

**WOODWINDS COUNCIL OF CO-OWNERS
CONDOMINIUM ASSOCIATION
Covenants Committee**

Guidelines

The Woodwinds Covenants Committee shall be composed of two or more persons based on the purpose of the committee, its responsibilities, and workload. One of the members shall serve as chairperson.

Each member of the Covenants Committee shall be an association member. One or more members of the board of directors may be appointed to serve on a committee.

The chairperson and other members of the Covenants Committee shall be nominated by the association president and approved by the board of directors to serve at the pleasure of the board of directors for a period of one year or until the annual meeting, whichever occurs first.

A removal action shall require a majority vote of the board at a board meeting at which a quorum is present.

Operation

The Covenants Committee shall meet at the call of the chairperson who shall preside at the meetings and present the reports of the committee to the board of directors. The Covenants Committee chairperson or a representative from the committee shall attend all regular meetings of the board of directors.

The Covenants Committee members shall elect a vice-chairperson who shall act in the absence of and with the powers of the chairperson.

A quorum for the conduct of Covenants Committee business shall consist of a majority of the members of the committee.

Each member of the Covenants Committee, including the chairperson, shall have one vote; and affirmative vote of a quorum shall constitute a decision of the committee.

The Covenants Committee shall maintain minutes of its meetings and maintain adequate records of its activities, reports, expenditures, etc. Minutes of all committee meetings will be submitted to the board of directors within two weeks after the meeting.

The Covenants Committee shall submit copies of all proposals to the board for approval. If association funds are needed to carry out approved proposals, a list of items and their approximate cost shall be submitted with the proposal.

The Covenants Committee shall establish such procedures for the administration of its functions as it deems necessary, subject to the approval of the board.

Goals

The Woodwinds Association has established reasonable standards and guidelines for the exterior appearance of the common property and private units in a manner intended to minimize or avoid subjective evaluations.

Typically the most active and frequently controversial of association committees, the Covenants Committee must fairly and uniformly apply the requirements and restrictions of the association's governing documents and not their personal likes, dislikes, or tastes. Only the requirements and limitations of the governing documents are legally enforceable.

Covenants Committee Responsibilities

- The committee's primary role is to educate owners in the community of the reasons for and existence of the association's controls, guidelines, rules, and procedures. This educational process is an ongoing responsibility and can be achieved by articles in the newsletter, periodic reissuing of rules, procedures, and guidelines, including information about the committee among the welcoming materials provided to new residents, etc.
- The committee should meet regularly
- Investigate complaints and violations of covenants and regulations and recommend appropriate action in writing to the Board of Directors.
- Violations should be handled promptly using the association's standard rule enforcement procedures; refer to board and to management agent.
- Maintain notes of all committee activities. This assists the committee in making consistent decisions by providing a record of action taken on previous inspections. (The board may consider filing copies of these notes with the records of individual units if warranted.)

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Tasks

1. Review the rules for accuracy (are they consistent with the By-Laws?) and applicability to Woodwinds and recommend any corrections or modifications to the Board of Directors.
2. Update the recycling guidelines, referring to Fairfax County recycling policies
 - a. <http://www.fairfaxcounty.gov/search> (enter “recycle”)

Notes

Covenants Committee expenses will come out of the 4600 – Misc. Administration Expenses line item in the 2007 operating budget. Keep in mind that \$4500 is already earmarked for the upcoming reserve study. In addition, other administrative costs come out of this line item.

Please coordinate with the Board to obligate any funds required to complete Covenants Committee actions.

Volunteers

Name	Contact
Amstutz, Judith	264-0454
Brockway, Chris	860-0372
Bugos, Beverly	264-8910
Ripple, D'Orsay	715-3532
Wolfe, Suzanne	615-2054

WOODWINDS 2007 WORKING BUDGET

	<u>Actual</u>	<u>2006</u>	<u>2006</u>	<u>Proposed</u>
	<u>Jan-Dec 05</u>	<u>Budget</u>	<u>Actual</u>	<u>2007 Budget</u>
Ordinary Income/Expense				
1000 - INCOME				
1100 - Assessment Fees	388,956.00	427,260.00	427,260.00	427,212.00
1200 - Move-In Fee	2,200.00	2,000.00	1,100.00	1,200.00
1300 - Late Charges	3,000.00	2,500.00	2,944.00	2,500.00
1400 - Interest Income	5,483.06	2,500.00	9,981.43	2,500.00
1500 - Miscellaneous Income	1,249.22	1,000.00	580.00	400.00
Total Income	400,888.28	435,260.00	441,865.43	433,812.00
Expense				
4000 - ADMINISTRATIVE EXPENSES				
4100 - Management Agency Fee	26,000.04	29,376.00	29,376.00	20,000.00
4200 - Taxes	731.00	2,000.00	1,200.00	1,500.00
4300 - Audit / Tax Preparation	2,000.00	2,050.00	1,950.00	2,000.00
4400 - Legal Fees	(136.50)	1,000.00	1,594.40	1,000.00
4500 - Recording Secretary	870.00	1,500.00	1,415.00	750.00
4600 - Misc. Administration	2,691.26	2,000.00	4,588.73	7,500.00
Total 4999 - ADMINISTRATIVE EXPENSES	32,155.80	37,926.00	40,124.13	32,750.00
5000 - COMMON SHARED EXPENSES				
5100 - Master Hazard Insurance	23,038.50	27,000.00	26,949.00	30,000.00
5200 - Water / Sewer	33,168.94	32,500.00	34,042.40	35,000.00
5300 - Electricity / Watchlights	8,761.84	8,100.00	7,663.09	8,100.00
5400 - Grounds Maintenance	22,861.63	25,400.00	25,139.96	25,400.00
5401 - Landscaping	8,219.58	15,000.00	8,258.75	13,000.00
5402 - Tree Care	3,210.00	5,000.00	5,897.00	5,000.00
5403 - Bird Sanctuary	239.87	300.00	249.77	260.00
5404 - Trash Removal	20,312.40	21,150.00	24,916.32	25,000.00
5405 - Snow Removal	10,939.00	11,000.00	3,270.00	5,000.00
5406 - Janitorial	0.00	0.00	0.00	3,540.00
5500 - Pest Treatment/Control	4,992.00	5,250.00	2,691.00	3,500.00
5600 - General Maintenance	32,059.82	31,677.00	27,186.29	32,000.00
5800 - Water Leaks	51,503.25	43,794.00	55,337.44	40,000.00
5900 - Unanticipated Expenses	0.00	0.00	0.00	3,202.00
Total 5000 - COMMON SHARED EXPENSES	219,306.83	226,171.00	221,601.02	229,002.00
7000 - GARDEN CONDO EXPENSES				
7100 - Electricity	7,481.48	6,000.00	7,222.13	7,500.00
7200 - Gas	27,129.23	30,000.00	25,661.21	27,000.00
7400 - Janitorial	17,226.00	17,300.00	17,456.00	14,160.00
7401 - Carpet Cleaning	0.00	3,000.00	2,125.00	2,500.00
7402 - Window Cleaning	0.00	1,500.00	2,295.00	2,600.00
7403 - Lighting Supplies	5,723.00	5,000.00	5,521.00	6,000.00
7800 - Plumbing	7,874.23	6,000.00	18,256.36	10,000.00
Total 7000 - GARDEN CONDO EXPENSES	65,433.94	68,800.00	78,536.70	69,760.00
8000 - TOWNHOME EXPENSES				
8100 - Chimney Inspection	700.00	900.00	700.00	800.00
8800 - Plumbing	0.00	0.00	0.00	0.00
Total 8000 - TOWNHOME EXPENSES	700.00	900.00	700.00	800.00
Total Expense	317,596.57	333,797.00	340,961.85	332,312.00

Net Ordinary Income	83,291.71	101,463.00	100,903.58	101,500.00
Other Income/Expense				
9000 - Reserves	<u>77,050.00</u>	<u>101,463.00</u>	<u>101,463.00</u>	<u>101,500.00</u>
Total Other Expense	<u>77,050.00</u>	<u>101,463.00</u>	<u>101,463.00</u>	<u>101,500.00</u>
Net Other Income	<u>(77,050.00)</u>	<u>(101,463.00)</u>	<u>(101,463.00)</u>	<u>(101,500.00)</u>
Net Income	<u><u>6,241.71</u></u>	<u><u>0.00</u></u>	<u><u>(559.42)</u></u>	<u><u>0.00</u></u>

RULES OF CONDUCT (COVENANTS COMMITTEE)

The Rules of Conduct shall apply to all Woodwinds co-owners, tenants, guests, invitees, and/or others, including children and other family members thereof. Co-owners are responsible for the actions of their children, guests, servants, employees, or any other person occupying or visiting their Apartment, Patio Home, or Townhouse.

Any damage to the buildings, parking areas, recreational facilities, equipment, or other limited common or common areas caused by any co-owner, his/her tenant, guests, children, employees, or pets shall be repaired at the expense of that co-owner.

The greens, walkways, and entranceways in front of the Apartments, Patio Homes, and Townhouses shall not be obstructed or used for any purpose other than entry to or exit from the Apartments, Patio Homes, or Townhouses.

No exterior of any Apartment, Patio Home, or Townhouse shall be painted or decorated or changed in any manner; no exterior shades or awnings, exterior light fixtures, window guards, ventilators, fans, air conditioning devices, storm doors or plastic storm guards shall be used on or about the buildings; no radio or television aerial shall be attached to or hung from the exterior of the buildings; no storage sheds or dog houses or other construction alteration may be made in connection with the Apartments, Patio Homes, or Townhouses or any limited common or common elements, to include without limitation the exterior surfaces of windows, doors, trim and frames, the exterior and interior glass surfaces of window panes, balconies, and patios – except such as may have been approved by the Board of Directors, in writing, and, when applicable, have been approved by the Reston Home Owners Association in writing to the Board of Directors.

Access to the telephone closets must be coordinated with the management company. Please notify the office 24 hours in advance of the telephone company's visit. You are responsible for picking up the key; a \$25 deposit is required.

No article shall be hung from the doors or windows of the Apartments, Patio Homes, or Townhouses. All drapes or other window covering shall be lined white or if unlined be white, off-white, or neutral. The use of off-white or neutral color sheets or other temporary window covering shall be limited to two months. No articles shall be set on exterior window sills nor on balcony ledges except such as may have been approved by the Board of Directors, in writing. Liability for injury resulting from violations of this rule rests with the unit owner violating the rule.

No bicycles, motorcycles, scooters, baby carriages, other vehicles, toys, or other personal articles shall be allowed to stand in hallways, entranceways, stairwells, or sidewalks or paths.

Noises which will disturb or annoy occupants of any of the Apartments, Patio Homes, or Townhouses will not be permitted, nor will any actions which may interfere with the rights, comfort, or convenience of others.

No signs, notice, or advertisement shall be inscribed or exposed on the outside of any building nor shall anything be projected out of any window without approval of the Board of Directors, in writing, except that one "for sale" or "for rent" sign may be displayed in one window of an Apartment, Patio Home, or Townhouse until such time as a contract has been executed for sale or lease.

All refuse shall be deposited with care in plastic bags fastened securely at the top or in other secure and weatherproof containers, only at such times and in such manner as the Board of Directors may direct.

Trash pick-up days are Monday and Thursday only. Items may not be placed outside earlier than 8:00 pm on the day prior to pick-up.

Trash items must be in securely fastened plastic bags.

Recyclable items pick-up is every Thursday.

Recyclable cans (aluminum and metal), plastics #1 and #2, and glass bottles and jars do not need to be separated. AAA does not consider corrugated cardboard boxes to be recyclable; they will be removed during the trash pick-up.

Newspapers, magazines, and glossy inserts should be tied with twine or placed in paper bags.

Place trash and recyclables at the curb between 8:00 pm the night prior to pick-up and 8:00 am on the morning of pick-up.

No employee or contractor of the Council shall be given work orders by anyone other than the Managing Agent, the President, or designee of the Board of Directors, nor will any employee or contractor be sent on any private business at any time.

The maintenance, keeping, boarding, and/or raising of animals, livestock, poultry, or reptiles of any kind, regardless of number, shall be and is prohibited within any Apartment, Patio Home or Townhouse or upon the limited common or common elements, except that the keeping of small, orderly domestic pets, (e.g., dogs, cats, or caged birds) is permitted subject to the laws of Fairfax County, and the Rules and Regulations adopted by the Board of Directors; provided however, that such pets are not kept or maintained for any commercial purposes or for breeding, and provided further that any such pet causing or creating a nuisance or unreasonable disturbance or notice must be permanently removed from the property upon ten days written notice from the Board of Directors. Dogs are not permitted on the common elements unless carried or held on a leash. Any unit owner who keeps or maintains any pet upon any portion of the

Property, or whose tenant does so, shall be deemed to have indemnified and agreed to hold the Council of Co-Owners, unit owners, their guests, and their invitees free and harmless from any loss, claim, or liability of any kind or character whatever arising by reason of keeping or maintaining such pet within the Condominium. All pets shall be registered and inoculated as required by law.

[found in disclosure binder]Woodwinds bylaws allow only one pet per unit. Both county law and Woodwinds regulations prohibit dogs running unleashed. Please do not allow them to defecate or urinate on the lawns and shrubs or make excessive noise.

Anyone wishing to plant flowers, trees, or shrubs outside of his/her unit must obtain permission from the Board of Directors before doing so.

Balconies and patios shall be kept clean and free of obstructions and may not be used for storage purposes. Planters, plant containers, and other objects on balconies may not protrude or extend beyond the inside limits of balconies.

Clotheslines are prohibited on balconies or patios or elsewhere outside of the exteriors of Apartments, Patio Homes, or Townhouses. The Council assumes no responsibility for loss or damage to articles in or on the patios or balconies. Liability for injury resulting from violations of this rule rests with the unit owner violating the rule.

Co-owners shall be responsible for providing these Rules of Conduct to any tenant or their Apartment, Patio Home, or Townhouse.

Complaints shall be made in writing to the Management Agent. In the event that the Board of Directors is functioning as Management Agent, then such complaints shall be sent to the President of the Board of Directors.

Any consent or approval given under these Rules of Conduct by the Board of Directors shall be revocable, upon reasonable notice, at any time if facts presented for consideration change.

These Rules of Conduct may be added to, modified, or repealed at any time by the Board of Directors.