owners and renters of residential property.

For Each Property
- The owner(s) may cast a single vote.
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VOTING CODE INFORMATION

2014 Election Ballot
Do not mark in the box below. Any obliteration of information in the box may invalidate this ballot.

Voting Code
OO: Owns and lives at the property address = 2 votes
ABMG: Owner who does not live at the property address = 1 vote
TN: Renter in a townhouse, condo or single-family home = 1 vote
APT: Renter in an apartment = 1 vote

Reston Property Address
Property IDentification number (PID)
Member Name(s)
Correspondence Street Address

Voting District Number
User Name (used for online voting)
Password (used for online voting)
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**WHEN ARE RESULTS ANNOUNCED?**

**Annual Members’ Meeting**

**Date:** Tuesday, April 8, 2014

**Time:** 7 p.m.

**Location:** Reston Association
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Reston, VA 20191-3404

Save the date and plan to attend this free event for Members and guests.
Ken Knueven
11432 Waterview Cluster
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Reston Association
12001 Sunrise Valley Drive, Reston, VA 20191-3404

Save the date and plan to attend this free event for members and guests. Results of the election will be announced at the meeting.
Election ballots must be cast by 5 p.m. on March 31, 2014.
2014 Board Of Directors Ballot

HOW TO VOTE

Online: www.reston.org. Click the “VOTE” button. You must use the USER NAME and PASSWORD on the back of your printed ballot.

OR

U.S. Mail: Mark the ballot box(es) with a heavy “X” and return it in the enclosed postage-paid envelope.

Deadline: All ballots must be received by 5 p.m. March 31, 2014. Allow sufficient time for it to be delivered.

Hunter Woods/Dogwood Director Candidates
Please mark only one box.

☐ Candidate

☐ Candidate

1 Year At-Large Director Candidates
Please mark only one box.

☐ Candidate

☐ Candidate

3 Year At-Large Director Candidates
Please mark only one box.

☐ Candidate

☐ Candidate

I understand receiving printed material costs XX per election cycle.

☐ I want to receive my ballot and election information by e-mail only.
2014 Election Ballot
Do not mark in the box below. Any obliteration of information in the box may invalidate this ballot.
Item J

Fiscal Committee
Amendments to Assessments & Finance Resolution 6; Investments
ITEM J: Amendments to Assessments & Finance Resolution 6; Investments

PRESENTER: Mike Spence, Acting Chief Financial Officer

**Board Motion:** Move to approve amendments to Assessments & Finance Resolution 6 Investments, which specifies the short and long term investment strategies for the Association.

**BOARD PLANNING COMMITTEE RECOMMENDATIONS**

During its meeting on January 9, 2014, the Board Planning Committee (BPC) reviewed and revised proposed changes to Assessments & Finance Resolution 6, as presented by staff, clarifying the term "Money Manager".

**BACKGROUND**

During its meeting of December 12, 2013, the Reston Association Board of Directors considered amendments to Assessments & Finance Resolution 6 - Investments; which specifies the short and long term investment strategies for the Association.

During its review, the Board determined that the phrase "Money Manager" in the resolution required clarification. Specifically, the Board requested staff consider adding language that would enable the Money Manager to place securities trades and take custody of securities and monies of the Association in accordance with the parameters established in the resolution, without the prior consent of the Chief Financial Officer.

Attached is draft Assessments & Finance Resolution 6 - Investments with clarifying language describing the purpose and responsibilities of the "Money Manager."

This resolution has been under review by the Fiscal Committee and staff since September 2013.
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(a) 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 interpret, administer, and enforce the protective covenants and restrictions of the Deed; and

WHEREAS, Section III.2(c) of the Amended Reston Deed delineates that it is a purpose of the Association to assess, collect, and disburse the Assessments and charges authorized by the Deed; and

WHEREAS, Section III.5(e) of the Amended Reston Deed provides the Board of Directors with all powers necessary and appropriate for carrying out the purposes of the Association which are enabled by law or the Reston Documents; and

WHEREAS, Section III.5(f) of the Amended Reston Deed authorizes the Association to exercise the powers now or hereafter conferred by law on Virginia nonstock corporations as may be necessary or desirable to accomplish the purposes of the Association; and

WHEREAS, the Board of Directors deems it to be prudent to adopt a policy framework for the investment of its assets; and

WHEREAS, the foremost objective of the Association's investment policy is safety of principal in the overall investment portfolio, investments shall be undertaken to mitigate credit risk and interest rate risk; and

WHEREAS, the Board of Directors wish to maintain appropriate levels of review and approval, and to delegate investment authority.

NOW, THEREFORE, BE IT RESOLVED, that the following investment policies will be applied to all Reston Association investments. Further, a copy of these policies will be provided to all parties making investments on behalf of the Association, the receipt of which shall be confirmed in writing.

Reston Association Investment Policies

1. Procedures.
   a. The Association's Investment Policies shall be reviewed annually, and as otherwise necessary, by the Chief Executive Officer ("CEO"), Chief Financial Officer ("CFO"), and the Fiscal Committee, to ensure that investments are consistent and appropriate for the Reston Association's current financial condition. Recommendations regarding any revisions or modifications to the Investment Policies will be made by the Fiscal Committee to the Board of Directors for approval. In carrying out

...
these duties the Association may employee/contract with a Money Manager, as hereinafter described and defined in subparagraph 1.d, infra, of this resolution.

b. It will be the responsibility of the Money Manager, in consultation with the CFO, to identify specific investments to implement the investment policies. It will be the responsibility of the Money Manager to identify specific investments to implement as delineated in the investment policies of this resolution, and to initiate trades to achieve the investment results contemplated herein using his/her best efforts consistent with the standard of care customary to his/her industry.

c. To provide oversight on the investments, and to ensure compliance with the investment policies, the following procedures will be followed:

i. Investments greater than $1,000,000, with the exceptions of authorized money market accounts and investments made in conjunction with bank sweep accounts, and deposits fully insured by the FDIC, the CFO will obtain the prior written approval of the CEO.

ii. Duplicate confirmations of all securities purchased, with the exceptions of authorized money market accounts and investments made in conjunction with bank sweep accounts, will be sent directly to the Treasurer of the Reston Association by the firm(s) selected in accordance with the procedures identified in Section 1.d of this Resolution.

iii. Periodically, a report will be provided to the Board of Directors, which should include, if appropriate, the information specified in the "Reporting Requirements" section of this Investment Policy.

d. The following procedures will be used to select securities brokerage firms and registered investment advisory firms (hereinafter individually or collectively referred to as Money Manager), with whom the CFO will be authorized to place securities trades and will be authorized to take custody of securities and monies of the Association:

i. The CFO and the CEO will coordinate proposed recommendations to the Fiscal Committee regarding the number and types of firms to be used to implement the Association's investment policy.

ii. The Fiscal Committee shall then recommend to the Board of Directors the firm(s) to be retained. The Board of Directors shall have final approval on all firms authorized to conduct investment business with and on behalf of the Association, and the terms and conditions upon which they are hired.

2. General Investment Objectives.

The goal of the Reston Association is to have sufficient dollars and other assets to meet its current and future obligations. As such, dollars and other assets required to meet current expenses and cash flow needs should be invested with Short-term Investment Objectives, as defined in Section 3 of this Resolution. Dollars and other assets not needed to meet obligations in the next twenty four (24) months may be invested with Long-term Investment Objectives, as defined in Section 5 of this Resolution.


The investment objectives of the Reston Association short-term investment portfolio are to:

a. minimize risk consistent with the preservation of capital;

b. provide liquidity;
c. provide adequate diversification; and

d. optimize the investment return within the constraints of this policy.

4. **Allowable Short-term Investments.**
The CFO shall be authorized to invest the Reston Association Funds as follows:

a. Cash and cash equivalents;

b. Banker’s acceptances issued by banks rated B/C or above by Fitch Ratings or a comparable rating with a comparable rating service;

c. Certificates of deposit that are fully insured by the Federal Deposit Insurance Corporation (FDIC);

d. Open-ended money market funds that seek to stabilize the net asset value of the shares at $1.00;

e. Investments made in conjunction with bank sweep accounts;

f. U.S. Government Treasury Bills, Treasury Notes and Treasury Bonds;

g. Any debenture issued by the United States Government or any agency thereof;

h. Repurchase Agreements collateralized by obligations of the U.S. Government and U.S. Government sponsored agencies and enterprises;

i. Floating Rate or adjustable rate securities permitted by this investment policy;

j. Commercial paper rated A-1/P-1 by Standard & Poor's and/or Moody's;

k. Corporate notes and bonds rated investment grade or better by Standard & Poor's and/or Moody's.

l. Debt instruments of state and local government agencies rated "A", or better by Standard & Poor’s, Fitch and/or Moody's; and

m. Mutual funds investing exclusively in the above.

5. **Long-Term Investment Objectives.**
The investment objectives of the Reston Association's long-term investment portfolio are:

a. To foster long-term growth;

b. To achieve sufficient diversification of asset classes and diversification within each asset class within the portfolio. While not required, it is expected that diversified mutual funds and exchange traded funds shall be the primary vehicles used, rather than individually-owned securities; and

c. To attain a return equal to or greater than market returns as measured by generally accepted indices over market cycles of three to five years. Such indices may include but are not limited to the Standard & Poor’s 500, Russell 1000 and 2000, Barclays Aggregate Bond, and Morgan Stanley EurAsia Far East (EAFE) Indices.

6. **Allowable Long-term Asset Classes.**

a. Cash and Cash equivalents


c. Fixed Income – international Bonds.

d. Equities - U.S.

e. Equities - Global and International.

f. Real Estate Investment Trusts (REITs)

g. Managed Futures

h. Alternative Strategies – Diversified Strategies, including Arbitrage, Global Macro, Event Driven M&A

i. Alternative Strategies – Hedged Equities
j. Alternative Strategies – Long/Short Equities
k. Master Limited Partnerships (MLPs)- IA 40 Registered energy sector MLP that trade publicly on the exchange.

7. Permitted Security Types.
   a. Preferred Stock
   b. Common stock
   c. Convertible bonds
   d. Government bonds
   e. Corporate bonds
   f. Mortgage-backed securities
   g. International bonds - government and investment grade corporate debt
   h. Emerging market bonds - government and investment grade corporate debt
   i. Mutual Funds
   j. Exchange – Trade Funds (ETFs)
   k. Options –Utilized for hedging and within actively managed strategies
   l. Hedge Funds – low volatility, no or very low leverage funds only
   m. Money market funds
   n. Certificates of deposits
   o. Certificates of Deposit Account Registry Services (CDARs)
   p. Separately Managed Funds (SMAs)

Individual stocks must be traded on a global public stock exchange such as NYSE or NASDAQ stock exchanges.

Individual bonds must be investment grade or higher (BBB) with exception of smaller portion or overall fixed income allocation permitted to be specifically dedicated to high yield securities (<= 5%).

8. Diversification.

No more than 5% of the portfolio combined may be in the securities of any one issuer with the exception of obligations of the US Government and its agencies, and federally insured instruments.

No more than 20% of the portfolio combined may be in the securities of a particular industry.

The equity side of the portfolio will reflect a diversified allocation globally (U.S. and International equity), of market capitalization (Large, Mid, Small) and style (Value, Blend, Growth.) The allocation to international equity will also include exposure to both developed and emerging markets. The fixed income side of the portfolio will target a weighted average maturity of no greater than eight years and will have global exposure.

98. Prohibited Investments.
   a. Precious Metals
   b. Venture capital
   c. Letter Stock or direct placements
   d. Naked option trading
   e. Common stock in non-public corporations
f. Direct placement mortgages on real property or private notes, except in conjunction with Reston Association owned real estate


g. Bonds or credit instruments where there is difficulty obtaining market pricing and liquidity

h. Credit Default Swaps – Individual CDS securities

109. Portfolio Asset Allocation.

The Short Term Reserve portfolio is to be invested in a diversified mix of fixed income. The reserve requires a minimum average credit quality AA and a weighted average maturity of three years or less.

### Long Term Reserve Asset Allocation

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<td>Equity</td>
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<tr>
<td>Fixed Income</td>
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The Long Term Reserve has an allowable range of 10 percentage points above or below the target for equity and fixed income.

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Every three years the portfolio’s goals and risk level will be reviewed. The RA Board and Fiscal Committee will complete a survey to determine these factors and the Investment Advisor will provide a recommendation on whether a change in the Investment Policy Statement is warranted. The Board will then make a final decision about any changes to the policy.

The CFO and CEO shall direct the money manager in consultation with the Fiscal Committee – as to the desired allocation of broad asset classes (Cash, Stocks, and Bonds). Such allocations shall be reviewed by the Fiscal Committee to assess the appropriateness of the risk levels associated with the portfolio and may be altered from time to time. The money manager shall invest in sub asset classes in accordance with the broad asset allocation direction using its own best judgment, with consideration for economic and market conditions.

10. Reporting Requirements.

The money manager will provide a quarterly report to the Association’s Fiscal Committee no more than 45 days following the end of a calendar quarter.

The reports should provide an overview of the entire portfolio, short-term investments and long-term investments, as well as pertinent information on each fixed income security and investment type. The reports will assist in understanding the composition and structure of the portfolio; strengths and weaknesses of the portfolio; and the extent to which the performance of the portfolio will meet the financial goals of the Association.
The following are examples of the information that will be provided, at least annually, to the Board of Directors:

a. **Portfolio Investment Summary:**
   i. Current allocations to all asset classes within the portfolio compared to target allocation;
   ii. Average interest rate;
   iii. Average maturity;
   iv. Bond ratings of each security; and
   v. Cost and market value of each security;
   vi. Portfolio performance is to be compared against a benchmark that is weighted based on the target asset allocation of the portfolio; and
   vii. Individual investments will be compared to benchmarks that match their style and/or market capitalization.

b. **Portfolio Credit Quality Analysis** will summarize the portfolio holdings by bond rating category.

c. **Portfolio Maturity Analysis** will provide an overview of the portfolio maturity structure.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association Board of Directors held on June 22, 2006; December 18, 2008; and amended on November 19, 2009; and amended on December 13, 2012; and amended on January 23, 2014.

__________________________________________
Assistant Secretary
Item K

Reston Land Use Status Report
John McBride, Land Use Attorney, Odin, Feldman & Pittleman, P.C.
Russ Forno, Land Use Planner, Odin, Feldman & Pittleman, P.C.

Information on this item will be presented during the January 23, 2014 Board of Directors Meeting.
To: Reston Association Board of Directors

From: John McBride and Russ Forno

Date: January 24, 2014

Re: December 2013-January 2014 Summary of Land Development Tracker

The objective of creating this tracking system is to provide RA staff with the ability to inform its Board and its members regarding up-to-date information on redevelopment activity throughout Reston. This gives RA an ability to proactively address any concerns it, or RA members, may have concerning new development applications. Because of the pending Comprehensive Plan Amendments and the opening of Reston’s first Metrorail station in 2014, land development activity within Reston has increased significantly.

The tracking system is an excel spreadsheet format that lists key information such as: name of the project, where it’s located, what’s going on, and current status. The source of the information presented is taken from Fairfax County’s online land development database and, where needed, 2232 division and county zoning files. The arduous task of locating the latest basic information and compiling it into a user-friendly format requires a moderate amount of research. In the event there is any interest in any particular application, please make your request to the RA CEO, who will notify John/Russ to provide more detailed information. The database comprises over 6,500 records going as far back as 1971. This represents only a selected range of the types of development activity that is occurring in Reston.

Each month the RA CEO will receive a Tracker Report, which includes a summary/highlight memo, with an attached spreadsheet showing all new activity during the past thirty days (ramped in order by STATUS DATE). At the top of the spreadsheet table is a list of the application types that are being tracked, their acronyms and the meaning/impact of the application.
DECEMBER 2013 – JANUARY 2014 REPORT

The following notable activity has occurred in the last sixty days:

A. Proposed text revisions to sections of the Comprehensive Plan that involve Reston will be heard by the Board of Supervisors (BOS) at a hearing on January 28. A week and a half ago, the Planning Commission forwarded to the BOS, a recommendation of approval of the proposed text revisions. This is the culmination of work started over 6 years ago, to what you are familiar with as Phase 1 of the Reston Master Plan Special Study.

Fairfax County
ST09-III-UP1(A)

B. A site plan was recently accepted for review by the County on December 26, to expand the Water Mine Park at Lake Fairfax. Part of the expansion includes a 2,090 square foot addition to the existing facility.

Fairfax County Park Authority
005893-SP-003-1

C. Plans to redevelop the Lake Anne Village Center were submitted to the County on December 9. Once the quality control review is complete, it will be officially accepted for review by county staff.

Lake Anne Development Partners
PRC 2013-0345
PCA 2013-0343
DPA 2013-0342
D. A new site plan for a portion of the Reston Heights redevelopment (PRCA-B-846) was accepted for review on December 5. This plan involves the construction of a 404-unit multifamily building with retail located on the lower floors. This site is part of the future Mixed Use designation of the Reston Heights District, which includes office, residential, and retail uses at an approved 2.8 FAR.

**JBG/ RIC, LLC**

006888-SP-001-1

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E. To coincide with corridor development that is associated with the extension of metrorail along the Dulles Toll Road, on November 26, the Town of Herndon’s Town Council approved Zoning Ordinance and Map Amendments to create a TOD zoning district over 38 acres of property that run along the south side of Herndon Parkway. The new zoning is called Planned-Development Transit-Oriented Core (PD-TOC), and will permit higher mixed-use development intensities up to a 4.3 FAR. No percentage use-mixes are specified for new development, and the minimum open space requirements are zero. However, there is an expectation for certain open space elements to be carried by each development, which are spelled out in both the comprehensive plan and the zoning ordinance.

**Town of Herndon**

ZOTA #13-09

ZMA #13-102
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RESTON LAND DEVELOPMENT TRACKER

**DEP**: Conceptual Development Plan. (Pending and/or approval of the Plan by the Town’s Administrator required)

**DEN**: Conceptual Development Plan Amendment. (Changes to approved DEP - Legislative Action Required)

**DP**: Development Plan. (Completion of a duly adopted Development Plan by the Town’s Administrator required)

**DPA**: Development Plan Amendment. (Changes to a duly adopted Development Plan - Legislative Action Required)

**R**: Conceptual Plan. (Completion of a duly adopted Conceptual Plan - Legislative Action Required)

**RS**: Site Plan. (Completion of a duly adopted Site Plan - Legislative Action Required)

**TR**: Site Plan Revisions. (Changes to approved Site Plan - Legislative Action Required)

**PRC**: Special Permit. (To allow specific uses or modifications to exceed requirements - Legislative action required)

**PPR**: Site Plan Revision. (Changes to approved PPR - Legislative Action Required)

**SP**: Special Permit Revision. (Changes to approved SP - Legislative Action Required)

**T**: Simple Permit. (To allow specific uses or modifications to exceed requirements - Legislative action required)


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**PPV**: Flood Plain Study Revisions. (Changes to approved PPV - Administrative Review)

**RCC**: Critical Roads Study. (Completion of a duly adopted Critical Roads Study - Administrative Review)

**RSM**: Roadway Study Revisions. (Changes to approved Roadway Study - Administrative Review)

**RPP**: Traffic Development Plan. (Pending and/or approval of the Plan by the Town’s Administrator required)

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**PPC**: Site Plan Amendment. (Changes to approved Site Plan - Legislative Action Required)

**PPP**: Site Plan Amendment. (Changes to approved Site Plan - Legislative Action Required)

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**PPM**: Site Plan Amendment. (Changes to approved Site Plan - Legislative Action Required)

**PPS**: Site Plan Amendment. (Changes to approved Site Plan - Legislative Action Required)

**PPC**: Site Plan Amendment. (Changes to approved Site Plan - Legislative Action Required)
### RESTON LAND DEVELOPMENT TRACKER

**DP** (Conceptual Development Plan): Identifies the initial layout of future development for the DP’s (or similar cases (not PRCA)) legislative action required.

**DP** (Conceptual Development Plan Amendment): Changes to approved DP - Legislative Action Required.

**SP** (Development Plan Amendment): Changes to the development of land in PRCA district - Legislative Action Required.

**PP** (Specific Plan Amendment): Changes to a Development Plan Revisions.

**SGS** (Subdivision Approval): Changes to approved SGS - Administrative Review.

**TOS** (Toll Road Approval): Changes to approved TOS - Administrative Review.

<table>
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<tr>
<th>Address</th>
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<th>Status</th>
<th>Comments</th>
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<td>11000 SUNSET VALLEY DR</td>
<td>00173</td>
<td>APPROVED</td>
<td>07/06/13</td>
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</table>
| 3531 RIVER HEIGHTS RD | 00173 | SUBMITTED | 06/28/13 | Associated with approved PRC-C-203 for water main improvements.

### OTHER INFORMATION

- **Plan**: Conceptual Development Plan. (Changes to approved DP - Administrative Review)
- **SP**: Conceptual Development Plan Amendment. (Changes to approved DP - Administrative Action Required)
- **PP**: Development Plan Amendment. (Changes to DP - Legislative Action Required)
- **SGS**: Subdivision Approval. (Changes to approved SGS - Administrative Review)
- **TOS**: Toll Road Approval. (Changes to approved TOS - Administrative Review)
- **PP** (Special Permit): (To allow specific uses or modifications to exceed requirements similar to the DP - Legislative Action Required)
- **PP** (Special Permit): (To allow specific uses or modifications to exceed requirements similar to the DP - Legislative Action Required)
- **SP** (Special Permit): (To allow specific uses or modifications to exceed requirements similar to the DP - Legislative Action Required)

### EXAMPLE OF DATA

- **DP**: Conceptual Development Plan. (Changes to approved DP - Administrative Review)
- **SP**: Conceptual Development Plan Amendment. (Changes to approved DP - Administrative Action Required)
- **PP**: Development Plan Amendment. (Changes to DP - Legislative Action Required)
Item L

January 2014 Legal Committee Report
ITEM L: Legal Committee Report

PRESENTER: Ken Knueven, President

**Board Motion:** Move to approve the report of the Legal Committee and authorize action to be taken on the cases reviewed during its meeting of January 8, 2014.

**BACKGROUND**

As per Reston Deed Section III.8(b), the Legal Committee is delegated the authority of the Reston Association Board of Directors to review pending or proposed legal action and other legal matters and report its action to the Board.

The Board, by majority vote, may agree to review any decision of the Legal Committee, which shall have the effect of vacating the Legal Committee’s decision.

**ISSUES**

At its meeting of December 4, 2013 the Legal Committee took action on seven (7) cases, voting as follows:

1. **2368 Soft Wind Court:** To dismiss the case regarding Reston Deed Section VI.2 (c) Maintenance of Improvements (Case # 131846) contingent upon payment of the $120 Notice of Violation filing fee.

2. **1615 Washington Plaza W:** To defer action to the February 5, 2014 Legal Committee Meeting regarding Reston Deed Section VI.2 (c) Maintenance pertaining to the wooden steps, retaining walls and landscape timbers (Case #133688) to allow the owner and staff an opportunity to correlate the existing maintenance violations with DRB-approved landscape plan and to indicate a timeframe for repairs.

3. **11582 Greenwich Point Road:** To defer action to the March 5, 2014 Legal Committee Meeting regarding Reston Deed Section VI.2 (b)(8) Refuse and Debris, Section VI.2 (c) Maintenance pertaining to the left side elevation pedestrian door, the fascia boards, the rakeboards, the siding and the window trim (Case #134915), and Section VI.1 Design Covenants pertaining to the security light (Case #134917) to allow the owner an opportunity to complete repairs at the property.

The Committee encourages the owner to work with staff to find an appropriate replacement for the security light.
4. **2278 White Cornus Lane:** To dismiss the case regarding Reston Deed Section VI.2 (b)(8) Refuse and Debris (Case #140281) contingent upon payment of the $120 Notice of Violation filing fee; and

To file suit immediately following the January 23, 2014, Board of Directors meeting against the owner of 2278 White Cornus Lane to enforce Reston Deed Section VI.2 (c) Maintenance pertaining to the front stoop, front door, front sliding glass door screen, roof, trash enclosure, front lower lever gutter, bottom door trim, fence, rear soffit, rear utility door, rear deck, and stucco (Case #138635).

5. **11402 Orchard Green Court:** To defer action to the February 5, 2014 Legal Committee Meeting regarding Reston Deed Section VI.1 Design Covenants pertaining to the deck color, rear decorative lights, and rear patio door (Case #139917/139916/139914) to allow the owner an opportunity to do the following:

- Abrogate the patio door violation
- Provide the Committee with a status update on the Cluster Board’s applications to the DRB to update the standards for deck colors and rear decorative lights

6. **11306 South Shore Road:** To file suit immediately following the March 27, 2014 Board of Directors Meeting against the owner of 11306 South Shore Road to enforce Reston Deed Section VI.1. Design Covenants concerning the deck railing color (Case #139009).

6. **1615 Washington Plaza W:** To defer action to the January 8, 2014 Legal Committee Meeting regarding Reston Deed Section VI.2 (c) Maintenance pertaining to the wooden steps, retaining walls and landscape timbers (Case #133688) to allow the owner an opportunity to present a timeline for repairs to the Committee.

7. **2259 Southgate Square:** To file suit immediately following the January 23, 2014 Board of Directors Meeting against the owner of 2259 Southgate Square to enforce Reston Deed Section VI.2 (c) Maintenance of Improvements pertaining to the fence, front entrance arbor, siding, and trim (Case #95181), Section VI.2 (b)(8) Refuse and Debris (Case #95180) and Section VI.1 Design Covenants pertaining to the cables and wires (Case #95179/95178).
RESTON ASSOCIATION LEGAL COMMITTEE

Minutes of January 8, 2014, Meeting

Chair Ken Knueven convened the meeting at 6:01 p.m. on Wednesday, January 8, 2014, in conference room “B” of the Reston Association.

Committee Members Present: Board President Ken Knueven, Director Eve Thompson, Director Richard Chew, Chief Executive Officer Cate Fulkerson, General Counsel Kenneth Chadwick, (ex officio and non-voting)

Staff: Julie Loy, Brevetta Jordan, Kim Dobbin, Thalia Rembis

OLD BUSINESS

Approval of Minutes of the December 4, 2013, Meeting

Ken Knueven moved to approve the minutes of the December 4, 2013, meeting. Richard Chew seconded the motion. The motion passed unanimously.

Ken Knueven, seconded by Richard Chew, moved to go into executive session at 6:03 p.m. for the purposes of reviewing and discussing matters with individual Lot Owners involving their alleged violations of the Reston Deed or the rules and regulations of the Reston Association. The motion passed unanimously.

ACTION

Maintenance Violation Cases

1. 2368 Soft Wind Court 131846

Owner(s) James C. Webster
Joyce C. Webster

Ms. Loy reviewed the history of the violations and reported that at its meeting of December 4, 2013 the Legal Committee voted to defer action to the January 8, 2014 Legal Committee Meeting regarding Reston Deed Section VI.2 (c) Maintenance pertaining to the stucco siding on the front party wall shared with 2366 Soft Wind Court, the front and rear stucco siding above the windows, the rear stucco siding and the rear stucco siding on the rear party wall shared with 2366 Soft Wind Court (Case #131846) to allow the owner an opportunity to complete repairs at the property.

To date, all repairs have been made at the property.
The Committee discussed the case and viewed photographs of the property taken during Ms. Loy’s inspection the previous day. The owner did appear.

Richard Chew, seconded by Eve Thompson, moved the following:

To dismiss the case regarding Reston Deed Section VI.2 (c) Maintenance of Improvements (Case #131846) contingent upon payment of the $120 Notice of Violation filing fee.

The motion passed unanimously.

Design and Maintenance Violation Cases

2. **1615 Washington Plaza W**  
   **Owner(s):** Trustees of Washington Plaza Baptist Church

Ms. Loy reviewed the history of the violations and reported that at its meeting of December 4, 2013 the Legal Committee voted to defer action to the January 8, 2014 Legal Committee Meeting regarding Reston Deed Section VI.2 (c) Maintenance pertaining to the wooden steps, retaining walls and landscape timbers (Case #133688) to allow the owner an opportunity to present a timeline for repairs to the Committee.

To date, no change has been made at the property, however the trustees have received Design Review Board (DRB) approval for a landscape plan that addresses the areas where the maintenance violations exist.

The Committee discussed the case and viewed photographs of the property taken during Ms. Loy’s inspection the previous day. The trustees did appear.

Cate Fulkerson, seconded by Richard Chew, moved the following:

To defer action to the February 5, 2014 Legal Committee Meeting regarding Reston Deed Section VI.2 (c) Maintenance pertaining to the wooden steps, retaining walls and landscape timbers (Case #133688) to allow the owner and staff an opportunity to correlate the existing maintenance violations with DRB-approved landscape plan and to indicate a timeframe for repairs.

The motion passed unanimously.

3. **11582 Greenwich Point Road**  
   **Owner(s):** Heirs of William B. Moffit

Ms. Loy reviewed the history of the violations and reported that at its meeting of December 4, 2013 the Legal Committee voted to defer action to the January 8, 2014 Legal Committee Meeting regarding Reston Deed Section VI.2 (b)(8) Refuse and Debris, Section VI.2 (c) Maintenance pertaining to the left side elevation pedestrian door, the fascia boards, the rakeboards, the siding and the window trim (Case #134915), and Section VI.1 Design
Covenants pertaining to the security light (Case #134917) to allow the owner an opportunity to do the following:

- Present a timeline for repairs to the Committee for the fascia boards, the rakeboards, the siding and the window trim
- Complete repairs to the left side elevation pedestrian door
- Remove the security light or obtain DRB approval for the light

To date the refuse and debris has been removed and some windows have been repaired.

The Committee discussed the case and viewed photographs of the property taken during Ms. Loy’s inspection the previous day. The owner did appear and stated that work is ongoing at the property and she expects work to be completed by March.

Richard Chew, seconded by Ken Knueven, moved the following:

To defer action to the March 5, 2014 Legal Committee Meeting regarding Reston Deed Section VI.2 (b)(8) Refuse and Debris, Section VI.2 (c) Maintenance pertaining to the left side elevation pedestrian door, the fascia boards, the rakeboards, the siding and the window trim (Case #134915), and Section VI.1 Design Covenants pertaining to the security light (Case #134917) to allow the owner an opportunity to complete repairs at the property.

The Committee encourages the owner to work with staff to find an appropriate replacement for the security light.

The motion passed unanimously.

NEW BUSINESS

Maintenance Violation Cases

4. 2278 White Cornus Lane  140281/138635
Owner(s): Yurie C. Chigna

Ms. Loy reviewed the history of the violation and reported that at its meeting of March 20, 2013, the Covenants Committee found the property to be in violation of the Deed Section VI.2 (b)(8) Refuse and Debris, and (c) Maintenance of Improvements pertaining to the following conditions:

Section VI.2(b)8. Refuse and Debris

There is refuse and debris exposed to view on the property consisting of, but not limited to: Bricks, cinder blocks, excessive dead leaves

Section VI.2(c) Maintenance of Improvements
1. The front stoop is discolored and must be cleaned.
2. The front door is discolored and weathered and must be cleaned and stained London Brown.
3. The front sliding glass door screen is broken and must be repaired.
4. The roof has been improperly repaired (blue tarp) and must be repaired correctly.
5. The trash enclosure is discolored, faded, and weathered and must be cleaned and stained Olympic solid stain "Russet.
6. The front lower level gutter is broken and must be repaired.
7. The bottom door trim is missing and must be repaired and stained to match existing.
8. The fence in the rear is discolored and leaning and must be cleaned, repaired, and/or stained Olympic solid stain "Russet".
9. The rear soffit is broken and must be repaired.
10. The rear utility door is discolored, faded, weathered, and peeled and must be cleaned and stained Olympic solid stain "Almond".
11. The rear deck is discolored and must be cleaned.
12. The stucco in the rear lower left corner is discolored and weathered and must be stained Behr "Dune".

and directed the owner to abate the refuse and debris violation by April 15, 2013 and the maintenance violation by April 30, 2013. A Notice of Claimed Violation was filed against the property among the land records of Fairfax County on October 1, 2013.

To date, the refuse and debris has been removed but no other changes have been made.

The Committee discussed the case and viewed photographs of the property taken during Ms. Loy's inspection that day. The owner did not appear.

Cate Fulkerson, seconded by Eve Thompson, moved the following:

**To dismiss the case regarding Reston Deed Section VI.2 (b)(8) Refuse and Debris (Case #140281) contingent upon payment of the $120 Notice of Violation filing fee; and**

**To file suit immediately following the January 23, 2014, Board of Directors meeting against the owner of 2278 White Cornus Lane to enforce Reston Deed Section VI.2 (c) Maintenance pertaining to the front stoop, front door, front sliding glass door screen, roof, trash enclosure, front lower lever gutter, bottom door trim, fence, rear soffit, rear utility door, rear deck, and stucco (Case #138635).**

The motion passed unanimously.

**Design Violation Cases**

5. **11402 Orchard Green Court** 139917/ 139916/ 139914
Owner(s): Nancy L. Steele

Ms. Loy reviewed the history of the violations and reported that the following design violation(s) exist at the property:
1. The exterior color is unapproved (deck stain).
2. The rear mid-level and lower level decorative lights are unapproved.
3. The rear lower level patio door replacement is unapproved.

At its meeting of November 5, 2013 the Design Review Board (DRB) made the following decisions:

1. Deferred decision on existing exterior color (deck stain, color: brown) in rear location. The Design Review Board is reluctant to approve an item which contravenes an existing cluster standard.

The Design Review Board urges the cluster board to consider whether it wishes to add brown stain to the Orchard Green Cluster standards for decks and if so, to make application to revise the standards accordingly. Applications which conform to an approved cluster standard often may be reviewed by staff.

If no response is received from the cluster board within thirty (30) days, the application will be reviewed on its own merits by the Design Review Board.

2. Deferred decision on decorative lights (square lanterns, finish: dark brown). The Design Review Board is reluctant to approve an item which contravenes an existing cluster standard.

The Design Review Board urges the cluster board to consider whether it wishes to add square lanterns to the Orchard Green Cluster standards for rear decorative lights and if so, to make application to revise the standards accordingly. Applications which conform to an approved cluster standard often may be reviewed by staff.

If no response is received from the cluster board within thirty (30) days, the application will be reviewed on its own merits by the Design Review Board.

3. Disapproved existing patio door (hinged, with grids) in rear lower-level location as not in conformance with the Design Review Board-approved cluster standards for patio doors in Orchard Green Cluster, which require patio doors to have no grids.

The Design Review Board requires that the rear patio door be replaced with a cluster standard patio door within thirty (30) days. After this date, RA staff will inspect the property to check for compliance and determine if any other violations of Reston's Protective Covenants exist. This deadline supersedes the six month/ eighteen month timeline listed below.

A Notice of Claimed Violation was filed against the property among the land records of Fairfax County on October 1, 2013.

To date, no change has been made at the property.
The Committee discussed the case and viewed photographs of the property taken during Ms. Loy's inspection the previous day. The owner did not appear.

Richard Chew, seconded by Ken Knueven, moved the following:

To defer action to the February 5, 2014 Legal Committee Meeting regarding Reston Deed Section VI.1 Design Covenants pertaining to the deck color, rear decorative lights, and rear patio door (Case #139917/139916/139914) to allow the owner an opportunity to do the following:

- Abrogate the patio door violation
- Provide the Committee with a status update on the Cluster Board's applications to the DRB to update the standards for deck colors and rear decorative lights

The motion passed unanimously.

6. **11306 South Shore Road** 139009
Owner(s): Deborah J. Baker

Ms. Loy reviewed the history of the violations and reported that the following design violation exists at the property:

1. The rear deck railing is an unapproved color (unstained).

A Notice of Claimed Violation was filed against the property among the land records of Fairfax County on October 9, 2013.

To date, no change has been made at the property.

The Committee discussed the case and viewed photographs of the property taken during Ms. Loy's inspection the previous day. The owner did not appear.

Richard Chew, seconded by Ken Knueven, moved the following:

To file suit immediately following the March 27, 2014 Board of Directors Meeting against the owner of 11306 South Shore Road to enforce Reston Deed Section VI.1 Design Covenants concerning the deck railing color (Case #139009).

The motion passed unanimously.

**Design and Maintenance Violation Cases**

7. **2259 Southgate Square** 95179/ 95178/ 95181/ 95180
Owner(s): Jose A. Mata
Ms. Loy reviewed the history of the violation and reported that at its meeting of March 19, 2008, the Covenants Committee found the property to be in violation of the Deed Section VI.2 (b)(8) Refuse and Debris, and (c) Maintenance of Improvements pertaining to the following conditions:

**Section VI.2(b)8. Refuse and Debris**

There is refuse and debris exposed to view on the property consisting of, but not limited to: tarps, tub, appliances, wheelbarrows, window screens, crates, sink, mower, wheels, tires, lumber, insulation, buckets, vacuums, broken toys, plastic containers, dead leaves

**Section VI.2(c) Maintenance of Improvements**

1. The fence is weathered, faded and discolored.  
2. The front entrance arbor is weathered, faded and discolored.  
3. The siding is weathered, faded and discolored.  
4. The trim is weathered, faded, discolored and peeled.

and directed the owner to abate the refuse and debris violation by April 15, 2008, and maintenance violation by May 31, 2008.

In addition the following design violation(s) exist at the property:

1. Cables & wires on the front elevation are exposed to view.  
2. Cables & wires on the rear elevation are exposed to view.

Two Notices of Claimed Violation were filed against the property among the land records of Fairfax County on October 9, 2013.

To date, no change has been made at the property.

The Committee discussed the case and viewed photographs of the property taken during Ms. Loy’s inspection the previous day. The owner did not appear.

Richard Chew, seconded by Ken Knueven, moved the following:

**To file suit immediately following the January 23, 2014 Board of Directors Meeting against the owner of 2259 Southgate Square to enforce Reston Deed Section VI.2 (c) Maintenance of Improvements pertaining to the fence, front entrance arbor, siding, and trim (Case #95181), Section VI.2 (b)(8) Refuse and Debris (Case #95180) and Section VI.1 Design Covenants pertaining to the cables and wires (Case #95179/ 95178).**

The motion passed unanimously.

**DISCUSSION**
None

Comments

Ken Knueven, seconded by Eve Thompson, moved to exit executive session and reconvene in open session at 7:25 p.m. The motion passed unanimously.

Ken Knueven, seconded by Eve Thompson, moved to approve and ratify the decisions reached by the Legal Committee in executive session on the individual cases. The motion passed unanimously.

Richard Chew, seconded by Ken Knueven, moved to adjourn the meeting at 7:25 p.m. The motion passed unanimously.

_________________________________  ___________________________________
Date  Ken Knueven, Chair
Item M

January 2014 CEO Report
CEO Report – January 2014

While the end of a year is often accompanied by a bit of a lull in the normal hustle and bustle of day to day life, Reston Association was busy closing out 2013 and preparing for 2014. Included in this report are a few of the highlights from the past 2 months, as well as updates regarding ongoing projects and activities.

Inside RA
As we look to provide the best service to our members, while also focusing on ways to capitalize on the natural strengths and partnerships within our organization, RA recently underwent some staff reorganization. It is a fluid process, with more opportunities for improved efficiency and collaboration to come.

- The interview/hiring process for a CFO is currently underway. The new CFO will take on the traditional duties of that role, as well as welcome the IT department to his/her team and coordinate all development activities for the Association.
- The Communications & Community Engagement team was formed by merging the Communications & Member Services teams.
- Human Resources & Administration combined forces to create a department tasked with keeping the internal office structure running smoothly.
- The Covenants Department staff continues to engage in process improvement training with Jennell Evans of Strategic Interactions, Inc. to examine current processes and proactively prepare to address new challenges and create opportunities for effective service delivery in our changing community.

All of these organizational modifications are accompanied by an overarching sense of teamwork as different departments are currently collaborating on a number of projects which will, ultimately, result in better service for and engagement of our members.

As evidence of the hard work of the human resources department, from 2009 to 2013, staff participation in the Association’s Wellness Program has increased by 35%! The Wellness Committee is brainstorming new ways to increase participation even more in 2014.
The following employees received Achievement Awards in November/December for going above and beyond in their efforts to assist staff and the members of Reston Association: Willa Whitacre, Jay Schmitz, Bret Nelson, Bill Benson, Greg Ballinger, Alan Liebenstein, Patrick Murphy, Bryan Boltik, Carlos Martinez, Chester Wilson, Dale Wilson and Charles Tasco.

At our annual RA holiday luncheon we honored and recognized the following employees who received 2013 Service Awards: Larry Butler, Director of Parks & Recreation – 30 years of service; Kathy Arsenault, Grounds/Areas Maintenance – 25 years of service; Mike McNamara, CSF Manager – 20 years of service; Long Nguyen, Graphic Designer – 10 years of service; Julie Loy, Covenants Case Manager; Vicki Neau, IT Manager; Lucy Renault, Covenants Advisor; Lisa Shepherd, Pathways; and Ryan Warfield, Pathways – all 5 years of service.

Engagement & Getting Involved
Reston Association and LEAP have launched the “Re-energize Reston Community Challenge”. In honor of Reston’s founding year (1964), the “Reenergize Reston” goal is to help 1,964 homeowners increase their home’s efficiency and preserve important environmental resources. This year-long initiative will reenergize both individual homes and the community. Be on the lookout for more information throughout the year.

The Reston Neighborhood Advisory Committee (RNAC) held a planning meeting with the Transportation Advisory Committee (TAC) to coordinate a joint workshop pertaining to the impacts of Metro. The meeting is currently scheduled for February 26. More information to come.

The hard work and dedication of RA’s snow removal team was highlighted as a model for the nation by the Easter Seals organization and included in their “Effective Snow Removal for Pathways & Transit Stops” guide/publication.

Reston Association staff believes in not only promoting “Get Involved” but lives it as well. RA participated in two programs to benefit Cornerstones through the Thanksgiving food drive and the annual Gifts for Kids drive.
Member Services & Opportunities
To ensure new members immediately feels both welcomed and informed about the benefits of living in Reston, RA has begun mailing to them “Official Welcome to Reston Packets”. These packets include the Welcome to Reston brochure, the latest edition of Reston Magazine, a Reston map, and information on how to register on www.reston.org. Brochures and fliers relative to seasonal happenings in the community such as an invitation to the Newcomers’ Night event are also included. The welcome packets will be mailed quarterly to new members and are frequently distributed to real estate agents and apartment complexes. This first mailing was sent to 172 new members. These numbers reflect the exchanges illustrated by the POAA statistics below:

POAA Statistics Yearly Comparisons

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<td>(15.07)</td>
<td>.73</td>
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As the annual assessment notices arrived in members’ mailboxes, the Member Services staff worked to ensure calls were processed in a timely and efficient manner and questions were answered as quickly and as accurately as possible. Member Services received and processed the following calls for the months of November & December 2013.

- 2,785 total calls to the main line (703-435-6530)
- 1,659 total calls handled by Member Services representatives
- 1,071 total calls handled by call tree workflow
- 55 total calls abandoned
The community is discovering the convenience of hosting meetings at the RA Conference Center. During the months of November and December, the Member Services team scheduled, prepared and supported 86 meetings for staff and external patrons as depicted below. The meetings included the Annual Tennis Bash, cluster association meetings and the annual RA Benefits fair, among others. The increase in center use equates to increased conference center revenue as well.

![Conference Center Rentals by Category for November](image1)

![Conference Center Rentals by Category for December](image2)

**Out & About In Reston**

Despite snow covered ground and temperatures well below freezing, over 30 staff and volunteers conducted the annual winter bird count on Saturday, January 4, 2014. The event is one of two annual bird counts conducted by RA. The purpose of the counts is to take inventory of local wildlife and to monitor changes over time. This year’s counts yielded over 2,100 individual birds from 45 species.

The numbers this year were slightly down due to the cold conditions including ice-covered lakes and ponds. The most common bird recorded was the Canada goose with a count topping 700 individuals. The next most numerous birds were the Carolina Chickadee, Northern Cardinal and...
Dark-eyed Junco. Notables include one Common Raven seen for the first time on a Reston winter bird count and two Eastern Phoebes, which are usually found here in the warmer months, seen for only the second time during our winter count.
Item O

Executive Session to Discuss Legal, Contractual, and Personnel Matters
Item O

Adjourn