AGENDA RESTON ASSOCIATION
Regular Meeting of the Board of Directors
Thursday, September 25, 2014, 6:00 pm

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.

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<tr>
<td>A. 6:00 pm Call to Order &amp; Opening Remarks</td>
<td>Discussion</td>
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<td>Ken Knueven, President</td>
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<td>B. 6:05 pm Consent Calendar</td>
<td>Action</td>
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<tr>
<td>Ken Knueven, President</td>
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<tr>
<td>1. Adoption of Regular Meeting Agenda</td>
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<td>2. Approval of Board Minutes – July 31, 2014 Regular Board Meeting</td>
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<td>3. Legal Committee Report</td>
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<td>4. Committee Appointments</td>
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<td>5. Elections Committee – Amendments to Elections &amp; Referendum Resolutions 1, 3 and 4</td>
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<tr>
<td>6. Proposed Reston Deed Section VI.2(b)(15) Air-Conditioning Unit Referendum Topic and Related Schedule</td>
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<tr>
<td>C. 6:10 pm CEO/Management Report</td>
<td>Informational</td>
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<td>Cate L. Fulkerson, Chief Executive Officer</td>
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<tr>
<td>D. 6:20 pm Reston Master Plan - Phase 2 Comprehensive Plan Amendments</td>
<td>Discussion</td>
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<td>John McBride, Esq., Land Use Consultant, Odin, Feldman &amp; Pittleman, P.C.</td>
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<tr>
<td>E. 6:40 pm Member &amp; Board Comments</td>
<td>Discussion</td>
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<td>Ken Knueven, President</td>
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II. Presentations, Discussion & Action Items

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<tr>
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<tr>
<td>F. 7:00 pm Deer Management Considerations in Reston</td>
<td>Discussion</td>
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<td>Larry Butler, Senior Director of Parks, Recreation &amp; Community Resources</td>
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<td>Claudia Thompson-Deahl, Environmental Resource Manager</td>
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<tr>
<td>G. 8:15 pm 2015 Budget Planning Report</td>
<td>Discussion</td>
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<td>David Harris, Chief Financial Officer</td>
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<tr>
<td>H. 8:35 pm Executive Session to Consult with Legal Counsel on Personnel Matters</td>
<td>Action</td>
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<td>Ken Knueven, President</td>
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III. Close of Meeting

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<th>Item</th>
<th>Disposition</th>
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<tr>
<td>I. 10:30 pm Adjourn</td>
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<td>Ken Knueven, President</td>
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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.
Item A

Call to Order & Opening Remarks
Item B

Consent Calendar

Ken Knueven, President

1. Adoption of Regular Meeting Agenda
2. Approval of Board Minutes – July 31, 2014 Regular Meeting
3. Legal Committee Reports
4. Committee Appointments
5. Elections Committee – Amendments to Elections & Referenda Resolutions 1, 3 and 4
6. Proposed Reston Deed Section VI.2(b)(15) Air-Conditioning Unit Referendum Topic and Related Schedule
AGENDA ITEM SUMMARY

September 25, 2014

ITEM B: Consent Calendar

PRESENTER: Ken Knueven, President

Board Motion: Move to adopt the Consent Calendar as written, including the following items:

1. Adoption of Regular Meeting Agenda
2. Approval of Board Minutes – July 31, 2014 Regular Meeting
3. Legal Committee Reports
4. Committee Appointments
5. Elections Committee – Amendments to Elections & Referenda Resolutions 1, 3 and 4
6. Proposed Reston Deed Section VI.2(b)(15) Air-Conditioning Unit Referendum Topic and Related Schedule

BACKGROUND

In an effort to more efficiently and effectively address the routine and/or non-controversial issues brought before the Board on a monthly basis, the Association employs the use of a Consent Calendar.

As per Robert's Rules of Order, the items on the Consent Calendar are to be taken up in order, unless objected to, in which case they are restored to the ordinary process by which they are placed in line for consideration on the Regular Agenda. The Board also has the option of considering matters on the Consent Calendar in gross, without debate or amendment.

The Consent Calendar for the September 25, 2014 meeting of the Board of Directors includes the following motions, with full Item Summaries attached:

1. Move to adopt the September 25, 2014 Regular Board Meeting Agenda.
2. Move to approve the July 31, 2014 Minutes of Regular Meeting of the Board of Directors.
3. Move to approve the reports of the Legal Committee and authorize action to be taken on the cases reviewed during its meetings of August 6, 2014 and September 3, 2014.
4. Move to approve the:
   - Appointment of Corinne El Aomari as a member of the 55+ Advisory Committee for a term of three years, ending September 2017;
   - Appointment of Mary Shedlock as a member of the Parks & Recreation Advisory Committee for a term of three years, ending September 2017;
   - Appointment of Caren Penso as a member of the Parks & Recreation Advisory Committee for a term of three years, ending September 2017;
   - Appointment of Sterling Wheeler as a member of the Transportation Advisory Committee for a term of three years, ending September 2017;
   - Reappointment of Irwin Flashman as a member of the Environmental Advisory Committee for a term of three years, ending September 2017; and
   - Appointment of Director Dannielle LaRosa as a Board Liaison to the Fiscal Committee for a term of seven months, ending April 2015.
5. Move to approve proposed amendments to Elections & Referenda Resolution 1; Administration & Operations, Resolution 3; Campaign Rules and Standards of Conduct, and 4; Form of Election Ballots and Tabulation.

6. Move to: 1) accept the request of the petitioning Members and approve the action of sending the issue to repeal Section VI.2(b)(15) from the Reston Deed to referendum amongst those Category A Members subject to the Air-Conditioning Covenant; and, 2) adopt the attached schedule for the conduct of the referendum.
Consent Calendar Item 1

Adoption of Regular Meeting Agenda
Ken Knueven, President
Consent Calendar Item 2

Approval of Board Minutes – July 31, 2014 Regular Board Meeting
Ken Knueven, President
BOARD OF DIRECTORS MEETING MINUTES
Regular Meeting
July 31, 2014

PRESENT: President Knueven, Vice President Graves; Treasurer John Higgins; Secretary Michael Sanio; Directors Richard Chew, Eve Thompson, Rachel Muir, Jeff Thomas, and Lucinda Shannon by phone; Legal Counsel Ken Chadwick, Esq.; Chief Executive Officer Cate Fulkerson; Assistant Secretary Sabrina Tadele.

I. PROCEDURAL ITEMS

A. Call to Order & Opening Remarks
   President Knueven called the meeting to order at 6:07 pm and established a quorum of the Board of Directors was present including: President Knueven, Vice President Graves, Secretary Sanio, Treasurer Higgins, Directors Thompson, Chew, Muir, Thomas and Shannon by phone.

B. Adoption of Consent Calendar
   President Knueven, seconded by Director Graves, moved to adopt the July 31, 2014 Consent Calendar as written. The consent calendar included the following motions:

1. Move to adopt the July 31, 2014 Regular Board Meeting Agenda.
2. Move to approve the June 26, 2014 Regular Meeting of the Board of Directors Minutes.
3. Move to approve the:
   - Reappointment of Barbara LaRock as Co-Chair of the 55+ Advisory Committee for a one year term, ending July 2015;
   - Reappointment of Shawn Endsley as Chair of the Fiscal Committee for a one year term, ending July 2015;
   - Reappointment of Kathryn Martin as Chair of the Transportation Advisory Committee for a one year term, ending July 2015;
   - Reappointment of John Bowman as Vice Chair of the Transportation Advisory Committee for a one year term, ending July 2015;
   - Reappointment of Michael Martin as a member of the Transportation Advisory Committee for a term of three years, ending July 2017;
   - Reappointment of Patty Nicoson as a member of the Transportation Advisory Committee for a term of three years, ending July 2017;
   - Reappointment of Sue Beffel as a member of the Environmental Advisory Committee for a term of three years, ending July 2017;
   - Appointment of Michael Gandolfo as a member of the Elections Committee for a term of three years, ending July 2017; and
4. Move to approve proposed amendments to Common Area Rules & Regulations Resolution 8; Ballfield Use.

Director Chew requested Item 1 Adoption of Regular Meeting Agenda be removed from the consent calendar. Director Muir concurred. Item 1 Adoption of Regular Meeting Agenda was removed from the consent calendar.

The motion to adopt the remaining Items 2, 3 and 4 on the consent calendar passed unanimously.

President Knueven, seconded by Director Sanio, moved to adopt the July 31, 2014 Regular Board Meeting Agenda.

Director Chew, seconded by President Knueven, moved to amend the agenda by removing Item J Recommendation to Develop Community Input Plan for Cabots Point Recreation Area (“Item J”).

The motion to remove Item J passed with votes recorded as follows:

AYE: Secretary Sanio; Directors Thomas, Chew, Thompson, Muir and Shannon
NAY: President Knueven and Vice President Graves

President Knueven, seconded by Director Sanio, moved to approve the amended July 31, 2014 Regular Meeting agenda.

The motion passed unanimously.

C. CEO/Management Report
Chief Executive Officer Cate Fulkerson provided an overview of her July report and highlighted the following activities of Reston Association:

- Hiring of two new members of RA’s Senior Leadership Team, Melissa Kelley, Director of Human Resources and Administration, and Anna Varone, Director of Covenants Administration;
- Two staff members’ excellent, innovative work finding a solution for the mechanical problem with Lake Newport Pool’s pump system;
- Establishment of RA’s new employee committee, the Think Tank Committee;
- Volunteer participation from staff of comScore in Bruno’s Barnyard Bash;
- Success of first annual Reston Relay Triathlon, which raised money for youth in Reston to attend RA and YMCA summer camp;
- Additional $8,000 raised through Friends of Reston for camp scholarships; and
- Board participation with BoardSource and important action items coming out of Board Retreat.

D. Member & Board Comments

1. Bill Parker, President, South Bay Cluster – Topic: Stated the history of the proposed bocce ball project at Cabots Point Recreation Area, noting the South Bay Cluster’s lack of notification or involvement in the process. Questioned the level of community engagement achieved for this project.

2. Irwin Flashman, 1327 Buttermilk Lane - Topic: Stated earlier this week he submitted to the members of the Board, the CEO and the Assistant Secretary a memo concerning the filing of certain applications and statements of candidacy for the North Point District Director position (attached), and stated he considered two members ineligible to be appointed. Separately, noted that the proposed
responsibilities of the Board Governance Committee represent a shift toward a strong concentration of power in only four people and suggested the proposal be reconsidered and held open for public comment.

The following topics were noted by one or more members of the Board: Highlighted the upcoming National Night Out event on August 5th at Hunters Woods Shopping Center; thanked members for thoughtful comments; shared stories of riding the Silver Line on opening day, Saturday, July 26, 2014; congratulated Reston teams of USTA JTT, two of which advanced to the next level of sectionals; praised Lake Anne Development Partners for the progress and dynamic change in their plans for Lake Anne; noted the Design Review Board and Environmental Advisory Committee are planning on working together on design guidelines; highlighted an initiative of the Pedestrian & Bicycling Advisory Committee which offers assistance to RA members interested in mapping out and practicing a bike route to the Wiehle-Reston East metro station; praised RA staff for their efforts and communication around the Lake Newport Pool closure; encouraged RA members to participate in community events and subscribe to RA News to get information on happenings in Reston.

E. North Point District Director Interviews
The Board conducted interviews with Members who applied to serve the remaining term of the North Point District Director seat. The candidates interviewed included: Dannielle LaRosa, Mike Shaw, Walter Constantine, and Walter Alcorn.

II. PRESENTATION, DISCUSSION & ACTION ITEMS

F. Executive Session to Discuss Legal, Contractual and Personnel Matters
President Knueven, seconded by Vice President Graves, moved to adjourn into executive session to discuss legal and contractual matters related to personnel including but not limited to the North Point Director vacancy and a land acquisition request.

The motion passed unanimously.

The Board adjourned into executive session at 8:12 pm.

President Knueven, seconded by Director Chew, moved to return to open session.

The motion passed unanimously.

The Board returned to open session at 10:08 pm.

President Knueven, seconded by Vice President Graves, moved to appoint Dannielle LaRosa to the vacant North Point District position to serve until the next Board of Directors election until April 2015.

The motion passed with votes recorded as follows:

AYE: President Knueven; Vice President Graves; Secretary Sanio; Directors Thompson, Thomas, Chew and Shannon.
NAY: Director Muir.

President Knueven, seconded by Vice President Graves, moved to decline and not give further consideration to the unsolicited request from Brandywine Senior Living to purchase Reston Association Common Area located at 1550 Reston Parkway, also known as Lake Newport Soccer Field.

The motion passed unanimously.
G. Quarterly Financial Report (Attached)
Chief Financial Officer David Harris delivered the Quarterly Financial Report.

H. Revised Board Planning Committee Composition & Responsibilities and Establishment of Board Governance Committee

President Knueven, seconded by Director Sanio, moved to approve the proposed changes to Committees Resolution 4; Board Committees, thereby revising the composition and responsibilities of the Board Planning Committee and establishing the Board Governance Committee.

Director Chew, seconded by Director Muir, moved to table consideration of Item H Revised Board Planning Committee Composition & Responsibilities and Establishment of Board Governance Committee (“Item H”) until the regularly scheduled meeting of the Board of Directors in September 2014.

The motion to table consideration of Item H failed with votes recorded as follows:

AYE: Directors Chew, Shannon and Muir.
NAY: President Knueven; Vice President Graves; Secretary Sanio; Directors Thompson, and Thomas.

Director Muir, seconded by Director Shannon, proposed an amendment in the form of a substitution as a counter-proposal to the original amendments to the Board Planning Committee and the establishment of the Board Governance Committee.

Director Chew, seconded by Director Thomas moved to table consideration of Item H Revised Board Planning Committee Composition & Responsibilities and Establishment of Board Governance Committee (“Item H”) until the regularly scheduled meeting of the Board of Directors in September 2014.

The motion passed with votes recorded as follows:

AYE: Directors Thomas, Shannon, Chew, Thompson, Muir and Secretary Sanio.
NAY: President Knueven and Vice President Graves.

President Knueven, seconded by Director Thomas, moved to extend the meeting by one hour, ending at midnight.

The motion passed with votes recorded as follows:

AYE: President Knueven; Vice President Graves; Secretary Sanio; Directors Thompson and Thomas.
NAY: Directors Chew and Shannon.
ABSTAIN: Director Muir.

I. Establishment of Parks & Recreation Advisory Committee (Attached)

Director Chew, seconded by Director Shannon, moved to table consideration of Item I Establishment of Parks & Recreation Advisory Committee (“Item I”) until the regularly scheduled meeting of the Board of Directors in September 2014.

The motion to table consideration of Item I failed with votes recorded as follows:

AYE: Directors Chew and Shannon.
NAY: President Knueven; Vice President Graves; Secretary Sanio; Directors Thompson and Thomas.
ABSTAIN: Director Muir.
President Knueven, seconded by Director Thompson, moved to approve the proposed changes to Committees Resolution 5; Board Advisory Committees, thereby establishing the Parks & Recreation Advisory Committee.

The motion passed unanimously.

III. CLOSE OF MEETING

K. Adjourn

President Knueven, seconded by Vice President Graves, moved to adjourn the meeting.

The motion passed unanimously.

The meeting adjourned at 11:13 pm.

Respectfully submitted,

Michael Sanio
Board Secretary

Attachments to Original:

- July 31, 2014 Consent Calendar
- July 2014 CEO/Management Report
- Written Member Comment Statements
- Quarterly Financial Report
- Committees Resolution 5; Board Advisory Committees
Consent Calendar Item 3

Legal Committee Reports
Ken Knueven, President

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<th>Supported Strategic Objective:</th>
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<td><strong>Sustainability &amp; Community Viability</strong></td>
<td><strong>To effectively manage all resources, resulting in a sustainable and viable community</strong></td>
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CONSENT CALENDAR ITEM SUMMARY

September 25, 2014

CONSENT CALENDAR ITEM 3: Legal Committee Reports
PRESENTER: Ken Knueven, President

Board Motion: Move to approve the reports of the Legal Committee and authorize action to be taken on the cases reviewed during its meetings of August 6, 2014 and September 3, 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 August 6, 2014 the Legal Committee took action on four (4) cases, voting as follows:

1. **2184 Greenkeepers Court**: To dismiss the case regarding Reston Deed Section VI.1 Design Covenants (Case #136679) and to waive the $140.00 NOV filing fee.

2. **2177 Greenkeepers Court**: To file suit immediately following the September 25, 2014 Board of Directors Meeting against the owner or 2177 Greenkeepers Court to enforce Reston Deed VI.2(c) Maintenance of Improvements pertaining to the shutters on the front elevation and brick masonry on the side elevation (Case #136716).

3. **11968 Barrel Cooper Court**: To file suit immediately following the September 25, 2014 Board of Directors Meeting against the owner or 11968 Barrel Cooper Court to enforce Reston Deed Section VI.2(b)8. Refuse and Debris (Case #114145), Deed Section VI.2 (b)6. Vegetation (Case #144144), and Section VI.2(c) Maintenance of Improvements pertaining to front stoop and steps, fascia boards, and soffits on the front elevation, stucco siding on the front party wall, fascia boards, and vine tracings on the rear upper elevation, and rear gutters (Case #143279).

4. **11821 Coopers Court**: To defer action to the September 3, 2014 Legal Committee Meeting regarding Reston Deed Section VI.1 Design Covenants pertaining to the rear decorative light (Case #139339) and requests the owner to appear before the committee with an updated schedule of required repairs.

Supported Strategic Objective:

| Sustainability & Community Viability | To effectively manage all resources, resulting in a sustainable and viable community | 3. Continuously preserve the integrity of our neighborhoods and their distinctive characteristics through covenants compliance. |
At its meeting of September 3, 2014 the Legal Committee took action on five (5) cases, voting as follows:

1. **1615 Washington Plaza W**: To defer action to the October 1, 2014 Legal Committee Meeting regarding Reston Deed Section VI.2 (c) Maintenance pertaining to the rear wooden steps, retaining walls and landscape timbers in the rear (Case #133688) and requests the owner to submit monthly updates on the progress of repairs.

2. **11821 Coopers Court**: To dismiss the case regarding Reston Deed Section VI.1 Design Covenants (Case #139339).

3. **1324 Northgate Square**: To defer action to the October 1, 2014 Legal Committee Meeting regarding Reston Deed Section VI.1 Design Covenants (Case #146063) to allow staff time to research the property boundaries in reference to the tree that was removed from the rear yard on the property located at 1324 Northgate Square.

4. **1322 Northgate Square**: To file suit immediately following the October 23, 2014 Board of Directors Meeting against the owner of 1322 Northgate Square to enforce Reston Deed Section VI.2(c) Maintenance of Improvements pertaining to the front walkway, trash/meter, and rear fence (Case #145281), and Section VI.1 Design Covenants pertaining to the retaining wall (Case #146073).

5. **11853 Coopers Court**: To file suit immediately following the September 25, 2014 Board of Directors Meeting against the owner of 11853 Coopers Court to enforce Reston Deed Section VI.2(b)6 Vegetation (Case #137513), Section VI.2 (c)8 Refuse and Debris (Case #137512, and Section VI.1 Design Covenants pertaining to the cables and wires and rear fence (Case #104859/138768).

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**Supported Strategic Objective:**

| Sustainability & Community Viability | To effectively manage all resources, resulting in a sustainable and viable community | 3. Continuously preserve the integrity of our neighborhoods and their distinctive characteristics through covenants compliance. |

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Reston Association - Regular Board Meeting Agenda Item Summary  
Prepared By/Date: Sabrina Tadele/September 17, 2014
RESTON ASSOCIATION LEGAL COMMITTEE

Minutes of August 6, 2014, Meeting

Chair Ken Knueven convened the meeting at 6:00 p.m. on Wednesday, August 6, 2014, in conference room “C” of the Reston Association.

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

Committee Member Absent: Director Rachel Muir

Staff: Julie Loy, Brad Wilson

OLD BUSINESS

Approval of Minutes of the June 4, 2014, Meeting

Ken Knueven moved to approve the minutes of the June 4, 2014, meeting. Cate Fulkerson seconded the motion. Eve Thompson abstained.

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.

NEW BUSINESS

Maintenance Violation Cases

1. 2184 Greenskeepers Court 136679
Owner(s): Heidianne Werner

Ms. Loy reviewed the history of the violation and reported that at its meeting of August 21, 2013, the Covenants Committee found the property to be in violation of the Deed Section VI.2 (c) Maintenance of Improvements pertaining to the following conditions:

1. The glass on the right-hand side of the front upper level window is fogged and must be cleaned or repaired.

and directed the owner to abate the maintenance violation by September 30, 2013. A Notice of Claimed Violation was filed against the property among the land records of Fairfax County on May 23, 2014.
To date, the glass on the right-hand side of the front upper level window has been repaired.

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

Ken Knueven, seconded by Eve Thompson, moved the following:

**To dismiss the case regarding Reston Deed Section VI.1 Design Covenants (Case #136679) and to waive the $140.00 NOV filing fee.**

The motion passed with the votes recorded as follows:

AYE: Ken Knueven, Cate Fulkerson, Eve Thompson
ABSTAIN: Richard Chew

2. **2177 Greenkeepers Court**  
   Owner(s): Gregory Vaserstein

Ms. Loy reviewed the history of the violation and reported that at its meeting of October 16, 2013, the Covenants Committee found the property to be in violation of the Deed Section VI.2 (c) Maintenance of Improvements pertaining to the following conditions:

1. The shutters on the front elevation are peeled and must be re-painted to match the existing color.
2. The brick masonry on the side elevation is spalled and must be repaired.

and directed the owner to abate the maintenance violation by November 30, 2013. A Notice of Claimed Violation was filed against the property among the land records of Fairfax County on May 23, 2014.

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 that day. The owner did not appear.

Cate Fulkerson, seconded by Ken Knueven, moved the following:

**To file suit immediately following the September 25, 2014 Board of Directors Meeting against the owner or 2177 Greenkeepers Court to enforce Reston Deed VI.2(c) Maintenance of Improvements pertaining to the shutters on the front elevation and brick masonry on the side elevation(Case #136716).**

The motion passed unanimously.

3. **11968 Barrel Cooper Court**  
   Owner(s): Scott Menard

   114145, 144144, 143279
Ms. Loy reviewed the history of the violation and reported that at its meeting of August 21, 2013, the Covenants Committee found the property to be in violation of the Deed Section VI.2 (b)(6) Vegetation, (b)(8) Refuse and Debris, and (c) Maintenance of Improvements pertaining to the following conditions:

Section VI.2(b)(6). Vegetation

1. Overgrown ground covering and shrubs in the rear yard must be trimmed and maintained.

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

1. There is refuse and debris exposed to view on the property consisting of, but not limited to: window screen, garden hose, dead leaves

Section VI.2(c) Maintenance of Improvements

1. The stoop and steps in the front yard are discolored and must be cleaned.
2. The fascia boards on the upper level front elevation are peeled and discolored and must be cleaned and painted McCormick #223 "Old Carriage Brown" or Benjamin Moore #2112-10 "Mink".
3. The soffits on the upper level front elevation are weathered, discolored, peeled and rotted and must be repaired and painted McCormick #223 "Old Carriage Brown" or Benjamin Moore #2112-10 "Mink".
4. The stucco siding on the front edge of the party wall shared with 11966 Barrel Cooper Court is discolored and must be cleaned. The maintenance of this wall is a joint and equal responsibility between you and your neighbor, who will also be notified. You may wish to work together on the needed repairs. Each Owner shall have an easement of ingress and egress over that portion of the Property necessary for the repair and maintenance of a party element.
5. The rakeboards on the upper level front party wall shared with 11966 Barrel Cooper Court are peeled and rotted and must be repaired and painted McCormick #223 "Old Carriage Brown" or Benjamin Moore #2112-10 "Mink". The maintenance of this wall is a joint and equal responsibility between you and your neighbor, who will also be notified. You may wish to work together on the needed repairs. Each Owner shall have an easement of ingress and egress over that portion of the Property necessary for the repair and maintenance of a party element.
6. The fascia boards on the upper level rear elevation are peeled and discolored and must be cleaned and painted McCormick #223 "Old Carriage Brown" or Benjamin Moore #2112-10 "Mink".
7. The soffits on the upper level front elevation are weathered, discolored, peeled and rotted and must be repaired and painted McCormick #223 "Old Carriage Brown" or Benjamin Moore #2112-10 "Mink".
8. The rear gutters are discolored and contain debris that is exposed to view and must be cleaned.
9. The stucco siding on the rear elevation has vine tracings and must be cleaned.
and directed the owner to abate the vegetation and refuse and debris violations by September 15, 2013, and to abate the maintenance violations by September 30, 2013. A Notice of Claimed Violation was filed against the property among the land records of Fairfax County on May 23, 2014.

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 that day. The owner did not appear.

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

**To file suit immediately following the September 25, 2014 Board of Directors Meeting against the owner or 11968 Barrel Cooper Court to enforce Reston Deed Section VI.2(b)8. Refuse and Debris (Case # 114145), Deed Section VI.2 (b)6. Vegetation(Case # 144144), and Section VI.2(c) Maintenance of Improvements pertaining to front stoop and steps, fascia boards, and soffits on the front elevation, stucco siding on the front party wall, fascia boards, and vine tracings on the rear upper elevation, and rear gutters (Case #143279).**

The motion passed unanimously.

**Design Violation Cases**

**4. 11821 Coopers Court 139339**

Owner(s): Joseph Monachino

Ms. Loy reviewed the history of the violations and reported that the decorative light on the rear elevation has been replaced with an unapproved security light.

A Notice of Claimed Violation was filed against the property among the land records of Fairfax County on May 23, 2014.

To date, a replacement light has been ordered.

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.

Ken Knueven, seconded by Eve Thompson, moved the following:

**To defer action to the September 3, 2014 Legal Committee Meeting regarding Reston Deed Section VI.1 Design Covenants pertaining to the rear decorative light (Case #139339) and requests the owner to appear before the committee with an updated schedule of required repairs.**

The motion passed unanimously.
**Action Items**

5. **11977 Barrel Cooper Court**
   
   Ken Knueven, seconded by Cate Fulkerson, moved the following:
   
   **To waive NOV filing fee for the owners of 11977 Barrel Cooper Court.**
   
   The motion passed unanimously.

6. **Properties with court orders**
   
   Cate Fulkerson, seconded by Ken Knueven, moved the following:
   
   **Defer decision on properties with court orders to the September 3, 2014 Legal Committee Meeting so that the properties can be researched to determine if property is owner occupied, in foreclosure, etc.**
   
   The motion passed unanimously.

   Ken Knueven, seconded by Richard Chew, moved to exit executive session and reconvene in open session at 6:44 p.m. The motion passed unanimously.

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

   Cate Fulkerson, seconded by Ken Knueven, moved to adjourn the meeting at 6:47 p.m. The motion passed unanimously.

   
   ____________________________________  ____________________________________
   
   Date Ken Knueven, Chair
RESTON ASSOCIATION LEGAL COMMITTEE

Minutes of September 3, 2014, Meeting

Chair Ken Knueven convened the meeting at 6:10 p.m. on Wednesday, September 3, 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)

Committee Member Absent: Director Rachel Muir

Staff: Anna Varone, Julie Loy, Thalia Rembis

Approval of Minutes of the August 6, 2014, Meeting

Ken Knueven moved to approve the minutes of the August 6, 2014, meeting. Richard Chew seconded the motion. The motion passed unanimously.

Ken Knueven, seconded by Richard Chew, moved to go into executive session at 6:10 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. 1615 Washington Plaza W 133688

Owner(s): Trustees of Washington Plaza Baptist Church

Ms. Loy reviewed the history of the violations and reported that at its meeting of June 4, 2014 the Legal Committee voted to defer action to the September 3, 2014 Legal Committee Meeting regarding Reston Deed Section VI.2 (c) Maintenance pertaining to the rear wooden steps, retaining walls and landscape timbers in the rear (Case #133688) and requests the owner to appear before the committee with an updated schedule of required repairs.

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 representative did not appear.

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

To defer action to the October 1, 2014 Legal Committee Meeting regarding Reston Deed Section VI.2 (c) Maintenance pertaining to the rear wooden steps, retaining...
walls and landscape timbers in the rear (Case #133688) and requests the owner to submit monthly updates on the progress of repairs.

The motion passed unanimously.

**Design Violation Cases**

2. **11821 Coopers Court**  
   Owner(s): Joseph and Kathleen Monachino

Ms. Loy reviewed the history of the violations and reported that at its meeting of August 6, 2014 the Legal Committee voted to defer action to the September 3, 2014 Legal Committee Meeting regarding Reston Deed Section VI.1 Design Covenants pertaining to the rear decorative light (Case #139339) and requests the owner to appear before the committee with an updated schedule of required repairs.

To date, the rear elevation decorative light has been replaced.

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.

Cate Fulkerson, seconded by Ken Knueven, moved the following:

**To dismiss the case regarding Reston Deed Section VI.1 Design Covenants (Case #139339).**

The motion passed unanimously.

**Design and Maintenance Violation Cases**

3. **1324 Northgate Square**  
   Owner(s): Jamie V Moore

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

1. The fence in the front yard is faded and discolored and must be cleaned and stained Olympic solid color stain “Oxford Brown”.
2. The fascia boards on the upper level front elevation are weathered, faded and discolored and must be repaired, cleaned and painted Olympic solid color stain “Mystic White” or Martin Senour “Navajo White”.
3. The front party fence shared with 1326 Northgate Square is discolored and faded and must be cleaned and stained Olympic solid color stain “Oxford Brown”. The maintenance of this fence is a joint and equal responsibility between you and your neighbor, who will also be notified. You may wish to work together on the needed repairs. Each Owner shall have an easement of ingress and egress over that portion of the Property necessary for the repair and maintenance of a party element.
4. The front concrete party wall shared with 1326 Northgate Square is spalled and discolored along the front edge and must be repaired and painted Martin Senour MI-
4121 "Bronco Brown" or Benjamin Moore #1211 "Arizona Canyon". The maintenance of this wall is a joint and equal responsibility between you and your neighbor, who will also be notified. You may wish to work together on the needed repairs. Each Owner shall have an easement of ingress and egress over that portion of the Property necessary for the repair and maintenance of a party element.

5. The rear party fence shared with 1322 Northgate Square is warped, discolored, faded, has some detached vertical boards and must be cleaned, repaired and stained Olympic solid color stain "Oxford Brown". The maintenance of this fence is a joint and equal responsibility between you and your neighbor, who will also be notified. You may wish to work together on the needed repairs. Each Owner shall have an easement of ingress and egress over that portion of the Property necessary for the repair and maintenance of a party element.

and directed the owner to abate the maintenance violation by January 31, 2014.

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

1. The interior of the front fence is an unapproved color (unstained).
2. An unapproved retaining wall has been installed in the front yard.
3. Unapproved tree removal from the rear yard.
4. An unapproved replacement decorative light has been installed on the lower level rear elevation.

Two Notices of Claimed Violation were filed against the property among the land records of Fairfax County on July 11, 2014.

To date, the maintenance violations have been repaired, the front fence has been stained, the retaining wall has been removed, and the decorative light has been removed.

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 Cate Fulkerson, moved the following:

To defer action to the October 1, 2014 Legal Committee Meeting regarding Reston Deed Section VI.1 Design Covenants (Case #146063) to allow staff time to research the property boundaries in reference to the tree that was removed from the rear yard on the property located at 1324 Northgate Square.

The motion passed unanimously.

4. **1322 Northgate Square**  
   Owner(s): Debra Jane Guzman

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

1. The front concrete walkway is cracked and must be filled with matching concrete material.
2. The trash/meter enclosure in the front yard is faded, broken, detached and must be repaired and stained Olympic solid color stain "Oxford Brown".

3. The rear party fence shared with 1324 Northgate Square is warped, discolored, faded, has some detached vertical boards and must be cleaned, repaired and stained Olympic solid color stain "Oxford Brown". The maintenance of this fence is a joint and equal responsibility between you and your neighbor, who will also be notified. You may wish to work together on the needed repairs. Each Owner shall have an easement of ingress and egress over that portion of the Property necessary for the repair and maintenance of a party element.

4. The fence in the rear yard is faded, discolored, leaning and has a warped vertical board and must be cleaned, repaired and stained Olympic solid color stain "Oxford Brown".

and directed the owner to abate the maintenance violation by January 31, 2014.

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

1. An unapproved retaining wall has been installed in front of the front fence.
2. An unapproved cable or wire installed on the side elevation is exposed to view.

Two Notices of Claimed Violation were filed against the property among the land records of Fairfax County on July 11, 2014.

To date, the rear party fence shared with 1324 Northgate Square has been repaired and the cable/wire has been removed.

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 Ken Knueven, moved the following:

To file suit immediately following the October 23, 2014 Board of Directors Meeting against the owner of 1322 Northgate Square to enforce Reston Deed Section VI.2(c) Maintenance of Improvements pertaining to the front walkway, trash/meter, and rear fence (Case #145281), and Section VI.1 Design Covenants pertaining to the retaining wall (Case #146073).

The motion passed unanimously.

5. 11853 Coopers Court
Owner(s): Wondwosen W. Beyene
Yesimabet E. Gemechu

Ms. Loy reviewed the history of the violation and reported that at its meeting of December 12, 2014), the Covenants Committee found the property to be in violation of the Deed Section VI.2(b)6. Vegetation and Section VI.2 (b)(8) Refuse and Debris pertaining to the following conditions:
Section VI.2(b)6. Vegetation

Vegetation in the front and rear gutters must be removed.

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: bags, ladder, buckets, snow shovel, rake, microwave, dishes, lumber

and directed the owner to abate the refuse and debris violation by March 15, 2012.

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

1. Unapproved cables and wires on the rear elevation are exposed to view.
2. The rear fence design and color are not in conformance with the Design Review Board decision of June 18, 1999.

Two Notices of Claimed Violation were filed against the property among the land records of Fairfax County on March 10, 2014.

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.

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

To file suit immediately following the September 25, 2014 Board of Directors Meeting against the owner of 11853 Coopers Court to enforce Reston Deed Section VI.2(b)6 Vegetation (Case #137513), Section VI.2 (c)8 Refuse and Debris (Case #137512, and Section VI.1 Design Covenants pertaining to the cables and wires and rear fence (Case #104859/138768).

The motion passed unanimously.

DISCUSSION

Comments

Ken Knueven, seconded by Cate Fulkerson, moved to exit executive session and reconvene in open session at 6:35 p.m. The motion passed unanimously.

Ken Knueven, seconded by Cate Fulkerson, 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 Cate Fulkerson, moved to adjourn the meeting at 6:55 p.m. The motion passed unanimously.
Supported Strategic Objective:

<table>
<thead>
<tr>
<th>Community Leadership &amp; Engagement</th>
<th>To be the leader, representing Reston’s interests, promoting partnerships, and fostering community involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Regularly engage the diverse elements of the community on issues and opportunities that impact Reston.</td>
</tr>
</tbody>
</table>

Volunteer Committee Member Appointments

Ken Knueven, President
CONSENT CALENDAR ITEM SUMMARY
September 25, 2014

CONSENT CALENDAR ITEM 4:  Volunteer Committee Member Appointments
PRESENTER:  Ken Knueven, President

Board Motion: Move to approve the:

- Appointment of Corinne El Aomari as a member of the 55+ Advisory Committee for a term of three years, ending September 2017;
- Appointment of Mary Shedlock as a member of the Parks & Recreation Advisory Committee for a term of three years, ending September 2017;
- Appointment of Caren Penso as a member of the Parks & Recreation Advisory Committee for a term of three years, ending September 2017;
- Appointment of Sterling Wheeler as a member of the Transportation Advisory Committee for a term of three years, ending September 2017;
- Reappointment of Irwin Flashman as a member of the Environmental Advisory Committee for a term of three years, ending September 2017; and
- Appointment of Director Dannielle LaRosa as a Board Liaison to the Fiscal Committee for a term of seven months, ending April 2015.

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.

New Board Director, Dannielle LaRosa has requested to be appointed to the Fiscal Committee as a Board Liaison. Although Committees Resolution 3; Board Director Appointments to Committees, authorized the Board President to make Director appointments to committees, President Knueven seeks Board approval for the appointment of Ms. LaRosa to the Fiscal Committee.

BOARD PLANNING COMMITTEE RECOMMENDATIONS
In accordance with Committees Resolution 2 regarding Committee Member & Chair Appointments, the Board Planning Committee (BPC) is required to interview new Committee member and chair applicants.

During its meeting on September 8, 2014, the 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 or reappoint the following individuals as a member of a RA Advisory Committee as indicated below. Candidate application materials are attached.

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Position(s) Being Sought for Appointment/Reappointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corinne El Aomari</td>
<td>Member, 55+ Advisory Committee</td>
</tr>
<tr>
<td>Mary Shedlock</td>
<td>Member, Parks &amp; Recreation Advisory Committee</td>
</tr>
<tr>
<td>Caren Penso</td>
<td>Member, Parks &amp; Recreation Advisory Committee</td>
</tr>
<tr>
<td>Sterling Wheeler</td>
<td>Member, Transportation Advisory Committee</td>
</tr>
<tr>
<td>Irwin Flashman*</td>
<td>Member, Environmental Advisory Committee</td>
</tr>
</tbody>
</table>

*Indicates individual did not interview with the Board Planning Committee on July 14, 2014. See note above for more information.

Supported Strategic Objective:

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</tr>
</tbody>
</table>
CONTACT INFORMATION

Name: Corinne El Aomari
Street Address: 12052 North Shore Drive
City: Reston
State: VA
Zip Code: 20190
Work Phone: 703-834-9800
Home Phone: 
Cell Phone: 571-234-9155
Email address: celaomari@tallbaksal.com

CANDIDATE INFORMATION

Committee to which Candidate Seeks Appointment: 55 + Advisory Committee
Position Sought in Committee (e.g. Member, Chair, Co-Chair): member
Incumbent Member? Yes ☐ No ☐
If yes, first month/year of appointment: _____ / _______

If no, have you attended a meeting of your prospective Committee? Yes ☐ No ☐

Profession/Occupation: Director of Community Relations at Tall Oaks Assisted Living

Relevant experience for position:
For the past 15 years of my career I have dedicated myself to the aging population. I work with seniors and their families when resources are needed during medical crisis or a loved one needs support. There are also times that people need guidance during the different phases of aging, this is where I am able to assist them. My role is to provide them with the resources that they need and desire.

Please explain your interest in serving on this Committee:
I feel that I have the ability to help make a positive impact on the community specifically with the 55 + population. I have the honor of working with members of the community who are going through the aging process and families who are working to support their loved ones. Becoming a resource and helping members of the community during this difficult time is truly my mission. I also hope to bring awareness of being involved within the community and the importance of that for the 55 + population.

Corinne El Aomari ____________________________________________
Signature

Date:

INSTRUCTIONS FOR ONLINE SUBMISSION:
Please save as a .pdf file and email to Sabrina Tadele at stadele@reston.org.
In the subject line, please include the words “APPLICATION: [X Committee]” (e.g. “APPLICATION: Covenants Committee”).

INSTRUCTIONS FOR MAIL SUBMISSION:
Please print and send by U.S. Mail to the following address:
Reston Association
ATTN: Sabrina Tadele
12001 Sunrise Valley Drive
Reston, VA 20191
# Committee Volunteer Application

(Must be submitted by all prospective Committee Members and Chairs to be considered for appointment)

## CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Mary Shedlock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>11608 Brandon Hill Way</td>
</tr>
<tr>
<td>City</td>
<td>Reston</td>
</tr>
<tr>
<td>State</td>
<td>VA</td>
</tr>
<tr>
<td>Zip Code</td>
<td>20194</td>
</tr>
<tr>
<td>Work Phone</td>
<td>703-833-7179</td>
</tr>
<tr>
<td>Home Phone</td>
<td>703-435-8163</td>
</tr>
<tr>
<td>Cell Phone</td>
<td>703-470-3199</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:msreston@gmail.com">msreston@gmail.com</a></td>
</tr>
</tbody>
</table>

## CANDIDATE INFORMATION

| Committee to which Candidate Seeks Appointment: | Parks & Recreation Advisory Committee |
| Position Sought in Committee (e.g. Member, Chair, Co-Chair): | member |
| Incumbent Member? | Yes | No |
| If yes, first month/year of appointment: | ___ / ______ |
| If no, have you attended a meeting of your prospective Committee? | Yes | No |
| Profession/Occupation: | Fannie Mae - Sr. Project Manager |
| Relevant experience for position: | |

I think my best qualifications for the committee are my involvement in the many RA facilities over the past fifteen years. I’ve been a member & a coach of the Reston Runners for the past twelve years where we utilize the many pathways in Reston and encourage fitness & active lifestyle. My family is very active in the RSTA program where our son has been a swimmer on the Lake Newport swim team for the past eleven years so we utilize the RA pools frequently. In addition, as boy scout family, we routinely use the many natural pavilions and my son chose the Nature House for his eagle project as we spent many hours on pathways and attending the many Halloween trails. I have served as Treasurer for Buzz Aldrin ES and SLHS PTA as well as other positions in the PTAs. I routinely volunteer at the numerous activities in Reston - such as GRACE Arts Festival, Ethics Day, Reston Triathlon & Sprint Triathlon and the newly created Youth Triathlons.

Professionally, I have a strong financial background as a CPA for ten years before transitioning into project management. A Sr. project manager I’ve been responsible for implementing numerous multi year technology solutions to meet the business needs of the financial housing market within the specified time frame and budget. My strong financial background will help develop economical solutions in providing fun, safe and engaging activities to the growing Reston population.

Please explain your interest in serving on this Committee:

I love Reston and want to give back to the community. I enjoy the many activities that RA provides to its residents and I would like to have a more active role in helping to plan and provide guidance on the parks & recreational activities. I have participated in the activities as a single person, as parent with young children, teen age and now as a close to be empty nester so I can relate to the many different interest of residents in Reston.

Mary Shedlock

8/19/14

Signature

8/19/14

Date

### INSTRUCTIONS FOR ONLINE SUBMISSION:

Please save as a .pdf file and email to Sabrina Tadele at stadele@reston.org.

In the subject line, please include the words “APPLICATION: [X Committee]” (e.g. “APPLICATION: Covenants Committee”).

### INSTRUCTIONS FOR MAIL SUBMISSION:

Please print and send by U.S. Mail to the following address:

Reston Association

ATTN: Sabrina Tadele

12001 Sunrise Valley Drive

Reston, VA 20191
Committee Volunteer Application
(Must be submitted by all prospective Committee Members and Chairs to be considered for appointment)

CONTACT INFORMATION

Name: CAREN PENSO
Street Address: 11504 PINE CONE CT.
City: RESTON  State: VA  Zip Code: 20191
Work Phone: none  Home Phone: 703-620-0870  Cell Phone: 703-447-3211
Email address: carenpenso @ verizon, net

CANDIDATE INFORMATION

Committee to which Candidate Seeks Appointment: Parks and Recreation Advisory Committee
Position Sought in Committee (e.g. Member, Chair, Co-Chair): member
Incumbent Member? Yes [ ] No [X]  If yes, first month/year of appointment: _____ / _____
If no, have you attended a meeting of your prospective Committee? Yes [ ] No [X]
Profession/Occupation: Retired, but was Program Manager for Abraxas Corporation
Relevant experience for position:

see attachment.

Please explain your interest in serving on this Committee:

see attachment.

Signature: [Signature]  Date: 22 August 2014

INSTRUCTIONS FOR ONLINE SUBMISSION:
Please save as a .pdf file and email to Sabrina Tadele at stadele@reston.org.
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ATTN: Sabrina Tadele
12001 Sunrise Valley Drive
Reston, VA 20191
Committee Volunteer Application

Relevant experience for position:
My interest in athletics and sports goes back to my childhood and continues through today. I grew up in New York and New Jersey before the passing of Title IX, so I had no opportunities to play organized sports. But I made up for it in college, playing softball and tennis and managing the women's basketball and volleyball teams. I was a member of the Women's Athletics Council and was the Chairwoman my senior year.

I moved to Northern Virginia in 1977 and was thrilled to find ample opportunities to play in sports leagues for women. I got certified to referee basketball and volleyball and played lots and lots of softball. Since I moved to Reston I've coached girls' softball and boys' basketball. I served as the girls' Commissioner for the Reston Youth Basketball League for four years and Registrar and Vice President for 13 years. I've played Reston Team tennis for six seasons and have played on Reston's GWTA and NVTL teams for the last 10 years. I'm an avid tennis player and play as often as my old knees will allow me.

Please explain your interest in serving on this Committee:
I retired in March 2013 and am looking for new ways to give back to the community. I currently volunteer for Cavalier Rescue and serve as a substitute driver for the Fairfax County Meals on Wheels Program. When I read about the new Parks and Recreation Advisory Committee, I thought it was a good fit for my interests and skills. I have lived in Reston since 1985 and have used the ball fields, tennis courts and paths extensively the entire time. I love sports – watching them and playing them - and want to make sure Reston residents have access to whatever facilities they need. Serving on this Committee is my way of paying Reston back for its great life resources.
Committee Volunteer Application
(Must be submitted by all prospective Committee Members and Chairs to be considered for appointment)

CONTACT INFORMATION
Name: Sterling Wheeler
Street Address: 11020 Ring Road
City: Reston State: VA Zip Code: 20190
Work Phone: 703-618-9203 Home Phone: 703-481-9112 Cell Phone: 703-618-9203
Email address: sterling wheeler@msn.com

CANDIDATE INFORMATION
Committee to which Candidate Seeks Appointment: Transportation
Position Sought in Committee (e.g. Member, Chair, Co-Chair): Member
Incumbent Member? Yes ☐ No ☐ If yes, first month/year of appointment: ___ / ___
If no, have you attended a meeting of your prospective Committee? Yes ☐ No ☐
Profession/Occupation: Urban Planner
Relevant experience for position:
I have extensive land use and transportation planning experience. After 25 years working for Fairfax County's Dept. of Planning & Zoning, I have retired. During my employment with Fairfax County, I worked on each county-wide Transportation Plan update (both technical and policy aspects), supervised the County's trails planner for a number of years (before the position was transferred to the Dept. of Transportation), worked on every aspect of the Silver Line (planning to construction), coordinated the replanning of Tysons, worked on the county-wide Transit Network Study (not yet completed), and provided staff support to the replanning of Reston's TOD areas. I have attached my resume to provide more information on my land use and transportation planning experience with Fairfax County as well as with the City of Dallas.

Please explain your interest in serving on this Committee:
I have been a Reston resident for over 25 years. During this time (as indicated above), I was employed as a planner with Fairfax County. Due to my role with the county, I could not participate in Reston volunteer activities involving planning issues, since it would be considered a conflict of interest. Now that I am retired, I can be involved in community planning issues and want to serve as a volunteer where my expertise can best be utilized. As indicated under relevant experience, I have had notable involvement in the field of transportation. I believe my experience could be of use in pursuing the goals and objectives of this committee and its mission to evaluate and advise the Reston Board on transportation matters.

Signature

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INSTRUCTIONS FOR MAIL SUBMISSION:
Please print and send by U.S. Mail to the following address: Reston Association
ATTN: Sabrina Tadele
12001 Sunrise Valley Drive
Reston, VA 20191

8/29/2014
Date
STERLING ROBERT WHEELER
11020 Ring Road
Reston, VA 20190
(703) 618-9203 (C)
stirlingwheeler@msn.com

EDUCATION

Master of Urban Planning, Texas A&M University, May 1979, Specialization in City and Regional Planning

Bachelor of Environmental Design, cum laude, Texas A&M University, May 1977, Distinguished Student (1973-1976), Tau Sigma Delta: National Honor Society of Students in the College of Architecture and Environmental Design (1977)

PROFESSIONAL MEMBERSHIPS

American Institute of Certified Planners (AICP), 1987 to present
American Planning Association (APA), 1978 to present
Treasurer, North Central Texas APA Section (1982)

HONORS AND AWARDS

APA National Awards:
1988 Merit Award for the Dallas Growth Policy Plan and Zoning Ordinance Redraft
2011 Daniel Burnham Award for the Tysons Corner Comprehensive Plan

APA Chapter Awards:
1985 Texas Chapter Outstanding Service Award
1991 Virginia Chapter Meritorious Award for “The Countywide Policy Element of the Comprehensive Plan”
2001 National Capital Area Chapter Award of Excellence for the Merrifield Plan Amendment
2001 National Capital Area Chapter Outstanding Planning Award for Lorton Reuse Plan

Fairfax County Awards:
1990 Outstanding Performance Award for Phase I of Planning Horizons (the Policy Plan)
1999 Outstanding Performance Award for Merrifield Plan Amendment
2001 Team Excellence Award for the Lorton Reuse Plan (known as Laurel Hill)
2003 Team Excellence Award for the South County High School
2010 Team Excellence Award for the Tysons Corner Plan Amendment and Zoning Ordinance

PROFESSIONAL EXPERIENCE

Chief of Policy and Plan Development (Planner V), from October 2006 to April 2014 with the Department of Planning and Zoning, Fairfax County, Virginia

Duties: Manager of principal and senior planners responsible for special studies, plan amendments, plan quantification and monitoring, employment forecasting, heritage resource planning activities and development review support in mixed use centers, such as Tysons Corner. In addition, I have served on several MWCOG committees, such as the Director’s alternate on the COG Planning Directors’ Technical Advisory Committee. A significant planning effort that received national recognition was the Tyson Plan Amendment adopted June 2010, which involved coordination with many agencies (transportation, public facility and utility providers), consultants, developers, community stakeholders and the Tysons Task Force. More recently, I have worked on several interdepartmental projects: the County Transportation Model
update, the County Transit Network Study, the Dulles Suburban Center study (6,300 acre area abutting Washington Dulles International Airport) to evaluate an LRT connection between the Silver and Orange Line extensions, the Innovation Center TOD Plan Amendment, and a private/public mixed development with 1.55 million square feet at the future Innovation Center Metro station.

**Chief of Plan Development (Planner IV)** from November 1991 to September 2006 with the Department of Planning and Zoning (formerly OCP), Fairfax County, Virginia

Duties: In the early 1990s, the Branch was responsible for land use and urban design evaluations in both development review and plan amendments for the half of the County (450,000 population). In the mid-1990s, development review and plan amendment activities focused on commercial revitalization areas and Tysons Corner as well as rail planning activities in the Dulles Corridor. Other branch responsibilities were providing employment forecasts to COG and providing GIS and CADD support to other Plan Division staff. Major projects included:

- Transportation Plan Update (2004-2007), coordinated land use data needs for transportation analysis with DOT and was member of the project core team that coordinated with the consultant.
- Lorton Reuse Plan, known as Laurel Hill (adopted July 1999), an amendment responding to Congressional legislation to transfer the former prison property to the County conditioned upon maximizing open space; this amendment provided for adaptive reuse of prison facilities to an art center, the provision of extensive new parklands and three new schools as well as a funding strategy used to finance the construction of the South County High School. In addition to the Plan Amendment, worked with Federal agencies (GSA and BLM) and State agencies (such as VDHR) to formulate the Memo of Agreement (MOA) which provides conditions on how the property may be used (Project Coordinator).
- Revitalization Area Plan Amendments: McLean CBC (adopted April 1998), Annandale CBC (February 1999), Bailey CBC and Seven Corners CBC (February 2000), Merrifield Suburban Center/Dunn Loring Transit Station Area (June 2001); each amendment added urban design guidance similar to that established for Tysons in 1994.
- Dulles Rail Planning Activities: 1995-1996 Dulles Corridor Rail Major Investment Study (MIS), 1999 Supplement to MIS, 2000- 2002 Draft Environmental Impact Statement (EIS), and 2002-2004 Final EIS, served as DPZ point of contact on each study.
- Tysons Corner Study (1992-1994), this amendment emphasized the need to transition Tysons from a suburban to an urban form and to emphasize rail transit as the catalyst for this change (Project Coordinator).

**Senior Planner (Planner III)** from September 1988 to October 1991 with the Department of Planning and Zoning, Fairfax County, Virginia

Duties: Coordinator of the Comprehensive Plan update’s scenario development and analyses; the County’s Concept for Future Development was formulated through this extensive analytical process; it established a hierarchy of centers in which future development was to be focused; the Concept was then integrated into development policy. In addition, I served on the Land Use and Transportation Teams updating those elements of the County's Comprehensive Plan. Responsibilities included: supervision of planning staff collecting land use data and formulating alternative future land use concepts; coordination with the County’s transportation consultant, the Office of Transportation, and other agencies; and working with citizens to formulate land use and transportation policies through an extensive Citizen Participation process. The product was “The Countywide Policy Element of the Comprehensive Plan”.

**Senior Planner (Urban Planner 15)** from October 1984 to August 1988 for the Department of Planning and Development, City of Dallas

Duties: Project Manager in the Land Use Section, responsible for supervising project directors of various sector plans and neighborhood studies. These planning efforts usually involved coordination with other
agencies and substantial citizen participation. In addition, other responsibilities included: Member of Development Review Team in the Comprehensive Planning Division, which was responsible for formulating the Division's recommendations on zoning and Board of Adjustment cases. As a member of the Planning Policies Implementation Core Team, was responsible for drafting the City's Growth Policy Plan and redrafting the City's Zoning Ordinance. Other major projects included:

- **Southwest Dallas Rail Corridor Study (1987-88),** a study of alternative alignments for the future Oak Cliff and Southeast Oak Cliff rail transit lines. The study involved evaluating the potential land use impacts from each alternative alignment (City Coordinator to the Transit Authority, called DART).
- **Far North Dallas Update (1987-88),** an update of the land use and policy element of the 1984 study. The process involved extensive input from a Citizen Advisory Committee (Project Manager).
- **Jefferson Boulevard Area Plan (1986-1988),** a retail revitalization study that evaluated the potential impacts of fixed rail transit alignments upon the retail area and the adjacent neighborhoods (Project Manager).
- **CityPlace TOD Study (1988),** a study of the first planned rail station north of the CBD; the study encompassed land acquired by Southland Corporation, which abutted the planned rail station and was the first TOD planning effort for Dallas and the first to utilize computer 3D modeling to evaluate scale and building mass (Project Manager).
- **Fitzhugh-Capital Land Use Plan (1986-87),** a study of the neighborhood adjacent to a massive inner-city redevelopment project (Southland Corporation's CityPlace), which involved formulating a plan that identifies redevelopment, renovation and historic preservation for this very diverse area (Project Manager).
- **Dallas Growth Policy Plan and Zoning Ordinance Redraft (1985-87);** responsible for drafting land use policies and formulating recommendations for revising the Zoning Ordinance (Member of Planning Policies Implementation Core Team).
- **Southwest Dallas Phase Two (1985-87);** a land use/transportation study of the southwest quadrant of Dallas. The study's purpose was to evaluate the transportation impacts from the area's projected population growth (expected to rise from a base population of 160,000 to over 300,000) and projected employment growth (expected to increase from an employment base of 60,000 to over 180,000), Project Manager.
- **Dallas Parkway Center Land Use and Transportation Plan (1985);** a privately and publicly funded consultant study that examined land use, development, and supporting transportation infrastructure for this major suburban growth center (similar to Tysons Comer), resulting in the formulation of a series of recommended actions to address the area's forecasted transportation needs (Planning Department liaison to consultant).

**Urban Planner 13** from April 1980 to October 1984, Department of Planning and Development, City of Dallas

Duties: Project Director in the Land Use Section, responsible for directing studies which involved the supervision of graphic, clerical and secretarial support staff. Major projects included:

- **Greater Far North Dallas Land Use and Transportation Study (1984);** an in-depth analysis of one of the region's fastest growing areas involving the cooperation and coordination of Dallas with five northern suburban cities and the North Central Texas Council of Governments (Project Director of the land use inventory, analysis, and forecast).
- **Southwest Dallas Land Use Study Phase One (1983-84);** a study of the southwest quadrant of Dallas (80 square miles) resulting in the formulation of a land use concept to be used as a guide for future zoning decisions and public improvement needs (Project Director).
- **Transit and Land Use Chapter of Planning Policies Issue Paper (1983),** a study of the relationships between transit facilities and land development which contained preliminary policy recommendations addressing development impacts of transit (Project Director).
- **Dallas 2000 (1981-82);** a comprehensive study of development policies for Dallas by a City Council-appointed group of 300 citizens known as "the Dallas 2000 Congress", (Coordinator of Citizen Workshop Phase).
• Rylie Land Use Plan (1980-81), a study of a newly annexed area (7.2 square miles) resulting in a land use plan and zoning proposal adopted by the City Council, served as Project Director.

**Urban Planner** from June 1979 to 1980, for the Department of Planning and Development, City of Dallas

Duties: Project Planner on planning studies, provided staff support to the Zoning Ordinance Advisory Committee (a subcommittee of the Plan Commission responsible for reviewing proposed zoning ordinance amendments). Major projects completed included:
• Neighborhood Infrastructure Study (1980), an analysis of the city's Community Development and bond money expenditures between 1975 and 1979.
• Kleberg Land Use Plan and Zoning Proposal (1979-80), a land use study of the former City of Kleberg which consolidated with Dallas in 1978; zoning coordinator for rezoning this 5400 acre area based on the land use plan.
• Parking Standards Evaluation (1979), a study of parking requirements, this resulted in recommended amendments to the Zoning Ordinance.

**Graduate Assistant** from September 1978 to May 1979, to Dr. Claude D. Davis, Texas A&M University, Department of Urban and Regional Planning; duties included: research on various legal topics and assisting in class preparation for planning and business law courses.

**Planning Intern** during summer 1978 for the City of Port Aransas, Texas; studies, plans and ordinances completed: Port Aransas Vacant Land Study, Port Aransas Harbor Plan, Development Performance Standards Ordinance, Mobile Home and Recreational Vehicle Ordinance, Sign Ordinance and Subdivision Ordinance Revision.

**Graduate Assistant** from September 1977 to May 1978, to Professor Robert S. Cornish, Texas A&M University, Department of Urban and Regional Planning; duties included assisting in class preparation for planning courses and research for updating the book, entitled “The Urban General Plan”.

**REFERENCES:**

John W. Foust, Dranesville District Supervisor
Fairfax County Board of Supervisor
1437 Balls Hill Road
McLean, VA 22101
703-356-0551
John.Foust@fairfaxcounty.gov

Peter F. Murphy, Chairman
Fairfax County Planning Commission
12000 Government Center Parkway, Suite 330
Fairfax, VA 22035
703-324-7951
Peter.MurphyJr@fairfaxcounty.gov

Fred Selden, Director
Dept. of Planning & Zoning
12055 Government Center Parkway, Suite 759
Fairfax, VA 22035
703-324-1101
Fred.Selden@fairfaxcounty.gov
GB Arrington, Principal
GB Place Making, LLC
Portland, OR
971-282-5228
Arrington.gb@gmail.com

Dennis Wilson, Principal
Townscape, Inc.
9410 Hermosa Drive
Dallas, TX 75218
(214) 320-1010
dennis@townscape.com
(Former Planning Director, City of Dallas)

Linda Blank, Principal Planner
Heritage Resources
Dept. of Planning & Zoning
12055 Government Center Parkway, Suite 730
Fairfax, VA 22035
703-324-1380
Linda.Blank@fairfaxcounty.gov

*Note: Please notify me prior to contacting the above references.
Committee Volunteer Application
(Must be submitted by all prospective Committee Members and Chairs to be considered for appointment)

CONTACT INFORMATION
Name: Irwin Flashman
Street Address: 1327 Buttermilk Lane
City: Reston State: VA Zip Code: 20190
Work Phone: 703-481-1910 Home Phone: 703-481-1910 Cell Phone: 787-565-2294
Email address: irwin.flashman@gmail.com

CANDIDATE INFORMATION
Committee to which Candidate Seeks Appointment: Environmental Advisory Committee
Position Sought in Committee (e.g. Member, Chair, Co-Chair): Member
Incumbent Member? Yes ☐ No ☐ If yes, first month/year of appointment: 10/2011
If no, have you attended a meeting of your prospective Committee? Yes ☐ No ☐
Profession/Occupation: Lawyer (semi-retired)

Relevant experience for position:
Prior to coming to Reston following my retirement, I was a partner in a 70+ attorney law firm in San Juan, Puerto Rico where I practiced environmental law, environmental litigation and OSHA law.

I began attending meetings of the Environmental Advisory Committee (EAC) in March or April of 2011 and later interviewed with the Board Planning Committee, I believe in May or June 2011. I was formally named to the EAC in September or October of 2011. During that time, the EAC worked on the document entitled "Environmental Considerations for Future Development and Redevelopment within Reston", which was approved by the RA Board on September 22, 2011. I remember commenting on various aspects of the draft as it was being considered by the EAC.

Sometime later, the EAC developed the "Reston Association Sustainability Definition", which was approved by the RA Board in March, 2013. At the same time the RA Board approved the plan submitted to it for the sequential development of a sustainability charter for the RA, the review of RA documents to assure that RA has the ability to move toward sustainability and the development of a sustainability implementation plan. It also approved the formation of the Sustainability Working Group (SWG) under the EAC, which had already begun to function informally and to which the DRB and other advisory committees were invited to send representatives to participate in the SWG. When the SWG was formed, I was asked to be

Please explain your interest in serving on this Committee:
Please see above.

Irwin Flashman
Signature
August 26, 2014
Date

INSTRUCTIONS FOR ONLINE SUBMISSION:
Please save as a .pdf file and email to Sabrina Tadele at stadele@reston.org.
In the subject line, please include the words “APPLICATION: [X Committee]” (e.g. “APPLICATION: Covenants Committee”).

INSTRUCTIONS FOR MAIL SUBMISSION:
Please print and send by U.S. Mail to the following address: Reston Association
ATTN: Sabrina Tadele
12001 Sunrise Valley Drive
Reston, VA 20191
Dear Sabrina,

In reviewing the materials attached to the agenda for the Board Planning Committee meeting to be held on September 8, I noticed that my application is only partially shown and I was not able to open the remainder of the application. I was uncertain as to whether the same would occur to others who might want to read the full application, i.e., the members of the Planning Committee and subsequently the all of the Board members. It is for that reason that I supply the full response to the first narrative section of the application as follows so that you may make it available to the members of the Planning Committee and the full Board. I copied it from my copy of the application as filed. If you have any questions, please do not hesitate to let me know.

First section of the narrative of the application for reappointment to the Environmental Advisory Committee of Irwin Flashman:

"Prior to coming to Reston following my retirement, I was a partner in a 70+ attorney law firm in San Juan, Puerto Rico where I practiced environmental law, environmental litigation and OSHA law.

I began attending meetings of the Environmental Advisory Committee (EAC) in March or April of 2011 and later interviewed with the Board Planning Committee, I believe in May or June 2011. I was formally named to the EAC in September or October of 2011. During that time, the EAC worked on the document entitled "Environmental Considerations for Future Development and Redevelopment within Reston", which was approved by the RA Board on September 22, 2011. I remember commenting on various aspects of the draft as it was being considered by the EAC.

Sometime later, the EAC developed the "Reston Association Sustainability Definition", which was approved by the RA Board in March, 2013. At the same time the RA Board approved the plan submitted to it for the sequential development of a sustainability charter for the RA, the review of RA documents to assure that RA has the ability to move toward sustainability and the development of a sustainability implementation plan. It also approved the formation of the Sustainability Working Group (SWG) under the EAC, which had already begun to function informally and to which the DRB and other advisory committees were invited to send representatives to participate in the SWG. When the SWG was formed, I was asked to be vice chair and when the president of the SWG, Diane Blust, resigned in November/December 2013, I assumed the role of chair. The draft RA Sustainability Charter has just submitted to the Board Planning Committee for consideration. The SWG has commenced work on the review of Reston Association documents.

As the RA Board moved toward establishing a plan for the review and commenting on development and redevelopment plans for Reston, and meeting with the Lake Anne Development Partners and the Fellowship House redevelopers, The EAC participated with Larry Butler in reviewing the plans submitted by these two groups. I participated in those reviews and the EAC felt that it would be helpful to have some written guidelines for the review of those plans and others to be submitted in the future. At the
request of the EAC, Melissa Gildea and Pascuale Malka Farmer and I produced two guides for the review of proposals for development and redevelopment. One is specific to Lake Anne and is based on the County Comprehensive Plan for the Lake Anne Village. The other is a more general document for use on any proposed development or redevelopment. These have just been made available to Larry Butler and Cate Fulkerson.

I have also participated in seeking to have the Board authorize the EAC and the DRB to work together to formulate design guidelines for approval by the Board which will incorporate the principles and goals set out in the document entitled, "Environmental Considerations for Future Development and Redevelopment within Reston". I have been named to the EAC group of 4 persons to work with the DRB on these matters.

I believe that my participation on the EAC has been helpful in raising a greater awareness of the importance of environmental considerations when analyzing and taking actions which may impact the environment, in setting the stage for moving Reston Association toward sustainability, and in assisting the Board in these matters. Should I be reappointed to the EAC, I would continue to work toward these ends..

Thanks for your kind attention to this matter. Warm regards,

Irwin

Irwin Flashman
1327 Buttermilk Lane
Reston, VA 20190-3905
Tel.: 703-481-1910
Cell: 787-565-2294
E-Mail: Irwin.flashman@gmail.com
Consent Calendar Item 5

Elections Committee – Amendments to Elections & Referenda Resolutions
Ken Knueven, President
CONSENT CALENDAR ITEM SUMMARY

September 25, 2014

CONSENT CALENDAR ITEM 5: Elections Committee – Amendments to Elections & Referenda Resolutions 1, 3 and 4

PRESENTER: Ken Knueven, President

Board Motion: Move to approve, as proposed by the Elections Committee amendments to Elections & Referenda Resolution 1; Administration & Operations, Resolution 3; Campaign Rules and Standards of Conduct, and 4; Form of Election Ballots and Tabulation.

BACKGROUND
Following the close of this year’s Board of Directors Election, the Elections Committee met to discuss the course of the 2014 election and priorities for next year. One outcome of this discussion were proposed amendments to Elections & Referenda Resolutions 1, 3, and 4 (attached). A second outcome of the Committee’s discussion was the conclusion that a standard guideline or some form of code of conduct should be established regarding Board members’ involvement during the election period. Accordingly, the Elections Committee met to compose the attached letter to the Board of Directors, accompanied by proposed amendments to the referenced Resolutions.
July 1, 2014

Mr. Ken Knueven
President
Reston Association
12001 Sunrise Valley Drive
Reston, VA 20191

RE: Elections Committee Recommendations on Resolution Amendments and Election Guidelines

Dear President Knueven:

Following the close of this year’s election, the Elections Committee met to discuss the course of the 2014 election and priorities for next year. One outcome of this discussion was proposed amendments from the Committee to Elections & Referenda Resolutions 1, 3, and 4. I will briefly outline the proposed amendments below.

- The proposed amendments to Resolution 1 clarify the composition of the Committee as five voting Members, who will ideally (but not necessarily) represent all four voting districts. The purpose of these proposed amendments is to better align Resolution 1 with the provisions of the Reston Deed regarding the composition of Elections Committee.
- The proposed amendments to Resolution 3 strengthen a restriction on candidates’ postings on Reston Association’s website and social media pages from prohibiting only negative postings to prohibiting postings of any kind. The purpose of this proposed amendment is to eliminate any perception of Reston Association’s endorsement of any candidate.
- The proposed amendments to Resolution 4 establish provisions for special circumstances, specifically voting outages. The purpose of this proposed amendment is to grant the Elections Committee the authority to extend the member voting period should it determine an event has interfered with the members’ rights to vote.

A second outcome of the Committee’s discussion was the conclusion that a standard guideline or some form of code of conduct should be established regarding Board members’ involvement during the election period. Accordingly, the Elections Committee formally requests the Board police itself in this matter and, in particular, provide that no Board member should cite or otherwise use his or her office directly or indirectly to attempt to influence the election by either supporting or, otherwise, undermining a candidate’s candidacy. The purpose of this guideline is to avoid any appearance of undue influence or any impropriety regarding the Board’s participation in the election.

The Elections Committee kindly requests the Board approve its proposed amendments and accept the responsibility for self-policing in the matter of Board member comment on candidates.

On behalf of the Elections Committee,

Ed Robichaud
Chair

cc: Cate Fulkerson, CEO, Reston Association
Sabrina Tadele, Board & Committee Liaison, Reston Association
Reston Association Elections Committee
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 incorporated property owners associations including those powers specified in the Virginia Nonstock Corporation Act and the Property Owners’ Association Act (hereinafter together referred to as “Acts”), as may be necessary or desirable to accomplish the purposes set forth above; and

WHEREAS, Section III.5(c) of the Amended Reston Deed delineates that at least sixty-five days prior to each annual election, the Board of Directors shall appoint an Elections Committee consisting of at least three but not more than five Members (none of whom shall be Officers, Directors or candidates) whose terms shall be for three years, staggered so that at least one member is appointed or reappointed each year; and

WHEREAS, Section III.5(c) of the Amended Reston Deed states that the Elections Committee shall develop election procedures and administer such procedures as are approved by the Board of Directors providing for election of Directors by a vote of the Members; and

WHEREAS, Section IX.5 of the Bylaws stipulates that the procedures which govern Committee meetings shall be the same as those set forth for meetings of the RA Board of Directors in Amended Bylaws Section V.3.

NOW, THEREFORE, BE IT RESOLVED, that the following administrative and operational procedures shall govern the activities of the Elections Committee:

A. **Meetings**

1. **Meetings Defined.** Meetings of the Elections Committee shall include Regular Committee 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.
a. **Regular Committee Meetings.** Regular meetings of the Elections Committee shall be held monthly from October through May or more frequently as needed at the call of the Elections Committee Chair, at Reston Association, 12001 Sunrise Valley Drive.

b. **Special Meetings.** Special Meetings of the Elections Committee may be called by the Elections Committee Chair or the Vice Chair or at the request of any two (2) Elections Committee members. Notice of Special Meetings shall be provided to the Elections Committee members at least two (2) 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 an Elections Committee member by attendance at the meeting or by written waiver signed before or after the meeting.

c. **Work Sessions.** Work Sessions of the Elections Committee may be called by the Elections Committee Chair or Director of Administration & Member Services/Assistant Secretary. Notice of Work Sessions shall be provided to the Elections Committee members at least fourteen (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 an Elections Committee member by attendance at the meeting or by written waiver signed before or after the meeting.

2. **Notice of Meetings.** Notice of the time, date, and place of each meeting of the Elections Committee shall be published where it is reasonably 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. Any Member may make a request to be notified on a continual basis of such meetings of the Elections Committee, in accordance with the Virginia Property Owners' Association Act ("POAA"), as may be amended, and any resolutions adopted by the RA Board of Directors. Changes to Elections Committee meeting dates/times/locations shall be made no more than seven (7) business days in advance of the originally scheduled meeting date.

3. **Open Meeting Requirement.** Meetings of the Elections Committee unless otherwise appropriately held in executive session, shall be open to the Members, in accordance with the POAA, as may be amended, and any resolutions adopted by the RA Board of Directors.

4. **Officers.** The RA Board of Directors shall annually appoint a Chair and a Vice Chair of the Elections Committee, who shall be the officers of the Elections Committee. The Chair has the sole responsibility for responding to substantive Board, Member, and Candidate questions. The Vice Chair shall act in the absence of the Chair. Any vacancy in any office shall be promptly filled by action of RA Board Appointment, provided however that if in the event a vacancy occurs during the months of February, March and April of any calendar year, the Board of Directors shall fill such vacancy within five (5) business days.
5. **Conduct of Meetings.** The Elections Committee Chair, appointed by the RA Board of Directors, shall preside over meetings of the Elections Committee. The most current edition of Robert's Rules of Order, Newly Revised, shall govern the conduct of the meetings, as appropriate, when not in conflict with the POAA, the Nonstock Corporation Act, as both statutes may be amended, or the Reston Documents.

6. **Records.** The Association's Director of Administration & Member Services, or designee, shall record and maintain files of all meetings including but not limited to minutes, ruling requests, complaints and decisions of the Elections Committee.

7. **Use of Technology.** A meeting may be conducted by telephone or videoconference or similar electronic means in accordance with the Acts, as may be amended, and any resolutions adopted by the RA Board of Directors. Committee members participating in such a manner may vote and shall be deemed present for such a meeting.

8. **Voting by Secret Ballot.** Voting by secret or written ballot in an open meeting shall not be permitted.

9. **Executive Session.** The Elections Committee may convene in executive session, in accordance with the Acts, as may be amended, and any resolutions adopted by the RA Board of Directors.

10. **Recording Meetings of the Elections Committee.** Any Member may record any open portion of a meeting of the Elections Committee, as permitted in the Acts, as may be amended, and, pursuant to, any resolutions adopted by the RA Board of Directors.

11. **Agenda Packets.** Members shall have the right to review open session agenda packets and materials, as permitted in the Acts, as may be amended, and, pursuant to, any resolutions adopted by the RA Board of Directors.

12. **Member Comments.** Members shall have the right to be heard at meetings, as permitted in the POAA, as may be amended, and, pursuant to, any resolutions adopted by the RA Board of Directors.

13. **Quorum.** Except as otherwise provided in the Reston Documents, a majority of the Elections Committee Members shall constitute a quorum for the transaction of business. A quorum of Elections Committee Members must be present, at all times during a meeting, for action to be taken.

14. **Action.** All actions of the Elections Committee shall be determined by a majority vote of those present.

15. **Action Without Meeting.** Any action by the Elections Committee required or permitted to be taken at any meeting may be taken without a meeting if consent in writing setting forth the
action taken shall be signed either before or after such action is taken by all of the members of the Elections Committee. Any such written consent shall have the same force and effect as a unanimous vote and shall be filed with the minutes of the Elections Committee.

B. Elections Committee Members.

1. The Board of Directors will make every effort to ensure that the Elections Committee shall be consistently composed of no fewer than five voting Members; and the Assistant Secretary shall serve as non-voting member of the Elections Committee. Legal Counsel and the RA Director of Administration & Member Services Assistant Secretary shall be available to the Elections Committee as resources.

2. On appointing individuals to the Elections Committee, it shall be a requirement of the Board of Directors shall make reasonable effort to have ensure a diverse representation from the representatives from each of the Election Districts, as per Elections & Referenda Resolution 6 – North Point, Lake Anne/Tall Oaks, South Lakes, Hunters Woods/Dogwood.

3. No member of the Elections Committee is eligible to run for an open Director Seat while serving on the Elections Committee.

4. The Board of Directors shall not appoint any RA Board Directors to the Elections Committee.

C. Elections Committee Responsibilities. In addition to overseeing the administration of the election as per the procedures outlined in this section of the Resolution, the Elections Committee shall have the following responsibilities:

1. No later than October 31st of each year, the Elections Committee shall submit an Election Calendar for the Board’s review and adoption as appropriate.

2. Review and certify all Candidates’ Statements and Petitions for Candidacy, as per Elections & Referenda Resolution 3, within seven (7) business days of the filing date.

3. As per Elections & Referenda Resolution 3, conduct an: (i) Election Orientation for the candidates for Elected Director seats; (ii) Election Briefing Session for Category B Members for the Designated Director seat; and (iii) Candidates’ forums.

4. Administer rules for and make determinations related to Candidate campaigning, as per Election & Referenda Resolution 3.

5. Annually examine, and if needed, make amendments to the form, content, validation, and coding of the Elections ballots prior to their publication to the Members.

6. Review and test electronic ballots prior to making such ballots active for Member use.

7. Consider requests for rulings as per Section D of this Resolution.

8. The Elections Committee Chair, or a designee, shall announce the results of the election at the Annual Meeting of Members, as per Elections & Referenda Resolution 5.
9. If required to determine a tie vote, supervise the drawing of lots at the Annual Meeting of Members.

10. Periodically review, with the Association's Legal Counsel, RA's Resolutions related to the Annual Election of Board Directors. As well, the Elections Committee will make recommendations for changes to these Resolutions, as needed.

D. **Request for Ruling of the Elections Committee.**

1. **Request for Ruling.** Any Candidate or Member may request a ruling from the Elections Committee as to whether a violation of Election & Referenda Resolution 3 has been committed by submitting, with the Elections Committee Chair or Vice Chair or the Assistant Secretary, in writing, a request for such ruling which sets forth a description of the alleged violation.

2. **Acknowledgement of Request.** The Elections Committee Chair or Vice Chair or Assistant Secretary shall acknowledge, in writing, receipt of such Request no more than five (5) business days after receipt.

3. **Consideration.**

   i. The Elections Committee shall consider such request at its next Regular Committee Meeting which occurs more than five (5) business days after the request has been acknowledged as per Section D.2. of this Resolution, or at a Special Meeting of the Elections Committee, as per section A.1(b) of this Resolution. The Elections Committee shall use its reasonable best efforts to hold a meeting to consider such request within two weeks of submission of request.

   ii. The Assistant Secretary shall give prompt notice to the parties of the time and place of the meeting.

   iii. The parties to the matter may address the Elections Committee in support of their positions.

   iv. The Elections Committee, through the Committee Chair or Vice Chair, shall conduct the hearing.

4. **Action.** The Elections Committee may:

   i. Request additional information and/or defer action to a specific date;

   ii. Make determinations by a majority vote of the committee;

   iii. Rule whether an individual is or is not in violation of the Elections & Referenda Resolution(s); and
iv. If a determination is made that a violation exists, the Elections Committee shall have the authority to issue a warning letter to or conduct a private reprimand or conduct a public reprimand of the violator.

5. **Notice.** The hearing result (Elections Committee decision) shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the parties at the address of record with the Association within five (5) business days of the determination.

6. **Decisions.** The decisions of the Elections Committee shall be considered final.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association's Board of Directors held on September 23, 2010; and amended on September 25, 2014.

**Cate L. Fulkerson**

___________________________________________
Assistant Secretary
WHEREAS, Section III.5(e) of the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston ("Amended Reston Deed") provides the Reston Association ("RA") 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.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 incorporated property owners associations including those powers specified in the Virginia Nonstock Corporation Act and the Property Owners' Association Act (hereinafter together referred to as "Acts"), as may be necessary or desirable to accomplish the purposes set forth above; and

WHEREAS, Section III.5(c) of the Amended Reston Deed sets forth the composition and responsibilities of the Elections Committee; and

WHEREAS, Elections & Referenda Resolution 1 sets forth the administrative and operational procedures for the Elections Committee; and

WHEREAS, for the benefit and protection of RA and of individual Members, the RA Board of Directors deems it desirable to establish rules for Board election campaigning and standards of conduct.

NOW, THEREFORE, BE IT RESOLVED, that the following rules shall be followed by the Elections Committee, Reston Association Board, Board Candidates, Reston Association employees, and Members during the Election period which covers the months of February, March, and April of any calendar year:

1. To ensure fairness and avoid any appearance of impropriety, all inquiries from Board Candidates shall be directed to the Reston Association Elections Committee by email via electionscommittee@reston.org.

2. All candidates shall be treated fairly, openly, and equitably. Information made available by the Elections Committee to one candidate must be made available to all candidates.

3. Candidates shall refrain from negative campaigning and personal attacks on other candidates or their supporters.
4. Candidates shall not use Reston Association’s website and/or Reston Association’s social media sites, including but not limited to Facebook, Twitter and YouTube, for negative campaigning and personal attacks. All election postings will be monitored by Reston Association Staff. Reston Association Staff will be responsible for any and all election postings on those sites. Reston Association reserves the right to remove any postings that are negative or personal attacks on others on those sites that are not posted by Reston Association Staff. The Association shall keep the Elections Committee informed of any improper postings, as needed and appropriate.

5. Candidates shall ensure that any campaign material issued by the candidate or any supporter contains the statement “The content of this campaign material has been reviewed and approved by [Candidate’s Name].”

6. Candidates shall not use the trademarked Reston Association logo and/or mission statement on campaign materials.

7. Candidates may make a statement about their candidacy during the “Member Comment” portion of any of the Association’s Board or Committee meetings. Making such statements during Reston Association sponsored recreational or educational programming is not permissible.

8. Reston Association is not responsible for designing or disseminating campaign marketing information for individual candidates or slates of candidates.

9. Once candidates’ have been certified by the Elections Committee, as requested, the Association will:
   a. Take a professional quality photograph of each Certified Candidate for use in all Reston Association produced materials for the election including but not limited to Election Ballots, the Reston Association website and Social Media postings, and press releases.
   b. Provide the local media with all of the Certified Candidate Statements and photos for publication during the Election.
   c. Record video spots of each Candidate as part of a brief news segment about the Reston Association election and voting process.
   d. Post the Candidates’ Statements, and Reston Association produced photographs, videos on the Association’s website www.reston.org and other Reston Association sponsored social media sites as appropriate.

10. Candidates for election to the Reston Association Board of Directors are not permitted to place campaign posters in the public rights-of-way along the streets. Reston Association staff are authorized to remove and report to the Virginia Department of Transportation (VDOT) any such signs, which are unauthorized by the VDOT.
11. Reston Association shall provide each candidate with an electronic copy of the Association's membership list which include the Member's name and Reston Association property address as of the Record Eligibility Date as defined in Elections Resolution 4. Each candidate shall sign an agreement that such Membership List as well as the names and property addresses thereon shall:

a. Only be used by the candidate for proper membership purposes related to the Board election and his/her membership in the Reston Association.
b. Not be used by the candidate for purposes of pecuniary gain or commercial solicitation.
c. Not be copied and may be used only by the candidate or their designated representative;
d. Be returned, intact, upon the completion of that year’s election, and no later than the date of that Annual Members’ Meeting, to the Assistant Secretary.

13. Dissemination and Acknowledgement of Campaign Rules & Standards of Conduct Policy

a. Once certified by the Elections Committee, each candidate, Elections Committee member, the Board of Directors, and Departmental Directors of the Association shall be provided with a copy of this Policy and specifically asked to read, complete, and execute the Association’s Board of Directors Election Campaign Rules & Standards of Conduct Statement (Addendum A).

b. Signed Board of Directors Election Campaign Rules & Standards of Conduct Statements shall be maintained by the Assistant 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 28, 2010; and amended on October 25, 2012; and amended on September 25, 2014.

Cate L. Fulkerson

___________________________________________.

Assistant Secretary
Reston Association
Board of Directors Election Campaign Rules & Standards of Conduct Statement

NAME:

ADDRESS:

POSITION:

Per Elections & Referenda Resolution 3 on Campaign Rules & Standards of Conduct, by signing this Statement I certify that:

q I have received and read the Reston Association Board of Directors Election Campaign Rules & Standards of Conduct Policy ("Policy"); and

q I promise to abide by all of the rules delineated in the Policy. I understand if I violate any of the rules in this Policy, the Elections Committee shall have the authority to issue a warning letter or conduct a private reprimand or conduct a public reprimand of my actions.

_____________________________________________   ______________________
Signature        Date
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, in its discretion, it 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 incorporated property owners associations, including those powers specified in the Virginia Nonstock Corporation Act and the Property Owners' Association Act ("POAA"), as may be necessary or desirable to accomplish the purposes set forth above; and

WHEREAS, Section III.4(a) of the Amended Reston Deed states that because of the size of the Association, no substantive votes will be conducted at Annual or Special Meetings of Members. Where a vote of the Members is required by the Reston Documents or required by law to be taken at a meeting, such vote will be by referendum in lieu of the meeting. Members shall vote by referendum ballot which shall be the equivalent of a proxy directing the Secretary to cast only such votes, pursuant to Deed Section III.4(c), as are specifically set forth on such ballot, as specified by the Board of Directors and the Elections Committee. Referendum votes shall be conducted by mail, or electronically or as otherwise determined by the Board of Directors or Elections Committee; and

WHEREAS, Section III.5(c) of the Amended Reston Deed states that the Elections Committee shall develop election procedures and administer such procedures as are approved by the Board of Directors, providing for election of Directors by a vote of the Members; and

WHEREAS, Section V.2 of the Amended Bylaws stipulates that election of all Directors shall be by referendum. Cumulative voting is not permitted. Those candidates receiving the largest number of votes shall be elected. In case of a tie vote among candidates, the winner shall be determined by lot at the Annual Meeting pursuant to any resolutions adopted by the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED, that the following rules shall govern the conduct of the Annual Board Election by the Elections Committee:
I. **Member Voting Rights for Electing Reston Association Board Directors.** As provided for in Amended Reston Deed Section III.3(a):

   a. **Category A Members:** Shall be entitled to cast one vote per Lot owned. No more than one Category A vote per Lot may be cast.

   b. **Category B Members:** Shall have the number of votes equal to the number of Apartment Units constructed on his Lot or Lots, as provided in Deed Section III.5(a)(1).

   c. **Category C Members:** Shall be entitled to cast one vote for the residential unit he/she occupies. No more than one Category C vote per unit may be cast.

II. **Exercise of Vote.** As provided for in Amended Reston Deed Section III.4(c):

   a. **Owner Occupant:** Enables a Member to cast two votes for each Director vacancy. (One vote as **Category A Member**, the Owner of the property, AND one vote as **Category C Member**, the Occupant of the property).

      i. **Multiple Person Owners:** If more than one natural person is entitled to a vote, such vote may be exercised by any one of them, unless any objection or protest by another holding that vote is made prior to the completion of a vote, in which case the vote for such membership shall not be counted.

      ii. **Aggregate Voting:** When more than one category of Members is entitled to vote on an issue, the votes of all Members voting shall be counted together as one class for purposes of determining participation and a majority.

      iii. **Multiple Votes:** Any person or entity qualifying as a Member of more than one voting category may exercise those votes to which he/she is entitled for each such category.

   b. **Non-Occupant Owner:**

      i. Enables a Member to cast one vote per Director vacancy as a Category A Member, Owner of the property.

      ii. If an Owner is a partnership, corporation, joint venture, limited liability company, or other legal entity, the vote by such Owner shall be exercised only by a natural person named in a certificate signed by an authorized officer, partner, member, or trustee of such entity and filed with the Assistant Secretary.

      iii. Any vote cast by a natural person on behalf of such Owner shall be deemed valid, unless successfully challenged within seven days after the deadline for voting by the Owner entitled to cast such vote. Such certificate shall be valid until revoked by a subsequent certificate similarly signed and filed.

   c. **Occupant:** Enables a Member to cast one vote per Director vacancy as a Category C Member, the Occupant of the property.
d. **Multifamily Dwelling Owners:** (Category B Members) A multiple vote ballot that includes an appropriate notation of the number of votes -- corresponding to the total number of residential units constructed on the Lot, the Reston Association corporate seal, and the Designation of Voting Representative.

e. **Delinquency and Default:** No Member may vote at any meeting of the Association or be elected to serve on the Board of Directors if:

i. payment by the Member of any financial obligation to the Association is delinquent more than sixty days and the full amount necessary to bring the account current has not been paid as of the record date to determine Members; or

ii. the Member has been sent notice of any other default under the Reston Documents and has not timely cured (or commenced to cure) such default.

III. **Record Date to Determine Members.** The date for determining which Members are entitled to vote by referendum ("Record Eligibility Date") shall be the close of normal business on the tenth business day before the effective date of the notice to the Members of the referendum, unless the Board of Directors shall determine otherwise. The Board of Directors shall not fix a Record Date more than seventy days before the election ballot return deadline; nor shall the Board of Directors set a new Record Date once the seventy day period has been established. At least ten days before each action requiring a determination of the Members, the Assistant Secretary shall make a complete list of Members, including name and property address of each, available for review by the Members. The list shall be current as of the Record Eligibility Date.

IV. **Notice of Election.** As per Amended Reston Deed Section III.4(f):

a. **Provision of Notice.** Notice of an election referendum shall be provided to all Members entitled to vote at least ten days and no more than fifty days prior to such referendum, pursuant to Section I.1(bb)(2) of the Amended Reston Deed. In lieu of providing Notice required above, the Association may provide Notice by electronic means, subject to any rules and regulations adopted by the Board of Directors.

b. **Content of Notice.** The Notice shall specify the matters to be voted on and the method of voting.

V. **Method of Voting.** As per Amended Reston Deed Section III.4(d), Member voting in elections shall be determined by referendum submitted in a ballot indicating the name and property address of the Member provided to such Member by mail or by electronic means.

VI. **Election Quorum:** Shall be ten percent of the votes of Members entitled to vote for any Elected Director and Designated Director position. The percent and quorum of Category A and B Members shall be an aggregate pursuant to Amended Reston Deed Section III.4(c)(4).
VII. **Counting Agent:** Shall mean and refer to an independent agent and contractor, appointed by the Board of Directors, to receive and tabulate the election ballots and certify the results of the Election to the Elections Committee. The Counting Agent shall serve and shall be appointed as the Inspector of Elections for purposes of Section 13.1-847.1A of the Virginia Nonstock Corporation Act and shall faithfully execute its duties with strict impartiality and to the best of its ability. The Counting Agent shall keep the results of any tally of the vote confidential until the day scheduled for the Annual Members’ Meeting when it shall only report the result directly to the Elections Committee and, then, subsequently validate the results of the Election in writing to the Elections Committee.

VIII. **Voting Codes:** Shall mean and refer to the information that is printed on paper ballots and/or tied to electronic ballots that enables the Counting Agent to validate and tabulate ballots cast by Members in the Annual Board of Directors Election. Such information shall include but not be limited to the Member’s Property Address, Property Identification Number (PID), Voting District Number, ownership type, and the unique User Name and Password for electronic voting.

IX. **Form of Ballots.**

a. **Elected Director Ballot:** (individuals who are either Category A and/or C Members):

i. All ballots for Elected Directors shall list candidate(s) for the At-Large Director seat(s). In addition, ballots for each election for a District Director, as described in Election and Referenda Resolution 5 on Election Boundaries, shall list the candidate(s) for that District’s seat. In addition to the requirements delineated in Section IX(c) of this Resolution, Ballots shall include an identifying number, code, etc. The form and format of the ballot may vary from year to year depending on the number of vacancies and Candidates.

ii. Elected Director Candidates in a contested election shall draw lots for a position on the ballot at the meeting scheduled for that purpose. A member of the Elections Committee shall draw for any candidate not present at that meeting.

iii. The Assistant Secretary of the Association (hereinafter “Assistant Secretary”) is authorized to approve the printing of ballots upon determining that they conform to the provisions of this Section and Section IX(c) of this Resolution.

b. **Designated Director Seat Ballot:** (elected by the Category B Members)

i. Shall contain any designation or naming of a voting representative where a vote is not held by a natural person pursuant to Sections III.4(c)(2) and (3) of the Amended Reston Deed.

ii. Space on ballot for the name(s) of write-in candidate(s).

iii. Any individual nominations made by the Category B Members, as well as a space for Category B Members to write-in any other name of a person eligible for election to the Designated Director seat, if elected.
c. **Materials Accompanying Ballots.** Mailed ballots for an election of an Elected Director or the Designated Director shall be accompanied by:

   i. The Notice of the Annual Meeting and election referendum;
   ii. Deadline for voting or ballot return;
   iii. Voting instructions, which shall include the methods by which Members can cast their ballot(s);
   iv. An explanation of the Voting Codes used by the Counting Agent to validate and tabulate returned ballots;
   v. Certified Statements for Elected Director Candidates;
   vi. A prepaid business reply envelope;
   vii. For Elected Director ballots, an internet address to a secure third-party voting site with the voter’s unique user name and pass code; and
   viii. In the event of voting and/or balloting questions, the name, telephone number and email address of the Association’s Assistant Secretary.

d. **Mailing of Ballots.** Ballots to non-Reston addresses shall be mailed with first class postage. Ballots to Reston addresses may be mailed bulk rate.

**X. Voting Procedures.**

a. **Elected Directors.**

   i. On an Owner Occupant ballot, the Category A vote (Owner) and Category C vote (Occupant) may be cast for different Elected Director Candidates for each vacancy.
   ii. On a Non-Occupant Owner ballot or an Occupant ballot, only one vote may be cast for each vacancy.
   iii. No write-in votes are allowed for Elected Directors.
   iv. The ballot shall be returned to the Assistant Secretary in the manner prescribed in that year’s ballot instructions.
   v. In the case of a tie-vote amongst the Candidates with the most votes, the tie shall be broken by lot, as prescribed in Roberts Rules of Order, at the Annual Meeting of Members. The Elections Committee shall conduct the proceedings. Only those Certified Candidates tied for a seat on the Board of Directors shall be assigned a lot.

b. **Designated Director.**

   i. Pursuant to Section III.4(b)(2)(i) of the Reston Deed, Multifamily Dwelling Owners shall have the number of votes equal to the number of Apartment Units constructed on his Lot or Lots.
   ii. Multifamily Dwelling Owners shall cast their votes for only one candidate and may not split their vote amongst other candidates.
iii. The Category B Members and the designated representative shall sign the ballot. Failure of the Category B Members and the designated voting representative to sign the ballot shall result in the ballot being declared invalid.

iv. The ballot shall be returned to the Assistant Secretary in the manner prescribed in that year's instructions, in care of the Counting Agent's address by mail or electronically, by the deadline established.

v. In the case of a tie-vote, the winner shall be determined by lot, as prescribed in Roberts Rules of Order, at the Annual Meeting of Members. The Elections Committee shall conduct the proceedings. Only those candidates who tie for a seat on the Board of Directors, regardless of whether the candidate was nominated or a write-in, shall be assigned a lot.

XI. Replacement Ballots.

a. A Member may request a replacement ballot, either paper or electronic, by contacting the Assistant Secretary.

b. Paper replacement ballots shall be identified by the Assistant Secretary as such and shall be sent only to the same Property address as the original ballot.

c. It shall be the Member's responsibility to notify the Association, in writing, of a change of address or ownership status. If, prior to the deadline for return of ballots, a Member can show documents containing the new Property address which would entitle him/her to vote or to cast additional votes, the Assistant Secretary shall certify the issuance of such additional ballots as appropriate. If sufficiency of the documents is in doubt, the matter shall be referred to the Elections Committee for resolution.

XII. Special Circumstances.

a. Should an event occur that the Elections Committee determines to have significantly interfered with the exercise of Members’ rights to vote, including but not limited to power outages, systems failure, acts of God, or other calamities beyond the control of Reston Association, the Elections Committee may consider extending the voting period.

XII-XIII. Ballot Tabulation and Report.

a. Quorum Reports.

i. During the voting period, the Counting Agent shall provide to the Assistant Secretary, at least weekly, an unofficial report on the status of the quorum for each election of the At-Large; or District; or Designated Director seats.

ii. The Assistant Secretary shall provide a weekly report to the Candidates on the ballot return rate. Such report is for information only and shall be treated as unofficial.

b. Ballot Receipt and Validation Process.
i. The Counting Agent shall receive completed ballots, electronic and/or mailed, in its offices during the specified voting period, but not later than the published end of the voting period. Until the specified tabulation period, the Counting Agent shall store the ballots in a secure location.

ii. The Counting Agent shall maintain a log of electronic and mailed ballots received through end of the voting period.

iii. The Counting Agent shall cross check, against the membership record provided by the Assistant Secretary prior to the voting period, the paper ballots returned against the electronic ballots cast to identify duplicate ballot returns.

iv. Notwithstanding the rule established in Section II(a)(ii) of this Resolution, if the Counting Agent finds that more than one ballot has been casted with the same Voting Codes, then the Counting Agent shall tabulate the last ballot returned and set aside the first ballot for non-tabulation.

v. The Counting Agent shall set aside from tabulation any Invalid Ballots as defined in Section XII(c) of this Resolution.

c. Invalid Ballots.

i. Any ballot, or applicable portion thereof, shall be invalid if the Counting Agent finds that the ballot:

1. Contains more votes than the Member is entitled to cast for a position on that ballot, pursuant to Section I of this Resolution.
2. For Elected Directors, contains a write-in vote.
3. Is not returned in the manner provided in Section I of this Resolution.
4. Is not received by the Counting Agent by the deadline.
5. Represents or appears to represent an additional ballot over the number a Member is entitled to cast.
6. Contains a Voting Code that has been rendered unreadable as a result of either the Member’s Property address, Property Identification number (PID), Voting District number, or Ownership type has been obliterated and the unique User Name and Password for electronic voting have been obliterated.
7. Does not designate the representative authorized to vote, or the Multifamily Dwelling Owner has not signed the ballot, or the designated representative has not signed the ballot, if applicable.

ii. The Counting Agent shall keep all invalid ballots or a copy thereof if only a portion of the ballot is invalid, separate from the valid ballots, and report the number and type of ballots that are invalid to the Assistant Secretary.

iii. Votes declared invalid under Sections XII. (i), (ii), (iii), (v) and (iv) above, but casted by valid Members shall be counted for quorum purposes and computing a percentage required, so long as the Voting Code or identifying number can be determined by the Counting Agent.
d. **Tabulation.**
   
i. The Counting Agent shall tabulate the ballots for each of the Elected Directors and Designated Director elections based on the number of votes authorized for each membership category.

ii. The Counting Agent shall certify, in writing, the results of each of the Elected Directors and/or Designated Director elections. Such report shall contain the following information:

   1. Names of all the candidates for the Elected Directors election [At-large and District(s)] and the total number of votes cast for each; with the winning candidates highlighted in bold.
   2. If applicable that election year, the name of the winning candidate in the Designated Director election.
   3. Total number of ballots received via mail and ballots cast through the Internet.
   4. Total number of invalid and partially invalid ballots received.
   5. A summary detail of the invalid and partially invalid ballots.

iii. The Counting Agent shall send the certified results of the Elected Directors and, if held that year, Designated Director Election(s) to the Assistant Secretary and Elections Committee Chair no later than one business day prior to the Annual Meeting of the Members.

e. **Reporting and Records.**
   
i. The Elections Committee Chair or a designee shall announce the results of the election(s) at the Annual Meeting of the Members. In reporting the results, the Elections Committee Chair or designee shall announce the names of all of the candidates who have been elected to the Board of Directors.

ii. Ballots are considered secret and the voting records shall be kept confidential by the Counting Agent.

iii. All ballots received by the Counting Agent in connection with an Association election shall be retained by the Counting Agent for a period of five years from the date the results of the election is announced to the membership; after which they are destroyed.

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**XIV. Ballot Recounts.** Any candidate for a Designated Director seat or Elected Director seats may request a recount from the Counting Agent. Such request must be in writing, and be received by the Counting Agent – no later than five (5) days after the date of the Annual Meeting of the Members. The candidate shall pay to the Counting Agent, in advance, the estimated cost of the recount. If the outcome of the election is overturned, the Counting Agent shall bear the recount cost and reimburse the candidate.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association Board of Directors held on October 28, 2010; and amended on January 24, 2013; and amended on September 25, 2014.
Proposed Reston Deed Section VI.2(b)(15) Air-Conditioning Units
Referendum Topic and Related Schedule

Ken Knueven, President
CONSENT CALENDAR ITEM SUMMARY
September 25, 2014

CONSENT CALENDAR ITEM 6: Proposed Reston Deed Section VI.2(b)(15) Air-Conditioning Units Referendum Topic and Related Schedule

PRESENTER: Ken Knueven, President

Board Motion: Move to: 1) accept the request of the petitioning Members and approve the action of sending the issue to repeal Section VI.2(b)(15) from the Reston Deed to referendum amongst those Category A Members subject to the Air-Conditioning Covenant; and, 2) adopt the proposed schedule for the conduct of the referendum.

BACKGROUND
In early July 2014, Reston Association (RA) Staff received the attached petition from RA Member John Hunter, owner of the property located at 1670 Chimney House Road, with the request that the Board consider the petition in September 2014.

Reston Deed Section VI.3(d)(15) on Air-Conditioning Units states that "In any residential Cluster in which central air-conditioning service is available to the Lot line, no individual air-conditioning units of any type shall be permitted. This covenant may only be amended or revoked by at least a two-thirds vote of the Category A Members of all residential Clusters on the service."

BOARD AUTHORITY
As per Member Rights Resolution 3; Call of Special Meetings & Referenda of Members (attached) the following provisions govern the call for a Special Meeting or referenda of Members:

1. A Special Meeting or referenda of the Members may only be called by the Board of Directors.
2. The Board of Directors may consider calling a Special Meeting or referenda of the Members by the presentation of a petition to the Board of Directors which is signed by at least twenty (20) percent of the Members entitled to vote, as may be provided for in the Reston Documents, on the issue specified in the petition.
3. The petition shall be signed by Members of different households.
4. The Secretary or Assistant Secretary of the Association shall check the Association's records to determine the validity of the signatures on the petition prior to submission to the Board of Directors.

STAFF RECOMMENDATIONS
Of the 343 Cluster properties subject to the Air-conditioning Unit covenant, 20 percent or 69 different household signatures would be required for the Board to consider the petition question.

Approximately 121 Members of the Association who own residential property subject to Reston Deed Section VI.2(d)(15) signed a petition requesting that RA hold a referendum to repeal Section VI.2(b)(15) from the Deed.

Of the 121 petition signatures submitted, the Assistant Secretary was able to validate 110 to represent Reston Association Members of different households; which is approximately 32 percent of the Cluster properties subject to Reston Deed Section VI.3(d)(15). NOTE: Eleven (11) of the 121 submitted were either illegible, not Category A Members subject to the covenant, or were duplicate signatures from the same household.

As the submitted petition meets the 20 percent threshold, staff recommends that the Board:

1. Accept the request of the aforementioned petitioners and approve the action of sending the issue to repeal Section VI.2(b)(15) from the Reston Deed to referendum amongst those Category A Members subject to Section VI.2(d); and,
2. Adopt the attached schedule for the conduct of the referendum.
Below is the proposed schedule for the conduct of the Member proposed referendum to repeal Section VI.2(b)(15) on Air-Conditioning Units from the Reston Deed.

**September 25, 2014**
- The Board approves referendum topic and establishes a referendum schedule, which shall include: 1) hearing and notification dates; and, 2) the method by which Category A Members shall vote.
- The Board appoints Intelliscan as the independent counting agent to receive and tabulate the results of the Air-conditioning Unit Covenant referendum.

**October 6, 2014**
Board Planning Committee reviews proposed Air-conditioning Unit Covenant Referendum Question for comment during public hearing later in the month.

**October 7, 2014**
- Notice of Public Hearings on proposed Air-conditioning Unit Covenant Referendum Question published in local news/media outlets, posted in the Association’s website, and publicized in RA’s electronic newsletter RA News.
- Staff sends direct mail post card about the hearing to the Category A Members subject to Reston Deed Section VI.2(b)(15).

**October 23, 2014**
During its Regular meeting, the Board conducts first hearing on the proposed referendum question.

**November 20, 2014**
During its Regular meeting, the Board conducts the second hearing and, based on the comments received during the first and second hearings, vote to approve or modify the proposed referendum question.

**December 1, 2014, 5 pm**
Record Eligibility Date - *As per the Virginia Non-Stock Corporation Act §13.1-844, this is a date set by the Board to determine which Members are entitled to vote in an election. Such record date may not be for more than seventy days before the end of the voting period.*

**January 5, 2015**
Ballots mailed to Category A Members subject to Reston Deed Section VI.2(b)(15).

**January 30, 2015, 5 pm**
Deadline for Ballot Return.

**February 9, 2015**
Special Meeting of the Board of Directors -- Air-conditioning Unit Covenant Referendum Results Announced by Board President.
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 incorporated property owners associations including those powers specified in the Virginia Nonstock Corporation Act and the Property Owners’ Association Act (“POAA”), as may be necessary or desirable to accomplish the purposes set forth above; and

WHEREAS, Section I.1(kk) of the Amended Reston Deed states that the “Reston Documents” shall mean and refer to the Amended Reston Deed and to the Articles of Incorporation and Bylaws of the Association, each as may be duly amended from time to time; and

WHEREAS, Section III.3 of the Amended Reston Deed delineates Members of the Association; and

WHEREAS, Section III.2 of the Amended Bylaws of Reston Association (“Amended Bylaws”) delineates that Special Meetings of Members may be called by a majority vote of the Board of Directors at a meeting where a quorum is present; and

WHEREAS, Section III.1 of the Amended Bylaws states that the purpose of the meeting shall be limited to such business described through the vote of the Board of Directors or in the petition of Members and in Notice to the Members.

NOW, THEREFORE, BE IT RESOLVED, that the following provisions shall govern the call for a Special Meeting or referenda of Members:

1. A Special Meeting or referenda of the Members may only be called by the Board of Directors.

2. The Board of Directors may consider calling a Special Meeting or referenda of the Members by the presentation of a petition to the Board of Directors which is signed by at least twenty (20) percent of the Members entitled to vote, as may be provided for in the Reston Documents, on the issue specified in the petition.
3. The petition shall be signed by Members of different households.

4. The Secretary or Assistant Secretary of the Association shall check the Association’s records to determine the validity of the signatures on the petition prior to submission to the Board of Directors.

**ATTEST:** Resolution was adopted at a Regular Meeting of the Reston Association’s Board of Directors held on May 22, 2008.

*CateL. Fulkerson*

______________________________
Assistant Secretary
Hi Cate,
Here are the petition signatures asking for a referendum on Covenant 15. By my count we have 124 which is more than the required 20%. You’ll notice one sheet that is mostly marked out. That is because we had duplicates on that sheet. We had various volunteers collecting the signatures so I apologize for that.

Please let me know if you have any questions. Thanks.

John Hunter
704-562-0560.

110 verified signatures
+ 4 renters
+ 5 unidentifiable (relationships to prop. unknown)
+ 2 same member, second/third property
# Petition to Reston Association

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Address</th>
<th>Date</th>
</tr>
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<tr>
<td>Gail Roberts²</td>
<td></td>
<td>11439 Washington Plaza West</td>
<td>5/18/14</td>
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<tr>
<td>Lour Sopher-Scott²</td>
<td></td>
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<td>Victoria Andrews</td>
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<td>Peter A. Best</td>
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<td>Anna Radlinski</td>
<td></td>
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<tr>
<td>John Panaselli</td>
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<td>11461 Washington Plaza W. Reston VA 20190</td>
<td>5/18/14</td>
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<tr>
<td>Daniel Reda</td>
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<td>11459 Wash. Pk. Plz. West</td>
<td>5/18/14</td>
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<td>Donna Kline</td>
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<td>5/18/14</td>
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<tr>
<td>Anne Puder</td>
<td></td>
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<td>5/21/14</td>
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<td>Michelle Hoening-Majestic</td>
<td></td>
<td>1606 Chimney House Rd 20190</td>
<td>5/21/14</td>
</tr>
<tr>
<td>Jimmy Sohn</td>
<td></td>
<td>1606 Washington Plaza N. Reston</td>
<td>5/22/14</td>
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<td>Jimmy Sohn</td>
<td></td>
<td>1614 Washington Plaza N. Reston 20170</td>
<td>5/22/14</td>
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Same member multiple pos = 3 votes

---

² Father & Daughter
# Petition to Reston Association

**Action petitioned for:** We request Reston Association to hold a referendum on repealing Covenant 15

<table>
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<tr>
<th>Printed Name</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Bruce Snyder</td>
<td>W. S. Snyder</td>
<td>11449 Washington Plz W</td>
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<tr>
<td>Beverly Weis</td>
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<td>Sally Carter</td>
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<td>Carol Williams</td>
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<tr>
<td>Sam Smith</td>
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<tr>
<td>Jane Doe</td>
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<td>789 Pine Ave, Los Angeles</td>
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<td>Fred Smith</td>
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<td>101 Elm St, San Francisco</td>
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<tr>
<td>STEPHEN OVER SMOOR</td>
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<td>KEVIN LE</td>
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<tr>
<td>TERRY</td>
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<tr>
<td></td>
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<td>1000 WINTHROP DRIVE, RESTON</td>
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**Action petitioned for:** We request Reston Association to hold a referendum on repealing Covenant 15

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<tr>
<td>Terri Slive</td>
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<td>Jason Thorne</td>
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<tr>
<td>Jean Boston</td>
<td>J. Boston</td>
<td>11431 Waterview Cl., Reston, VA 20190</td>
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<td>Matthew Brown</td>
<td>M. Brown</td>
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<td>Lynne Name</td>
<td>L. Name</td>
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<tr>
<td>Jennifer Harper</td>
<td>J. Harper</td>
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<td>Yen Hoan</td>
<td>Y. Hoan</td>
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<tr>
<td>Tim McGuckin</td>
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<td>5/26/14</td>
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<tr>
<td>Florence</td>
<td>[Signature]</td>
<td>1841 Wainwright Dr</td>
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<td>Tia Deccio</td>
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<td>1034 Wainwright Dr</td>
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We request Reston Association to hold a referendum on repealing Covenant 15

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<td>Catherine Diller</td>
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<td>Kathleen Burns</td>
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<td>Elgin Davis</td>
<td>E. Davis</td>
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<td>Rev. Lewis Schubert</td>
<td>L. Schubert</td>
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<tbody>
<tr>
<td>Barbara Szepanski</td>
<td>Bara T. Szepanski</td>
<td>1604 Wainwright Drive - Reston</td>
<td>30 May 14</td>
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<tr>
<td>Willard Fraizer</td>
<td>Willard Fraiger</td>
<td>1672 Wainwright Drive - Reston</td>
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<tr>
<td>Li He</td>
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<tr>
<td>Thomas Taylor</td>
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<td>Manish Nandy</td>
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<td>Brian Woodrow</td>
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<tr>
<td>E. J. Bellino</td>
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<td>1678 Wainwright Dr. Reston</td>
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<td>The &amp; Andrea Chudy</td>
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<tr>
<td>Kristy Moore</td>
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<tr>
<td>Jeff Kosmicki</td>
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<td>Joe Lux</td>
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<tr>
<td>Tanya Mazurkovskaja</td>
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<td>Estelle Gerlach</td>
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<td>Diane Thompson</td>
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<tbody>
<tr>
<td>Todd J. Turner</td>
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<tr>
<td>Sarah Teagle</td>
<td>Sarah Teagle</td>
<td>11516</td>
<td>May 14</td>
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<tr>
<td>Gail Vogel</td>
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<td>11520 Hickory Cl.</td>
<td>14 May 14</td>
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<td>Monica Jones</td>
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<td>11546 Hickory Cluster</td>
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<td>Alice Aryan</td>
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<td>Melody Mattie</td>
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<td>Blake Travis</td>
<td>Blake Travis</td>
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<td>Tom Drake</td>
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<td>Eric Lindberg</td>
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<td>Helen Areda</td>
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<td>Roseann Gerald</td>
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<td>Lucy Bardalik</td>
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<td>Pat Bernard</td>
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<td>Jan Livingood</td>
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<td>Mike Basuld</td>
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<td>Cind Laird</td>
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<td>Karla StellingMcKenney</td>
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<td>Matthew Cousins</td>
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<td>Kim Stedt</td>
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<td>Shirl Sellers</td>
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<td>Marine Starkman</td>
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<td>R. F. Ishida</td>
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<td>11581 MAPLE RIDGE</td>
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<td>Linda Matus</td>
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<td>Gwen Ackerman</td>
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<td>Shirl Sellers</td>
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<tr>
<td>Robert Fox</td>
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<tbody>
<tr>
<td>Jimmy Sohn</td>
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<td>5/22/14</td>
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<tr>
<td>Alfredo Molina</td>
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<td>1604 Washington Plaza N, Reston VA 20190</td>
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<td>Rodger Reeves</td>
<td>R. B.</td>
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<td>John Hunter</td>
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<tr>
<td>LAURA BARBER</td>
<td>Laura Barber</td>
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<td>Anne Overby</td>
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<td>John Dillard</td>
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<td>Lynne L. Lofland</td>
<td>Lynne Lofland</td>
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<td>6/5/14</td>
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<td>Michael Frey</td>
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<td>Kennett Kosterman</td>
<td>Kennett Kosterman</td>
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<td>S. S. Stenman</td>
<td>S. S. Stenman</td>
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<td>Victor Winegant</td>
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Item C

September 2014 CEO/Management Report
In coordination with the Association’s Senior Leadership Team, I am pleased to pass on to the community and the Reston Association (RA) Board of Directors an account of our Community, Operations, Governance and Resource activities and accomplishments over the last month. – Cate L. Fulkerson, CEO

RESOURCES

Tracking Land Use Activities – The Association’s land use consultant, Odin Feldman, Pittelman PC, keeps the Board informed regarding up-to-date information on redevelopment activity throughout Reston to enable RA to proactively address any concerns it, or RA members, may have concerning new development applications.

Each month, the Board and CEO receive a Tracker Report, which includes a summary/highlight memo, with an attached spreadsheet showing all new activity during the past thirty days. The tracking system is in 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. 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 are occurring in Reston. The report is available for view on the RA website www.reston.org.

2014 Reserve Study Status - RA Staff engaged Criterium Engineers (“Criterium”) to conduct our 2014 Reserve Study. The Association’s recreation and facility maintenance teams are in the process of conducting site inspections with Criterium. Over the next two months, Criterium and RA staff will develop a 30 year capital reserve requirement schedule, with particular focus on the next five years. The results of the reserve study will be presented to the Board at the December 18, 2014 Board Meeting.

Look for the August 2014 Financial Statements at the end of this report or online by visiting www.reston.org.

OPERATIONS

Healthy employees = Healthy Bottom Line - For the fourth consecutive year, Reston Association has been named one of Greater Washington's Healthiest Employers by the Washington Business Journal.

We are very proud to have retained this acknowledgement of our efforts to model what it means to provide the best to both our staff and our community in support of a healthy lifestyle. Our focus on a healthy workplace has directly impacted RA’s ability to keep health care costs low at a time when most employers are facing rising costs to insure their employees. Some of the activities RA has undertaken to promote a healthy work environment include the following:
We endorse individual and group wellness activities through our Passport for Wellness, which allows employees to earn prizes for their participation in events ranging from wellness check-ups (annual physicals, teeth cleaning, flu shots, blood pressure checks) to blood donations.

We host an annual wellness fair including free biometric screenings, flu shots, local area vendors from fitness facilities, restaurants and businesses serving healthy food options, as well as our benefits vendors who provide presentations on their offerings and make themselves available for detailed questions.

We provide in-house educational sessions available to all employees during lunch hour on various health topics related to both mental and physical well-being (Ex – nutrition, yoga, financial fitness).

We support and communicate opportunities for employees to team up to get their bodies moving including an employee walking group, YMCA Corporate Challenge, triathlon team training, in-house fitness and yoga facilities.

We nurture a culture supporting a positive work/life balance by providing flexible work schedules and paid time off.

**RA Senior Leadership Team - Setting Goals & Expectations to Advance RA** - One of the most important aspects of leading the Association is making sure staff knows and understands the direction in which the organization is headed, and, more importantly, what is expected of them.

Over the past several months, I have been listening to you, the Board of Directors, the Design Review Board, and Advisory Committees as to what is needed internally to move the organization forward. The result is a written set of 12 to 36 month goals for each of the Association’s major functional areas – Finance/IT; Covenants Administration; Communications & Community Engagement; HR/Administrative Services; and, Parks, Recreation & Community Resources.

This month, I share with you some of the Goals for Covenants Administration.

**Sustainability & Community Viability**

1. Establish collaborative partnerships with public, private, and non-profit entities to address funding needs of members to maintain the appearance of their properties.

2. Work with the CEO, CFO, and Senior Director of Parks, Recreation & Community Resources to establish a new arm of the Association to provide property management services to Clusters and Condominiums across the community.

3. Identify green project opportunities for Clusters such as renewable energy, grey water systems, shared compost and garden systems to enable efficient and sustainable use of resources through innovative building and landscape design/maintenance.

**Member Engagement & Education**

1. Develop an ongoing method to obtain Member feedback on their experiences with the Association’s design review and use/maintenance processes in order to determine how such services may be enhanced and improved.

2. Encourage Cluster Boards to conduct regular inspections to ensure sustained covenant compliance.

3. Establish “Best Practices” workshops and seminars on topics of common interest to cluster, condominium, and single house property owners.

4. In collaboration with the Director of Communications & Community Engagement:
a. Complete an evaluation of the 2014 Reston Home & Garden EXPO and develop a strategic plan for future events to provide opportunities for RA homeowners to connect with service providers that will enable them to maintain the essential elements of Reston.

b. Develop and implement a plan for Covenants Staff to receive person to person feedback on matters related to property enhancement, upkeep, and maintenance at a time convenient for our members.

c. Review correspondence templates and revise them to provide information that is less threatening and more informative about the value property upkeep and maintenance.

**Design Guidelines & Use/Maintenance Standards**

1. Assess Covenants Administration policies and Resolutions to determine their effectiveness, and impact and to identify any procedural gaps.

2. Establish a “post decision” inspection processes to determine whether member property improvements/alterations were executed in accordance with the plans and specifications approved by the Design Review Board.

3. In collaboration with the Design Review Board:
   a. Draft Urban Guidelines that promote the Essential Elements of Reston as standards for the development, redevelopment, and revitalization of our community.
   b. Work with neighborhoods to revise Cluster Standards to meet and/or update design elements and materials.

**Business Process Improvement**

1. Implement the 2014-2016 Covenants Administration Strategic Change Management Plan.

2. Establish a community-wide inspection process to involve owners of property not included in cluster associations to focus attention on egregious exterior maintenance violations.

3. Streamline and digitize the Design Review Application process to enable members to more easily obtain applicable Guideline information and approvals.

4. Work with the Association’s Information Technology team to implement a new technological system for increased productivity and efficiencies, as well as enhanced processes and service delivery.

**New Energy on Staff** – In August and September we welcomed several new individuals to the Reston Association team.

Anna Varone, our new Director of Covenants, and Melissa Kelley, our Director of Human Resources & Administrative Services, hit the ground running and are already putting their depth of knowledge and expertise to use in addressing their goals for the betterment of the organization.

This month, Jaime Argueta (*pictured on the right*) became the newest full-time member of our Environmental Resources team. Jaime brings over 10 years of RA experience having provided seasonal support to the Grounds Maintenance team.

Angelo Agulto joined the Information Technology team as a valuable resource in support of RA staff in an IT Specialist I role.

Currently, we are in the process of hiring for the following full-time positions:

- **Aquatics Coordinator** – 17 applicants to date.
- **Camp Program Manager** – Offer pending to candidate of choice with anticipated start date in mid-October.
GOVERNANCE

Bike, Walk, Transit, Auto – Earlier this month, the Transportation Advisory Committee and Pedestrian & Bicycling Advisory Committee met to initiate a discussion on establishing a more holistic structure for the Reston Association to utilize when considering multi-modal transportation resources and infrastructure needs for the Reston community. These Board Advisory Committees will be meeting more frequently with each other to ensure Reston’s strategic goal of increasing the number of multimodal transportation facilities in community is achieved.

COMMUNITY

Welcome to Reston – In our efforts to ensure new residents of Reston Association know about the benefits of living in the community, 133 “Welcome to Reston” packets were mailed to new members who purchased property in July and August.

The Impact of Input – As the Board of Directors discusses the future of the Pony Barn Recreation Area (including the pavilion and riding ring sites) and its possible uses, the community came together to share ideas, ask questions and be part of the process. Two meetings have been held and more are to come as the Pony Barn Working Group:

- Reviews comments and suggestions submitted during public meeting(s) and on the RA website.
- Considers the surrounding neighborhood and entire community contexts in developing ideas for changes to the site(s).
- Works with landscape architect(s) on conceptual plans that portray the Working Group’s vision for consideration by the Board of Directors later this fall.

Save The Date! – Plan to come to the 2014 Home & Garden EXPO on Saturday, October 11, at Reston Association. You will have the opportunity to meet with service providers who will answer questions you may have about maintaining your property, inside and out. RA staff will also be on hand to talk the DRB process, member amenities and other activities going on in Reston. Event sponsors include: The Care of Trees, HB Services, Synergy Design & Constructions, Brothers Paving & Concrete, and American Disposal Services.

Workshops for Clusters and the Community – To help our neighbors with issues they have said are important to them, RA continues to provide opportunities for member to engage with each other and hear from experts on a variety of topics, including:

- Legislative Update – Presented by Ken Chadwick, Esq., of Chadwick, Moriarty, and Bunn PC, and included the latest regulatory information affecting community associations.
- Parking Issues & Concerns – Community members heard from Ken Chadwick, Esq., Officer Katy Defoe (Fairfax County Police Department) and Paul Davis (Office of Supervisor Hudgins) about parking regulations and restrictions. Attendees of this seminar then had the opportunity to talk with one another about their own experiences.
• **Snow Summit (coming in November)** – As directed by the RA Board in February 2014, RA staff has been working with community partners on solutions to the “who plows the snow” question, and RA will be hosting a community meeting with all those involved in helping to provide snow-free walkways and sidewalks for our students and community members.

**Focusing on Our Members & Greater Community** - This past month, Reston Association staff and Board members participated in a wide-variety of community activities including:

- Metro Bike Room Open House
- South Lakes High School block party
- National Night Out Celebration at Hunters Woods
- Northgate Cluster board meeting
- Beacon Hill Fridays on the Island
- Fairfax County Phase II community meeting

**Triathlons for All Ages** – The Reston streets, pathways and pools were full of athletes the past few months as both the 4th Annual Reston Kids Triathlon and the Reston Triathlon were held this past summer. The events highlight the importance Reston community members place on healthy, physical activities.

**Kids Love Trucks** – Our ever popular annual “Totally Trucks” event had over 600 families and children in attendance. All enjoyed coming to RA’s Central Services Facility to climb into the different trucks and handling the tools used by our crews to keep Reston beautiful. As you can see in the photo to the left, the water truck sprayer was a big hit.
Monthly Financial Update – The below unaudited financial statements reflect the cumulative results of the Association’s operation for the five months ending August 31, 2014.

RESTON ASSOCIATION
Unaudited Balance Sheet (Modified Accrual Basis)
As of August 31,

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<td>Allowance for Bad Debts</td>
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<td>Improvement in Progress</td>
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| Liabilities          |            |            |
| Accounts Payable     | $ (106,304) | $ 74,781   |
| Accrued Salaries & Taxes| 609,033    | 633,564    |
| Payroll Withholdings | 106,064    | 98,050     |
| Current Portion of Capital Leases| 3,776  | 4,313     |
| **Total Current Liabilities** | $612,569     | $810,708   |
| Deferred Obligations | $ 2,787,670 | $ 2,835,752 |
| Long-term Portion of Capital Leases| 9,380  | 23,675    |
| **Total Long-term Liabilities** | $2,797,050 | $2,859,427 |
| **Total Liabilities** | $3,409,619  | $3,670,135 |

| Equity                |            |            |
| Equity--Fund Balance  | $ 1,253,848 | $ 1,965,798 |
| Equity--Land & Improvements| 8,714,398  | 8,901,671  |
| Equity--Facilities    | 9,095,518  | 9,330,032  |
| Net Income Year-To-Date| 5,406,598  | 4,420,523  |
| **Total Operating Fund** | $24,470,362 | $24,618,024 |
| Repair & Replacement Fund| 5,577,466  | 4,019,419  |
| **Total Liabilities & Equity** | $33,457,446 | $32,307,578 |

Reston Association CEO/Management Report - September 2014
## Reston Association

### Statement of Revenues and Expenses By Cost Center

#### As of August 31, 2014

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Assessments</td>
<td>$12,874,490</td>
<td>$12,841,289</td>
<td>$35,201</td>
<td>0.3%</td>
<td>$13,119,797</td>
</tr>
<tr>
<td>1100 Communications (advertising)</td>
<td>17,948</td>
<td>8,434</td>
<td>9,514</td>
<td>112.8%</td>
<td>41,900</td>
</tr>
<tr>
<td>1400 Administration &amp; Member Services Revenue</td>
<td>8,650</td>
<td>9,615</td>
<td>(965)</td>
<td>-10.0%</td>
<td>18,300</td>
</tr>
<tr>
<td>1500 Finance, late fees, collection fees, finance chrgs</td>
<td>538,370</td>
<td>572,109</td>
<td>(33,739)</td>
<td>-5.9%</td>
<td>660,872</td>
</tr>
<tr>
<td>1900 Operations Revenue</td>
<td>(100)</td>
<td>(100)</td>
<td>-</td>
<td>0.0%</td>
<td>(100)</td>
</tr>
<tr>
<td>2200 Covenant Administration, design, use</td>
<td>50,319</td>
<td>48,664</td>
<td>1,655</td>
<td>3.4%</td>
<td>53,810</td>
</tr>
<tr>
<td>2300 POAA</td>
<td>153,818</td>
<td>153,047</td>
<td>771</td>
<td>0.5%</td>
<td>173,250</td>
</tr>
<tr>
<td>3100 Walker Nature Ed Ctr/Environmental Education</td>
<td>65,520</td>
<td>61,573</td>
<td>3,947</td>
<td>6.0%</td>
<td>66,200</td>
</tr>
<tr>
<td>3250 RV/Boat Storage Yard Revenue</td>
<td>98,476</td>
<td>104,853</td>
<td>(6,377)</td>
<td>-6.1%</td>
<td>120,795</td>
</tr>
<tr>
<td>3399 Camp Revenue</td>
<td>370,389</td>
<td>401,327</td>
<td>30,938</td>
<td>7.8%</td>
<td>451,264</td>
</tr>
<tr>
<td>3400 Garden Plots Revenue</td>
<td>27,463</td>
<td>28,229</td>
<td>(766)</td>
<td>-2.7%</td>
<td>28,349</td>
</tr>
<tr>
<td>3500 Lakes, Ponds, Streams</td>
<td>35,173</td>
<td>32,017</td>
<td>3,156</td>
<td>9.9%</td>
<td>28,900</td>
</tr>
<tr>
<td>3600 Natural Areas Revenue</td>
<td>3,209</td>
<td>3,192</td>
<td>17</td>
<td>0.6%</td>
<td>3,192</td>
</tr>
<tr>
<td>3800 Recreation Areas &amp; Ground Maintenance Revenue</td>
<td>55,744</td>
<td>46,996</td>
<td>8,748</td>
<td>18.6%</td>
<td>44,000</td>
</tr>
<tr>
<td>4100 Community Buildings Revenue</td>
<td>63,056</td>
<td>62,685</td>
<td>371</td>
<td>0.6%</td>
<td>66,200</td>
</tr>
<tr>
<td>4200 Aquatics Revenue</td>
<td>800,730</td>
<td>816,508</td>
<td>(15,778)</td>
<td>-1.9%</td>
<td>905,600</td>
</tr>
<tr>
<td>3139 Camp Summary</td>
<td>370,389</td>
<td>401,327</td>
<td>30,938</td>
<td>7.8%</td>
<td>451,264</td>
</tr>
<tr>
<td>3250 RV/Boat Storage Yard</td>
<td>375,681</td>
<td>384,060</td>
<td>8,379</td>
<td>2.2%</td>
<td>384,060</td>
</tr>
<tr>
<td>3400 Garden Plots</td>
<td>382,322</td>
<td>390,638</td>
<td>8,316</td>
<td>2.1%</td>
<td>382,322</td>
</tr>
<tr>
<td>3500 Lakes, Ponds, Streams</td>
<td>382,322</td>
<td>390,638</td>
<td>8,316</td>
<td>2.1%</td>
<td>382,322</td>
</tr>
<tr>
<td>3600 Natural Areas</td>
<td>382,322</td>
<td>390,638</td>
<td>8,316</td>
<td>2.1%</td>
<td>382,322</td>
</tr>
<tr>
<td>3700 Pathways</td>
<td>466,337</td>
<td>491,720</td>
<td>25,383</td>
<td>5.2%</td>
<td>782,049</td>
</tr>
<tr>
<td>3800 Recreation Areas &amp; Ground Maintenance</td>
<td>664,562</td>
<td>694,492</td>
<td>29,930</td>
<td>4.3%</td>
<td>1,184,946</td>
</tr>
<tr>
<td>4100 Community Buildings</td>
<td>80,700</td>
<td>79,374</td>
<td>(1,326)</td>
<td>-1.7%</td>
<td>110,893</td>
</tr>
<tr>
<td>4200 Aquatics</td>
<td>1,283,217</td>
<td>1,314,829</td>
<td>31,612</td>
<td>2.4%</td>
<td>1,664,892</td>
</tr>
<tr>
<td>4300 Tennis</td>
<td>313,991</td>
<td>309,175</td>
<td>(4,816)</td>
<td>-1.5%</td>
<td>418,506</td>
</tr>
<tr>
<td>4500 Events &amp; Senior Programs</td>
<td>103,738</td>
<td>107,653</td>
<td>3,915</td>
<td>3.6%</td>
<td>159,182</td>
</tr>
<tr>
<td>4600 Parks &amp; Recreation Administration</td>
<td>203,904</td>
<td>208,316</td>
<td>4,409</td>
<td>2.1%</td>
<td>248,577</td>
</tr>
<tr>
<td>4700 Capital Administration</td>
<td>76,832</td>
<td>76,978</td>
<td>146</td>
<td>0.2%</td>
<td>118,118</td>
</tr>
<tr>
<td>100 Gain/Loss on Sale of Assets</td>
<td>(2,600)</td>
<td>(2,600)</td>
<td>-</td>
<td>0.0%</td>
<td>(2,600)</td>
</tr>
</tbody>
</table>

### Surplus/(Deficit) from Operations

| Surplus/(Deficit) from Operations | $8,980,261 | $9,132,670 | $152,409 | 1.7% | $13,713,369 | $13,454,621 |
## Reston Association

### Unaudited Capital Expenditures Report

**For the Eight Months Ending August 31, 2014**

<table>
<thead>
<tr>
<th>2014 Capital Projects</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD (F)/U Variance</th>
<th>Percentage Variance</th>
<th>Approved Budget</th>
<th>Remaining Budget</th>
<th>Year End Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pathways</td>
<td>$ 20,000</td>
<td>$ (20,000)</td>
<td>-100.0%</td>
<td>341,992</td>
<td>341,993</td>
<td>$341,992</td>
<td></td>
</tr>
<tr>
<td>Tennis</td>
<td>128,852</td>
<td>(45,227)</td>
<td>100.0%</td>
<td>128,852</td>
<td>45,227</td>
<td>$128,852</td>
<td></td>
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<tr>
<td>Equipment</td>
<td>324,601</td>
<td>37,608</td>
<td>1.5%</td>
<td>172,202</td>
<td>158,902</td>
<td>$172,202</td>
<td></td>
</tr>
<tr>
<td>Lakes, Ponds and Dams</td>
<td>172,202</td>
<td>5,200</td>
<td>5.2%</td>
<td>124,632</td>
<td>96,087</td>
<td>124,632</td>
<td></td>
</tr>
<tr>
<td>Recreational and Natural Areas</td>
<td>324,601</td>
<td>37,608</td>
<td>1.5%</td>
<td>172,202</td>
<td>158,902</td>
<td>172,202</td>
<td></td>
</tr>
<tr>
<td>Aquatics</td>
<td>474,399</td>
<td>264,791</td>
<td>-24.6%</td>
<td>290,079</td>
<td>$290,079</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>100,000</td>
<td>(5,200)</td>
<td>5.2%</td>
<td>113,260</td>
<td>113,260</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Capital</td>
<td>23,223</td>
<td>70,163</td>
<td>-66.9%</td>
<td>290,079</td>
<td>$290,079</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total 2014 Capital Projects</strong></td>
<td>$ 750,494</td>
<td>$ 974,406</td>
<td>$ (223,912)</td>
<td>1,959,595</td>
<td>1,209,101</td>
<td>1,928,045</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>2013 Carry Forwards</th>
<th>YTD Actual</th>
<th>YTD Budget</th>
<th>YTD (F)/U Variance</th>
<th>Percentage Variance</th>
<th>Approved Budget</th>
<th>Remaining Budget</th>
<th>Year End Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Footbridge #1</td>
<td>35,167</td>
<td>30,000</td>
<td>$ 5,167</td>
<td>17.2%</td>
<td>30,000</td>
<td>(5,167)</td>
<td>$ 35,167</td>
</tr>
<tr>
<td>Footbridge #2</td>
<td>45,127</td>
<td>10,000</td>
<td>(35,127)</td>
<td>50.4%</td>
<td>30,000</td>
<td>(15,127)</td>
<td>45,127</td>
</tr>
<tr>
<td>S. L./ Thoreau Dam Sidewalk</td>
<td>26,750</td>
<td>5,050</td>
<td>(21,700)</td>
<td>50.4%</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Fannie Mae Sidewalk</td>
<td>10,000</td>
<td>(5,050)</td>
<td>50.4%</td>
<td>10,000</td>
<td>(5,050)</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>L. Anne Dam Upgrades</td>
<td>500,000</td>
<td>500,000</td>
<td>0.0%</td>
<td>(500,000)</td>
<td>(500,000)</td>
<td>(500,000)</td>
<td></td>
</tr>
<tr>
<td>BC 2 Grading</td>
<td>120,330</td>
<td>120,146</td>
<td>0.0%</td>
<td>120,330</td>
<td>120,330</td>
<td>120,330</td>
<td></td>
</tr>
<tr>
<td>Twin Branches Sidewalk</td>
<td>5,641</td>
<td>5,641</td>
<td>0.0%</td>
<td>5,641</td>
<td>5,641</td>
<td>5,641</td>
<td></td>
</tr>
<tr>
<td>Dogwood Pool Renovation</td>
<td>17,577</td>
<td>11,455</td>
<td>(6,122)</td>
<td>139.2%</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>L. Anne Capacity Design</td>
<td>18,370</td>
<td>11,455</td>
<td>(6,915)</td>
<td>139.2%</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>Browns Chapel Park</td>
<td>13,138</td>
<td>9,492</td>
<td>(3,646)</td>
<td>139.2%</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
</tr>
<tr>
<td>N. Shore Front Entrance</td>
<td>42,019</td>
<td>42,019</td>
<td>0.0%</td>
<td>42,019</td>
<td>42,019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Website Refresh</td>
<td>14,800</td>
<td>14,800</td>
<td>0.0%</td>
<td>14,800</td>
<td>14,800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upland Spray Park</td>
<td>12,820</td>
<td>12,820</td>
<td>0.0%</td>
<td>12,820</td>
<td>12,820</td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Hills Trellis</td>
<td>930</td>
<td>930</td>
<td>0.0%</td>
<td>930</td>
<td>930</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total 2013 Carryforwards</strong></td>
<td>$ 134,459</td>
<td>$ 186,322</td>
<td>(51,863)</td>
<td>27.8%</td>
<td>$821,412</td>
<td>$686,953</td>
<td>(154,908)</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$ 884,953</td>
<td>$ 1,160,728</td>
<td>(275,775)</td>
<td>23.8%</td>
<td>$2,781,007</td>
<td>$1,896,054</td>
<td>$1,773,136</td>
</tr>
</tbody>
</table>
Item D

Reston Master Plan
Phase 2 Comprehensive Plan Amendments
John McBride, Esq., Land Use Consultant, Odin Feldman & Pittlemann, P.C.

Information on this item will be presented during the September 25, 2014 Regular Board of Directors Meeting.

The latest information on amendments to Phase 2 of the Reston Master Plan can be found at http://www.fairfaxcounty.gov/dpz/reston/.
Item E

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.
Dear Members of the Reston Association Board of Directors,

I want to thank Ken, Ellen and Cate for responding to the concerns of not only South Bay Cluster Members but also the concerns of the many other families who have used the Cabots Point Ball Field/Play Meadow and Tot Lot for many years for recreational purposes and which Ball Field/Play Meadow is now proposed for the construction of Bocce Ball Courts.

While unable to make the meeting on 10 September, I understand that the use of the Ball Field/Play Meadow area where families have played varying sports, picnicked, and pursued other activities for many years was loaded with children using the area for those types of purposes during your visit. I can assure you that none of that was staged for your benefit, and that those of us who live in the Cabots Point/South Bay clusters see that kind of usage so very frequently during much of the year.

I am sure that you realize the failures of the notification process and that you might concede those failures. The likely notification and response failures aside however, my major point and contention is that it is inconceivable to me that RA’s analysis of where to locate the Bocce Ball Courts within Reston convinced the Board that this small park, where the Ball Field/Play Meadow is used so much by so many for so many enjoyable purposes, where parking is limited and often taken up by Bus Riders, where the location of the Bocce Ball Courts would be within feet of Member homes was the appropriate or best siting, within RA’s or the County’s recreation areas, for the proposed bocce ball courts. I would hope that the selection of the Cabots Point Ball Field/Play Meadow area was not driven by an individual’s personal preference, but by good RA analyses that characterize the Reston Association’s usual processes.

I cannot tell you strongly enough how impressed I have been with this Cluster’s honest assessment and the manner in which they have brought forward their concerns. They raise these concerns not from a “Not in My Backyard” attitude, but from a true conviction that siting the bocce ball courts here is just wrong, was not well founded, and would take away so much of a well-used recreation area from so many families that have enjoyed it for many years. I join them in that conviction.

Thank you for your, as always, excellent responsiveness and your consideration. I ask that, in whatever forum—to include that on 25 September—my comments be included within the official/public record.

Sincerely,

GERALD R. VOLLOY

2140 South Bay Lane

Reston VA 20191
Deer Management Considerations in Reston

1. **Topic Introduction & Historical Overview**  
   *Larry Butler, Reston Association Senior Director of Parks, Recreation & Community Resources*  
   a. Population increase/lack of predators/preferred habitat  
   b. Quick review of deer management to date in Reston  
      i. Pre 2006/Post 2006  
      ii. Hunting applications approved

2. **Virginia Deer Management**  
   *Kevin Rose, VA Department of Game & Inland Fisheries*  
   *Jim McGlone, VA Department of Forestry*  
   a. Overview – Why a concern  
   b. Forest impacts  
   c. Urban archery program – Why and how seasons are set  
   d. Success of urban program  
   e. Methods studied, tried and utilized

3. **Fairfax County Deer Management**  
   *Katherine Edwards, Wildlife Management Specialist, Fairfax County Police Department*  
   a. Why a deer management program  
   b. Overview of program results – parks and private property  
   c. Methods studied, tried and utilized  
   d. Urban archery program  
   e. SWMNV – one of the preferred groups to hunt in County

4. **Other Local/Regional Programs**  
   *Claudia Thompson-Deahl, Reston Association*  
   a. Montgomery County, MD – Sharpshooting & Education  
   b. City of Fairfax – Sterilization

5. **Deer Management by other Common Interest Communities across the United States**  
   *Larry Butler, Reston Association Senior Director of Parks, Recreation & Community Resources*

6. **Future of Deer Management in Reston – Larry Butler, Reston Association**  
   *Larry Butler, Reston Association Senior Director of Parks, Recreation & Community Resources*  
   a. Continue current practices?  
   b. Better coordination with Fairfax County and State  
   c. Coordinated and increased education about forest and habitat impacts  
   d. Deer Management Working Group – Keep abreast of emerging techniques
Item G

2015 Budget Planning Report

Cate Fulkerson, Chief Executive Officer
David Harris, Chief Financial Officer

Information on this item will be presented during the September 25, 2014 Regular Board of Directors Meeting.
Item H

Executive Session to Consult with Legal Counsel on Contractual and Personnel Matters

Ken Knueven, President
Item I

Adjourn

Ken Knueven, President