

BY-LAWS
OF
HALSTEAD GLEN CLUSTER ASSOCIATION

ARTICLE I
OFFICES

The principal offices of the corporation in the Commonwealth shall be located in the County of Fairfax. The corporation may have such other offices, either within or without the Commonwealth of Virginia, as the directors may from time to time determine.

The corporation shall have and continuously maintain in the Commonwealth of Virginia a registered office and a registered agent whose office is identical with such registered office, as required by the Virginia Non-Stock Corporation Act. The address of the registered office and the registered agent may be changed from time to time by the directors and the registered office may be, but need not be, identical with the principal office of the corporation in the Commonwealth of Virginia.

ARTICLE II

Section 1. Membership in the Corporation. The following shall be members of the corporation:

(A) Reston Land Corporation or the successor in interest to Reston Land Corporation in the development and construction of dwelling units on any property within Block 2, Section 61, Reston (hereinafter referred to as the "Developer");

(B) All persons owning of record (whether in fee simple or life estate) any residential building lot on the property shown on the present or any subsequently recorded Deed of Subdivision of land within Block 2, Section 61, Reston. Such lots together with the common area owned by the corporation shall collectively be known as the "Property". A person taking title to any such lot as security for the payment of money or the performance of an obligation shall not be a member of the corporation.

No person or other entity including the Developer shall be a member of the corporation after he or it ceases to be the owner of record of all such lots he or it owns.

The directors of the corporation may, after affording the member an opportunity to be heard, suspend any person from membership in the corporation during any period of time when there exists a violation of any of the provisions of the Deed of Subdivision (including, but not limited to, the failure to make any payment to the corporation when due and payable under the terms of the Deed of Subdivision) with respect to the lot he owns or when he is in violation of any rule or regulation adopted by the corporation with respect to the Property.

Each member of the corporation, by becoming such, agrees that he shall be personally responsible for the payment of the charges created under the Deed of Subdivision with respect to the lot he owns and for compliance by himself, his family, guests, and invitees, with the provision of the said Deed and the rules and regulations adopted by the corporation with respect to the Property.

The qualifications set forth herein for membership in the corporation shall be the only qualifications for such membership.

Section 2. Voting Rights. The members of the corporation shall have the right to vote for the election of directors. Each member of the corporation shall have one vote, except that:

(A) Any person owning more than one lot shall have the number of votes equal to the number of lots owned.

(B) When any lot is owned of record in joint tenancy or tenancy-in-common, or in any other manner of joint or common ownership, such owners shall collectively be entitled to only that number of votes to which one person would be entitled were he the owner of such a lot. Such vote shall be exercised by the majority action or consent of the owners of record of such lot who are entitled to vote with respect thereto.

ARTICLE III

MEETING OF MEMBERS

Section 1. Annual Meeting. The first annual meeting of the members shall be held when 50% of the dwelling units erected or to be erected on the Property have been sold and conveyed to parties other than the Developer, and shall be held in the year in which such percentage of sales and conveyances is reached. Subsequent annual meetings shall be held each year thereafter at a date and time established by the Board of Directors for the purpose of electing directors and for the transaction of such other business as may come before such meeting. If the date fixed for the annual meeting shall be a legal holiday in the place where the meeting is to be held, such meeting shall be held on the next succeeding business day. If the election of directors shall not be held on the day designated herein for the annual meeting or at any adjournment thereof, or pursuant to Section 5 hereof, the Board of Directors shall cause the election to be held at a special meeting of the members held as soon thereafter as conveniently may be.

Section 2. Special Meetings. Special meetings of the members may be called by the President, the Board of Directors, or members of the corporation holding no less than one-fifth of the votes.

Section 3. Place of Meeting. The Board of Directors may designate any place within or without the State of Virginia as the place for annual or special meeting called by the Board of Directors and the President may designate any place within or without the State of Virginia as the place of meeting for any special meeting called by him. If no designation is made or if a special meeting be called by the members of the corporation, the place of meeting shall be the principal office of the corporation.

Section 4. Notice of Meetings. The corporation shall publish notice of any annual or special meeting of members in the manner provided by law. Written notice stating the place, day, and hour of the meeting, and in case of a special meeting, the purpose or purposes for which the meeting is called, shall also be mailed or delivered not less than ten or more days fifty days before the date of the meeting, except as otherwise specified by law, either personally or by mail, by or at the direction of the President or Secretary or the person calling the meeting, to each member of the corporation. A member may, in a writing signed by him, waive notice of any meeting before or after the date of meeting stated therein. Failure to mail or deliver any notice to any member shall not affect the validity of the published notice.

Section 5. Informal Action by Members. Any action required or permitted by law to be taken at a meeting of the members of the corporation may be taken without a meeting, if a consent in writing setting forth the action so taken shall be signed by all of the members of the corporation.

Section 6. Quorum and Manner of Action. Members holding one-fifth of the total votes shall constitute a quorum in any meeting. If quorum is not present at any meeting of members, a majority of the members present, may adjourn the meeting from time to time without further notice. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the members, unless the act of a greater number is required by law, or the Articles of Incorporation of the corporation, or by these By-Laws.

Section 7. Conduct of Meetings. The directors may make such regulations as they deem advisable for any meeting of members in regard to proof of membership in the corporation, evidence of the right to vote, the appointment and duties of inspectors of votes, and such other matters concerning the conduct of the meeting as they shall deem fit. Such regulations shall be binding upon the corporation and its members.

ARTICLE IV

DIRECTORS

Section 1. General Powers. The affairs of the corporation shall be managed by its directors.

Section 2. Number and Tenure. The number of directors shall be five. The length and initial term of each of the directors constituting the original board of directors shall be as set forth in paragraph 6 of the Articles of Incorporation. After the designation of the initial board of directors the first election of directors by the members of the corporation shall be held at

the annual meeting of the members provided for in Section 1 of Article III herein. The directors elected by the members at the first election of directors and thereafter, shall be elected for a term of three years, or for the unexpired term of any resigning director, and until their respective successors are elected. Any vacancy occurring in the initial or subsequent Board of Directors may be filled at any meeting of the Board of Directors by the affirmative vote of a majority of the remaining directors, though less than a quorum of the Board of Directors, or by a sole remaining director and if not previously so filled, shall be filled at the next succeeding meeting of the members of the corporation. Any director elected to fill a vacancy shall server as such until the expiration of the term of the directors, the vacancy in whose position he was elected to fill.

Section 3. Regular Meetings. A regular annual meeting of the Board of Directors shall be held immediately following the annual meeting of members at such time and place, within or without the State of Virginia, as may be specified in the notice thereof. The Board of Directors may provide by resolution the time and place, either within or without the State of Virginia, for the holding of additional regular meetings of the Board without notice than such resolution.

Section 4. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President of any two directors. The person or persons authorized to call special meetings of the Board may fix any place, within or without the State of Virginia, as the place for holding any special meeting of the Board called by them.

Section 5. Notice. Notice of any meeting of the Board of Directors for the holding of which notice is required shall be given at least two days previous thereto by written notice delivered personally or sent by mail or telegram to each director at his address as shown on the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If such notice be given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. Any director may, in a writing signed by him, before or after the time of meeting stated therein, waive notice of any meeting. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice of waiver of notice of such meeting, unless specifically required by law, by the Articles of Incorporation of the corporation or by these By-Laws.

Section 6. Quorum. Except as otherwise provided by law or by the Articles of Incorporation of the corporation, or by these By-Laws, a majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the directors are present at said meeting, a majority of the directors present may adjourn the meeting from time to time without further notice.

Section 7. Manner of Action. The act of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law, or by the Articles of Incorporation of the corporation, or by these By-Laws.

Section 8. Compensation. Directors as such shall not receive any stated salaries for their services, but by resolution of the Board of Directors a fixed sum and expenses of attendance, if any may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained shall be construed to preclude any director from serving the corporation in any other capacity and receiving compensation therefore.

Section 9. Informal Action by Directors. Any action required by law to be taken at a meeting of directors, or any action which may be taken at a meeting of directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all the directors.

Section 10. Other Powers. In addition to the powers heretofore set forth in this Article IV the Board of Directors shall have all those powers and rights specifically set forth in Article VII, Section VII.1(d)(2) of the Deed of Amendment to the Deeds of Dedication of Reston recorded in Deed Book 6072 at page 69 among the land records of Fairfax County which powers and rights are incorporated herein by reference as if specifically set forth in haec verba. To the extent the powers and rights contained in this section 10 may be in conflict with any other powers and rights set forth in these By-Laws, the powers and rights of this Section 10 shall govern.

ARTICLE V

OFFICERS

Section 1. Officers. The officers of the corporation shall be a President, one or more Vice Presidents (the number thereof to be determined by the Board of Directors), a Secretary and a Treasurer. The Board of Directors may elect such officers, including one or more Assistant Secretaries and one or more

Assistant Treasurers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed from time to time by the Board of Directors. Any two or more offices may be held by the same person, excepting the offices of the President and Secretary. The President shall be a director of the corporation. Other officers may be, but need not be, directors of the corporation.

Section 2. Election, Term of Office and Vacancies. The officers of the corporation shall be elected annually by the Board of Directors at the regular annual meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected. A vacancy in any office arising because of death, resignation, or otherwise may be filled by the Board of Directors for the unexpired portion of the term.

Section 3. Powers and Duties. The officers of the corporation shall, except as otherwise provided by law, by the Articles of Incorporation, by these By-Laws, or by the Board of Directors, each have such powers and duties as generally pertain to their respective offices, as well as such powers and duties as may from time to time be specifically conferred or imposed by the Board of Directors. The President shall be the chief executive officer of the corporation.

ARTICLE VI

COMMITTEES

Section 1. Committees of Directors. The Board of Directors, by resolution adopted by a majority of all the directors in office, may designate one or more committees, each of which shall consist of two or more directors, which committees, to the extent provided in the resolution, shall have and exercise the authority of the Board of Directors in the management of the corporation, provided, however, that no such committee shall have the authority

of the Board of Directors to approve an amendment to the Articles of Incorporation of the corporation or a plan of merger or consolidation.

Section 2. Other Committees. Other committees not having and exercising the authority of the Board of Directors in the management of the affairs of the corporation may be designated by a resolution adopted by the Board of Directors, to perform such duties and to have such powers as may be provided in the resolution.

Section 3. Rules. Each committee may adopt rules for its own government not inconsistent with the terms of the resolution of the Board of Directors designating the committee or with rules adopted by the Board of Directors.

ARTICLE VII

CERTIFICATES OF MEMBERSHIP

Section 1. Certificates of Membership. The Board of Directors may provide for the issuance of certificates evidencing membership in the corporation, which shall be in such form as may be determined by the Board. Such certificates shall be signed by the President or a Vice President and by the Secretary or an Assistant Secretary and shall be sealed with the seal of the corporation. All certificates evidencing membership shall be consecutively numbered. The name and address of each member and the date of issuance of the certificate shall be entered on the records of the corporation.

If any certificate shall become lost, mutilated or destroyed, a new certificate may be issued therefore upon such terms and conditions as the Board of Directors may determine.

ARTICLE VIII

SEAL

The Board of Directors shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the corporation, the year of its incorporation, and the words "Corporate Seal-Virginia".

ARTICLE IX

ADDITIONAL RIGHTS, DUTIES, AND POWERS

All those rights, duties, powers and obligations set forth in Article VII (Clusters) of the Deed of Amendment to the Deeds of Dedication of Reston recorded among the land records of Fairfax County in Deed Book 6072 at page 69 and not heretofore specifically set forth in these By-Laws are incorporated herein by reference as is specifically set forth in haec verba. To the extent such powers, duties, rights and obligations contained in this Article IX may be in conflict with any other powers, duties, rights and obligations set forth in these By-Laws, the powers, duties, rights and obligations of this Article IX shall govern.

ARTICLE X

AMENDMENTS

These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted by the Board of Directors.

**AMENDMENT 1
TO THE
BY-LAWS OF
HALSTEAD GLEN CLUSTER ASSOCIATION**

Assessment Billing and Collection Procedures

A. Applicability

Every lot owner shall pay annual assessments as they become due and payable to Halstead Glen Cluster Association (“The Association”). This amendment sets forth the procedures for the collection of delinquent assessments not paid by the due date.

B. Procedures for Collection

1. 30 days Delinquent: Thirty (30) days after the Assessment due date, The Association shall send the owner, by certified mail, a reminder notice that the payment is delinquent. A late charge will be assessed to the account in the amount of twenty-five dollars (\$25.00) which, together with the assessment will be due and payable not later than fifteen (15) days from the date of the notice.

2. 45 days Delinquent: If payment, including late charge, is not received within fifteen (15) days of the date of the notice as specified above. The Association shall send, by certified mail, a second notice advising the lot owner that a “Memorandum of Lien” will be recorded at the County Clerk’s Office against the property by the Homeowners Association if payment is not received within fifteen (15) days of the date of the second notice. In addition to the assessment and late fee set forth in paragraph 1 above, the delinquent account will be assessed fifty dollars (\$50.00) for late payment.

3. 60 days Delinquent: A “Memorandum of Lien” will be recorded at the County Clerk’s Office in accordance with the provisions of the Virginia Property Owners’ Association (POA) Act as set forth in Chapter 26 (§ 55-508 et seq.) of Title 55, against the property by the Homeowner Association. The Association will send a letter along with a copy of the “Memorandum of Lien” to the delinquent homeowner. In addition to the assessment and late fees set forth above, the delinquent account will be

assessed one hundred seventy-five dollars (\$175.00) for expenses relating to filing, attorneys fees, and administrative costs of the delinquent account.

4. 75 days Delinquent: An "Intent to Foreclose Letter" will be sent to the homeowner if the account still remains unpaid 75 days after the assessment was due. The delinquent account will be assessed an additional thirty-five dollars (\$35.00).

5. 90 days Delinquent: Foreclosure proceedings will be initiated against the delinquent property. The legal cost will be assessed to the delinquent account

CERTIFICATION

I, the undersigned, do hereby certify: That I am the duly elected secretary of the Halstead Glen Cluster Association, a Virginia non-stock corporation; and

That the foregoing Amendment was duly adopted at a meeting of the Board of Directors held on the 18 day of January 1994.

In witness whereof, I have hereunto subscribe my name and affix the seal of said association this 18 day of January 1994.

Robert M. Mahan
Secretary

**AMENDMENT 2
TO THE BY-LAWS OF THE
HALSTEAD GLEN CLUSTER ASSOCIATION
RULES AND REGULATIONS**

I. PREAMBLE

WHEREAS, the purpose of the Halstead Glen Cluster Association ("HGCA" or "The Association") is to maintain, improve and beautify for the use in common of all the members thereof, their families, guests and invitees, and to exercise and otherwise implement all benefit and protection of HGCA and its individual members;

WHEREAS, the Board of Directors (the "Board") deems it desirable to establish procedures to assure due process in cases involving a question of compliance with the HGCA By-laws and the amendments thereto and to attempt to minimize the necessity of seeking judicial action;

WHEREAS, the Board, as provided by Article X of the By-laws, wishes to amend the by-laws to include rules and regulations governing HGCA and adopt procedures for resolving complaints brought by members of HGCA;

NOW THEREFORE be it resolved, that the following procedures shall govern the activities of the Board with regard to enforcing the rules and regulations of the HGCA and to making decisions on various violations based on the cases brought to it.

II. RULES AND REGULATIONS

A. Maintenance of Townhouse Units

Maintenance affects the visual character and economic values of the property and the neighborhood, and in some cases also affects the safety of residents and guests. It is the responsibility of the homeowner to keep their property maintained. This includes but is not limited to structural maintenance, for example:

1. Repairing chipped, peeling, or discolored paint using the same shade of the original paint (the Reston Association approved color on file with the Design Review Board).
2. Replacing broken windows and missing screens.
3. Repairing and maintaining fences and decks, which includes, but is not limited to painting and repair of loose and broken boards within a reasonable period of time.

4. If it appears that a unit is becoming unsightly or a complaint is received from another homeowner, a written notice to the homeowner from the Board will be issued.

B. Common Grounds

The Association holds title to the common grounds for purpose of maintaining , improving, and beautifying them without profit to itself for the use in common of all the members thereof, their families and guests.

1. The Association has no facilities for watering plantings on common grounds. In order to avoid unnecessary recurring expenditures to replace these items, the Association requests that homeowners water the grass, bushes, and trees near their unit.
2. The placing or scattering of organic (plant trimmings, cuppings, or cuttings) and inorganic trash or waste on the common grounds, including wooded areas, is prohibited.
3. No vehicles of any kind shall be parked or operated on any common ground other than streets and parking areas. Vehicles include, but are not limited to automobiles, bicycles, motorcycles, mopeds, moving vans, and commercial vehicles.
4. Other prohibited uses of common grounds include but are not limited to:
 - a. Building structures, such as fences, decks, and patios.
 - b. Storage and disposal of trash and debris.
 - c. Storage of boats and recreational vehicles.
5. Anyone causing damage to common grounds shall be held financially responsible for that damage subject to the adjudication process. A resident who violates these regulations will be given written notice by the Board of the nature of that violation.
6. Nothing shall be built, planted, or in any way added to or removed from the common ground without first obtaining approval from the Board and, when required, final approval from Reston Association and/or Fairfax County.
7. Individually-owned items including but not restricted to portable pools, swing sets, picnic tables, equipment, and tools may not be placed on common ground.
8. Work or lawn tools, bicycles, tricycles, wagons, carts, and other playthings must be removed from all common grounds, including public pathways, at the end of the day.

9. Common ground is not to be used for storage of personal use items of any type. Items stored on common grounds are subject to removal at the Board's discretion.
10. Advertising signs of any type are prohibited on common grounds with the exception of:
 - a. "Open House" signs or yard sale signs permitted from sunrise to sunset on the day of the event only.
 - b. One sign indicating a townhouse for sale on the grounds of that unit (not on Halstead Glen common grounds), until the unit is sold.

C. Parking

Motor vehicle parking restrictions that affect Halstead Glen residents originate from three sources:

- Fairfax County zoning ordinances;
- State of Virginia and Fairfax County traffic codes;
- and Physical layout and parking space availability in the Cluster.

All townhouses are considered to have parking space for two vehicles. The owner's garage is one space and their driveway is the second. All other parking spaces in the proximity to the common grounds are considered visitor's parking .

1. Halstead Glen is private property. Therefore, parking on Halstead Glen grounds is limited to residents and their guests. All other vehicles may be towed at the vehicle owner's expense.
2. Any vehicle parked in other than designated areas, e.g. , along curbs, in the roadway, in turnaround areas, or in fire lanes, is subject to immediate towing at the vehicle owner's expense.
3. All parking spaces are delineated by painted hash marks on the curb. Vehicles must be parked between these marks, so that no single vehicle occupies, or otherwise encumbers more than one parking space.
4. All residents are responsible for notifying their visitors of Halstead Glen's parking policy.

D. Recreational and Commercial Vehicles

1. No parking of recreational or commercial vehicles is allowed on Halstead Glen grounds. This includes, but is not limited to, campers, mobile homes, trailers, boats, trucks, buses, or step vans.

2. Any vehicles in violation of this policy will be towed at the owner's expense.

E. Towing Policy

1. The following procedure should be used to report a vehicle that is in violation of the Halstead Glen Rules and Regulations:
 - a. Note the make, model, color, and license number of the car and the area where the car is parked.
 - b. Check with your immediate neighbor to locate the person responsible for that vehicle.
 - c. Ask them to move the vehicle or correct the situation.
 - d. If the vehicle owner cannot be located, contact a member of the Board of Directors and provide them all pertinent information regarding the situation. A Board Member will then make the decision as to whether the vehicle should be towed.
2. Vehicles parked illegally may be towed or removed from Halstead Glen property without notice. However, at the Board's discretion, if the vehicle does not constitute a safety hazard, interfere with the free flow of traffic or access or parking space, or is not likely to cause damage to Halstead Glen property, the Board may elect to handle the situation in the following manner:
 - a. Affix a notice of violation to the offending vehicle or equipment.
 - b. If the violation is not corrected within 72 hours thereafter, then the offending vehicle may be towed or removed from the Cluster grounds without further notice.

F. Abandoned Vehicles

Abandoned vehicles are not allowed on Halstead Glen grounds. Abandoned vehicles are subject to HGCA's towing policy and are defined as follows:

1. Vehicles must be in such condition that they may be legally be garaged in and operated on the highways of Fairfax County. No stored inoperable vehicles are allowed.
2. All vehicles must be in compliance with Virginia and Fairfax County registration and inspection statutes and ordinances.

3. No vehicle shall be allowed that constitutes a safety hazard or causes or is likely to cause damage to the property of the Cluster, as determined by the Board.
4. No vehicle shall be allowed that contains trash, debris, or unsightly equipment or materials visible from outside the vehicle.

G. Automobile Maintenance

The Cluster is neither the appropriate place to maintain vehicles that will not run, nor the place to undertake major repairs.

1. Vehicles that chronically leak fluids such as oil, hydraulic fluid, or other petroleum products should be parked outside the Cluster until repaired. The leaking fluid damages the asphalt parking areas and will eventually require the expenditure of Association funds for repair .
2. Residents may use the parking lots for minor repairs and maintenance of vehicles under the following conditions:
 - a. All liquids shall be properly contained, and any spills shall be cleaned up immediately and completely.
 - b. Storm drains may not be used for disposal of liquids and grease.
 - c. Work performed on a vehicle shall not create a situation where the vehicle or the surrounding area appears unsightly and generates a complaint by a neighbor whereby action by the Board is necessary to resolve the matter.
 - d. No vehicle shall be left on jacks or blocks unattended for any length of time.
3. Long-term storage of any vehicle that is inoperable on Cluster property is prohibited.
4. In cases where a vehicle is stored in violation of these regulations, it will be subject to towing at the owner's expense.

H. Animal Control

The residents of Halstead Glen have the right to expect the owners of these animals will maintain them in such a manner as to not cause unsightly or unsanitary conditions where residents congregate, walk, jog, or children play. The following regulations conform to the Fairfax County animal control codes and also are the foundation for good neighbors and concern for non-pet owners who reside within the Cluster.

1. The Board will enforce all Fairfax County laws concerning animal control within the Cluster grounds.
2. Dogs must be kept on a leash and controlled by the owner at all times while outside.
3. Dogs, cats, and any other animals should never be allowed to trespass onto another person's property.
4. Do not allow animals to defecate on or damage another person's property, the entry areas to the cluster, the grassed common areas, roadways, sidewalks, or the Reston Association paths.
5. Individual dog and cat owners are responsible for cleaning up after their own animals. This must be done immediately after the occurrence.
6. Pets should not be tied to a length of chain that extends from the property owners unit onto any common ground.
7. If an owner chooses his or her personal property as a "walking area," it should be kept in a sanitary condition. County codes state that animals are not to be kept in such a manner as to cause unsanitary conditions.
8. Owners are liable for any and all damage to Halstead Glen property caused by their pets.
9. Owners who violate these regulations will be given a written warning by the Board. If the offense is repeated, the owner will be subject to a fine and a Fairfax County animal control officer will be notified and requested to remove the animal.

I. Rental Property

It is the responsibility of the property owner to comply with the following:

1. Each unit shall be rented pursuant to a written lease. No lease shall be for a period of less than six (6) months. A copy of the executed lease shall be provided to the Board.
2. Each written lease shall contain a provision substantially similar to the following:

"Tenant agrees to abide by the Rules and Regulations of the Halstead Glen Cluster Association, and by signing this lease hereby acknowledges receipt of a copy of those Rules and Regulations."

3. Each owner shall provide a copy of the current Rules and Regulations of Halstead Glen Cluster Association to all new tenants not later than the commencement of the occupancy. When updates to the Rules and Regulations are distributed, each owner shall provide a copy to their tenants within 30 days of that distribution.
4. Each owner shall provide to the Association within 30 days of a tenant's occupancy the following information:
 - a. Name(s) of all occupants in the unit;
 - b. Owner's address and telephone number; and
 - c. Name and telephone number of the property manager (if appropriate).

J. Noise Regulations

1. Anything that causes an undue amount of noise in and around the Cluster is prohibited because it infringes on the right of others to enjoy peace and quiet. Loud noise is unacceptable at any time, but is specifically prohibited between 10 p.m. and 7:00 a.m.
2. Noise regulations are enforceable by the Fairfax County Police Department.
3. With regard to barking dogs, loud stereos, and other disturbances, Fairfax County "Disturbing the Peace" ordinances will be enforced.

III. ADJUDICATION

A. Filing Complaints

It is the intent of the Board to investigate and adjudicate all complaints from homeowners regarding these rules and regulations. Complaints can be filed either in person or in writing to any of the members of the Board.

B. Preliminary Investigation

If the nature of the complaint warrants investigation, the Board may elect, at its discretion, to investigate the complaint, or refer the complaint to a committee appointed by the Board. If a complaint is referred for investigation, the investigating body shall attempt to resolve the dispute by arbitrating the matter between the complainant and the alleged offender.

C. Notification

At the conclusion of its investigation, but before making any conclusions or recommendations, the investigating body shall give written notice to the alleged offender, at the address listed with the Secretary of the Board of Directors, of the substance of the complaint. The alleged offender shall have ten (10) days to provide a written response to the complaint.

D. Detailed Investigation

The body investigating the complaint shall conduct its investigation as quickly as possible, but in no case later than 30 days. It may interview the complainant, the alleged offender, and any other witnesses or interested parties that it deems necessary to the investigation.

E. Report and Recommendation

After giving the alleged offender an opportunity to respond to the complaint, the investigating body shall prepare a written report setting forth the evidence gathered during its investigation, its conclusions, and if the body recommends that the Board of Directors take action against the alleged offender.

F. Adjudication Hearing

After receiving the written report of the investigating body in any instance in which it is recommended that some action be taken against the alleged offender (and in any other case in which the Board finds reason to take action against the alleged offender), the Board shall hold a hearing to which the following procedures apply:

1. The Board shall invite the complainant, a representative of the investigating body (if other than the Board) and all witnesses.
2. The alleged offender shall have the right to appear and be represented by an attorney, and shall be given 14 days written notice of the hearing at the address listed with the Secretary of the Board of Directors.
3. No one other than members of the Board and the individuals mentioned in the subparagraphs above shall be permitted to attend this hearing.
4. At the conclusion of the hearing, or not later than 30 days thereafter, the Board shall make its decision on the complaint, stating in writing its reasons therefore, and determine what actions, if any, to take on the complaint (including any of the actions listed below).

G. Enforcement

To enforce its decisions, the Board may take any or all of the following actions:

1. Order the offender to take any remedial steps to comply with these Rules and Regulations, or the Articles of Incorporation and By-laws of the Halstead Glen Cluster Association.
2. Impose a fine on the offender of up to \$50 for each offense and up to an additional \$10 for each day the offender does not comply with the decision of the Board. Such fine shall be a lien against all units owned or occupied by the offender. Any funds received from the offender by the Association shall be used for the general purposes of the Association.

H. Legal Counsel

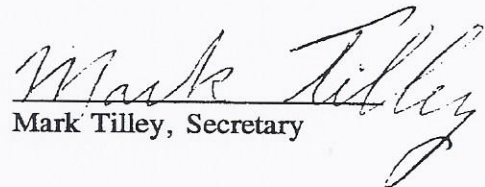
The Board of Directors may engage legal counsel to enforce its decision, the cost of such legal counsel to be paid by the offender, and collected in the same manner as the fine, as set forth in the above paragraphs.

CERTIFICATION

I, the undersigned, do hereby certify: That I am the duly elected secretary of the Halstead Glen Cluster Association, a Virginia non-stock corporation; and

That the foregoing Amendment was duly adopted at a meeting of the Board of Directors held on the 18th day of January 1995.

In witness whereof, I have hereunto subscribed my name and affix the seal of said association this 26 day of January 1995.


Mark Tilley, Secretary