

**Policy**  
**Resolutions**

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COVENTRY'S HOMEOWNERS ASSOCIATION, INC.  
RESOLUTION ESTABLISHES POLICIES AND PROCEDURES FOR  
CONTRACTING FOR PRODUCTS AND SERVICES

POLICY RESOLUTION NO. 2023-7

WHEREAS, Article Five, Section One of the Declaration of Covenants, Conditions and Restrictions assigns the Board of Director ("Board") all powers and duties necessary for the administration of the affairs of Coventry Homeowners Association, and states that the directors shall exercise their power and duties in good faith and in the best interest of the Association and its members;

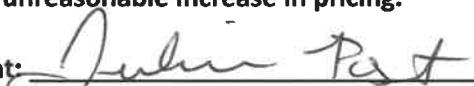
AND WHEREAS, the board wishes to avoid unethical business and contract relationship, actual or apparent, in the administration of the association without deterring the timeliness of fixing or completing a need in the community; and

WHEREAS, the board wishes to adopt contract bidding requirements for products and services that shall avoid situations that involve or create the appearance of conflict of interest, and unreasonable fees for products and service and still maintain a timely resolution to needs; and

NOW THEREFORE BE IT RESOLVED THAT the board of directors hereby dissolves Policy Resolution 5-01 and instead adopts the policy stating any contract for purchase, lease, or renting of materials or equipment, or for the provision of services, of which the Association will pay more than \$2,500 will require a minimum of three competitive bids when available. However, the Association need not accept the lowest bid.

NOW THEREFORE BE IT RESOLVED THAT exemption from this rule occurs when a contractor is placed on the Coventry HOA Preferred Vendors List. A vendor is placed on this list when they have displayed quality work with reasonable prices. A vendor can be taken off the preferred vendors list at any time if there is a loss of quality of work or an unreasonable increase in pricing.

Date: 12/11/23

President: 

Date: 12/11/23

Secretary: 

COVENTRY HOMEOWNERS ASSOCIATION, INC  
RESOLUTION CONCERNING HIRING of PERSONS RELATED TO  
COVENTRY BOARD MEMBERS, OFFICE STAFF, OR CONTRACTORS

POLICY RESOLUTION NO. 2023-6

WHEREAS, Article Five, Section One of the Declaration of Covenants, Conditions and Restrictions assigns the Board of Directors ("Board") all powers and duties necessary for the administration of the affairs of Coventry Homeowners Association, and states that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

AND WHEREAS, the Board wishes to adopt hiring requirements that shall avoid situations that involve a conflict of interest yet allow the Board the opportunities to hire the best possible individual or contractor.

(Such situation occurred in May of 2023 when the father-in-law of the Coventry Homeowners Association (CHOA) President, Julianne Post, applied for one of two, open, maintenance manager positions. Mr. Post's resume stood out above other candidates and the Board voted to make the exception to interview Mr. Post. President, Julianne Post, recused herself from all matters involving the hiring of Mr. Post. The other directors voted and chose Mr. Post to fill one of two maintenance manager positions. Mr. Post will not be officially hired until after the June 12th, 2023 resolution is passed. Once hired, Mr. Post's performance review will be completed by Gary Cusack, CHOA Director).

AND WHEREAS the Board is aware there is a resolution from April 14th, 2005 that stipulates, no individual or contractor will be hired by the Coventry Homeowners Association if they are connected in any respect to current office staff, Board Members or other contractors at the Coventry Homeowners Association; and

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors hereby revokes the April 14th, 2005 resolution; and

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors hereby adopts the following: an individual or contractor connected to current staff, Board Members or other contractors can be hired ONLY if the CHOA, related individual is recused from all actions involving the hiring of the associated individual/contractor and recused from reviewing the associated individual/contractors work.

  
CHOA Secretary, Jiselle Anderson

  
CHOA Vice President, Ruthann (Gray) Brabowski

**Coventry Homeowner's Association, Inc.**  
**Resolution**

Number: 2023-5

Minute Book: \_\_\_\_\_

Date: February 28th, 2023

**A RESOLUTION PERTAINING TO: Overtime for Coventry Homeowner's Association (CHOA) staff.**

**AUTHORITY FOR THE RESOLUTION:** CHOA By-Laws, Article Three, Section Ten (i) To contract on behalf of the Master Association for the management of the Development and to delegate to such Managing Agent such powers and duties of the Master Association as the Directors deem fit. (n) to cause the Master Association to employ personnel for reasonable compensation, to perform services for proper administration of the purposes of the Master Association, including accountants, attorneys, contractors and all the other professionals. Section 14 *Managing Agent* The Board of Directors may employ for the development a "Managing Agent." (a) The Managing Agent shall perform such duties and services as the Board shall authorize. (b) The Board shall impose appropriate standard of performance upon the Managing Agent. Unless the Managing Agent is instructed otherwise by the Board. Article Five, Section One of the Declaration of Covenants, Conditions, and Restrictions assigns the Board of Directors ("Board") all powers and duties necessary for the administration of the affairs of Coventry's Homeowner Association, and states that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and it's members.

**PURPOSE OF THE RESOLUTION:** To establish policies regarding overtime and non-exempt CHOA employees.

**SCOPE OF THE RESOLUTION:** Applies to all CHOA non-exempt employees, including part-time, full-time, and/or seasonal employees. CHOA defines "overtime" as any additional hours worked that exceed 40 hours per week.

**NOW THEREFORE, BE IT RESOLVED THAT:** The Board of Directors hereby adopts the following policy. "The CHOA Board shall authorize overtime by a majority vote, either in person or in writing, including email or text except in cases of an emergency situation.

**NOW THEREFORE, BE IT RESOLVED THAT:** In an emergency case, a single Board member has the authority to authorize overtime, however, they shall inform the rest of the Board members as soon as possible of the situation. Such cases are:

1. An immediate situation that could lead to loss of life and/or property.
2. An issue significantly impacting the use of one or more pools during the regular pool season.
3. An issue that would impact the use of the clubhouse for a scheduled event or rental.

**NOW THEREFORE, BE IT RESOLVED THAT:** If overtime is called for by a Board member without receiving a majority vote, the Board member who authorized the overtime may be financially responsible

for reimbursing the Coventry HOA for the full cost of the overtime. The decision to hold the Board member financially responsible will be by majority vote of the Board.

NOW THEREFORE, BE IT RESOLVED THAT: Violations of this overtime policy are subject to disciplinary action, up to and including termination. If an employee, including a Board member, is suspected of violating the policy, he/she must undergo a thorough investigation. The circumstances of each violation will determine the severity of each scenario.

**General Disciplinary Guidelines:**

- Uncommon and unintentional violations may warrant a verbal and/or written warning.
- Frequent and intentional violations may lead to suspension and/or termination of the employee or censure of the Board member along with potential legal action for any unreimbursed overtime.

  
Secretary Signature

  
President Signature

# Coventry Homeowner's Association, Inc.

## Resolution

Number: 2023-4

Minute Book: \_\_\_\_\_

Date: February 21<sup>st</sup>, 2023

A RESOLUTION PERTAINING TO: Fences, Metal Roofs, and Pavers

**AUTHORITY FOR THE RESOLUTION:** Pursuant to Article 3, Section 1, Subsection D of the Declaration, the Architectural Review Committee shall, subject to approval of the Board of Directors of the Master Association, develop guidelines for the application of the design review provisions, which includes aspects, objectives of review and principles and criteria used as standards in determining the achievement of the required objectives.

**PURPOSE OF THE RESOLUTION:** To update guidelines for fences, metal roofs, and pavers.

**SCOPE OF THE RESOLUTION:** The updated guidelines pertain to the single-family homes.

**NOW THEREFORE, BE IT RESOLVED THAT:** For fences certain non-wood materials may be approved.

- Composite materials shall be a wood grain or brush stroke pattern surface and be light natural wood color such as pine or red cedar. White, black, gray or other non-wood colors are discouraged, but will be considered on a case-by-case basis when trying to match existing architectural feature. Approved products include the Veranda product in the color wood grain brown. Acceptable types are Jatoba and Heartwood from Veranda and Amberwood and Rosewood from Wolf.
- Vinyl: Approved vinyl products include Bufftech Products in the color wood grain brown or wood grain white. Acceptable types are Brazilian Blend Select Cedar and Sierra Bland Select Cedar from Home Depot.
- PVC Picket fences shall be submitted for approval as to manufacturer types.

**NOW THEREFORE, BE IT RESOLVED THAT:** Metal roofs are not acceptable as the primary roofing material for any roof. It may be accepted as an accent roof such as porches or bay windows. Colors will be considered on a case-by-case basis when trying to match existing architectural features.

**NOW THEREFORE, BE IT RESOLVED THAT:** for pavers, natural stone and paving bricks are allowed for use in driveways and walkways. Colors will be considered on a case-by-case basis when trying to match existing architectural features.

  
Secretary

  
President

**Coventry Homeowner's Association, Inc.  
Resolution**

Number: 2023-3

Minute Book: \_\_\_\_\_

Date: February 21<sup>st</sup>, 2023

**A RESOLUTION PERTAINING TO:** Documents regarding Coventry Homeowner's Associations (CHOA) staff.

**AUTHORITY FOR THE RESOLUTION:** CHOA By-Laws, Article Three, Section Ten (i) To contract on behalf of the Master Association for the management of the Development and to delegate to such Managing Agent such powers and duties of the Master Association as the Directors deem fit. (n) to cause the Master Association to employ personnel for reasonable compensation, to perform services for proper administration of the purposes of the Master Association, including accountants, attorneys, contractors and all the other professionals. Section 14 *Managing Agent* The Board of Directors may employ for the development a "Managing Agent." (a) The Managing Agent shall perform such duties and services as the Board shall authorize. (b) The Board shall impose appropriate standard of performance upon the Managing Agent. Unless the Managing Agent is instructed otherwise by the Board. Article Five, Section One of the Declaration of Covenants, Conditions, and Restrictions assigns the Board of Directors ("Board") all powers and duties necessary for the administration of the affairs of Coventry's Homeowner Association, and states that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and it's members.


**PURPOSE OF THE RESOLUTION:** To establish policies and procedures for CHOA staff to include the requirement of employee contracts, to establish clear duties and responsibilities for each employee, to establish a standard employee handbook, to produce training manuals, and other documents as needed to ensure professional standards.

**SCOPE OF THE RESOLUTION:** Applies to all CHOA non-exempt employees from this date moving forward. Creation of documents will involve the Board of Directors, CHOA staff, and expert consultants if deemed necessary.

**NOW THEREFORE, BE IT RESOLVED THAT:** The Board of Directors hereby adopts the following policy. "Coventry Homeowner's Association (CHOA) non-exempt employees are required to receive and sign a contract, a list of duties and responsibilities, and an employment handbook once each document is created by CHOA."

Continue to Page 2

CHOA, to receive and maintain a training manual for his/her position and ensure that each manual remains up-to-date with current duties and responsibilities”.

  
Secretary

  
President



# Coventry Homeowner's Association, Inc.

## Resolution

Number: 2023-2

Minute Book: \_\_\_\_\_

Date: February, 6<sup>th</sup> 2023

A RESOLUTION PERTAINING TO: The hiring of Coventry residents and homeowners.

AUTHORITY FOR THE RESOLUTION: Article Five, Section One of the Declaration of Covenants, Conditions, and Restrictions assigns the Board of Directors ("Board") all powers and duties necessary for the administration of the affairs of Coventry's Homeowner Association, and states that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members.

PURPOSE OF THE RESOLUTION: To reinstate the ability of the Coventry Homeowner's Association to hire residents or homeowners so that that individuals of the community have more opportunities to be involved with Coventry HOA.

SCOPE OF THE RESOLUTION: Applies to any Coventry Homeowner's Association resident or homeowner.

NOW THEREFORE, BE IT RESOLVED THAT: The Board of Directors hereby adopts the following policy: "A resident or homeowner can be hired by the Coventry Homeowner's Association (CHOA) if that individual is deemed capable of completing the work to the standards expected by CHOA."

Attest:

  
Secretary

  
President

# Coventry Homeowner's Association, Inc.

## Resolution

Number: 2023-1

Minute Book: \_\_\_\_\_

Date: February, 6<sup>th</sup> 2023

A RESOLUTION PERTAINING TO: Annual Meeting Date

**AUTHORITY FOR THE RESOLUTION:** Coventry Homeowner's Association (CHOA) By-laws, Article Two, Section Two, "The first annual meeting of the Members shall be held within one year from the date of incorporation of the Master Association, but no later than one year after the conveyance of the first residential unit, and each subsequent regular annual meeting of the Members shall be held on the same day of the same month of each year thereafter. If the day for the annual meeting of the Members is a legal holiday, the meeting will be held on the first day following which is not a legal holiday."

**PURPOSE OF THE RESOLUTION:** To set the annual meeting date for the second Monday of November.

**SCOPE OF THE RESOLUTION:** The resolution will affect the annual meeting date, Members who attend, CHOA staff, and the Board of Directors.

**NOW THEREFORE, BE IT RESOLVED THAT:** The Board of Directors has chosen to set the annual meeting date for the second Monday of November, since no records exist to show when the first annual meeting was held.

Attest:

  
Secretary

  
President

**Coventry Homeowners Association, Inc.**

**Policy Resolution # 2017-5 Presson Arbor Storm Doors  
Effective Date: July 13, 2017**

**WITNESSETH:**

At a duly noticed, regular meeting of the Board of Directors of Coventry Homeowners Association, Inc., a Virginia non-stock corporation (the Association), held on June 8, 2017 at which a quorum was present, the Board of Directors did hereby approve the following action:

**WHEREAS**, Article Ten, Section One (D) of the Declaration of Covenants, Conditions, and Restrictions states: *The Architectural Review Committee shall, subject to the approval of the Board of Directors of the Master Association, develop and promulgate guidelines for the application of the design review provisions in this Declaration consistent with the County Ordinance and the Overall Plan*

**AND WHEREAS**, Article Ten, Section One (A) states: *The Architectural Review Committee shall regulate the external design, appearance and location of all development on the Property in such a manner as (1) to promote those qualities in the environment which bring value to the Properties and (2) to foster the attractiveness and functional utility of the Development as a place to live, including a harmonious relationship among structures, vegetation and topography*

**AND WHEREAS**, the original Guidelines for Presson Arbor in part, states: ... *Storm doors shown on Attachment "C" do not require ARC approval....*

**AND WHEREAS**, Attachment "C"-Storm Door Standards reflects *Clear Glass, Clear Design, Clear Etched, and ¾ view divided panes.*

**NOW THEREFORE, BE IT RESOLVED**, that the following standard shall be added to Attachment "C" of the Coventry Property Use Restrictions Guidelines for Storm Doors in Presson Arbor Page 26:

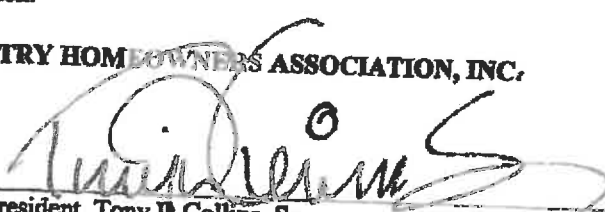
...*Clear Glass, Clear Design, Clear Etched, ¾ view divided panes and full view with one dividing bar in the middle.*

**FURTHER, RESOLVED** that the officers, directors and Site Administrator of the Association are hereby authorized to perform such other or further acts as shall be necessary to carry out the intent of this resolution.

This Resolution shall be included with the Minutes and the Property Use Restrictions Guidelines of the Association.

**COVENTRY HOMEOWNERS ASSOCIATION, INC.**

Attest

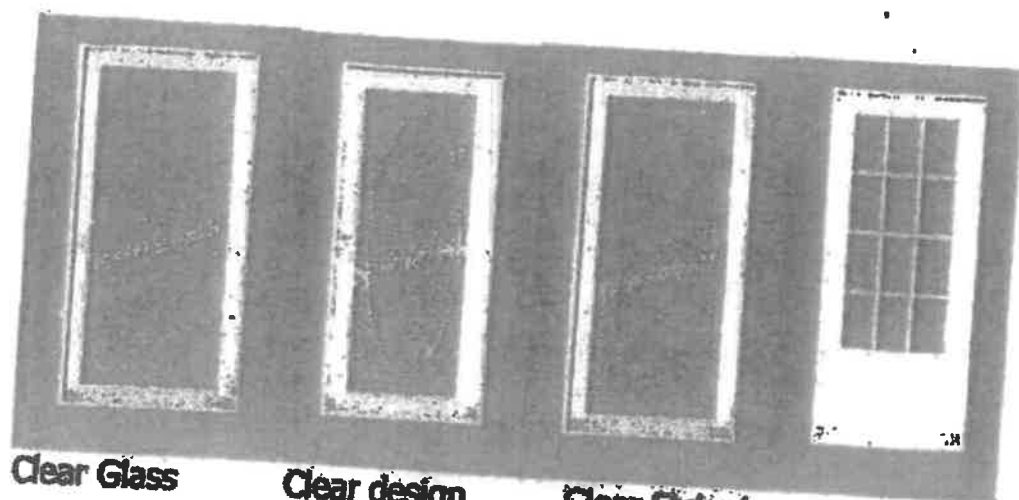
  
President, Tony D. Collins, Sr

Date

  
Secretary, David Wilson

Date

**IX. ATTACHMENT "C" - STORM DOOR STANDARDS**

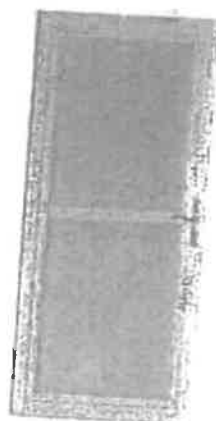


**Clear Glass**

**Clear design**

**Clear Etched**

**¾ view  
divided panes**



**Full View with  
One Dividing Bar  
In the Middle**

**Coventry Homeowners Association, Inc.**

**Policy Resolution # 2017-4 Storm Doors/Screen Doors  
Effective Date: July 13, 2017**

**WITNESSETH:**

At a duly noticed, regular meeting of the Board of Directors of Coventry Homeowners Association, Inc., a Virginia non-stock corporation (the Association), held on June 8, 2017 at which a quorum was present, the Board of Directors did hereby approve the following action:

**WHEREAS**, Article Ten, Section One (D) of the Declaration of Covenants, Conditions, and Restrictions states: *The Architectural Review Committee shall, subject to the approval of the Board of Directors of the Master Association, develop and promulgate guidelines for the application of the design review provisions in this Declaration consistent with the County Ordinance and the Overall Plan*

**AND WHEREAS**, Article Ten, Section One (A) states: *The Architectural Review Committee shall regulate the external design, appearance and location of all development on the Property in such a manner as (1) to promote those qualities in the environment which bring value to the Properties and (2) to foster the attractiveness and functional utility of the Development as a place to live, including a harmonious relationship among structures, vegetation and topography*

**AND WHEREAS**, the original Guidelines for Davis Forge, Faison Green, Justinian Grove and Lilburne Meadows, in part, states: ... *All storm doors shall be full glass type with no dividing bars....*

**NOW THEREFORE, BE IT RESOLVED**, that the following guidelines shall be added to the Coventry Property Use Restrictions Guidelines for Storm Doors/Screen Doors, Davis Forge Page 24, Faison Green Page 21, Justinian Grove Page 19 and Lilburne Meadows Page 21 as follows:

...*All storm doors shall be full glass type with no dividing bars or full glass with one dividing bar in the middle. Half-glass or crossbuck doors are not permitted....*

**FURTHER, RESOLVED** that the officers, directors and Site Administrator of the Association are hereby authorized to perform such other or further acts as shall be necessary to carry out the intent of this resolution.

This Resolution shall be included with the Minutes and the Property Use Restrictions Guidelines of the Association.

**COVENTRY HOMEOWNERS ASSOCIATION, INC.**

Attest

  
\_\_\_\_\_  
President, Tom D. Collins, Sr

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Secretary, David Wilson

\_\_\_\_\_  
Date

**Coventry Homeowners Association, Inc.**

**Policy Resolution # 2017-3 ARC Process  
Effective Date: February 21, 2017**

**WITNESSETH:**

At a duly noticed, regular meeting of the Board of Directors of Coventry Homeowners Association, Inc., a Virginia non-stock corporation (the Association), held on February 21, 2017 at which a quorum was present, the Board of Directors did hereby approve the following action:

**WHEREAS**, Article Ten, Section One (A) states: *The Architectural Review Committee shall regulate the external design, appearance and location of all development on the Property in such a manner as (1) to promote those qualities in the environment which bring value to the Properties and (2) to foster the attractiveness and functional utility of the Development as a place to live, including a harmonious relationship among structures, vegetation and topography.*

**AND WHEREAS**, Article Ten, Section One (D) of the Declaration of Covenants, Conditions, and Restrictions states: *The Architectural Review Committee shall, subject to the approval of the Board of Directors of the Master Association, develop and promulgate guidelines for the application of the design review provisions in this Declaration consistent with the County Ordinance and the Overall Plan. The policy guidelines shall include (1) review application forms and documentation required for submission, (2) review procedures, (3) aspects and objections of review, and (4) principles and criteria used as standards in determining the achievement of the required objectives.*

**AND WHEREAS**, documents known as "Guidelines for Architectural Modifications" were adopted for each Project Association and "Architectural Guidelines for Exterior Alterations" for each Village in Coventry after the Association was formed in 1988.

**AND WHEREAS**, the Association wishes to adopt a clear and uniform exterior modification process and a new exterior modification application to be used by all residents in the Association to request approval for desired modifications.

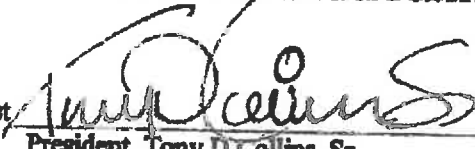
**NOW THEREFORE, BE IT RESOLVED**, the Design Review Purpose and Process together with the Exterior Alteration Application attached as Exhibit A shall be added to the Coventry Property Use Restrictions Guidelines for Exterior Modifications throughout Coventry Homeowners Association.

**NOW THEREFORE, BE IT FURTHER RESOLVED**, the provisions in the attached Design Review Purpose and Process document and Exterior Alteration Application replace any prior provisions of the same or similar nature in each Project Association and Village and any such prior provisions are hereby repealed. See Exhibit B for a list of repealed pages/paragraphs by Project Association and Village.

**NOW THEREFORE, BE IT FURTHER RESOLVED**, the Exterior Alteration Application attached replaces any prior version of the Exterior Alteration Application in each Project Association and Village and any such prior application form is hereby repealed.

This Resolution shall be included with the Minutes and the Property Use Restrictions Guidelines of the Association.

**COVENTRY HOMEOWNERS ASSOCIATION, INC.**

Attest  2/21/2017  
President, Tony D. Collins, Sr. Date

 2/21/2017  
Secretary, David Wilson Date

**Resolution #2017-3**  
**Exhibit A**

**DESIGN REVIEW PURPOSE AND PROCESS**

The Coventry Master Association is a non-profit entity which operates for the purpose of bringing about civic betterment and social improvements in the residential community known as Coventry.

It will act to protect and preserve the property values of Coventry and perform with the aim in mind that it act not for an individual's benefit, but rather for the common good of the Coventry community.

**Coventry Architectural Review Committee**

The Coventry Architectural Review Committee (ARC) consists of three or more members of the Association in good standing. All are volunteers and need not be an architect or meet any other particular qualifications. Members are not compensated for their services.

The Master Association ARC members are appointed and removed by the Master Association Board of Directors and will be recorded in the meeting minutes identifying each new member appointed to or removed from the Committee. The term of appointment is for a period of one year or until the appointment of a successor. In the absence or disability of any regular member or members, the Master Association Board will appoint replacement members. Any new member appointed to replace a member will serve that member's unexpired term.

The primary responsibility of the Master Association ARC is to keep the community attractive for the enjoyment of residents and for the protection of property values. It does this through a process of design review whereby changes to existing properties are examined, in advance, for aesthetics, impact on adjoining private and public properties, and adherence to the Declaration of Covenants, Conditions, and Restrictions for Coventry and for the Project Association in which the Lot or Unit is located. Proposed changes not meeting the Standards set forth in the legal documents or these Guidelines cannot, for the good of the entire community, be approved.

The Master Association ARC shall meet once a month to perform its duties. The vote or written consent of any three members shall constitute the act of the Committee. The Committee shall keep and maintain a written record of all actions taken.

For additional information about the Master Association ARC refer to Article Ten of the Coventry Declaration of Covenants, Conditions, and Restrictions.

**Project Association Architectural Control (Applicable to Ferguson Glade, Finch Terrace and Smithy Glen only)**

Each of the Project Associations (Ferguson Glade, Finch Terrace and Smithy Glen) is required by Article Eight of each of the Association's Declaration of Covenants, Conditions and Restrictions to implement design review procedures. The design review process is completed



either by the Project Association's Board of Directors or by a Project Association Architectural Review Committee (PAARC).

If the Project Association Board decides a PAARC is warranted, the PAARC shall consist of three or more representatives appointed by the Project Association Board.

**Project (Village) Committees (Applicable to all Villages, but *not* to Finch Terrace, Ferguson Glade or Smithy Glen)**

Due to the number of residences in Coventry, the Master Association ARC may designate Project (Village) Committees (Project Committees), based upon the architectural style of residences in each area, to assist the Master Association ARC in performing its duties.

Project Committees are composed of volunteers who are genuinely interested in maintaining the integrity of the architectural style in their areas. The Project Committees will choose a person who will present the views of the Committee to the Master Association ARC.

The main purpose of the Project Committee is to present a forum for interested Owners to provide their views to the Master Association ARC. The Master Association ARC may ask for information from the Project Committees concerning proposed rules and regulations. The Master Association ARC may give alteration Applications to the Project Committees to obtain their comments.

Interested Project Committees, who have volunteers genuinely interested in maintaining the integrity of the architectural style in their areas, may choose a Design Review Team to work with the Master Association ARC in developing and maintaining appearance standards within their particular Village. The Design Review Team leader will present the official views of his/her Village to the Master Association ARC and/or Master Association Board of Directors.

Neither the Project Committees nor the Design Review Teams will be asked to carry out enforcement actions. This disagreeable, but necessary duty, is the responsibility of the Master Association or the Project Association.

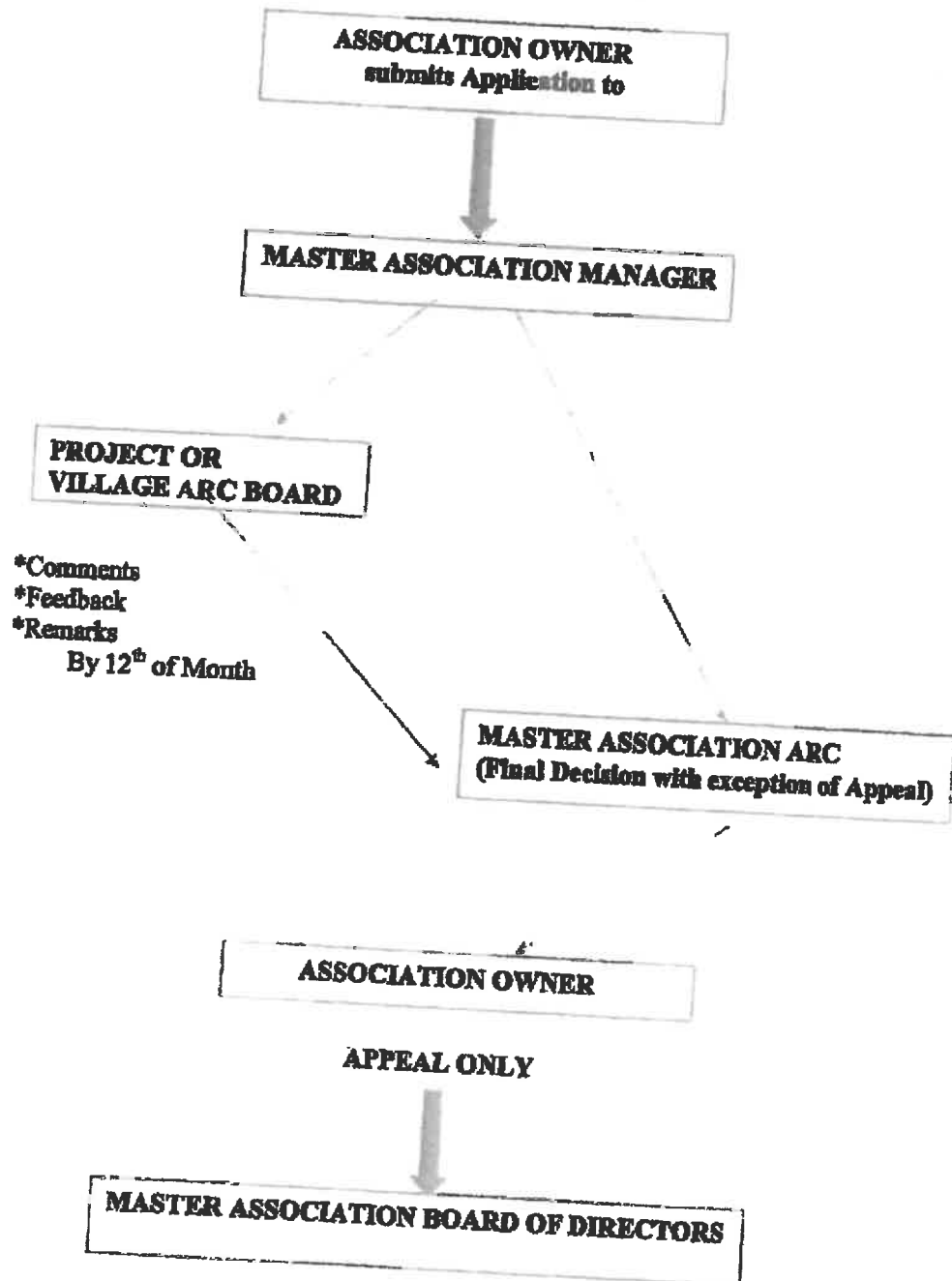
Project Committees are not required by the Coventry Declaration, but depend solely upon the interest and participation of the residents of each Project. These Project Committees may or may not exist at any given time. It is the hope of the Master Association ARC that the interest will exist to make the Project Committees an asset to Coventry. A Resident may contact the Master Association ARC or the Master Association Manager to find out which Project Committees are active.

#### **Project Association or Project Committees and the Design Review Process**

Due to the number of residences in Coventry, the Master Association ARC may use the Project Association ARC (PAARC) or the Project Committees to assist it in performing its duties. The

involvement of the PAARC in the design review process is required by each Project Association's Declaration. The involvement of Project Committees in the design review process is optional and is strictly up to each Project Committee.

**The Application and Review Process**



### **Applying for Approval of Exterior Alterations**

1. Owner obtains Application form from the Master Association Manager.
2. Owner must return completed Application, with necessary supporting documents, to Master Association Manager by the first of the month in order for it to be considered during that month's scheduled Master Association ARC meeting. Currently, the Master Association ARC meets on the fourth Monday of each month.
3. The Master Association Manager logs in the Application and supporting documents. If the Application is incomplete, the Association should not accept it without warning the Owner that it may be rejected because it lacks required or needed information. If the Application is complete, or the Owner insists, the Master Association Manager will accept the Application, log it in to the Master Association ARC Log Book, and give the Owner the required receipt form. The Owner will be advised that a decision on the Application will be due thirty (30) days from the date of the scheduled Master Association ARC meeting at which the Application will be reviewed.
4. The Master Association Manager will give all Applications to the Master Association ARC no later than the fifth working day of the month. One copy of each Application will be provided to every member of the Master Association ARC and additional copies, as needed, to the PAARC or the Project Committee.
5. The PAARC or Project Committee, as the case may be, must submit their input(s) to the Master Association Manager not later than the 12th of the month. If no input is received, the Master Association ARC will process the Application without it.
6. All Applications received will be reviewed by the Master Association ARC at its monthly meeting. The recommendations of the PAARC or Project Committee will be taken into consideration; however, the Master Association ARC has the ultimate responsibility in determining the Application's compliance with the Association's covenants and architectural guidelines.
7. The Master Association Manager will enter the Master Association ARC's decision onto the Master Association ARC Log Book and will notify the Owner-Applicant, in writing, of the Master Association ARC's decision within seven days following the Master Association ARC meeting.
- 8) The Master Association ARC Log Book, completed Applications, and supporting documents will be retained as permanent Association records.

### **What Makes an Application Complete?**

An Application is complete when it provides the Master Association ARC with enough information to thoroughly analyze the alteration applied for. Besides filling in all the required information on the Application form, the Owner will probably need to submit supporting documents. Some examples of supporting documents are as follows:

<b>ITEM</b>	<b>REASON</b>
Description of Alteration	Required for all Applications, can be detailed or simple statement depending on the complexity of the alteration and number of supporting documents.
Copy of Physical Survey	Required for Applications proposing adding new structures, relocating structures, or making landscaping changes. This will allow the Master Association ARC to see how the proposal will affect neighboring property.
Description of Materials	Will allow the Master Association ARC to maintain uniformity within the area.
Contractor's Proposal	Not required, but would provide the Master Association ARC with the maximum amount of information.

This list is not all inclusive but shows some of the documents that the Master Association ARC may require to support the Applications.

### **What to do if An Application is Disapproved**

If an Application is disapproved, the Owner has the right to appeal the decision to the Master Association Board of Directors. The Master Association Board's decision after review of the appeal will be final; no additional appeals on the same Application will be accepted. The Owner should contact the Master Association Manager for the procedures to file an appeal. Before filing the appeal, however, the Owner should first consider why the Application was disapproved. If the Owner is willing to accept changes recommended by the Master Association ARC (if any are made), the Owner can submit an amended Application using the previously submitted Application as a supporting document, and indicating the changes that will be made to make the Application acceptable. If information was missing from the Application, the Owner should resubmit the Application with the required information. In any event, any Applications resubmitted will start the thirty day period again.

### **What if I Don't Wait For Approval?**

If you start alterations without first obtaining written approval of your plans, you do so at your own risk. If you fail to submit an Application or if the Application is turned down or modified, you may face the cost of removing the alteration plus the cost of litigation if the civil legal system has to be utilized. These circumstances may also arise if your property has been altered without approval before you purchased it.

In cases such as those above, every effort will be made to work out a reasonable solution to the situation.

### **Enforcement**

Observance of the covenants is the job of every resident, but enforcement is carried out by the Association. When architectural complaints are brought to the attention of the Master Association ARC and the Master Association Manager, they are kept confidential and are reviewed as promptly as possible. If the complaint is found to be a violation, the property Owner is contacted by a formal letter and asked to correct the problem, either by removal or submission of an Application, or by repair in case of maintenance problem. Most problems can be or should be corrected at this point.

The covenants give to the Architectural Review Committee the responsibility to set rules and procedures for architectural control, and the power to interpret the covenants and allow exceptions to their restrictions. The guidelines presented here have been written by an Association task force of residents in support of the Architectural Review Committee.

Based upon the policies and previous decisions of the Master Association ARC, the guidelines will tell what is most likely to be approved in typical circumstances, and will also provide important information on how to prepare your Application.

Special circumstances regarding your property may allow the approval of an Application which might be denied at another location, or the denial of one which might be approved elsewhere. The fact that a specific alteration has been approved for use at another location does not mean that it will be automatically approved for you.

Article Eleven, Section Four of the Coventry Declaration states, in part:

[A]ny Owner who (i) undertakes unauthorized modifications or causes any damage to the Owner's property . . . or (ii) should an Owner fail to maintain the Owner's lawn, grass, shrubs, trees, flower beds, gardens, or fences on the Owner's property in good order, condition and repair, such Owner, at the option of the Master Association Board of Directors, shall be required to correct such unauthorized modification or repair such damage or condition at the Owner's expense upon such notification by the Master Association Board of Directors. In the event an Owner fails to comply with such notification to correct such unauthorized modification or repair such damage or

condition upon such notification, then the Master Association Board of Directors shall have the right to undertake such repairs, replacements or maintenance as may be necessary under the circumstances, and assess the Owner for the actual costs [thereof].

### **Major Building Additions**

A full Application is required, including drawings of the proposed addition and a copy of the Owner's physical survey.

1. Major building additions include, but are not limited to greenhouses, porches, and room additions.
2. In those cases where the Project Association bears the responsibility to keep the exteriors and roofs of the dwellings in good condition and repair, major additions involving modifications to exterior walls and roofs will not be considered without an architect's consultation and approval. Such consultation will be at the Owner's expense.
3. In order to be aesthetically pleasing the design of major additions should be consistent with the existing shape, style and size of the dwelling in the following ways:
  - a. Siding, roofing, and trim materials should be the same as, or compatible with, the existing materials of the dwelling in color and texture.
  - b. New windows and doors should be compatible with those of existing dwelling in style and color. These should also be located on walls at the same approximate height as those of the existing dwelling and be trimmed in a similar manner.
  - c. Roof eaves and fascia should be the same depth, style and approximate height as existing eaves and fascia. New roofs should be the same approximate slope as those existing on the dwelling.
4. The following conditions shall determine the acceptability of additions:
  - a. Additions should not significantly impair the view, amount of sunlight, or ventilation of adjacent residences or the public's use or enjoyment of open space. New windows, doors, or viewing areas from the addition should not impinge upon existing internal or external private areas of adjacent residences.
  - b. New additions should not create situations in which adjacent neighbors will have difficulty adding to, modifying, or maintaining existing dwellings.
  - c. An Addition must not adversely affect drainage conditions on adjacent properties through changes in grade or other significant run-off conditions.

**NOTE:** It is recommended that before any digging is initiated the applicant call MISS UTILITY 1-800-552-7001 to have existing utilities located and marked.

### **Covenant Clarifications**

**This Design Review document has been created to amplify on the Coventry Declaration of Covenants, Conditions and Restrictions. There are differences between the separate Projects and Villages within Coventry and what applies to one Project or Village may not apply to another.**

**These are layman interpretations. Where there is still room for interpretation, the basic covenants prevail.**

Completed applications must be received by the 5<sup>th</sup> working day of the month in order to be considered during the next ARC meeting. The ARC meets on the fourth Monday of each month.

**COVENTRY HOMEOWNER ASSOCIATION, INC.  
EXTERIOR ALTERATION APPLICATION**

**PLEASE MAIL OR DELIVER TO:**

Coventry Homeowners Association, Inc.  
100 Wrought Iron Bend  
Yorktown, VA 23693

Phone No.: (757) 867-9200  
Fax No.: (757) 766-0249  
Email: [coventryhoa@verizon.net](mailto:coventryhoa@verizon.net)

**PLEASE NOTE:** Exterior alterations commenced without prior approval of the Architectural Review Committee (ARC) are in violation of the Coventry Declaration of Covenants, Conditions and Restrictions ("Declaration") and are at the Applicant's own risk. Please review the Declaration and the Architectural Guidelines for Exterior Alterations ("Guidelines") applicable to your Project Association or Village thoroughly as you prepare for your exterior modification and complete this Application. Neither the Board of Directors nor the ARC has the authority to approve an Application that violates the Declaration or Guidelines.

Applicant's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Best Phone Number(s) for Questions: \_\_\_\_\_

Email address for Questions: \_\_\_\_\_

**APPLICATION FOR: (DESCRIBE PROJECT)**

*\*If a permit is required for this project, please attach it. If the permit is not yet available, please submit it as soon as it is received.*

**DESCRIPTION OF ALTERATION:** Supplemental sheets, sketches, plats and architectural drawing, fully describing the proposed alteration and location, must be attached before the ARC will review the Application. In case of an exterior color change, a sample of the new color, along with a description of the existing color, must be submitted. Failure to provide the necessary documentation will delay the approval process.

**NOTE:** The Architectural Review Committee has thirty (30) days from the date a complete Application package (including required signatures, plats, sketches, etc.) is reviewed to approve or deny each application. Any Application received after the 5<sup>th</sup> working day of the month could be deferred until the next following ARC meeting. Such deferral will toll (stop) the 30 day review period requirement.

If the Application is not deferred and the Applicant does not receive a decision within 30 days from the date the Application is submitted, the Applicant should contact the Association's Office to determine the status of the Application. If the Application is approved, the Applicant may proceed with alterations with the understanding



that the modification must comply with the covenants in the Declaration and the provisions of the Guidelines.

By signing below, you acknowledge that you are responsible for acquiring any permits required and, if the modification(s), as constructed, differ in any way from those approved by the ARC, your approval will not extend to such modification(s) and you may be responsible for reversing or correcting the modification as constructed.

Applicant's Signature: \_\_\_\_\_

Applicant's Name (Printed): \_\_\_\_\_

Date Signed: \_\_\_\_\_

Dated Received by Association Manager: \_\_\_\_\_

Association Manager's Signature: \_\_\_\_\_

Association Manager's Name (Printed): \_\_\_\_\_

**\*\*To Be Completed By the Architectural Review Committee ("ARC") Only\*\***

This Exterior Modification Application has been:

\_\_\_\_\_ Approved as Submitted

\_\_\_\_\_ Approved with the Following Conditions: \_\_\_\_\_

\_\_\_\_\_ Deferred for the Following Reasons: \_\_\_\_\_

\_\_\_\_\_ Denied for the Following Reasons: \_\_\_\_\_

ARC Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ARC Member Name (Printed): \_\_\_\_\_

ARC Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ARC Member Name (Printed): \_\_\_\_\_

ARC Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ARC Member Name (Printed): \_\_\_\_\_

**Resolution #2017-3**  
**Exhibit B**

**Davis Forge:** Pages 3 through 7 and Page 8, Paragraph 1.

**Faison Green:** Pages 1 through 3 and Page 4 through and including  
Covenant Clarifications.

**Justinian Grove:** Pages 1 through 3 and Page 4 through and including  
Covenant Clarifications.

**Lilburne Meadows:** Pages 1 through 3 and Page 4 through and  
including Covenant Clarifications.

**Presson Arbor:** Pages 1 through 4 and Page 5 through and including  
Covenant Clarifications.

**Smithy Glen:** Pages 1 through 5 and Page 6 through and including  
Covenant Clarifications. Resolution 4 dated July 25, 2006 is not  
repealed and still applies.

**Ferguson Glade:** Page 1 through 4 and page 5 through and including  
Covenant Clarifications.

**Finch Terrace:** Page 1 through 4 and page 5 through and including  
Major Building Additions.

**Coventry Homeowners Association, Inc.**

**Policy Resolution # 2017-2 Fishing**  
**Effective Date: January 1, 2017**

**WITNESSETH:**

At a duly noticed, regular meeting of the Board of Directors of Coventry Homeowners Association, Inc., a Virginia non-stock corporation (the Association), held on October 13, 2016 at which a quorum was present, the Board of Directors did hereby approve the following action:

**WHEREAS**, Article Nine, Section G of the Declaration of Covenants, Conditions, and Restrictions for Coventry Homeowners Association provides: *Reasonable rules and regulations concerning the use of the Common Property and conduct of the Owners, their families, guests, tenants, agents and invitees within the Development may be made, amended and revoked from time to time by the Board of Directors of the Master Association...*

**AND WHEREAS**, there is a need to reduce the association's liability on the common elements,

**NOW THEREFORE, BE IT RESOLVED**, that the following guidelines shall be added to the Association rules:

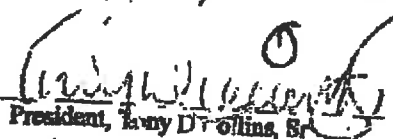
**Lake (Retention Pond) Fishing Restrictions:**

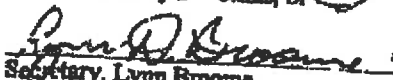
- 1- Homeowners and tenants must be able to provide proof of residency and also be in good standing when using the Lakes. A current Pool Pass or Fishing Pass will suffice.
- 2- Homeowners must purchase a "Guest Fishing Pass" for their guests from the Coventry office.
- 3- All persons fishing on the Lakes must have a valid VA Fishing license reflecting the same name as that on the proof of residency or guest pass.
- 4- All fishing is "Catch & Release"
- 5- All persons fishing must respect the privacy of those who reside by the lakes and ponds
- 6- Anyone under the age of 12 must be accompanied by an adult
- 7- All persons fishing understand the lakes have wildlife, including, but not limited to snakes and other biting animals and reptiles and need to be cautious.
- 8- All persons must stay off the rip rap (rocks) and bank slopes.
- 9- All persons fishing are reminded Coventry does not allow motorized boats on the lakes.
- 10- Fishing only between dawn and dusk.

**FURTHER, RESOLVED** that the officers, directors, Site Administrator, Maintenance Supervisor and other employees of the Association are hereby authorized to perform such other or further acts as shall be necessary to carry out the intent of this resolution.

This Resolution shall be included with the Minutes and the Property Use Restrictions Guidelines of the Association.

**COVENTRY HOMEOWNERS ASSOCIATION, INC.**

Attest:  10/20/2016  
President, Lanny D. Collins, Esq. Date

 10/20/2016  
Secretary, Lynn Broome Date

**Coventry Homeowners Association, Inc.**

**Policy Resolution # 2017-1 Decks**  
**Effective Date: January 1, 2017**

**WITNESSETH:**

At a duly noticed, regular meeting of the Board of Directors of Coventry Homeowners Association, Inc., a Virginia non-stock corporation (the Association), held on June 9, 2016 at which a quorum was present, the Board of Directors did hereby approve the following action:

**WHEREAS**, Article Ten, Section One (D) of the Declaration of Covenants, Conditions, and Restrictions states: *The Architectural Review Committee shall, subject to the approval of the Board of Directors of the Master Association, develop and promulgate guidelines for the application of the design review provisions in this Declaration consistent with the County Ordinance and the Overall Plan*

**AND WHEREAS**, Article Ten, Section One (A) states: *The Architectural Review Committee shall regulate the external design, appearance and location of all development on the Property in such a manner as (1) to promote those qualities in the environment which bring value to the Properties and (2) to foster the attractiveness and functional utility of the Development as a place to live, including a harmonious relationship among structures, vegetation and topography*

**AND WHEREAS**, the original Guidelines, in part, states: *... all visible portions be wood and that the wood be left natural and allowed to weather or that a clear preservative be applied....*

**NOW THEREFORE, BE IT RESOLVED**, that the following guidelines shall be added to the Coventry Property Use Restrictions Guidelines for Decks, Davis Forge Page 15, Pession Arbor Page 14, Pelson Green, Justinian Grove and Lilburne Meadows Page 13 as follows:

*...The ARC recommends that all visible portions be wood and that the wood be left natural and allowed to weather or that a clear preservative be applied. Composite materials, to include PVC, may be used instead of wood. The railings and trim should be a natural wood color, white or closely match the color of the house trim or the house siding. The deck floor should be the same color as the railings/trim or be an earthtone color, such as wood, tan, sand, gray, etc, or white. Finally, existing decks will not set precedence for future decks...*

**FURTHER, RESOLVED** that the officers, directors and Site Administrator of the Association are hereby authorized to perform such other or further acts as shall be necessary to carry out the intent of this resolution.

This Resolution shall be included with the Minutes and the Property Use Restrictions Guidelines of the Association.

**COVENTRY HOMEOWNERS ASSOCIATION, INC.**

Attest:   
President, Gary D Collins, Sr.

10/13/2016  
Date

  
Secretary, Lynn Broune

10/13/2016  
Date

**Coventry Homeowners Association**

**Policy Resolution 2015-1 Justinian Grove Mailboxes**

**WHEREAS**, Article 10, Section One (D) of the Declaration of the Covenants, Conditions and Restrictions states, "The Architectural Review Committee shall, subject to the approval of the Board of Directors of the Master Association, develop and promulgate guidelines for the application of the design review provisions in this Declaration consistent with the County Ordinance and the Overall Plan."

**AND WHEREAS**, Article 10, Section One (A) states, "The Architectural Review Committee shall regulate the external design, appearance and location of all development on the Property in such a manner as (1) to promote those qualities in the environment which bring value to the Properties, and (2) to foster the attractiveness and functional utility of the Development as a place to live, including a harmonious relationship among structures, vegetation and topography."

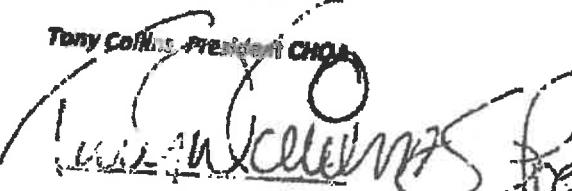
**NOW THEREFORE**, ~~Mailboxes~~ *within Justinian Grove* do not all have to be identical; however they must be wood covered or standard metal mailboxes on wood posts. Painted wood posts that complement the style of dwelling or posts made of other materials that have the general appearance as wood posts that complement the dwelling are acceptable, but do require prior approval of the Architectural Review Committee. Non-standard (i.e., Custom-built/custom-decorated) boxes are discouraged.

As an aid to public service agencies, house numbers (plain or reflective) should be affixed to the posts. The addition of occupants' names to the box or post is discouraged since that tends to benefit the criminal element. Mailbox size, height and placement with respect to the roadway must conform to U.S. Postal Service standards. Front (face) of mailbox should be 14 inches from the edge of the asphalt pavement.

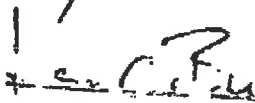
Each owner is responsible for the upkeep of his/her mailbox and newspaper box (including supporting post). Damages and deterioration will be corrected promptly through repair or replacement, as appropriate. Repair or replacement done to return a mailbox, newspaper box, or supporting post to its original condition, consistent with the description in the preceding paragraph, does not require approval from the Architectural Review Committee.

**NOW THEREFORE BE IT RESOLVED**, which the Board of Directors hereby adopts, at a meeting duly held on March 12, 2015, at which quorum was present the following addition to the Association's Architectural Guidelines: *Mailboxes within Justinian Grove*

Tony Collins, President CHOA

  
President CHOA

Kelly Byrleson, Treasurer CHOA



COVENTRY HOMEOWNERS ASSOCIATION, INC.

POLICY RESOLUTION 13-01

A RESOLUTION PERTAINING TO: SHEDS

WHEREAS, Article 10, Section One (A) of the Declaration of Covenants, Conditions and Regulations states: "The Architectural Review Committee shall regulate the external design, appearance and location of all development on the Property in such a manner as (1) to promote those qualities in the environment which bring value to the Properties, and (2) to foster the attractiveness and functional utility of the Development as a place to live, including a harmonious relationship among structures, vegetation and topography".

AND WHEREAS, Article 10, Section one (D) states: "The Architectural Review Committee shall, subject to the approval of the Board of Directors of the Master Association, develop and promulgate policy guidelines for the application of the design review provisions in this Declaration consistent with the County Ordinance and the Overall Plan".

NOW THEREFORE BE IT RESOLVED the Board of Directors hereby adopts at a meeting held on Ma. 9 2013 at which a quorum was present and the following addition to the Association's Architectural Guidelines: The design of storage sheds shall be consistent with the existing style of the main dwellings. Siding, roofing and trim materials shall be the same as or compatible with the existing materials of the main dwelling in color and texture.

Date:

5/09/2013

Date:

9 May 2013

President:

Secretary:

*[Handwritten signatures of the President and Secretary]*

**COVENTRY HOMEOWNERS ASSOCIATION, INC.  
RESOLUTION CONCERNING VOTE OF NO CONFIDENCE  
FOR BOARD OF DIRECTOR**

**POLICY RESOLUTION NO. 07-03**

WHEREAS, in accordance with Virginia law, directors serving on a board of directors of an association have a duty of confidence and loyalty to the association;

WHEREAS, pursuant to such duty of loyalty and confidence, a director owes a legal duty to keep in strict confidence that information which has not been shared or published to the membership at large and which he/she has come into possession of by virtue of his/her position as a director serving on a board of directors;

WHEREAS, in accordance with Virginia law, a director serving on a board of directors of an association owes a fiduciary duty to the association and has a duty to avoid conflicts of interest and not to commit self-dealing;

WHEREAS, Greg Cleckler, who was elected to serve on the Association's board of directors, stated that he resigned his position from the board of directors on or about July 12, 2007, and after which ~~statement~~ he joined a group of his neighbors sitting in the audience of a board of directors meeting in August 2007 and signed in as a homeowner, thereby evidencing his separation from the board;

WHEREAS, the Association's Bylaws require a director's resignation to be in writing;

WHEREAS, Mr. Cleckler was asked to provide a written resignation to the board following his oral resignation;

WHEREAS, Mr. Cleckler failed to submit a written resignation and approximately 8 weeks after his oral resignation, he indicated his intent to resume his position on the board of directors;

WHEREAS, a majority or more of the remaining members of the board of directors have expressed concern that Mr. Cleckler has put his own self-interests ahead of the best interests of the Association, has discussed in an open forum private and confidential information regarding a former director, has been accused in writing of making remarks of an allegedly defamatory nature regarding a former director, and generally unprofessional conduct during a meeting in which he signed in as a homeowner, all in derogation of his legal duties as a director to keep confidential that information which has not been made public and not to engage in conflicts of interest and self-dealing; and

WHEREAS, the Association has received written correspondence from a former director who has accused Mr. Cleckler of making defamatory remarks about him, and the board of directors desires to clarify for the record that any such remarks, if made, were the words of Mr. Cleckler and were not sanctioned or authorized by the board of directors or the Association;

NOW, THEREFORE, BE IT RESOLVED, at a meeting duly held on October 11, 2007 at which a quorum was present, for the foregoing reasons, Mr. Clockler is hereby sanctioned and the secretary of the Association is directed to include a copy of this resolution in the meeting minutes of this meeting to record the board's VOTE OF NO CONFIDENCE in Mr. Clockler's past conduct and his ability and/or willingness to carry out his responsibilities as a member of the Association's board of directors in a manner consistent with his duties of confidence and loyalty to the Association, and without engaging in self-dealing and conflicts of interest.

Date: <u>11 Oct 07</u>	President: <u>Janine Casey</u>
Date: <u>11 OCT 2007</u>	Secretary: <u>Gary Cusack</u>
Date: <u>Oct 11 2007</u>	Treasurer: <u>Pete Aiello</u>
Date: <u>    </u>	Director: <u>Abstain - see meeting minutes dated Oct 11, 07</u>



**COVENTRY HOMEOWNERS ASSOCIATION, INC.  
RESOLUTION ESTABLISHING POLICIES AND PROCEDURES FOR  
USE OF SKATEBOARDS AND SKATES ON COMMON PROPERTY**

**POLICY RESOLUTION NO. 07-02**

WHEREAS, Article Nine - USE RESTRICTIONS; Section G of the Declaration of Covenants, Conditions, and Restrictions states that "reasonable rules and regulations concerning the use of the Common Property and conduct of the Owners, their families, guests, tenants, agents and invitees within the Development may be made, amended and revoked from time to time by the Board of Directors of the Master Association".

AND WHEREAS, there is a need to reduce the Association's liability on the common elements,

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors hereby adopts at a meeting duly held on July 12, 2007 at which a quorum was present the following addition to the Association's rules:

The use of skateboards and skates is strictly prohibited on the common property of Coventry Homeowners Association, Inc. to include sidewalks, parking lots, pavilions and any other paved or unpaved area that is designated as common property. Said prohibition is deemed by the Board of Directors to be in the best interest of the Association.

Date: 12 July 07

President:

James T. Casey  
James Casey, President

Date: 12 July 2007

Secretary:

Gary Cusack  
Gary Cusack, Secretary

**COVENTRY HOMEOWNERS ASSOCIATION, INC.  
RESOLUTION CONCERNING COMMUNITY VOLUNTEERS**

**POLICY RESOLUTION NO. 37-01**

WHEREAS, Article 5, Section One of the Declaration of Covenants, Conditions, and Restrictions assigns the Board of Directors ("Board") all powers and duties necessary for the administration of the affairs of Coventry Homeowners Association, and states that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

AND WHEREAS, the board wishes to avoid self-dealing, actual or apparent, in the administration of the association; and

WHEREAS, the Board wishes to adopt qualifications for community volunteers that shall avoid situations that involve or create the appearance of self-interest or conflict of interest; and

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors hereby adopts at a meeting duly held on January 11, 2007 at which a quorum was present the following qualifications for community volunteers to serve on boards or committees within the association:

No homeowner or resident will serve on any board or committee of the Coventry Homeowners Association if they are currently in violation of any covenant or if they have violated any covenant within the past six (6) months. Furthermore, if a homeowner or resident serving on a board or committee becomes in violation of any covenant continued volunteer service will be at the discretion of the Board of Directors.

Date: 25 Jan 07

Date: 25 Jan 2007

President:

Janine Casey  
Janine Casey

Secretary:

Gary Cusack  
Gary Cusack

**COVENTRY HOMEOWNER'S ASSOCIATION, INC.  
RESOLUTION CONCERNING HARASSING BEHAVIOR OF COVENTRY  
RESIDENTS OR HOMEOWNERS**

**POLICY RESOLUTION NO. 05-07**

WHEREAS, Article Five, Section One of the Declaration of Covenants, Conditions and Restrictions assigns the Board of Directors ("Board") all powers and duties necessary for the administration of the affairs of Coventry Homeowner's Association, and states that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

AND WHEREAS; the Board wishes to avoid potential situations involving harassment or abusive behavior as they can be costly, both financially and in terms of community harmony; and

WHEREAS; the Board wishes to adopt a policy that will ban abusive, harassing, and threatening behavior; and

WHEREAS; Article Nine, Section One (G) states in part "Reasonable rules and regulations concerning the use of the Common Property and conduct of the Owners, their families, guests, tenants, agents and invitees within the Development may be made, amended and revoked from time to time by the Board of Directors of the Master Association."; and

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors hereby adopts at a meeting duly held on August 11, 2005 at which a quorum was present the following position: Members and other Residents shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other members, residents, guests, occupants, invitees, or directed at management, the Board of Directors, its agents, its employees, or vendors. Reports of any such activity will be handled by means of the following steps:

1. The report will be verified. If the complaint is verified we proceed to step 2. If it is not verified we will offer informal mediation of the dispute and continue to monitor the situation. If it worsens, we continue to steps #2 through #4.
2. The Board will meet with the abusive member.
3. A warning letter will be written to the alleged abusive member.

4. Further action will be taken if determined to be necessary. This action may include, as the warning will indicate, a hearing that may result in the assessment of charges, sanctions, suspension of privileges, and pursuing the matter in court.

ADOPTED by the Coventry Homeowner's Association, Inc. this 11<sup>th</sup> day of August, 2005.

Date: 11 Aug 05

President:

Yvonne Niles  
Yvonne Casey, President

Date: 11 AUG 05

Secretary:

Michael Kinser  
Michael Kinser, Secretary

**COVENTRY HOMEOWNER'S ASSOCIATION, INC.  
RESOLUTION CONCERNING USE OF THE HARVEST LAKE PAVILION  
FOR GARAGE SALES**

**POLICY RESOLUTION NO. 05-06**

**WHEREAS, Article Five, Section One of the Declaration of Covenants, Conditions and Restrictions assigns the Board of Directors ("Board") all powers and duties necessary for the administration of the affairs of Coventry Homeowners Association, and states that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;**

**AND WHEREAS, the Board wishes to insure that every homeowner is afforded the same opportunity to use the pavilion for garage sales; and**

**WHEREAS, the Board wishes to clarify the times of availability for garage sales; and**

**WHEREAS, the Board wishes to establish a policy listing restrictions on the use of the pavilion for garage sales; and**

**NOW THEREFORE BE IT RESOLVED THAT the Board of Directors hereby adopts at a meeting duly held on July 14, 2005 at which a quorum was present the following restrictions for homeowners holding garage sales at the Harvest Lake Pavilion:**

- 1. Garage sales may be held on the 1<sup>st</sup> Saturday of each month.**
- 2. Reservation of the pavilion will be on a first come first served basis.**
- 3. Each unit will be allowed to hold one garage sale per year.**
- 4. The approved time will be between 8:00A.M. and 11:00A.M., set up beginning at 7:00A.M.**

Date: 21 July 05

President: \_\_\_\_\_

Angela Casey, President

Date: 21 July 05

Secretary: \_\_\_\_\_

Michael Kinser, Secretary

**COVENTRY HOMEOWNER'S ASSOCIATION, INC.  
RESOLUTION CONCERNING LIMITATIONS ON CASH ACCEPTED IN  
THE ONSITE OFFICE**

**POLICY RESOLUTION NO. 05-04**

**WHEREAS, Article Five, Section One of the Declaration of Covenants, Conditions and Restrictions assigns the Board of Directors ("Board") all powers and duties necessary for the administration of the affairs of Coventry Homeowners Association, and states that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;**

**AND WHEREAS, the Board wishes reasonable assurance that financial transactions on behalf of the Association can be accurately traced by means of documentation; and**

**WHEREAS, the Board wishes to adopt sound policies concerning the handling of money in the onsite office; and**

**WHEREAS, the Board wishes to avoid the necessity of having large sums of cash on hand in the onsite office; and**

**NOW THEREFORE BE IT RESOLVED THAT the Board of Directors hereby adopts at a meeting duly held on May 12, 2005 at which a quorum was present the following requirement for accepting payment in the onsite office:**

**Up to \$5.00 in cash will be accepted in the onsite office per transaction. Any financial transaction over \$5.00 will require the use of a check or money order.**

Date: 12 May 05

President:

Jarvis [Signature]  
Jarvis [Signature], President

Date: 12 May 05

Secretary:

Michael Kinser [Signature]  
Michael Kinser, Secretary

**COVENTRY HOMEOWNER'S ASSOCIATION, INC.  
RESOLUTION CONCERNING HIRING OF COVENTRY RESIDENTS OR  
HOMEOWNERS**

**POLICY RESOLUTION NO. 05-03**

WHEREAS, Article Five, Section One of the Declaration of Covenants, Conditions and Restrictions assigns the Board of Directors ("Board") all powers and duties necessary for the administration of the affairs of Coventry Homeowner's Association, and states that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

AND WHEREAS; the Board wishes to avoid self-dealing, actual or apparent, in the administration of the association; and

WHEREAS; the Board wishes to adopt hiring requirements that shall avoid situations that involve or create the appearance of a conflict of interest; and

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors hereby adopts at a meeting duly held on May 12, 2005 at which a quorum was present the following requirement for hiring of staff to perform association business:

No individual will be hired by the Coventry Homeowner's Association if they are a resident or owner at the Coventry Homeowner's Association.

Date: 12 May 2005

President:

James Casey  
James Casey, President

Date: 12 May 2005

Secretary:

Michael Kinser  
Michael Kinser, Secretary

**COVENTRY HOMEOWNERS ASSOCIATION, INC.  
RESOLUTION CONCERNING HIRING OF PERSONS RELATED TO  
COVENTRY BOARD MEMBERS, OFFICE STAFF, OR CONTRACTORS**

**POLICY RESOLUTION NO. 15-02**

WHEREAS, Article Five, Section One of the Declaration of Covenants, Conditions and Restrictions assigns the Board of Directors ("Board") all powers and duties necessary for the administration of the affairs of Coventry Homeowners Association, and states that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

AND WHEREAS, the board wishes to avoid self-dealing, actual or apparent, in the administration of the association; and

WHEREAS, the Board wishes to adopt hiring requirements that shall avoid situations that involve or create the appearance of a conflict of interest; and

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors hereby adopts at a meeting duly held on April 14, 2005 at which a quorum was present the following requirement for hiring of additional help to perform association business:

No individual or contractor will be hired by the Coventry Homeowners Association if they are connected in any respect to current office staff, Board Members, or other contractors at the Coventry Homeowners Association.


Date: 14 Apr 05

President:

  
Janis Caspary, President

Date: 14 Apr 05

Secretary:

  
Michael Kinser, Secretary



**COVENTRY HOMEOWNERS ASSOCIATION, INC.  
RESOLUTION ESTABLISHING POLICIES AND PROCEDURES FOR  
CONTRACTING FOR PRODUCTS AND SERVICES**

**POLICY RESOLUTION NO. 01-01**

WHEREAS, Article Five, Section One of the Declaration of Covenants, Conditions and Restrictions assigns the Board of Directors ("Board") all powers and duties necessary for the administration of the affairs of Coventry Homeowners Association, and states that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

AND WHEREAS, the board wishes to avoid unethical business and contract relationships, actual or apparent, in the administration of the association; and

WHEREAS, the Board wishes to adopt contract bidding requirements for products and services that shall avoid situations that involve or create the appearance of a conflict of interest, monopoly, and unreasonable fees for products and services; and

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors hereby adopts at a meeting duly held on April 14, 2005 at which a quorum was present the following policy for contracting for products and services:

Any contract for the purchase, lease, or renting of materials or equipment, or for the provision of services, of which the Association will pay more than \$1,000.00, will require a minimum of three (3) competitive bids when available. However, the Association need not accept the lowest bid.

Date: 14 Apr. 05

President:

Jarime Kinsey  
Jarime Kinsey, President

Date: 14 APR 05

Secretary:

Michael Kinser  
Michael Kinser, Secretary

COVENTRY HOMEOWNERS ASSOCIATION  
RESOLUTION 04-03

A RESOLUTION PERTAINING TO: Validity Period for "Request for Architectural Compliance Modification" (ARC Requests)

WHEREAS, Article 10, Section One (D) of the Declaration of Covenants, Conditions and Restrictions states that "The Architectural Review Committee shall, subject to the approval of the Board of Directors of the Master Association, develop and promulgate guidelines for the application of the design review provisions in this Declaration consistent with the County Ordinance and the Overall Plan"

AND WHEREAS, Article 10, Section One (A) states "The Architectural Review Committee shall regulate the external design, appearance and location of all development on the Property in such a manner as (1) to promote those qualities in the environment which bring value to the Properties, and (2) to foster the attractiveness and functional utility of the Development as a place to live, including a harmonious relationship among structures, vegetation and topography."

AND WHEREAS, Building Permits issued by the County Building Code Official remain valid only if the approved undertaking commences within six months of the Permit issue date and is prosecuted to completion without interruption in excess of six months.

AND WHEREAS, ARC Request approvals are often based on the physical conditions extant or anticipated at the time the Request is considered and may include input from adjoining or nearby property owners and both are subject to change with the passage of time.

NOW THEREFORE BE IT RESOLVED that the Board of Directors hereby adopts, at a meeting duly held on May 13, 2004 at which quorum was present the following addition to the Association's Architectural Guidelines: Approval of Requests for Architectural Compliance Modifications shall remain valid for a period of one year or until the proposed undertaking is completed provided the work commences within six months of the approval and is completed within one year from commencement. Undertakings for which approval were granted prior to May 13, 2004 must commence within six months (by November 13, 2004) or complete within one year from their approval date or a new Request must be made. Approved Requests are maintained for record purposes at the Coventry Site Administrator's Office where they are available for perusal should a property owner have need to refer to an earlier approved Request.

Date: 10 Jun 04

Date: 10 Jun 04

President:



Mike Hendrick

Secretary:



Peter Drottar

**COVENTRY HOMEOWNERS ASSOCIATION  
RESOLUTION 04-02**

**A RESOLUTION PERTAINING TO: Recreational Structures and Equipment**

**WHEREAS**, Article 10, Section One (D) of the Declaration of Covenants, Conditions and Restrictions states that "The Architectural Review Committee shall, subject to the approval of the Board of Directors of the Master Association, develop and promulgate guidelines for the application of the design review provisions in this Declaration consistent with the County Ordinance and the Overall Plan"

**AND WHEREAS**, Article 10, Section One (A) states "The Architectural Review Committee shall regulate the external design, appearance and location of all development on the Property in such a manner as (1) to promote those qualities in the environment which bring value to the Properties, and (2) to foster the attractiveness and functional utility of the Development as a place to live, including a harmonious relationship among structures, vegetation and topography."

**AND WHEREAS**, Coventry is a Planned Unit Development community in which residential lot sizes are reduced to create additional common areas to accommodate, *inter alia*, expanded recreational areas.

**AND WHEREAS**, Coventry's lot sizes and the subdivision's layout require close attention to the installation of recreational structures and equipment to preclude creating a cluttered appearance and otherwise adversely impacting neighbors' peaceful occupancy and enjoyment of their property.

**AND WHEREAS**, Recreational structures and equipment poorly constructed and/or improperly anchored increase the likelihood of harmful noise and visual impacts on neighboring properties.

**AND WHEREAS**, Size, appearance and placement of recreational structures and equipment vis-à-vis lot sizes impacts both nearby neighbors and the overall appearance of the community and thereby necessitates a case-by-case review of each proposed installation.

**AND WHEREAS**, Coventry Architectural Guidelines require proposed metal equipment visible from neighboring properties be painted an inconspicuous color, preferably to match the home's siding or to blend with installed fencing.

**AND WHEREAS**, Commercially available metal equipment often have surface coating systems more durable than owner applied coatings.

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors hereby adopts, at a meeting duly held on May 13, 2004 at which quorum was present the following addition to the Association's Architectural Guidelines: A Request for Architectural Compliance Modifications proposing the installation of recreational structures or equipment shall include sufficient detail to enable determination of the quality of the materials and the method of their installation. The proposed size, appearance and location of the structure or equipment must be clearly indicated and must minimize the visual and noise impacts on the community while allowing reasonable recreational benefit. In addition, the adjoining

property owners shall be given the opportunity to sign the Request and either their signatures shall appear thereon or the requester's explanatory note shall accompany the Request. New metal equipment need not be painted until needed for protection or appearance at which time it shall be painted to match the original colors or a color that minimized its visual impact.

Date: 10 Jun 04

Date: 10 Jun 04

President: *Mike Hendricks*

Mike Hendricks

Secretary: *Peter Drotter*

Peter Drotter

**COVENTRY HOMEOWNERS ASSOCIATION  
RESOLUTION 04-01**

**A RESOLUTION PERTAINING TO: Swimming pool installations on residential lots**

**WHEREAS, Article 10, Section One (D) of the Declaration of Covenants, Conditions and Restrictions states that "The Architectural Review Committee shall, subject to the approval of the Board of Directors of the Master Association, develop and promulgate guidelines for the application of the design review provisions in this Declaration consistent with the County Ordinance and the Overall Plan"**

**AND WHEREAS, Article 10, Section One (A) states "The Architectural Review Committee shall regulate the external design, appearance and location of all development on the Property in such a manner as (1) to promote those qualities in the environment which bring value to the Properties, and (2) to foster the attractiveness and functional utility of the Development as a place to live, including a harmonious relationship among structures, vegetation and topography."**

**AND WHEREAS, Coventry is a Planned Unit Development community in which residential lot sizes are reduced to create increased common areas to accommodate, inter alia, swimming pools.**

**AND WHEREAS, Coventry's lot sizes and the subdivision's layout require close attention to the installation of recreational structures and equipment to preclude creating a cluttered appearance and otherwise adversely impacting neighbors' peaceful occupancy and enjoyment of their property.**

**AND WHEREAS, Coventry Homeowners Association operates two outdoor swimming pools within the Coventry residential community and an indoor pool (YMCA) is now situated in close proximity to Coventry.**

**AND WHEREAS, Coventry Architectural Guidelines discourage the installation of above and in-ground swimming pools necessitating Requests for Architectural Compliance Modification for swimming pool installations to be considered on a case-by-case basis looking primarily at the potential effects on neighboring properties.**

**AND WHEREAS, Hampton Roads Sanitation District does not permit the discharge of swimming pool water into the sanitary sewer system because of the potential of the pool effluent to upset the District's treatment processes.**


**AND WHEREAS, Percolation characteristics of the soils in many areas of Coventry promote drainage runoff with the potential to adversely impact the community's private and common property.**

**NOW THEREFORE BE IT RESOLVED that the Board of Directors hereby adopts, at a meeting duly held on May 13, 2004 at which quorum was present the following addition to the Association's Architectural Guidelines: A Request for Architectural Compliance Modifications proposing the installation of an above or in-ground swimming pool**

shall include a determination by a professional engineer, licensed in the Commonwealth of Virginia, of the capacity of the property to accommodate the pool discharge or the impacts of the discharge on affected properties and the storm water system of the subdivision. In addition, the owners of all abutting properties shall be given the opportunity to sign the Request and either their signature shall appear thereon or the requestor's explanatory note shall accompany the Request.

Date: 10 Jun 04

Date: 10 Jun 04

President: 

Mike Hendrix

Secretary: 

Peter Drottar

**A RESOLUTION PERTAINING TO: Swimming pool installations on residential lots**

**WHEREAS, Article 10, Section One (D) of the Declaration of Covenants, Conditions and Restrictions states that "The Architectural Review Committee shall, subject to the approval of the Board of Directors of the Master Association, develop and promulgate guidelines for the application of the design review provisions in this Declaration consistent with the County Ordinance and the Overall Plan"**

**AND WHEREAS, Article 10, Section One (A) states "The Architectural Review Committee shall regulate the external design, appearance and location of all development on the Property in such a manner as (1) to promote those qualities in the environment which bring value to the Properties, and (2) to foster the attractiveness and functional utility of the Development as a place to live, including a harmonious relationship among structures, vegetation and topography."**

**AND WHEREAS, Coventry is a Planned Unit Development community in which residential lot sizes are reduced to create increased common areas to accommodate, inter alia, swimming pools.**

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**AND WHEREAS, Coventry Homeowners Association operates two outdoor swimming pools within the Coventry residential community and an indoor pool (YMCA) is now situated in close proximity to Coventry.**

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**AND WHEREAS, Hampton Roads Sanitation District does not permit the discharge of swimming pool water into the sanitary sewer system because of the potential of the pool effluent to upset the District's treatment processes.**

**AND WHEREAS, Percolation characteristics of the soils in many areas of Coventry promote drainage runoff with the potential to adversely impact the community's private and common property.**

**NOW THEREFORE BE IT RESOLVED that the Board of Directors hereby adopts, at a meeting duly held on May 13, 2004 at which quorum was present the following addition to the Association's Architectural Guidelines: A Request for Architectural Compliance Modifications proposing the installation of an above or in-ground swimming pool**

shall include a determination by a professional engineer, licensed in the Commonwealth of Virginia, of the capacity of the property to accommodate the pool discharge or the impacts of the discharge on affected properties and the storm water system of the subdivision. In addition, the owners of all abutting properties shall be given the opportunity to sign the Request and either their signature shall appear thereon or the requestor's explanatory note shall accompany the Request.

Date:

Date: 20 Jun 02

President: 

Mike Hendrick

Secretary:

  
Peter Drotter



COVENTRY HOMEOWNERS ASSOCIATION  
RESOLUTION 83-03 (Revised)

A RESOLUTION PERTAINING TO: Portable On-Demand Storage Containers (PODS)

WHEREAS, Article 10, Section One (D) of the Declaration of Covenants, Conditions and Restrictions states that "The Architectural Review Committee shall, subject to the approval of the Board of Directors of the Master Association, develop and promulgate policy guidelines for the application of the design review provisions in the Declaration consistent with the County Ordinance and the Overall Plan."

AND WHEREAS, Article 10, Section One (A) states "The Architectural Review Committee shall regulate the external design, appearance and location of all development on the Property in such a manner as (1) to promote those qualities in the environment which bring value to the Properties, and (2) to foster the attractiveness and functional utility of the Development as a place to live, including a harmonious relationship among structures, vegetation and topography."

NOW THEREFORE BE IT RESOLVED that the Board of Directors hereby adopts, at a meeting duly held on March 11, 2004 at which quorum was present the following addition to the Association's Architectural Guidelines: Portable On-Demand Storage Containers (PODS) are permitted for use in connection with the movement of household goods to and from Coventry residences. PODS are to be placed on properties receiving the service; placement in the street is prohibited by County Ordinance. The preferred location for POD placement is the driveway. If insufficient space exists on a lot to accommodate the POD, the homeowner shall contact the Coventry Site Administrator for a space assignment. The Administrator will be assisted by Village Committee, the Landscape Committee and the Architectural Review Committee as applicable in determining appropriate sites for POD placement. Only one POD may remain on a property overnight. If a move will require PODS to be on site in excess of three (3) days, prior approval must be obtained from the Site Administrator. If placement of the POD results in property damage, the homeowner is responsible for prompt accomplishment of repairs which shall be completed not later than fifteen (15) days following POD removal.

Date: 11 March 04

Date: 11 March 04

President:

  
Mike Richards

Secretary:

  
Peter Drottar

**COVENTRY HOMEOWNERS ASSOCIATION  
RESOLUTION 03-04**

**A RESOLUTION PERTAINING TO: Approval of the Architectural Guidelines  
for Presson Arbor**

**WHEREAS, Article 10, Section One of the Declaration of Covenants, Conditions  
and Restrictions states that "an Architectural Review Committee . . . shall be  
appointed by the Association's Board of Directors and shall be responsible to the  
Board."**

**AND WHEREAS, Article 10, Section One (D) of the Declaration of Covenants,  
Conditions and Restrictions states that "The Architectural Review Committee  
shall, subject to the approval of the Board of Directors of the Master Association,  
develop and promulgate policy guidelines for the application of the design review  
provisions in this Declaration consistent with the County Ordinance and the  
Overall Plan."**

**AND WHEREAS, the Association wishes to establish architectural standards for  
Presson Arbor through the approval of written guidelines.**

**NOW THEREFORE BE IT RESOLVED that at a meeting duly held on  
December 11, 2003 at which quorum was present the Board of Directors hereby  
adopts the Presson Arbor Architectural Guidelines**

**Date: 11 Dec 03**

**President: [Signature]  
Mike Hendricks**

**Date: 11 Dec 03**

**Secretary: [Signature]  
Peter Docter**

**COVENTRY HOMEOWNERS ASSOCIATION**

**POLICY RESOLUTION NO. 03-02**

**A RESOLUTION PERTAINING TO: Rights and Responsibilities for Better Communities**

WHEREAS, Article Five, Section One of the Declaration of Covenants, Conditions and Restrictions assigns the Board of Directors ("Board") all powers and duties necessary for the administration of the affairs of Coventry Homeowners Association, and states that the directors shall exercise their powers and duties in good faith and in the best interest of the Association and its members;

WHEREAS, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

WHEREAS, the Board has determined that it is in the best interests of the Association and Association's members to adopt *Rights and Responsibilities for Better Communities*.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts *Rights and Responsibilities for Better Communities*, as a guide to the relationship between the Association and its members.

Date: 11 Dec 03

Date: 11 Dec 2003

President: Michael H. Hendricks  
Michael H. Hendricks

Secretary: Peter Dreier  
Peter Dreier

# Rights and Responsibilities for Better Communities

## Principles for Homeowners and Community Leaders

### Homeowners Have the Right To:

1. A responsive and competent community association.
2. Honest, fair and respectful treatment by community leaders and managers.
3. Participate in governing the community association by attending meetings, serving on committees and standing for election.
4. Access appropriate association books and records.
5. Prudent expenditure of fees and other assessments.
6. Live in a community where the property is maintained according to established standards.
7. Fair treatment regarding financial and other association obligations, including the opportunity to discuss payment plans and options with the association before foreclosure is initiated.
8. Receive all documents that address rules and regulations governing the community association—if not prior to purchase and settlement by a real estate agent or attorney, then upon joining the community.
9. Appeal to appropriate community leaders those decisions affecting non-mortgage financial responsibilities or property rights.

### Homeowners Have the Responsibility To:

1. Read and comply with the governing documents of the community.
2. Maintain their property according to established standards.
3. Treat association leaders honestly and with respect.
4. Vote in community elections and on other issues.
5. Pay association assessments and charges on time.
6. Contact association leaders or managers, if necessary, to discuss financial obligations and alternative payment arrangements.
7. Request reconsideration of material decisions that personally affect them.
8. Provide current contact information to association leaders or managers to help ensure they receive information from the community.
9. Ensure that those who reside on their property (e.g., tenants, relatives, friends) adhere to all rules and regulations.

### Community Leaders Have the Right To:

1. Expect owners and non-owner residents to meet their financial obligations to the community.
2. Expect residents to know and comply with the rules and regulations of the community and to stay informed by reading materials provided by the association.
3. Respectful and honest treatment from residents.
4. Conduct meetings in a positive and constructive atmosphere.
5. Receive support and constructive input from owners and non-owner residents.

6. Personal privacy at home and during leisure time in the community.
7. Take advantage of educational opportunities (e.g., publications, training workshops) that are directly related to their responsibilities, and as approved by the association.

### Community Leaders Have the Responsibility To:

1. Fulfill their fiduciary duties to the community and exercise discretion in a manner they reasonably believe to be in the best interests of the community.
2. Exercise sound business judgment and follow established management practices.
3. Balance the needs and obligations of the community as a whole with those of individual homeowners and residents.
4. Understand the association's governing documents and become educated with respect to applicable state and local laws, and to manage the community association accordingly.
5. Establish committees or use other methods to obtain input from owners and non-owner residents.
6. Conduct open, fair and well-publicized elections.
7. Welcome and educate new members of the community—owners and non-owner residents alike.
8. Encourage input from residents on issues affecting them personally and the community as a whole.
9. Encourage events that foster neighborliness and a sense of community.
10. Conduct business in a transparent manner when feasible and appropriate.
11. Allow homeowners access to appropriate community records, when requested.
12. Collect all monies due from owners and non-owner residents.
13. Devise appropriate and reasonable arrangements, when needed and as feasible, to facilitate the ability of individual homeowners to meet their financial obligations to the community.
14. Provide a process residents can use to appeal decisions affecting their non-mortgage financial responsibilities or property rights—where permitted by law and the association's governing documents.
15. Initiate foreclosure proceedings only as a measure of last resort.
16. Make covenants, conditions and restrictions as understandable as possible, adding clarifying "lay" language or supplementary materials when drafting or revising the documents.
17. Provide complete and timely disclosure of personal and financial conflicts of interest related to the actions of community leaders, e.g., officers, the board and committees. (Community associations may want to develop a code of ethics.)

Community Associations Institute (CAI) is a national organization dedicated to fostering vibrant, responsive, compliant community associations. Founded in 1973, CAI represents association-governed communities, such as condominiums and homeowner associations, cooperatives, and planned communities. To learn more about CAI and its local, regional and state chapters, visit [www.cainline.org](http://www.cainline.org) or call CAI Direct at 703-548-8600.

Sponsored by CAI President's Club

**COVENTRY HOMEOWNERS ASSOCIATION  
RESOLUTION 03-01**

**A RESOLUTION PERTAINING TO: Fences**

WHEREAS, Article 10; Section One (D) of the Declaration of Covenants, Conditions, and Restrictions states that "The Architectural Review Committee shall, subject to the approval of the Board of Directors of the Master Association, develop and promulgate policy guidelines for the application of the design review provisions in this Declaration consistent with the County Ordinance and the Overall Plan. . . The policy guidelines may also include specific design practices that, though optional, are generally acceptable methods for achieving the required objectives in particular design problems frequently encountered in the Property. The policy guidelines are intended to assist the Architectural Review Committee in the ongoing process of community design."

AND WHEREAS, there is a need to provide policy guidance to the Architectural Review Committee regarding minimum acceptable standards of construction and design of wood fences erected within Coventry.

NOW THEREFORE BE IT RESOLVED that the Board of Directors hereby adopts at a meeting duly held on January 9, 2003 at which quorum was present the following addition to the Association's Architectural Guidelines: Fencing will be placed adjacent to property lines whenever it is feasible to do so. Where a fence exists along a property line and an abutting property owner desires to erect fencing, it is recommended that permission be obtained from the existing fence owner to tie the proposed fence into the existing fence. To avoid an unattractive appearance it is also recommended that the proposed fence match the existing fence in material and style. Parallel fencing along a common property line will not normally be approved. Homeowners are responsible for accurately locating their property lines prior to fence installation.

Date: 9 Jan 03

President:

  
Mike Hendricks

Date: 1-9-03

Secretary:

  
Sandra Mahony

**COVENTRY HOMEOWNERS ASSOCIATION  
RESOLUTION 03-00**

**A RESOLUTION PERTAINING TO: Sheds**

WHEREAS, Article 10, Section One (D) of the Declaration of Covenants, Conditions, and Restrictions states that "The Architectural Review Committee shall, subject to the approval of the Board of Directors of the Master Association, develop and promulgate policy guidelines for the application of the design review provisions in this Declaration consistent with the County Ordinance and the Overall Plan. . .The policy guidelines may also include specific design practices that, though optional, are generally acceptable methods for achieving the required objectives in particular design problems frequently encountered in the Property. The policy guidelines are intended to assist the Architectural Review Committee in the ongoing process of community design."

AND WHEREAS, there is a need to provide policy guidelines to the Architectural Review Committee regarding minimum acceptable standards of construction and design of sheds erected within Coventry.

NOW THEREFORE BE IT RESOLVED that the Board of Directors hereby adopts as an addition held on January 9, 2003 at which quorum was present the following addition to the Association's Architectural Guidelines: Sheds and other accessory buildings will be no higher than one story. Existing sheds and accessory buildings are exempt from this requirement. Special circumstances regarding your property may allow the approval of an application which might be denied at another location, or the denial of one which might be approved elsewhere. The fact that your plan has been approved for use at another location does not mean that it is automatically approved for your location. Sheds cannot be built closer than five (5) feet to side and rear lots lines.

Date: 9 Jan 03

President:

Mike Hendricks  
Mike Hendricks

Date: 1-4-03

Secretary:

Sandra Mahony  
Sandra Mahony

COVENTRY HOMEOWNERS ASSOCIATION, INC.  
RESOLUTION NO. 02-02

A RESOLUTION PERTAINING TO: The requirement of leases.

WHEREAS, The Community Association has Bylaws, and,

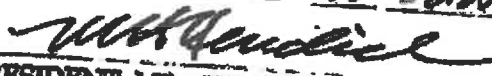
WHEREAS, Article Three, Section Ten of the Bylaws of Coventry Homeowners Association empowers the Board of Directors to adopt and amend administrative rules and regulations governing the details of the operation, and,

WHEREAS, for emergency purposes, there is a need for the association to have documentation of the current tenant or lessee in each unit located within Coventry Homeowners Association,

NOW, THEREFORE, BE IT RESOLVED THAT, Coventry Homeowners Association will enforce the By-laws with the following:

The Board of Directors hereby establishes the requirement that all unit owners shall provide copies of all leases to the Coventry Homeowners Association through the site administrator immediately upon execution. In addition, the unit owner and tenant must sign the "Attachment to Lease" form (Attachment A), which shall become an attachment to the owner's lease. A copy of such leases shall be kept in the Coventry Homeowners Association files.

APPROVED THIS DATE 10 October 2002.

  
PRESIDENT, Mike Hendricks

  
SECRETARY, Ray Hampton

**COVENTRY HOMEOWNERS ASSOCIATION, INC.  
ATTACHMENT TO LEASE**

I, \_\_\_\_\_ (Lessee), have read and agree to abide by all of the rules and regulations governing the Coventry Homeowners Association. Violations of these rules and regulations may result in assessments being charged to the unit owner in the amount of \$50.00 or \$10.00 per day for an offense of a continuing nature.

Should the rules and regulations be violated, I will receive a carbon copy of the first letter that is sent to the homeowner. All other correspondence will be sent directly to the unit owner.

Lessee \_\_\_\_\_

Date \_\_\_\_\_

Lessee \_\_\_\_\_

Date \_\_\_\_\_

By renting my unit, I forego my privilege to use the Coventry facilities to include, but not limited to the pool, the clubhouse, the tennis courts, etc. I understand that I will be held responsible for any violations of the published rules and regulations by my tenant.

Unit Owner \_\_\_\_\_

Date \_\_\_\_\_

Property Address \_\_\_\_\_

Forwarding Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_



**COVENTRY HOMEOWNERS ASSOCIATION, INC.  
RESOLUTION NO. 02-01**

**A RESOLUTION PERTAINING TO:** The use of motorized vehicles within the common areas.

WHEREAS, Article 9 – USE RESTRICTIONS; Section G of the Declaration of Covenants, Conditions, and Restrictions states that "reasonable rules and regulations concerning the use of the Common Property and conduct of the Owners, their families, guests, tenants, agents and invitees within the Development may be made, amended and revoked from time to time by the Board of Directors of the Master Association."

AND WHEREAS, there is a need to reduce the Association's liability on the common elements,

NOW THEREFORE BE IT RESOLVED that the Board of Directors hereby adopts at a meeting duly held on April 11, 2002 at which a quorum was present the following addition to the Association's rules: All motor vehicles, including but not limited to trail bikes, motorcycles, dune buggies, and snow mobiles, shall be driven only upon paved streets and parking areas. A speed limit of 15 MPH should be observed within the parking areas and subdivision streets unless otherwise posted. Except for those vehicles used by the Association to carry out the day-to-day operations and motorized wheelchairs or other devices used to assist the handicapped, motorized vehicles, including but not limited to golf carts and motorized scooters, are prohibited on the Association's walking paths, trails or unpaved portions of the Common Areas. This prohibition shall not apply to normal vehicular use on designated streets. Said prohibition is deemed by the Board of Directors to be in the best interest of the Association.

Date: 11 April

President:

  
Mike Hendricks

Date: 11/9/02

Secretary-Treasurer:

  
Ray Hampton

COVENTRY HOMEOWNERS ASSOCIATION, INC.  
RESOLUTION TO AMEND RULES AND REGULATIONS

WHEREAS, Article 9 - USE RESTRICTIONS; Section G of Declaration of Covenants, Conditions and Restrictions states that "reasonable rules and regulations concerning the use of the Common Property and conduct of the Owners, their families, guests, tenants, agents and invitees within the Development may be made, amended and revoked from time to time by the Board of Directors of the Master Association."

AND WHEREAS, there is a need to reduce the association's liability on the common elements,

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors hereby adopts at a meeting duly held on December 9, 1999 at which a quorum was present the following addition to the association rules:

**Lake (Retention Pond) Restrictions:**

1. Fishing shall be permitted so long as the proper license has been obtained from the State.
2. No swimming or ice skating is permitted.
3. No boats with internal combustion engines are permitted.
4. No owner may remove water from the lakes.
5. No owner may place rocks, stones, water waste or other refuse in the lakes.
6. No private docks, piers or other similar facilities shall be constructed in the lakes or upon common land or shorelines abutting any lakes.
7. In order to reduce the number of waterfowl attracted to the lakes and minimize health hazards created by their waste, no feeding of waterfowl is permitted.

Date: 12-9-99

President:

Mike Hendricks, President

Date: 12-9-99

Secretary:

Sandy Mahony, Secretary

## RULES FOR INSTALLATION OF ANTENNAS

### I. PREAMBLE

These Rules are adopted by the Coventry Homeowners Association on the day of May 28, 1988, effective May 28, 1988.

WHEREAS the Coventry Homeowners Association is responsible for governance and maintenance of the Coventry community; and

WHEREAS the Association exists pursuant to applicable state law and governing documents; and

WHEREAS, the Association is authorized to adopt and enforce reasonable rules and regulations in the best interests of the Community, pursuant to state law and Article Five, Section Two of the Declaration of Covenants, Conditions and Restrictions governing the Coventry Homeowners Association; and

WHEREAS, the Federal Communications Commission (the "FCC") adopted a rule effective October 14, 1986 preempting certain restrictions in the governing documents concerning the installation, maintenance, and use of direct broadcast satellite, television broadcast, and multipoint distribution service antennas ("antennas"); and

WHEREAS, the Association desires and intends to adopt reasonable restrictions governing installation, maintenance and use of antennas in the best interests of the Community and consistent with the FCC rule.

NOW THEREFORE, The Association adopts the following restrictions and regulations for the Community, hereinafter referred to as the "Rules," which shall be binding upon all owners and their grantees, licensees, tenants, occupants, successors, heirs, and assigns who currently or in the future may possess an interest in the Community, and which shall supersede any previously adopted rules on the subject matter.

### II. Definitions

- A. **Antenna** - any device used for the receipt of video programming services including direct broadcast satellite (DBS), television broadcast, and multipoint distribution services (MDS). A reception antenna that has limited transmission capability designed for the viewer to select or use video programming is a reception antenna provided that it meets FCC standards for radio frequency emission. A mast, cabling, supports, guy wires, conduits, wiring, fasteners, or other accessories necessary for the proper installation, maintenance and use of a reception antenna shall be considered part of the antenna.
- B. **Mast** - Structure to which an antenna is attached that raises the antenna height.
- C. **Transmission-only antenna** - any antenna used solely to transmit radio, television, cellular, or other signals.
- D. **Owner** - any homeowner in the Association. For the purpose of this rule only, "owner" includes a tenant who has the written permission of the homeowner/landlord to install antennas.
- E. **Telecommunications signal** - signals received by DBS, television broadcast, and MDS antennas.

### III. Installation Rules

#### A. Antenna Size and Type

1. DBS antennas that are one meter or less in diameter may be installed. Antennas larger than one meter are prohibited.
2. MDS antennas one meter less in diameter may be installed. MDS antennas larger than one meter are prohibited.
3. Antennas designed to receive television broadcast signals, regardless of size, may be installed.
4. All antennas not covered by the FCC rules are subject to existing Architectural guidelines.

#### B. Location

1. Antennas shall be installed solely on individually owned property as designated on the recorded plat of subdivision and deed conveying title to the owner, or if an acceptable signal cannot be obtained on individually owned property, on common property of which the owner has exclusive use.
2. Antennas shall not encroach upon association property or any other owner's property.
3. Antennas shall preferably be located in a place shielded from view from the street or from other lots to the maximum extent possible; provided, however, that nothing in this rule would require installation in a location from which an acceptable quality signal may not be received. The following is a sequential list of preferred antenna locations:
  - Ground installation in the rear of your home or interior installation (such as in the attic)
  - Ground installation on either side of your home. If at all possible, attempts should be made to limit the exterior impact from the front of your home by locating the dish behind a fence or by appropriate landscaping.
  - Ground installation in the front of your home.
  - Installation on the exterior of your home in the rear. If an acceptable signal can be obtained, the antenna should be placed below the fence line. If not, it may be placed higher.
  - Installation of the exterior of your home on the side.
  - Installation on the exterior of your home in the front.
  - Roof installation.
4. Antennas shall be no larger nor installed higher than is absolutely necessary for reception of an acceptable quality signal.
5. All installations shall be completed so that they do not damage the common areas of the Association or the lot of any other resident, or void warranties of the Association or the other owners, or in any way impair the integrity of buildings on common areas or lots.
6. Owners are responsible for all costs associated with the antenna including, but not limited to costs to:
  - Place (or replace), repair, maintain, and move or remove antennas;
  - Repair damages to the common property, other lots, and any other lots, or any other property damaged by antenna installation, maintenance, or use;
  - Pay medical expenses incurred by persons injured by antenna maintenance, or use;
  - Reimburse residents or the Association for damages caused by antenna installation, maintenance, or use.

7. Antennas must be secured so that they do not jeopardize the soundness or safety of any other owner's structure or the safety of any person at or near antennas, including damage from wind velocity based upon a unique location.

#### C. Maintenance

1. Owners shall not permit their antennas to fall in to disrepair or to become safety hazards.
2. Owners shall be responsible for antenna maintenance and repair.
3. Owners shall be responsible for repainting or replacement if the exterior surface of antennas deteriorates.

#### D. Safety

1. Antennas shall be installed and secured in a manner that complies with all applicable city and state laws and regulations, and manufacturers instructions. The owner, prior to installation, shall provide the Association with a copy of any applicable governmental permit.
2. Unless the above cited laws and regulations require a greater separation, antennas shall not be placed within 50 feet of power lines (above ground or buried) and in no event shall antennas be placed where they may come into contact with electrical power lines. The purpose of the requirement is to prevent injury or damage resulting from contact with power lines.
3. All installations must comply with all applicable codes
4. In order to prevent electrical and fire damage, antennas shall be permanently and effectively grounded.
5. Antennas are required to withstand wind of 100 mph, and shall be designed to withstand the pressure of snow and ice.

#### IV. Number of Antennas

No more than one antenna of each provider may be installed by an owner.

#### V. Mast Installation

- A. Mast height may be not higher than absolutely necessary to receive acceptable quality signals.
- B. Masts that extend 12 feet or less beyond the roofline may be installed subject to the regular notification process. Masts that extend more than 12 feet above the roofline must be approved before installation due to safety concerns posed by wind loads and the risk of falling antennas and masts. Any application for a mast longer than 12 feet must include a detailed description of the structure and anchorage of the antenna and the mast, as well as an explanation of the necessity for a mast higher than 12 feet. If this installation will pose a safety hazard to association residents and personnel, then the association may prohibit such installation. The notice of rejection shall specify these safety risks.
- C. Masts must be installed by a licensed and insured contractor.
- D. Masts installed on a roof shall not be installed nearer to the lot line than the total height of the mast and antenna structure above the roof. The purpose of this regulation is to protect persons and property that would be damaged if the mast were to fall during a storm or from other causes.
- E. Masts shall not be installed nearer to electric power lines than the total height of the mast and antenna structure above the roof. The purpose of this regulation is to avoid damage to electric power line if the mast should fall in a storm.

- F. Masts shall not encroach upon another owner's lot or association property.
- G. Masts installed on the ground must sustain a minimum of 100 mph winds.
- H. Masts must be designed to withstand the weight of ice and snow.

**VI. Association Maintenance of Location Upon Which Antennas are Installed**

- A. If antennas are installed on property for which the Association has maintenance responsibility, owners retain responsibility for antenna maintenance. Owners must not install antennas in a manner that will result in increased maintenance costs for the Association or for other residents. If such damage occurs, owners are responsible for these costs.
- B. If maintenance requires antenna removal, the Association shall provide owners with 10 days written notice. Owners shall be responsible for removing antennas before maintenance begins. If owners do not remove antennas by the required time, then the Association may do so, at owner's expense. The Association is not liable for any resulting damage to antennas.

**VII. Enforcement**

- A. If these rules are violated, the Association may bring action for declaratory relief with the FCC in any court of competent jurisdiction after notice and an opportunity to be heard pursuant to 55-515 of the Code of Virginia (Property Owners Association Act). If the court or FCC determines that the Association for each violation. If the violation is not corrected within a reasonable length of time, additional fines of \$10.00 per day will be imposed for each day that the violation continues. The Association shall be entitled to reasonable attorney fees, costs, and expenses incurred in the enforcement of this policy.
- B. If antenna installation poses a serious, immediate safety hazard, the Association may seek injunctive relief to prohibit or seek removal of the installation.
- C. Antennas installed in these areas must be removed and the structure returned to its original condition upon the sale of the home, unless the buyer agrees to assume the responsibility as prescribed in the document.

**VIII. Severability**

If any provision is ruled invalid, the remainder of these rules shall remain in full force and effect.

**COVENTRY Homeowners Association, Inc.**

**RESOLUTION**

Number: \_\_\_\_\_

Minute Book: \_\_\_\_\_

Page: \_\_\_\_\_

Date: 11-97

**A RESOLUTION PERTAINING TO: Late payment of assessments.**

**AUTHORITY FOR THE RESOLUTION:** CHOA Declaration of Covenants, Conditions and Restrictions, Third Amendment paragraph A. " Notwithstanding any other provisions contained in Article six, Section Three, to the contrary, each Owner shall be obligated to remit on a quarterly basis, or as determined by the Board of Directors from time to time, to the Master Association one-fourth (1/4) of such Owner's annual assessment as provided in the annual budget or adjusted budget adopted by the Board of Directors. Such installment payments will be made by each Owner on such day and month of each fiscal year as adopted by the Board of Directors.

CHOA Declaration of Covenants, Conditions and Restrictions, Third Amendment paragraph B. Notwithstanding any other provision contained in Article Six, Section six, to the contrary, any assessment not paid within thirty (30) days after the due date thereof may be assessed a late fee of 10% of the amount due, or other amount as determined by the Board of Directors from time to time, and the maturity of the remaining total of the unpaid quarterly installments, or as appropriate, of such assessments may be accelerated, at the option of the Board of Directors, and the entire balance of such assessment may be declared due and payable in full by notice to the defaulting owner by the Board of Directors.

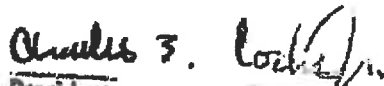
**PURPOSE OF THE RESOLUTION:** To set date when a payment is considered late and to establish a late payment charge.

**SCOPE OF THE RESOLUTION:** This resolution will affect all Coventry residents who do not pay their assessments in a timely fashion.

Now therefore, be it resolved that: The Board of Directors has chosen the 17th day of each month as the date for which a payment will be considered late. A late payment fee of \$10 may be added to accounts that are paid after the 16th day of the month.

Attest:

  
Secretary

  
President



COVENTRY HOMEOWNERS ASSOCIATION, INC.

RESOLUTION

Number: 5

Minute Book: III

Date: 10-97

A RESOLUTION PERTAINING TO: Pet policies of CHOA

**AUTHORITY FOR THE RESOLUTION:** CHOA Declaration of Covenants, Conditions and Restrictions Article Nine, Section One, Paragraph G; Reasonable rules and regulations concerning the use of the Common Property and conduct of the Owners, their families, guests, tenants, agents and invitees within the Development may be made, amended and revoked from time to time by the Board of Directors of the Master Association. The Master Association to all Owners and residents of the Development upon request thereto shall furnish copies of rules and regulations and all amendments.

**PURPOSE OF THE RESOLUTION:** To amend the Community's rule governing pets.

**SCOPE OF THE RESOLUTION:** Applies to all owners and residents of Coventry Homeowners Association.

Now therefore, be it resolved that: The Board of Directors adopts the following policies:

- Homeowners are permitted to have up to six household pets (household pets being defined as a dog or cat), with a maximum of three dogs allowed.
- Restricted behavior including, but not limited to:
  - Running at large without being properly leashed
  - Damaging, soiling, defecating on or defiling any private property or common elements
  - Making or causing noises of sufficient volume to disturb any resident
- Pets attacking or otherwise interfering with the freedom of movement of persons and other pets on the common elements
- Regular cleanup of one's own property is required to prevent odor and unsightliness from becoming public nuisances

Attest: \_\_\_\_\_  
Secretary

Charles E. Cozby  
President

**COVENTRY Homeowners Association, Inc.**

**RESOLUTION**

Number: \_\_\_\_\_

Minute Book: \_\_\_\_\_

Page: \_\_\_\_\_

Date: \_\_\_\_\_

3-97

**A RESOLUTION PERTAINING TO: Pool rules.**

**AUTHORITY FOR THE RESOLUTION:** CHOA Bylaws Article Three, Section Ten, Paragraph (g): To adopt and amend administrative rules and regulations governing the details of the operation and use of the Common Property and the recreational amenities thereon, so long as such rules and regulations or amendments thereto do not conflict with the rights, privileges, restrictions and limitations which may be placed upon the use of such property under the terms of the Declaration and Exhibits attached thereto.

**PURPOSE OF THE RESOLUTION:** To adopt pool rules for the safety of our pool patrons.

**SCOPE OF THE RESOLUTION:** This resolution will affect all Coventry residents, affiliate members and guests.

Now therefore, be it resolved that: The Board of Directors has chosen to adopt the attached pool rules for 1997.

Attest:

Secretary

President

# COVENTRY Homeowners Association, Inc.

## POOL RULES

The following rules are for the protection and benefit of all to assure the safe and sanitary operation of the pool facilities. Your cooperation will afford pleasant relaxation and recreation for everyone. Parents are requested to caution their children to observe rules and to obey instructions from lifeguards. Any failure to comply with these rules shall be considered sufficient cause for members to be deprived of the use of the pool by the lifeguards on duty.

1. All persons using the pool do so at their own risk. The Association assumes NO responsibility for any accident or injury in connection with such use nor for any loss or damage to personal property.
2. Persons using the pool agree not to hold the Association liable for any actions of whatever nature occurring within the pool area. Also, members will be responsible for the actions of their children and guests.
3. All persons shall obey the instructions of the lifeguards. No person shall use the pool unless it is officially open and a lifeguard is on duty.
4. Persons must stay clear of the lifeguard stations and not loiter at the check-in desk.
5. Children, 12 years and under, must be accompanied and supervised at all times (while swimming in the pool or on the pool deck) by a responsible person who is at least 15 years of age. To attend alone, children between the ages of 10 and 12 can be certified as able swimmers by the pool manager. This must be done each year. This policy applies to guests as well as members.
6. Persons unable to demonstrate their ability to swim to the lifeguard are not permitted in deep water.
7. 10 -15 minutes of every hour on weekdays and 15 minutes of every hour on weekends & holidays are reserved as adult (18 years and older) swim periods.
8. All persons must shower before entering the pool and proper swim attire must be worn.
9. Admission shall be refused to all persons having colds, coughs, inflamed eyes, infections, infectious diseases or wearing bandages.
10. Infants and toddlers wearing diapers (disposable or cloth) or who are not potty trained, are not permitted in the pools unless wearing plastic pants. (Plastic pants are available for sale at the guard room.)
11. Glass containers and breakable objects are not permitted in the pool area.
12. All food and candy must be consumed in the designated eating area. All trash and refuse must be placed in containers provided. All members are urged to assist in keeping the pool area and shower rooms clean. No chewing gum or blow pops are allowed in the pool and rest room area.
13. No play equipment, play pens, etc. are allowed on the pool deck.
14. Pets are not permitted within the fenced boundaries of the pool.
15. Intoxicating beverages or intoxicated persons are not allowed on the pool deck.
16. Smokers must use the designated smoking area.

17. No running, pushing, dunking, rough play, or profane language will be permitted in the pool area. Standing or sitting on another's shoulders is not permitted. Spitting water and similar non-hygienic actions are not permitted. The use of tubes, rafts, etc. will be determined by the lifeguards based on the size and character of the crowd. Waterguns of any kind will not be permitted.

18. The pool operation hours are as follows and will be subject to change based on swimmer demand and guard availability.

Monday	1:00 PM to 9:00 PM
Tuesday through Friday	12:00 PM to 9:00 PM
Saturday	11:00 AM to 9:00 PM
Sunday	11:00 AM to 8:00 PM

(The pool will be closed for cleaning on Mondays from 9:00 AM to 1:00 PM.)

19. Lanes will be reserved as needed for adult lap swimming from 7:00 to 9:00 PM on Monday through Thursday.

21. The pool will be reserved for volleyball upon request on Friday evenings from 7:00 to 9:00 PM.

22. Guests of members will be permitted to use the pool only when signed in by a member who is over 18 years of age. In-town guests will be charged a fee of \$2.00 per day and must be registered with the designated gate guard upon arrival at the pool. Members must accompany their guests at all times while using the pool. There will be no fee for out-of-town guests who are staying over night in your home. For overnight (out-of-town) guests who will be using the pool three (3) or more days, members may obtain a pass from the Manager and guests may use the pool unaccompanied by the member. Members must give at least 48 hours advance notice for the special guest pass. All guests must abide by these pool rules.

\*\*\* Please abide by current "Pool Rules" given by Manager. All guest will be charged a fee of \$2.00 per day and must register with the gate guard upon arrival.

**COVENTRY Homeowners Association, Inc.**

**RESOLUTION**

Number: 6-99

Minute Book # \_\_\_\_\_ Page: \_\_\_\_\_

Date: 28 MAR 94

**A RESOLUTION PERTAINING TO: Discharge of firearms within Coventry.**

**AUTHORITY FOR THE RESOLUTION:** CHOA Declarations, Article Five Section Two; The Master Association shall have, and is hereby granted, the authority and power... to adopt, promulgate and enforce such Rules and Regulations governing the use of the Common Property as the Board of Directors of the Master Association may deem to be in the best interest of the Development...

**PURPOSE OF THE RESOLUTION:** To regulate the discharge of firearms, including air- and gas-operated weapons in the vicinity of common areas.

**SCOPE OF THE RESOLUTION:** Applies to all common areas within Coventry PD-MRC and Smyth Glen FUD.

Now therefore, be it resolved that: The discharge of firearms, including air- and gas-operated weapons, from within a common area or from any other property toward a common area, is hereby prohibited. Said prohibition is deemed by the Board of Directors to be in the best interest of the development.

Attest:

[Signature]  
Secretary

[Signature]  
President

COVENTRY Homeowners Association, Inc.

RESOLUTION

Number: 5-94

Minute Book # \_\_\_\_\_ Page: \_\_\_\_\_

Date: 24 MAR 94

A RESOLUTION PERTAINING TO: Approval of architectural guidelines and use restriction interpretations for village of Ferguson Glade.

AUTHORITY FOR THE RESOLUTION: CHOA Declaration, Article Ten, Section One, Para D: The Architectural Review Committee shall, subject to the approval of the Board of Directors of the Master Association, develop and promulgate policy guidelines for the application of the design review provisions in this Declaration consistent with the County Ordinance and the Overall Plan; and CHOA Declaration, Article Five, Section Two: The Master Association shall have, and is hereby granted, the authority and power... to adopt, promulgate and enforce such Rules and Regulations governing the use of the Common Property as the Board of Directors of the Master Association may deem to be in the best interest of the Development..

PURPOSE OF THE RESOLUTION: To establish architectural standards and appropriate property usage rules and regulations for Ferguson Glade through approval of written guidelines.

SCOPE OF THE RESOLUTION: Approval extends only to the guidelines for Ferguson Glade.

Now therefore, be it resolved that: The document titled Ferguson Glade Guidelines for Architectural Modifications and Property Use Restrictions upholds the Association mandate to protect property values and act for the common good of the community. The document is hereby approved.

Attest:

Secretary

President

**COVENTRY Homeowners Association, Inc.**

**RESOLUTION**

Number: 3-94

Minute Book #      Page:     

Date: 18 Feb 94

**A RESOLUTION PERTAINING TO: Wood Fences**

**AUTHORITY FOR THE RESOLUTION:** CHOA Declaration of Covenants, Conditions, and Restrictions, Article Ten, *Architectural Control of Development*.

**PURPOSE OF THE RESOLUTION:** To provide policy guidance to the Architectural Review Committee regarding minimum acceptable standards of materials, construction, and design of wood fences erected within Coventry.

**SCOPE OF THE RESOLUTION:** Applicable to all fences erected or replaced by property owners after 1 June 1994.

Now therefore, be it resolved that: All wood fences erected or replaced within Coventry after 1 June 1994 must conform to Board-approved specifications and drawings developed and maintained by the Architectural Review Committee. Such drawings will contain minimum acceptable material specifications, construction methods, and suggested designs. To be suitable for Coventry, fences must be of substantial thickness, solid construction, in harmony with neighboring fences and of a design complementary to the architectural style(s) of the village wherein the property is located.

Attest:                       
Secretary

                      
President

Administrative  
Resolutions



**ADMINISTRATIVE RESOLUTION 2017-1**

**of the**

**Board of Directors**

**of**

**Coventry Homeowners Association, Inc.**

**(Association Complaint Procedures)**

**WHEREAS**, the Code of Virginia, 1950, as amended (the "Virginia Code"), was amended by statute effective July 1, 2008, to create a Common Interest Community Board ("CIC Board") and the Office of the Common Interest Ombudsman ("CICO"); and

**WHEREAS**, Section 55-530.E states the CIC Board "shall establish by regulation a requirement that each association shall establish reasonable procedures for the resolution of written complaints from the members of the association and other citizens"; and

**WHEREAS**, for the benefit and protection of the Association and of its individual Members, and with a goal of reducing and resolving conflicts among and/or between the Association and its Members, the Board of Directors hereby establishes these Association Complaint Procedures to meet the requirements of Sections 55-530.E and F of the Virginia Code and regulations of the Common Interest Community Ombudsman regarding Association Complaint Procedures effective July 1, 2012; and

**WHEREAS**, the Board of Directors will provide notice of this policy to all current Owners by mailing a copy of this Resolution to current Owners and to all future Owners by including the Resolution in resale certificates prepared pursuant to Virginia's Condominium Act and/or Property Owners' Association, as applicable; and

**WHEREAS**, this Resolution shall remain in full force and effect until amended by further resolution of the Board.

**[THE BALANCE OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]**

**NOW THEREFORE**, the Board of Directors of Coventry Homeowners Association, Inc. does hereby adopt this Resolution in order to adopt the following Association Complaint Procedures:

1. Right to Submit Association Complaint. The Member shall have the right to acquire, complete and submit an Association Complaint Form to request the Board to address an Association Complaint. "Association Complaint" means a written complaint filed by a member of the association or citizen pursuant to an association complaint procedure. An association complaint shall concern a matter regarding the action, inaction, or decision by the governing board, managing agent, or association inconsistent with applicable laws and regulations.
2. Association Complaint Form.
  - a. The Association Complaint Form shall comport substantially with the Association Complaint Form attached to this Resolution as Exhibit A, or with any form required by regulation duly promulgated by Virginia's Common Interest Community Board ("CIC Board").
  - b. The Association Complaint Form shall be submitted to Coventry Homeowners Association, Inc, Attn: Site Manager, 100 Wrought Iron Bend, Yorktown, VA 23693. The Association's Manager may be reached by telephone to (757) 857-9200, by facsimile to (757) 766-0249 and by email to CoventryHOA@verizon.net. The Association Complaint may be submitted to the Association:
    - (i) By U.S. Mail, registered or certified, return receipt requested;
    - (ii) By hand delivery, *provided, however*, the method of hand delivery must provide a means to prove delivery;
    - (iii) By facsimile to the Association's Managing Agent; and/or
    - (iv) By email to the Association's Manager.
  - c. The Association Complaint Form must be submitted at least fourteen (14) days prior to the next scheduled regular Board Meeting to ensure review at that meeting. If the Association Complaint Form is received less than fourteen (14) days prior to the next scheduled regular Board Meeting, the Association Complaint Form shall be reviewed at the next subsequent regular Board Meeting.

3. Association Complaint Receipt.

- a. The Association shall provide written acknowledgment of receipt of the Association Complaint ("Association Complaint Receipt") to the Complainant within seven (7) days of receipt of the Association Complaint. Such acknowledgment shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the Complainant at the address provided in the Association Complaint, or if consistent with established Association procedure, by electronic means provided the sender retains sufficient proof of the electronic delivery.
- b. Notice of the date, time and location that the Association Complaint will be considered shall be included in the Association Complaint Receipt required by Association Complaint Provision 3.a above. If such Notice is not included in the Association Complaint Receipt, such Notice shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the Complainant at the address provided in the Association Complaint, or if consistent with established Association procedure, by electronic means provided the sender retains sufficient proof of the electronic delivery. Such Notice shall be mailed within a reasonable time prior to review of the Association Complaint but shall be mailed not less than three (3) days prior to the date set for review of the Complaint.

4. Review of the Association Complaint.

- a. The Board shall review any Association Complaint Form received and shall, if necessary, consult with the Association's attorney and/or any other vendor or professional providing services to the Association to provide as complete a review as possible to arrive at its decision.
- b. The Board may, but shall not be required to, consult with the Member who submitted the Association Complaint Form to understand more fully the substance and/or basis of the Member's Complaint.
- c. In the event the Board determines the Association Complaint is incomplete or contains insufficient information to render a decision, the Board shall cause a written request for additional information that identifies with specificity the information needed to complete the Association Complaint to be sent to the Complainant at the address provided in the Association Complaint. Such written request shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the Complainant at the address provided in the Association Complaint, or if consistent with established Association procedure, by electronic means provided the sender retains sufficient proof of the electronic delivery.

5. **Final Determination Letter.** The Board shall render a written decision and/or review of the Complaint ("Association Complaint Final Determination Letter" or "Final Determination Letter") to the Member within seven (7) days of the regular Board Meeting during which the Association Complaint was reviewed.


The Final Determination Letter shall:

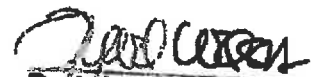
- a. Be hand delivered or mailed by registered or certified mail, return receipt requested, to the Complainant at the address provided in the Association Complaint, or if consistent with established Association procedure, by electronic means provided the sender retains sufficient proof of the electronic delivery.
  - b. Be dated as of the date of issuance and include specific citations to applicable Association Governing Documents, laws or regulations that led to the Final Determination.
  - c. Include the Registration Number of the Association and the name and License Number of the Common Interest Community Association Manager.
  - d. Include the Complainant's right to file a Notice of Final Adverse Decision with the Common Interest Community Board via the Common Interest Community Ombudsman, along with the applicable contact information.
6. **Appeal.** The determination of the Board as reflected in the Final Determination Letter shall be the final decision of the Board. The Board has not adopted an appeal process and shall not hear an appeal of the Final Determination Letter.
7. Should any Member need assistance in understanding the Member's rights and the processes available to common interest community Members, the Member may contact Virginia's Office of the Common Interest Community Ombudsman ("CICO") for assistance. The CICO may be reached at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Suite 400, Richmond, Virginia 23233. The CICO's current telephone number is (804) 367-8510. The CICO's current email address is [cic@dpor.virginia.gov](mailto:cic@dpor.virginia.gov).
8. **Complainant's Rights Description** required by **Section 55-530-E.2 of the Code of Virginia 1950, as amended.** In accordance with Section 55-530.F of the Code of Virginia, as amended, an Association Complainant may give notice to Virginia's Common Interest Community Board (the "Board") of any final adverse decision in accordance with regulations promulgated by the Board. The notice shall be filed within 30 days of the final adverse decision, shall be in writing on forms prescribed by the Board, shall include copies of all records

pertinent to the decision, and shall be accompanied by a \$25 filing fee. The fee shall be collected by the Director of Professional and Occupational Regulation and paid directly into the state treasury and credited to the Common Interest Community Management Information Fund, § 55-530.1. The Board may, for good cause shown, waive or refund the filing fee upon a finding that payment of the filing fee will cause undue financial hardship for the member. The Director shall provide a copy of the written notice to the Association that made the final adverse decision.

9. The Association Complaint Form, all attachments thereto and a copy of the Final Determination Letter ("Complaint File") shall be retained by the Association for not less than one (1) year after the Board renders a decision on the Complaint. The Complaint File shall be eligible for review and duplication solely by the Association's Board of Directors, the Association Manager and the Lot Owner(s) who submitted the original Complaint Form, *provided, however*, the Complaint File shall be produced upon order of an appropriate judicial or administrative body having jurisdiction over the Association.
10. The Board shall amend and restate this Association Complaint Procedures Resolution each time the name, address, telephone number and email address of the Association's Manager changes to remain compliant with Section 55-530.E.2 of the Virginia Code.

IN WITNESS WHEREOF the Board of Directors of Coventry Homeowners Association, Inc. has set their hands on this 12<sup>th</sup> day of January, 2017.

  
Tony D Collins, President

  
David Wilson, Secretary

  
Marius Vogel, Vice-President

  
Kelly Burleson, Director

  
John Rogne, Treasurer

**COVENTRY HOMEOWNERS ASSOCIATION, INC.  
ASSOCIATION COMPLAINT FORM**

**EXHIBIT A**

This Form is available to all Association Owners as required by Section 55-530.E of the Code of Virginia, 1950, as amended ("Virginia Code"). Please complete and return this Form to the Association's Manager at least fourteen (14) days prior to the next scheduled regular Board of Directors Meeting to ensure review at that Meeting. The Board will provide a written response to any submitted Association Complaint Form within seven (7) days of the Board Meeting during which the Complaint is reviewed.

Member Name (Printed): \_\_\_\_\_

Member Name (Signature): \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Please outline and/or address your specific complaint and attach to this Form. Please include copies of all applicable provisions of the Association's Declaration, Architectural Guidelines, Articles of Incorporation, Bylaws and/or Rules and Regulations to assist the Board in understanding your complaint. Please be sure to identify and/or attach the provisions of all specific provisions of the Virginia Code you believe may apply.

Forward the completed Association Complaint Form and all attachments to:

Coventry Homeowners Association, Inc.

Attn: Annette Sauer  
100 Wrought Iron Bend

Yorktown, VA 23693

(757) 867-9200

(757) 766-0249

CoventryHOA@verizon.net

Your signature on this form acknowledges you have received and reviewed the Association's Complaint Procedures Resolution.

Should you need assistance in understanding your rights and the processes available to common interest community Members, you may contact Virginia's Office of the Common Interest Community Ombudsman ("CICO") for assistance. The CICO may be reached:

Department of Professional and Occupational Regulation  
9960 Mayland Drive, Suite 400

Richmond, Virginia 23233

Telephone: (804) 367-2941

Email: CICOmbudsman@dpor.virginia.gov

**This Block for Association Use Only:**

Date Complaint Received by the Association's Manager: \_\_\_\_\_

Printed Name of Association Manager who received Complaint: \_\_\_\_\_

Signature of Association Manager to certify Date Complaint Received: \_\_\_\_\_

Date Complaint Reviewed by the Board of Directors: \_\_\_\_\_

Date Final Determination Letter forwarded to Complainant: \_\_\_\_\_

Printed Name of Person who prepared Response: \_\_\_\_\_

Signature of Person who prepared Response: \_\_\_\_\_

Please attach a copy of the Response to this Association Complaint Form.

**Complainant's Rights Description required by Section 55-630-E.2 of the Virginia Code**

In accordance with Section 55-630.F of the Code of Virginia, as amended, an Association Complainant may give notice to Virginia's Common Interest Community Board (the "Board") of any final adverse decision in accordance with regulations promulgated by the Board. The notice shall be filed within 30 days of the final adverse decision, shall be in writing on forms prescribed by the Board, shall include copies of all records pertinent to the decision, and shall be accompanied by a \$25 filing fee. The fee shall be collected by the Director of Professional and Occupational Regulation and paid directly into the state treasury and credited to the Common Interest Community Management Information Fund, § 55-630.1. The Board may, for good cause shown, waive or refund the filing fee upon a finding that payment of the filing fee will cause undue financial hardship for the member. The Director shall provide a copy of the written notice to the Association that made the final adverse decision.

# COVENTRY Homeowners Association, Inc.

## RESOLUTION

Number: 12-13

Date: December 6, 2013

**A RESOLUTION PERTAINING TO:** Use of the Coventry Master Card/ Debit Card

**AUTHORITY FOR THE RESOLUTION:** CHOA Declarations, Article Seven, Section One, Para F:  
The Master Association shall provide the following services: [F] The services necessary or desirable in the judgment of the Board of Directors of the Master Association to carry out the Master Association's obligations and business under the terms of this document.

**PURPOSE OF THE RESOLUTION:** Staff shall obtain permission before using the Association's Master Card/ Debit Card for expenses.

**SCOPE OF THE RESOLUTION:** Applies to all staff members.

Now therefore, be it resolved that: The Board of Directors will authorize use of the master card/debit card prior to purchases. All staff members will sign below in agreement with this resolution.

Attest: C. J. P. Hilda

(Signature)  
Secretary

President

(Signature)  
Secretary



**COVENTRY HOMEOWNERS ASSOCIATION, INC., FERGUSON GLADE HOMEOWNERS ASSOCIATION, INC., FINCH TERRACE HOMEOWNERS ASSOCIATION, INC., SMITHY GLEN TOWNHOMES ASSOCIATION, INC., - COLLECTION POLICY**

**ADMINISTRATIVE RESOLUTION -- 19-01**

**A RESOLUTION PERTAINING TO:** The Association's policy for collection of residential assessments and relief for non-payment.

**AUTHORITY FOR THE RESOLUTION:** Declaration of Covenants, Conditions, and Restrictions of Coventry Planned Unit Development, Article Six; Declaration of Covenants, Conditions, and Restrictions of Ferguson Glade Homeowners Association, Inc., Article Nine; Declaration of Covenants, Conditions, and Restrictions of Finch Terrace Homeowners Association, Inc., Article Nine; Declaration of Covenants, Conditions, and Restrictions of Smithy Glen Townhomes Association, Inc., Article Nine.

**PURPOSE OF THE RESOLUTION:** To establish policies and procedures for collecting residential assessments and effecting relief for non-payment.

**SCOPE OF THE RESOLUTION:**

Prompt payment of Assessments by all Owners is critical to the financial health of the Association and to the enhancement of the property values of all homes and common areas. This policy and practice therefore will ensure timely enforcement of the Owners' obligation to pay assessments and the Board of Directors' obligation to collect the assessments.

1. Regular monthly assessments are due and payable on the first (1<sup>st</sup>) day of each month. Prior to the start of a new year, a payment coupon sheet and itemized statement describing the upcoming years assessments will be sent to all Owners. For the convenience of the Owners, Ferguson Glade Owners Association, Inc., Finch Terrace Homeowners Association, Inc., and Smithy Glen Townhomes Association, Inc., will serve as a conduit for the collection of the Coventry Homeowners Association Inc. assessments as well as the Ferguson Glade Owners Association, Inc., Finch Terrace Homeowners Association, Inc., and Smithy Glen Townhomes Association, Inc. assessments. This system of remittance is intended to be for the convenience of the Owners only, and does not affect the ability of either Ferguson Glade Owners Association, Inc., Finch Terrace Homeowners Association, Inc., Smithy Glen Townhomes Association, Inc., or the Coventry Homeowners Association, Inc. to enforce a lien for the collection of any past due amount. It is the Owner's responsibility to pay each assessment in full each month.
2. Any payment made shall be first applied to delinquent assessments owed and only after the assessments owed are paid in full, shall such payments be applied to late charges, interest, and collection expenses unless the Owner and the Association enter into an agreement providing for payments to be applied in a different manner.
3. Assessments not received on or before the sixteenth (16<sup>th</sup>) day of the month are considered to be delinquent and shall be charged a late fee of fifteen (\$15.00) or twenty five (\$25.00) dollars depending on which Association of ownership, for each delinquent assessment. Likewise, any checks returned by the bank for insufficient funds, stop payment or any other reasons will be charged back to the Owner's

- account and a twenty five (\$25.00) dollar administrative fee plus bank fees will be assessed to the account. The account will be deemed delinquent as described above.
4. If no payment is received by the 16<sup>th</sup> day of the month, on the next business day after the 16<sup>th</sup> the 1<sup>st</sup> notice informing the Owner of the delinquency, including the late fee will be sent by regular mail. This letter will act as notice giving the Owner 14 days to bring the account current.
  5. If no payment is made after receiving the 1<sup>st</sup> notice, this account is now thirty (30) days delinquent. A 2<sup>nd</sup> and final notice is sent by certified and regular mail. This notice is the final attempt to collect the debt. The notice will state the past due, current amount due, late fee including 18% interest. The Owner will be given 14 days to bring the account current or this account will be sent to the Associations' collection attorney without further notice. This letter will give the Owner three (3) options to help resolve a delinquent account. A. Make payment in full, no further action required. B. Contact the office to make payment arrangements. C. Request a meeting with the Board of Directors to discuss the account. All payment arrangements will be decided by the prospective Board of Directors depending on which Village the Owner resides. In the event arrangements are made the account will be placed on hold status for the delinquent balance. All future assessments must remain current throughout the payment agreement. Failure to respond in any form will leave the Association with no choice but to send the account to the collection attorney. Once the account is forwarded to the attorney, no further contact will be made through the office.
  6. Special assessments shall be due and payable on the due date specified by the Board of Directors in the notice imposing a special assessment. Special assessment collection is enforced by the same late charge procedures as outlined above for regular assessments.

Now therefore, be it resolved that: at a Board of Directors meeting duly held on May 9, 2013, at which a quorum was present, the Board of directors hereby adopts the above described collection policies and procedures.

Attest:

Secretary

President

**Coventry Homeowners Association  
Administrative Resolution 02-01**

**Board and Committee Code of Conduct**

WHEREAS, the Bylaws of The Association empower the Board of Directors with the authority to establish formal Policies in connection with the manner in which the Board and its Committees conduct the business of the Association; and

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

WHEREAS, the Board has decided to establish a code of conduct for itself and its Committees in order to further its efforts to accomplish its goal.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the following code of conduct as its formal policy:

**I. CONDUCT AND DECORUM AT MEETINGS**

- A. Board members shall exercise their best efforts to attend and be on time at all meetings or functions of the Board of Directors and shall plan to be in attendance at all times during the proceedings. Whenever a Board member knows in advance that he cannot attend a meeting, will be late for a meeting, or will have to leave a meeting early, he shall exercise best efforts to inform the President or Community Manager in advance of the meeting.
- B. There shall not be a dress code for Board meetings. Casual and informal clothing is perfectly acceptable attire; however, each Board member is expected to dress consistently with the Board's objective of promoting and pursuing a high standard of respect and decorum at its meetings and functions.
- C. When the President calls the meeting of the Board of Directors to order, all members of the Board shall turn off any cell phones, beepers, or other forms of telecommunications equipment which might interrupt the fluidity of the Board meeting or distract any other member of the Board. If special circumstances warrant the use of such equipment, then the member of the Board who wishes to use such equipment shall make arrangements with the President to obtain permission to do so either before the President calls the meeting to order.
- D. When the President calls the meeting to order, all members of the Board shall organize their reading materials pertaining to the meeting and put away any other unrelated material. All conversation with seat mates shall immediately cease, as well as any other activity which might interrupt the fluidity of the meeting or distract any member of the Board.

- E. Eating of food during the meeting at the table where, the Board conducts its business shall be prohibited, unless the President waives the prohibition for all members of the Board, which the President may do under special circumstances; otherwise, all eating of food during the meeting shall be permitted.
- F. When a member of the Board wishes to speak at a meeting or function of the Board, he shall raise his hand and wait for the President to formally recognize him for the purpose of granting him the floor. No member of the Board shall speak out of order or without recognition from the President, nor shall any member of the Board engage in any activity which interrupts or distracts any member of the Board when another member of the Board has the floor for discussion purposes. The President shall not recognize any member of the Board more than once on any motion until all members of the Board who wish to discuss the motion have had an opportunity to speak. At all times, the President shall determine who has the floor to speak and may impose uniform time limitations.
- G. Board members shall not use inappropriate body language, or verbal tone during their debate of the issues. Any actions or comments designed to insult, demean, or attack the personal character of any member of the Board or the Board as an entity shall be strictly prohibited. Board members owe a special duty of civility to the Association's membership and shall be particularly courteous to the individual members at all times during official functions of the Association.
- H. The President shall have the unilateral authority to enforce the code of conduct or may do so in response to the un-seconded request of any other member of the Board if the President agrees with the request. The first step of enforcement shall consist of the President issuing a call to order to the particular member of the Board, who then must obey the directive immediately; however, the member called to order shall have the right to appeal the President's ruling, which appeal shall be open to debate and vote of the Board.
- I. In any instance of a flagrant or repeated violation of this code of conduct, the President may unilaterally issue a ruling to that effect against the offending member and may require the offending member of the Board to leave the premises of the meeting. Any such ruling shall not be appealable by the offending member and must be immediately obeyed, unless another member of the Board wishes to appeal the President's ruling, in which case the appeal shall be open to debate and vote of the Board.
- J. The Board further reserves additional enforcement powers, as set forth in Section V.

## II. DUTY OF RESPECT FOR BOARD

- A. All members of the Board owe a duty of respect to the Board of Directors as an entity, particularly with respect to its formal votes and formally approved policies. If conducted civilly, robust disagreement between members of the Board is perfectly acceptable behavior and even strongly encouraged, as it is often necessary and appropriate for the development of the best decision-

- making process; however, once the Board formally votes on a matter, no member of the Board shall engage in any unauthorized activity which undermines the ability of the Board to successfully effectuate the results of the vote. The duty of respect owed to the Board requires dissenting members to work within the formal procedures of the Board to modify or revised the previously adopted votes or approved policies with which they disagree. Dissenting members of the Board may voice their disagreements with any such votes or policies at any official function of the Association, but must do so in a manner which shows respect for the Board as an entity.
- B. All members of the Board shall recognize that their individual behavior is a reflection upon the Board as an entity; therefore, they shall at all time refrain from any public conduct within the community which would bring the Board into disrepute.

### **XII. DUALITIES AND CONFLICTS OF INTEREST**

- A. Members of the Board owe a fiduciary duty to the Association which requires them to consider only the best interests of the Association when they vote on any matter and to exclude any competing interest from their consideration. If a member of the Board has any duality of interest, concerns which compete with his fiduciary duty, or any conflict of any sort, then he must disclose such interest, concern, or conflict on the record. If she believes that such interest, concern, or conflict prohibits him from the exercise of his fiduciary duty, then he must recuse him/herself from voting or discussing the motion and announce his intent to do so. If he believes that such interest or concern does not rise to the level of a conflict of interest and does not impede his ability to exercise his fiduciary duty, he must state his reasons on the record and bar intent to participate in the discussion and vote on the motion. Under such circumstances, the President shall have the authority to call for a vote of the other members of the Board to approve the right of the member to participate in the discussion and vote. Under such circumstances, the other Board members shall presume good faith on the part of their fellow member of the Board and shall not vote to disapprove their fellow Board member's right to participate in the discussion and vote unless there is clear and convincing evidence that the member's participation in the discussion and vote would damage the integrity of the Board and be injurious to the interests of the Association.
- B. Under no circumstances shall any member of the Board participate in the discussion or vote on any matter in which the member has a conflict of interest. For the purposes of this resolution, the term "conflict of interest" shall include, but not be limited to, the following situations:
1. Whenever the Board intends to review a case involving the compliance of a member of the Board with the Association's legal requirements, the relevant Board member must recuse himself from the discussion and voting on the matter.
  2. Whenever the Board intends to review a contract or expenditure of funds involving the direct pecuniary interest of a Board member, the relevant Board member must recuse himself from the discussion and voting on the matter.

C. No member of the Board shall vote to approve the expenditure of funds for the acquisition of services or goods from any Board member, relative of a Board member, or entity which is affiliated with any of the Board members or their relatives, unless the Board member with such relationship discloses the relationship on the record and there is convincing reason to believe that a vote in favor of such an expenditure would be in the best interests of the Association. Under such circumstances, the vote must pass by at least a two-thirds majority of a quorum of members of the Board of Directors.

(Example: The brother-in-law of a member of the Board is the part-owner of a landscape, company which submits a proposal for services to the Association. With price, track record, and quality of service considered, the proposal appears to be the best proposal in a competitive bid situation. The related member of the Board clearly has a duality of interest which he must disclose on the record before the Board begins its discussion. If he believes that the duality of interest does not impede his ability to exercise his fiduciary duty, and, therefore, he, intends to participate in the discussion and voting on the matter, he must disclose his intent to do so. The President may call a vote of the other members of the Board to approve his right to participate in the discussion and vote on the matter. If the Board does not disapprove his right to participate in the discussion and vote on the matter, then the Board may proceed with a vote on a motion to retain the landscape company operated by a relative of the Board member, but it must pass by at least a two-thirds vote of a quorum of members of the Board.

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

#### IV. CONFIDENTIALITY REQUIREMENT

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



- a majority of the Board voting at a duly convened meeting of the Board of Directors.
- B. In any instance when a Board member might be confused about the confidentiality requirements and in order to minimize the possibility of inadvertent disclosure, Board members shall consult with the President before making any disclosure to any third party which might arguably release any Confidential Information covered by this Resolution, as that term is defined below.
- C. All Confidential Information is the property of the Association. Board members shall keep in strict confidence any and all information, documentation, records and devices which contain Confidential Information, and, upon the expiration of the Board member's term, shall return all Confidential Information in his possession to the Board and shall keep confidential all non-tangible Confidential Information.
- D. For the purpose of this Resolution, the term "Confidential Information" shall mean any information related to:
  1. Communications with the Association's legal counsel or professional consultants.
  2. Pending litigation,
  3. Pending matters involving formal proceedings for enforcement of the governing documents or rules or regulations of the Association,
  4. Pending negotiations for transactions involving the Association and agreements containing confidentiality requirements, or
  5. Minutes of meetings of Executive Sessions of the Board of Directors, and the substance thereof.
  6. Confidential Information shall not be deemed to include information:
    - a. that at the time of disclosure is available to the general public through public records or records of the Association which the Association must make available to the members for inspection or copy under state law;
    - b. that an administrative agency or court of competent jurisdiction orders to be disclosed, provided however, that upon receipt of any order, subpoena, or summons of any kind, before providing the information of document requested the Board member shall give the Association immediate notice thereof in order to allow the Association an opportunity to protect its Confidential Information. The Board member shall provide all necessary cooperation for this purpose.

**V. ENFORCEMENT**

In addition to the enforcement remedies provided to the President stated above, the Board may enforce this resolution by the following means: private reprimand, public censure, suspension from the Board for a maximum of two months, or the initiation of a removal action.

The Board shall not take any such enforcement action against any Board member until the Board votes on the public record to cite the member of the Board with a flagrant or repeated violation of the code of conduct cited herein. The Board must

then provide the Dowd member in question with written notice of the alleged violation and an opportunity to be heard on the matter at a duly convened meeting of the Board. Once the Board concludes this process, it may vote to impose or pursue any of the enforcement actions cited above.

**VI. MISCELLANEOUS**

- A. The use of pronouns throughout this Resolution is meant to be interchangeable. The use of the term "he" includes "she" and vice versa.
- B. This Resolution is fully applicable to all Committees. As applicable, the use of the term "Board" shall be changed to the term "Committee", and the use of the term "President" shall be changed to the term "Chairman."

This Resolution was duly adopted by the Board of Directors on this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

**COVENTRY HOMEOWNERS ASSOCIATION**

By: \_\_\_\_\_  
Secretary  
RESOLUTION NO. \_\_\_\_\_

Duly adopted at a meeting of the Board of Directors held \_\_\_\_\_, 2005.

Motion by: \_\_\_\_\_  
Seconded by: \_\_\_\_\_

VOTE: YES NO ABSTAIN ABSENT

President	<u>Jerman D. Lewis</u>	✓	_____	_____
Vice President	<u>Rita E. Miller</u>	✓	_____	_____
Treasurer	<u>Steve D. Miller</u>	✓	_____	_____
Secretary	<u>[Signature]</u>	_____	_____	_____
Director	<u>Nancy Tomber</u>	X	_____	_____

ATTEST.  
Secretary

Date \_\_\_\_\_ Resolution effective: \_\_\_\_\_, 2005



Coventry Homeowners Association  
Administrative Resolution 01-05

**Board of Director's Code of Ethics**

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

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

WHEREAS, the Board has decided to establish a code of ethics for itself in order to further its efforts to accomplish its goal.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the following code of ethics as its formal policy:

**Article I.**

- A director has a duty of good faith and loyalty to the association. This means that:
- a) A director owes allegiance to the Association and must act in the best interests of the association while acting in his or her official capacity.
  - b) A director should be diligent to ensure that the association's interests are pursued during the meetings of the Board of Directors.
  - c) A director may not use the position for personal profit, gain or other personal advantage over other members of the association.
  - d) A director is accountable to the members of the association for his or her official actions and can be held personally liable for fraud or breach of fiduciary duty in the conduct of the association's affairs.
  - e) A director who exercises honest and reasoned judgment and acts reasonably and in good faith for the best interests of the association will not be held liable for violation of his/her fiduciary obligation to the association. To carry out this duty, here are some guiding rules to follow:
    - i) A director should not discuss personal business during a meeting of the board of directors nor advance his or her personal interests while in official session at the expense of the association.
    - ii) A director should not make personal attacks on other directors, staff or members while performing official duties. Disagreements should be directed to the disagreement, not the person who raises an opposing point of view.
    - iii) A director may not accept commissions or rebates that belong to the association for his or her personal gain.
    - iv) A director shall conduct his or her private life in a manner that befits the dignity of a corporate director.

## **Article II.**

A director has a duty to use care, skill, and diligence when carrying out official acts. This means that:

- a) A director is required to act honestly and in good faith, in a manner reasonably believed to be in the best interests of the association, and with the care that a prudent person in a similar position would use under similar circumstances.
- b) A director should use his or her best efforts to keep apprised of legislation or regulations that affect the association.
- c) A director should seek the advice of experts when making decisions on behalf of the association in areas of competence in which the director has not been trained.
- d) A director must serve the interests of all members impartially and without bias.
- e) A director must advocate that the association comply with applicable laws, codes, contracts, and agreements to which the association is bound.

To carry out this duty, here are some guiding rules to follow:

- i) A director is expected to make a diligent effort to become trained and skilled in the business of association management in such areas as finance, membership sale values, governing documents, rules, governance, and oversight.
- ii) A director is expected to obtain a working knowledge of laws that regulate the association such as the Non-Stock Corporation Act, Property Owner's Association Act, and its operations.
- iii) A director is entitled to rely upon information/reports presented by officers or other employees of the association whom the director reasonably believes to be reliable and competent.
- iv) A director is entitled to rely upon legal opinions, financial statements, and other information relating to matters that the director reasonably believes to be within the expertise of the person preparing the information.

## **Article III.**

A director has a duty to act within the boundaries of his or her authority.

- a) The authority of a board of directors is defined in the charter and bylaws of the cooperative.
- b) A director's authority is limited to those acts that are transacted during the course of a duly called meeting of the board of directors with a quorum present.
- c) A director may not act in an official capacity except in the context of a meeting of the board of directors unless specifically empowered to act by a majority of directors present and voting in the affirmative at a duly called meeting.
- d) A director serving in official capacity may not violate government laws that regulate the operations of the association.
- e) A director serving in official capacity may not violate the association's charter.
- f) A director serving in official capacity may not violate the association's bylaws.

To carry out this duty, here are some guidelines to follow:

- i) The corporate charter received from the state defines the business that the corporation can conduct. Its bylaws describe how the cooperative will be operated.
- ii) The board of directors is obligated to comply with the bylaws of the association. Members who may have been wronged by the failure of the board of directors to comply with the bylaws may have a case of personal liability against the directors who violate the bylaws.

#### Article IV.

A director has a duty to disclose every personal conflict of interest to the association.

- a) A director is required to make a prompt and full disclosure of any material personal interest, either direct or indirect, he or she may have in a transaction to which the association is a party.
- b) A director shall not vote on or participate in discussions/deliberations on matters when a conflict is deemed to exist other than present factual information or respond to questions presented.
- c) A director shall assure that the minutes properly record his or her abstention on any votes on matters for which a conflict may exist.

To carry out this duty, here are some guiding rules to follow:

- i) A director who has disclosed a conflict should request that the disclosure be recorded in the official minutes of the meeting.
- ii) A director may vote on an issue that benefits the director if the issue is one that is decided for the general good of the association and the members. An example is voting to replace windows. If the motion is to replace all windows, you can vote. If the motion is to replace windows only on your side of the cooperative, don't vote.

#### Article V.

A director may not divulge or profit from the confidential information learned while performing official duties.

- a) A director may not divulge or otherwise use for personal gain any personal information learned during the performance of official duties as a director.
- b) A director must hold confidential all matters involving the association until such time as there has been general disclosure of that information.
- c) A director shall not have access to the personal files and financial records of a member without the consent of that member unless authorized under state and local laws.

To carry out this duty, here are some guiding rules to follow:

- i) A director must use special care to protect delinquency reports and check registers containing personal information from being read by unauthorized persons.
- ii) A director must not reveal confidential bidding information from contractors or provide unauthorized information to bidders about the review of the bids.
- iii) A director may not use information learned about a member during an official meeting as a topic of conversation with other members.

- iv) A director does not have authority to peruse files that contain private information about individual members.
- v) A director has a duty to protect the confidentiality of information learned in the applicant screening process.
- vi) A director must have a member's consent to receive confidential information about that member.

**Article VI.**

A director has a duty to participate in the operations of the association only as authorized in the bylaws or by the full board of directors.

- a) A director's primary obligation is to participate in the governance and policymaking process of an association, and not its operations.
- b) A director should not interfere with the enforcement of policies except during a meeting of the board of directors.

To carry out this duty, here are some guiding rules to follow:

- i) An individual director is not empowered to provide day-to-day work instructions to staff unless clearly authorized to do so during a meeting of the board of directors.
- ii) An individual director does not have authority to waive compliance with any policy of the entire board of directors.

This Resolution was duly adopted by the Board of Directors on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

**COVENTRY HOMEBOWNERS ASSOCIATION**

By: \_\_\_\_\_  
Secretary  
RESOLUTION NO. \_\_\_\_\_

Duly adopted at a meeting of the Board of Directors held \_\_\_\_\_, 2005.

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
President <u>James L. Case</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President <u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Treasurer *[Signature]*

Secretary *[Signature]* ✓

Director *[Signature]*

ATTEST.

Secretary \_\_\_\_\_

Date

Resolution effective:

, 2005

**COVENTRY Homeowners Association, Inc.**

**RESOLUTION**

Number: \_\_\_\_\_

Minute Book: \_\_\_\_\_ Page: \_\_\_\_\_

Date: 1/9/97

**A RESOLUTION PERTAINING TO:** Appointment to office on the Board of Directors.

**AUTHORITY FOR THE RESOLUTION:** CHOA By-laws, Article Five, Section Four. "Special Appointments. The Board may elect such other officers as the affairs of the Master Association may require, each of whom shall hold office for such period, have such authority, and perform such duties as the Board may from time to time determine."

**PURPOSE OF THE RESOLUTION:** To appoint Michael Hendricks to the position of Past President. Duties will include acting as a liaison between the Association and York County Government offices.

**SCOPE OF THE RESOLUTION:** Applies to Michael Hendricks and the Coventry Board of Directors.

Now therefore, be it resolved that: The Board of Directors appoints Michael Hendricks to the honorary position of Past President of the Coventry Board of Directors. His duties will include but not be limited to, acting as a liaison between the Coventry Homeowners Association and the York County Government offices.

Attest:

Secretary

President

Post-it® Fax Note 7871

To	12.6
Co./Dept.	1211 E
Phone #	
Fax #	

Date	1/14/97
From	COA
To	COA 211 474
Phone #	867-0300
Fax #	766-0242

COVENTRY HOMEOWNERS ASSOCIATION, INC.

RESOLUTION

Number:

Minute Book: \_\_\_\_\_

Date: 1/9/97

A RESOLUTION PERTAINING TO: Opening a bank account for the Contingency Reserves.

AUTHORITY FOR THE RESOLUTION: CHOA By-laws, Article Three, Section Ten, Paragraph (d): "The powers and duties of the Master Association may, subject to the limitations set forth herein, be exercised by the Board, in the Board's sole discretion. Such powers shall include without limiting the generality of the foregoing, the following: ... To open bank accounts on behalf of the Master Association and designate the signatories thereof."

PURPOSE OF THE RESOLUTION: To establish a separate interest bearing account for the Contingency Reserves.

SCOPE OF THE RESOLUTION: Applies to the Contingency Reserves.

Now therefore, be it resolved that: The Board of Directors has authorized the establishment of an interest bearing account for the Contingency Reserves. The account will be at Cent Bank.

Attest:

Handwritten signatures and lines for Secretary and President.

**COVENTRY HOMEOWNERS ASSOCIATION, INC.**

**RESOLUTION**

Number: \_\_\_\_\_

Minute Book: \_\_\_\_\_

Date: 1/9/97

**A RESOLUTION PERTAINING TO: Expenditure of Association funds.**

**AUTHORITY FOR THE RESOLUTION:** CHOA Declaration of Covenants, Conditions and Restrictions, Article Seven, Section One, Paragraph F: "The Master Association shall provide the following services: ... The services necessary or desirable in the judgment of the Board of Directors of the Master Association to carry out the Master Association's obligations and business under the terms of this document.

**PURPOSE OF THE RESOLUTION:** To authorize expenditure of Association funds to further equip the Association's office located in the community center.

**SCOPE OF THE RESOLUTION:** Applies to the procurement of a battery backup system and zip drive for the bookkeepers computer and the purchase of bar-coding software and scanner gun. Combined costs not to exceed \$800.00.

Now therefore, be it resolved that: the above mentioned equipment is necessary for the conduct of Association business. The expenditure of Association funds for such purpose is hereby authorized.

Attest:

Secretary

President



**COVENTRY Homeowners Association, Inc.**

**RESOLUTION**

Number: \_\_\_\_\_

Minute Book: \_\_\_\_\_ Page: \_\_\_\_\_

Date: 12/12/96

**A RESOLUTION PERTAINING TO: Affiliate Recreation/Pool Membership**

**AUTHORITY FOR THE RESOLUTION:** CHOA By-laws, Article Three, Section Ten paragraph (g). "To adopt and amend administrative rules and regulations governing the details of the operation and use of the Common Property and the recreational amenities thereon, so long as such rules and regulations or amendments thereto do not conflict with the rights, privileges, restrictions and limitations which may be placed upon the use of such property under the terms of the Declaration and Exhibits attached thereto.

**PURPOSE OF THE RESOLUTION:** To allow recreational/pool memberships on a seasonal basis to non-residents of Coventry.

**SCOPE OF THE RESOLUTION:** Applies to non-residents of Coventry who wish to have a seasonal recreation/pool membership to the Coventry facilities.

Now therefore, be it resolved that: The Board of Directors has chosen to allow recreation/pool memberships to non-residents of Coventry. The number of memberships available, the cost of the membership and the recreational amenities included in the membership will be established by the Board of Directors on a yearly basis.

Attest:

  
Secretary

  
President

**COVENTRY Homeowners Association, Inc.**

**RESOLUTION**

Number: \_\_\_\_\_

Minute Book: \_\_\_\_\_

Page: \_\_\_\_\_

Date: 10-96

**A RESOLUTION PERTAINING TO: Annual Meeting Date**

**AUTHORITY FOR THE RESOLUTION:** CHOA By-laws, Article Two, Section Two: "The first annual meeting of the Members shall be held within one year from the date of incorporation of the Master Association, but no later than one year after the conveyance of the first Residential Unit, and each subsequent regular annual meeting of the Members shall be held on the same day of the same month of each year thereafter. If the day for the annual meeting of the Members is a legal holiday, the meeting will be held on the first day following which is not a legal holiday."

**PURPOSE OF THE RESOLUTION:** To set the annual meeting date for the third Monday of November.

**SCOPE OF THE RESOLUTION:** Regular annual meeting date will hereafter be the third Monday of November.

Now therefore, be it resolved that: The Board of Directors has chosen to set the annual meeting date for the third Monday of November, since no records exist to show when the first annual meeting was held.

Attest:

  
Secretary

  
President

**COVENTRY HOMEOWNERS ASSOCIATION, INC.**

**RESOLUTION**

Number: \_\_\_\_\_

Minute Book \_\_\_\_\_

Date: 8-96

**A RESOLUTION PERTAINING TO:** Signatures for withdrawal of monies from accounts.

**AUTHORITY FOR THE RESOLUTION:** CHOA By-laws, Article Six, Section Five: "The depository of the Master Association shall be such bank or banks as shall be designated, from time to time, by the Directors and in which the monies of the Master Association shall be deposited. Withdrawal of monies from such accounts shall be only by checks signed by such persons as are authorized by the Directors. Should the Master Association employ a Managing Agent, and should in the course of such employment said Managing Agent be charged with any responsibilities concerning control of any of the funds of the Master Association, then, in such event, any agreement with such Managing Agent pertaining to the deposit and withdrawal of monies shall supersede the provisions hereof during the term of any such agreement."

**PURPOSE OF THE RESOLUTION:** To authorize signatures for the withdrawal of monies from accounts.

**SCOPE OF THE RESOLUTION:** Applies to all checking and reserve accounts.

Now therefore, be it resolved that: The Board of Directors has authorized signatures of the President, the Treasurer and the Manager of the Association for withdrawal of monies from the checking and reserve accounts. Two signatures will be required on all withdrawals from the reserve accounts. Other accounts will require two signatures if the amount of the withdrawal is over \$500.00.

Attest: [Signature]  
Secretary

[Signature]  
President

See July 1 minutes

**COVENTRY Homeowners Association, Inc.**

**RESOLUTION**

Number: \_\_\_\_\_

Minute Book: \_\_\_\_\_ Page: \_\_\_\_\_

Date: 8-96

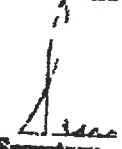
**A RESOLUTION PERTAINING TO: Special Assessment**

**AUTHORITY FOR THE RESOLUTION:** Property Owners' Association Act for the state of Virginia, §55-514: Authority to levy special assessments. --A. In addition to all other assessments which are authorized in the declaration, the board of directors of an association shall have the power to levy a special assessment against its members if the purpose in so doing is found by the board to be in the best interests of the association and the proceeds of the assessment are used primarily for the maintenance and upkeep, including capital expenditures, of the common area. ..."

**PURPOSE OF THE RESOLUTION:** To levy a special assessment.

**SCOPE OF THE RESOLUTION:** A special assessment will be levied against all members of the association.

Now therefore, be it resolved that: The Board of Directors has determined that a special assessment will be charged to all members in the fourth quarter of 1996. The assessment is necessary to off set an anticipated budget short fall of \$60,000 for the year ending 1996. Each member will be assessed \$75 and this amount must be paid by December 31, 1996. A special account will be set up for the collected special assessments. Any money remaining in this account at the close of 1996 will be distributed equally to all members (due with respect to each account) as a credit to their account during the second quarter of 1997

Attest:   
Secretary

  
President

**COPY**

**RESOLUTION OF COVENTRY HOMEOWNERS'  
ASSOCIATION, INC.**

**RE: EXCESS INCOME APPLIED TO THE FOLLOWING YEAR'S ASSESSMENT**

**WHEREAS, the Coventry Homeowners' Association, Inc. is a Virginia corporation duly organized and existing under the laws of Virginia;**

**and**

**WHEREAS, the members desire that the corporation shall act in full accordance with the rulings and regulations of the Internal Revenue Service;**

**NOW, THEREFORE, the members hereby adopt the following resolution by and on behalf of the Coventry Homeowners' Association, Inc.:**

**RESOLVED, that any excess of membership income over membership expenses for the year ended December 31, 1994, shall be applied against the subsequent tax year member assessments as provided by IRS Revenue Ruling 70-604.**

**This resolution is adopted and made a part of the minutes of the meeting of**

**By:**

  
**President**

**ATTESTED:**

  
**Secretary**

*Filed under May, 1995*

**COVENTRY Homeowners Association, Inc.**

**RESOLUTION**

Number: 15-9A

Minute Book # \_\_\_\_\_ Page: \_\_\_\_\_

Date: 3 May 94

**A RESOLUTION PERTAINING TO: Expenditure of Association Funds**

**AUTHORITY FOR THE RESOLUTION:** CHOA Declarations, Article Seven, Section One, Paragraph 1: *The Master Association shall provide the following services: [F] The services necessary or desirable in the judgment of the Board of Directors of the Master Association to carry out the Master Association's obligations and business under the terms of this document; [I] To provide administrative services and communication services informing Members of activities, notice of meetings, referendums, etc., incident to the above listed services.*

**PURPOSE OF THE RESOLUTION:** To authorize the expenditure of Association funds for the purchase of a desktop computer system, printer(s), and software necessary for administrative support.

**SCOPE OF THE RESOLUTION:** Applies only to the purchase of equipment for the manager's office. Costs not exceed \$3200.00 without further specific authorization by the Board.

Now therefore, be it resolved that: The Board of Directors has determined that a reasonably equipped office is necessary for the Association to properly carry out its administrative responsibilities to the Members. The purchase of a desktop computer, laser printer, and associated software is of benefit to all Coventry residents, thus such purchase is hereby approved.

Be it further resolved that: Hardware and software, when received, will be registered in the name of the Coventry Homeowners Association, Inc. and will be included in any inventories of Association property until disposed of. Its disposal will require written authorization by the Board of Directors.

Attest:

  
Secretary

  
President

COVENTRY Homeowners Association, Inc.

FILE

RESOLUTION

Number: 11-94

Minute Book # Page:

Date: 14 April 1994

A RESOLUTION PERTAINING TO: Expenditure of Association Funds

AUTHORITY FOR THE RESOLUTION: CHOA Declarations, Article Seven Section One Para B; The Master Association shall provide the following services: [B] Maintenance of landscaping of roads, sidewalks and walking trails and any other portions of the Common Property;

PURPOSE OF THE RESOLUTION: To authorize the expenditure of Association funds for the planting of annuals.

SCOPE OF THE RESOLUTION: Applies only to the planting of 400 annuals at the entrance to Coventry and at the village entrance monuments (as requested by the Landscape Committee). Costs for plants and labor not to exceed: \$1600.00.

Now therefore, be it resolved that: The Board of Directors has determined that this expenditure falls within the budget allocated for landscape maintenance and is in the best interest of the community. Expenditure of Association funds for such use is hereby authorized.

Attest: Secretary [Signature] President [Signature]

COVENTRY Homeowners Association, Inc.



RESOLUTION

Number: 10-94

Minute Book # \_\_\_\_\_ Page: \_\_\_\_\_

Date: 14 April 1994

A RESOLUTION PERTAINING TO: Expenditure of Association Funds

AUTHORITY FOR THE RESOLUTION: CHOA Declarations, Article Seven Section One, Paras. H, F: *The Master Association shall provide the following services: [R] To conduct recreation, sport, craft, and cultural programs of interest to Members, their children and guests; [F] The services necessary or desirable in the judgment of the Board of Directors of the Master Association to carry out the Master Association's obligations and business under the terms of this document;*

PURPOSE OF THE RESOLUTION: To authorize the expenditure of Association funds for the purchase of outdoor furniture for the community center pool area.

SCOPE OF THE RESOLUTION: Applies only to the purchase of that pool furniture recommended by the Pool & Clubhouse Committee on 14 April 1994. Costs not to exceed \$6200.00 without further approval by the Board.

Now therefore, be it resolved that: The Board of Directors has determined that although this expenditure had not been budgeted for, funds are available in the operating reserve account and procurement of additional pool furniture is in the best interest of the community. Expenditure of Association funds for such use is hereby authorized.

Attest:

[Signature]  
Secretary

[Signature]  
President



COVENTRY Homeowners Association, Inc.

FILE

RESOLUTION

Number: 9-94

Minute Book # \_\_\_\_\_ Page: \_\_\_\_\_

Date: 14 April 1994



A RESOLUTION PERTAINING TO: Expenditure of Association funds.

AUTHORITY FOR THE RESOLUTION: CHOA Declarations Article Seven Section One Para F: The Master Association shall provide the following services: [F] The services necessary or desirable in the judgment of the Board of Directors of the Master Association to carry out the Master Association's obligations and business under the terms of this document.

PURPOSE OF THE RESOLUTION: To authorize expenditure of Association funds to further equip the Manager's office located in the community center.

SCOPE OF THE RESOLUTION: Applies only to the procurement of an answering machine, telephone and a facsimile machine. Combined costs not to exceed \$ 450.00.

Now therefore, be it resolved that: A telephone, answering machine, and facsimile machine for the Manager's office are necessary for the proper conduct of Association business. The expenditure of Association funds for such purpose is hereby authorized.

Attest:   
Secretary  
  
President

COVENTRY Homeowners Association, Inc.

FILE

RESOLUTION

Number: 9-94

Minute Book # \_\_\_\_\_ Page: \_\_\_\_\_

Date: 5 April 1994

A RESOLUTION PERTAINING TO: Expenditure of Association Funds



AUTHORITY FOR THE RESOLUTION: CHOA Declarations Article Seven  
Section One Para F: The Master Association shall provide the following services: [F]  
*The services necessary or desirable in the judgment of the Board of Directors of the Master Association to carry out the Master Association's obligations and business under the terms of this document;*

PURPOSE OF THE RESOLUTION: To authorize the expenditure of Association funds for the installation of two additional telephones in the community center.

SCOPE OF THE RESOLUTION: Applies only to the installation and operation of one permanent pay telephone (with free 911 access) in the clubhouse proper and one seasonal (temporary) restricted-dialing telephone in the pool manager's office.

Now therefore, be it resolved that: The Board of Directors has determined that telephones in addition to the one already in the Manager's office are necessary for the safety of individuals using the clubhouse and the swimming pool. The expenditure of Association funds for the installation and operation of such telephones is in the best interest of the community and is hereby authorized.

Attest:

  
Secretary  
  
President

COVENTRY Homeowners Association, Inc.

FILE

RESOLUTION

Number: 14-94

Minutes Book # \_\_\_\_\_ Page: \_\_\_\_\_

Date: 29 March 1994

A RESOLUTION PERTAINING TO: Expenditure of Association Funds

AUTHORITY FOR THE RESOLUTION: CHOA Declarations, Article Seven  
Section One, Para A: The Master Association shall provide the following services: [A]  
Cleanup and maintenance of all roads, roadways, roadway medians, ponds, drainage  
facilities, recreational facilities, and other portions of the Common Property...

PURPOSE OF THE RESOLUTION: To authorize the expenditure of Association funds for the purchase of a spare pump for the swimming pool.

SCOPE OF THE RESOLUTION: Applies only to the purchase of one spare pump <sup>electric motor</sup> cost not to exceed \$500.00.

Now therefore, be it resolved that: The Board of Directors has determined a spare pump is necessary to assure uninterrupted operation of the swimming pool, such operation deemed to be in the best interest of the community. The expenditure of funds to purchase said spare pump is hereby approved.

Attest:

Secretary

*[Signature]*

President

COVENTRY Homeowners Association, Inc.

RESOLUTION

Number: 7-94

Minutes Book # \_\_\_\_\_ Page: \_\_\_\_\_

Date: 28 MAR 94

A RESOLUTION PERTAINING TO: Expenditure of Association Funds

AUTHORITY FOR THE RESOLUTION: CHOA Declarations Article Seven Section One Paras D, E; *The Master Association shall provide the following services: [D] Fire protection and prevention for improvements upon the Common Property; [E] The services necessary or desirable in the judgment of the Board of Directors of the Master Association to carry out the Master Association's obligations and business under the terms of this document;*

PURPOSE OF THE RESOLUTION: To authorize the expenditure of Association funds for the installation of an alarm system in the Manager's Office.

SCOPE OF THE RESOLUTION: Applies only to the initial installation of said alarm system (not to exceed \$400.00) designed to provide continuous monitoring for fire and forcible entry, and monthly monitoring charges (not to exceed \$25.00 per month).

Now therefore, be it resolved that: The Board of Directors has determined an alarm system is necessary to protect valuable Association property and records located within the Manager's Office in the Community Center. The expenditure of funds to purchase said alarm system from the lowest bidder, Tidewater Alarms, is hereby authorized.

Attest:   
 Secretary   
 *[Signature]*   
 President

COVENTRY Homeowners Association, Inc.

of 2/2

RESOLUTION

Number: 12-94

Minute Book # Page:

Date: 19 MAR 94

A RESOLUTION PERTAINING TO: Expenditure of Association Funds

AUTHORITY FOR THE RESOLUTION: CHOA Declarations, Article Seven, Section One, Paras F, I: The Master Association shall provide the following services: [F] The services necessary or desirable in the judgment of the Board of Directors of the Master Association to carry out the Master Association's obligations and business under the terms of this document; [I] To provide administrative services and communication services informing Members of activities, notice of meetings, referendums, etc., incident to the above listed services.

PURPOSE OF THE RESOLUTION: To authorize the expenditure of Association funds for the purchase of desktop publishing software to be used in preparation of the Association's official newsletter.

SCOPE OF THE RESOLUTION: Applies only to the purchase of one copy of Microsoft Publisher Ver 2.0 software. Costs not to exceed \$100.00.

Now therefore, be it resolved that: The Board of Directors has determined an official newsletter is necessary in order for the Association to properly carry out its communications responsibilities to the Members. The purchase of software to aid in the publishing of such newsletter is of benefit to all Coventry residents, thus such purchase is hereby approved. This software, when received, will be registered in the name of the Coventry Homeowners Association, Inc. and will be included in any inventories of Association property until disposed of. Its disposal will require written authorization by the Board of Directors.

Attest:

Secretary

President

**COVENTRY Homeowners Association, Inc.**

**RESOLUTION**

Number: 4-94

Minute Book # \_\_\_\_\_ Page: \_\_\_\_\_

Date: 24 Feb 94

**A RESOLUTION PERTAINING TO: Placement of a U.S. Mail Drop Box**

**AUTHORITY FOR THE RESOLUTION:** CHOA By-Laws, Article Three, Section Ten, Para (c): *The Master Association shall have the right, when determined by the Board to be in the best interests of the Development, to grant exclusive licenses, easements, permits, leases, or privileges to any individual or entity, including Non-Owners, which affect the Common Property and to alter, add to, relocate or improve the Common Property, so long as such grants do not, except for temporary inconveniences, interfere with or result in uses contrary to the uses intended for the Common Property contained in the Overall Plan.*

**PURPOSE OF THE RESOLUTION:** To authorize the use of Coventry common property for placement of a U.S. Mail drop box (for outgoing mail).

**SCOPE OF THE RESOLUTION:** Applies only to the proposal from 217 Associates, Ltd., dated 24 February 1994.

Now therefore, be it resolved that: The placement of a U.S. Mail box and 4'x4' concrete slab upon Common Property at the southeast corner of the intersection of Wrought Iron Bend and Owen Davis Blvd. is not contrary to the planned use of that portion of Association property. As it will benefit all homeowners within Coventry, the use of the described common property for installation of a mail box is hereby approved.

Attest:

  
Secretary

\_\_\_\_\_  
President

*Attest*

**COVENTRY Homeowners Association, Inc.**

**RESOLUTION**

Number: 2-74

Minute Book # \_\_\_\_\_ Page: \_\_\_\_\_

Date: 10 Feb 94

**A RESOLUTION PERTAINING TO:** Location of the Master Association office.

**AUTHORITY FOR THE RESOLUTION:** CHOA Bylaws, Article One, Section Four.  
*"The office of the Master Association shall be located anywhere on the Development or such other place as may be designated from time to time by the Board of Directors of the Master Association."*

**PURPOSE OF THE RESOLUTION:** To establish the location of the business office of the COVENTRY Homeowners Association.

**SCOPE OF THE RESOLUTION:** Applicable to all business conducted in the name of the Association, except as noted.

Now therefore, be it resolved that: the office of the Association will be located in the COVENTRY Community Center, 100 Wrought Iron Bend, Yorktown, Virginia, 23693, effective 1 March 1994. All persons and companies doing business in the name of COVENTRY Homeowners Association, Inc. shall use this address in the course of conducting such business. Exception: Those individuals or companies who may be contracted to perform financial and/or general management duties for the Association.

Attest:   
Secretary

President

**COVENTRY Homeowners Association, Inc.**

**RESOLUTION**

Number: 1-94

Minute Book # \_\_\_\_\_ Page: \_\_\_\_\_

Date: 10 Feb 94

**A RESOLUTION PERTAINING TO: Committee Expenses**

**AUTHORITY FOR THE RESOLUTION:** CHOA Bylaws, Article Three, Section One, *"The affairs of the Master Association shall be managed by a Board of Directors."*

**PURPOSE OF THE RESOLUTION:** To establish policy concerning committee expenditures and reimbursement for such expenditures.

**SCOPE OF THE RESOLUTION:** Applicable to all Association committees.

Now therefore, be it resolved that: Committees are hereby authorized to spend no more than \$25.00 (Twenty-Five Dollars) per month on behalf of the Association without prior written approval of the Board of Directors, such amount being deemed adequate to cover normal administrative expenses. Committee chairpersons will submit receipts of such expenditures to any Board member who will, in turn, take appropriate action to ensure prompt submission of a reimbursement request to the Association Manager. Receipts, reimbursement requests, and copies of reimbursement checks will be retained in Association records for two years.

Attest:

  
Secretary

President



Special  
Resolutions

**COVENTRY Homeowners Association, Inc.**

**RESOLUTION**

Number: \_\_\_\_\_

Minute Book # \_\_\_\_\_ Page: \_\_\_\_\_

Date: 9 JUN 94

**A RESOLUTION PERTAINING TO: Violation of Common Property Use Restrictions**

**AUTHORITY FOR THE RESOLUTION:**

CHOA Declarations Article Nine Section One Para C: *No owner shall do or keep or permit anything to be done or kept on any Commercial Property, Residential Unit, or on the Common Property which will increase the rate of insurance on the Development, result in cancellation of insurance on any Residential Unit or on any part of the Development, or be in violation of any law without the prior consent of the Master Association.*

CHOA Declarations Article Nine Section One Para I: *Except for the right of ingress and egress, an Owner shall use the Common Property only as may be allowed by the Master Association or expressly provided for herein.*

**PURPOSE OF THE RESOLUTION:** To declare as a violation, the building of a swing set on Association property.

**SCOPE OF THE RESOLUTION:** Applies to the property behind 104 Ferrier Place in Davis Forge.

Now therefore, be it resolved that: The Board of Directors has determined that the swing set located behind 104 Ferrier Place is on Association Common Property. Since this encroachment has not been approved by the Association, the location of the swing set is hereby deemed to be in violation of Association Use Restrictions.

Attest:

Secretary

President

# COVENTRY Homeowners Association, Inc.

## RESOLUTION

Number: \_\_\_\_\_

Minute Book # \_\_\_\_\_ Page: \_\_\_\_\_

Date: 9 JUN 94

**A RESOLUTION PERTAINING TO: Violation of Residential Property Use Restrictions**

**AUTHORITY FOR THE RESOLUTION:**

CHOA Declarations, Article Nine, Section Two, Para K: No mail and newspaper boxes shall be permitted along streets unless required by the appropriate governmental authority, in which event, all such mail and newspaper boxes shall conform to a standard development design approved by the Architectural Review Committee of the Association

CHOA Declarations, Article Nine, Section Two, Para J: Overnight parking in the street will not be permitted except on an emergency basis.

CHOA Declarations, Article Nine, Section Two, Para E: No nuisances shall be allowed in or upon a Residential Unit or the Common Property, nor shall any use or practice be allowed which interferes with the peaceful occupancy and use of another Residential Unit or of the Common Property by the Owners.

CHOA Declarations, Article Nine, Section Two, Para D: Each lot owner shall provide a screened area in which garbage receptacles, fuel tanks or similar storage receptacles, electric and gas meters, air conditioning equipment, clothes lines, above ground swimming pools, and other unsightly objects must be placed or stored in order to conceal them from view from the road and adjacent properties.

**PURPOSE OF THE RESOLUTION:** To declare as violations:

1. Storage of barbecue grill adjacent to house within view of neighboring property and the street
2. Storage of garbage can and recycling bin within view of the street
3. Overnight parking on the street

**COVENTRY Homeowners Association, Inc.**

4. Painting the mailbox post yellow instead of the standard gray
5. Growing cattails in the drainage culvert

**SCOPE OF THE RESOLUTION:** Applies to property at 318 Blacksmith Arch in Davis Forge.

Now therefore, be it resolved that: The Board of Directors has determined that the conditions described above are, in fact, violations of the Association's Use Restrictions.

Attest:

  
Secretary

  
President

COVENTRY Homeowners Association, Inc.



RESOLUTION

Number: 13-94

Minute Book # \_\_\_\_\_ Page: \_\_\_\_\_

Date: 10 March 1994

**A RESOLUTION PERTAINING TO:** Violation of Association Use Restrictions

**AUTHORITY FOR THE RESOLUTION:** CHOA Declarations, Article Nine, Section Two, Para L: Overnight parking in the street will not be permitted except on an emergency basis.

**PURPOSE OF THE RESOLUTION:** To declare as a violation, the continued parking of vehicles on the street by the owner of 245 Judith Circle in Faison Green.

**SCOPE OF THE RESOLUTION:** Applies only to the member at 245 Judith Circle.

Now therefore, be it resolved that: The continued, non-emergency, parking of vehicles on the street by the owner at 245 Judith Circle has been called to the owner's attention several times by the Association. Since all the owner's vehicles will fit on his own property, such continuing violations are construed by the Board to be deliberate and, as such, are hereby declared violations of Association use restrictions.

Attest: [Signature]  
Secretary

[Signature]  
President