

**REED'S LANDING COMMUNITY
ASSOCIATION, INC.**

GATEHOUSE POLICY AND PROCEDURES

The Gatehouse is the first contact visitors have with Reed's Landing. Therefore, its operation should convey the message that this community provides privacy and takes measures to promote the safety of its residents. This will be done by the Gatehouse Attendants in a courteous, efficient and professional manner.

The primary function of the Gatehouse is to provide controlled access to the community. The Gatehouse will be staffed by an Attendant at all times.

This document sets forth procedures that are to be followed by all residents of Reed's Landing regarding the Gatehouse and entry into Reed's Landing. It consists of two parts: General Procedures and Admission Procedures. Variances to these procedures may be granted only by the Managing Agent, the President of Reed's Landing Community Association, Inc. (the "Association") or the Director of Security of the Association. The term "visitors" is used throughout this document to mean anyone who is not a resident of Reed's Landing.

These procedures are designed to deter access by visitors who have no legitimate reason to enter the neighborhood. However, the Association does not guarantee or warrant that no such visitor will gain entry to Reed's Landing. All residents must continue to take whatever steps they deem necessary to protect their personal safety and property. The Association reserves the right to change these procedures without notice, but will thereafter provide prompt notice to residents of the change(s).

I. GENERAL PROCEDURES

A. EMERGENCIES

IN CASE OF A POLICE, FIRE OR MEDICAL EMERGENCY, DO NOT CALL THE GATEHOUSE. CALL THE APPROPRIATE AGENCY DIRECTLY VIA 911. Attendants do not have the capability to meet these needs, and calling them will only delay timely arrival of assistance.

B. PACKAGE AND FLOWER ACCEPTANCE

Attendants are not required to receive deliveries for residents who are not at home. However, as a convenience, when courier or express services (FedEx, UPS, etc.) cannot make a delivery requiring a receipt-of-delivery signature, Attendants are authorized to accept the package and will notify the resident when the resident returns. Attendants will not accept any large or heavy packages. Attendants are authorized to accept flower deliveries if the resident is not at home. During special holidays, the Attendant may not

be able to accept all packages and flowers due to the volume. The Association does not assume any liability for accepting packages and flowers on behalf of the residents.

C. DOGS AND OTHER PETS

Dogs or other pets belonging to visitors of a resident may be admitted to Reed's Landing. However, the resident assumes full responsibility for the pet. Under no circumstances may construction personnel bring dogs or other pets into Reed's Landing.

D. REPORTING OF VIOLATIONS

Residents are encouraged to report any violations of Reed's Landing rules or any unsafe activity they observe. These may be reported to either the Managing Agent or to the Gatehouse Attendant on duty. In the case of vehicular violations (i.e., speeding, stop sign violation, etc.), be as specific as possible as to the time and location, and provide as much identifying information as possible about the driver and vehicle involved. Follow-up will normally be done by the Managing Agent.

E. USE OF GATEHOUSE TELEPHONE

Except in emergency situations or use by a director of the Association for Association business, the Gatehouse telephone is not available for use by residents.

II. ADMISSION PROCEDURES

All persons and vehicles entering Reed's Landing must stop at the Gatehouse, be identified, and, when required, logged in before gaining admittance to Reed's Landing. The Attendant will allow automatic access to Reed's Landing to all vehicles displaying the proper decal in the proper location. For all other vehicles, the Attendant will record the driver's name, destination and license plate number. In addition, three security cameras and a recording device will capture vehicles as they enter. A microphone will record the conversation between the Attendant and the driver.

A. DECAL IDENTIFICATION

To assist Attendants in identifying residents' vehicles, every vehicle regularly driven by residents, tenants and their immediate family members must display an identification decal issued by the Association. Decals will not be issued to non-residents.

1. REGISTRATION

All residents are to complete a Vehicle Registration Form provided by the Association identifying the resident and each vehicle's make, model, color, year and license tag. New residents should fill out the registration as soon as possible so decals can be issued. Decals will be reissued every two years. All residents must complete a new Vehicle Registration Form at the time decals are reissued. Any change in

registration information previously provided must be reported by completing a new Vehicle Registration Form and submitting it to the Managing Agent. The Managing Agent will update their records and issue a new decal, if necessary. Residents are responsible for removing the decal from any vehicle they no longer own or operate.

2. ISSUANCE OF IDENTIFICATION DECALS

Reed's Landing will issue official decals bearing a code symbol and security number. Decals will be color coded (similar to State Inspection Decals) so that outdated decals will be readily identifiable. Decals must be installed by residents as soon as they are issued according to the instructions provided. Failure to do so will result in delay on entry, as log-in of the resident will be required (no exceptions). The old decals must be removed prior to installing new decals.

3. DECAL LOCATION

Place decals on the front windshield on the lower left side of the driver's side.

B. SPECIAL SITUATIONS

1. DENYING VISITORS ENTRY

A resident may deny a visitor entry into Reed's Landing to visit their residence by sending a letter to the Managing Agent listing the name of the visitor, license plate number of the visitor's vehicle and the reason for denying the individual's entry. The Managing Agent will pass this information along to the Supervisor of Attendants and the Board of Directors of the Association.

2. VISITORS WHO REFUSE TO LEAVE

Visitors who are refused entry by the Attendant and refuse to leave will be informed (firmly but politely) that the police will be called if they do not leave. If the visitor does not comply, the Attendant will call the Chesterfield County Police, report the visitor as a trespasser and ask for immediate assistance. If any visitor threatens the Attendant with bodily harm, the Police will be called immediately.

3. SOLICITORS

Solicitors, person distributing flyers and salespeople will not be granted admittance to Reed's Landing.

4. LAW ENFORCEMENT PERSONNEL

The vehicles of law enforcement personnel seeking entry on a nonemergency basis will be logged in. The vehicles of law enforcement personnel seeking entry on an emergency basis (i.e. lights on) will be admitted immediately.

5. CONSTRUCTION PERSONNEL

Construction and material delivery personnel may be admitted to Reed's Landing from 7:00 A.M. until dark, Monday through Saturday. This restriction does not apply to maintenance workers such as landscapers.

6. REAL ESTATE AGENTS AND "OPEN HOUSE" VISITORS

Real estate agents will be admitted to Reed's Landing to show the community and specific properties. Potential buyers will be admitted if accompanied by or meeting an agent. Reed's Landing is open to the public Saturday and Sunday between 1:00 P.M. and 5:00 P.M. to view the community and the properties for sale.

7. EXTENDED VACATIONS

A resident who will be away for an extended period may notify the Managing Agent and provide a list of allowed visitors (including their name and license plate number). The notification should specify the dates the resident will be away and include emergency contact information for the resident. The Managing Agent will pass this information along to the Supervisor of Attendants and the Board of Directors of the Association. A visitor who is not on the list will not be admitted to Reed's Landing during this time.

8. VISITOR AUTHORIZATION CALLS

A resident may ask to be called whenever a visitor requests entry. Because of the delays this may create, this option is not encouraged unless absolutely necessary. The resident must notify the Managing Agent. The Managing Agent will pass this information along to the Supervisor of Attendants and the Board of Directors of the Association. The resident will then be called before any/all visitors are admitted.

CERTIFICATE

These Gatehouse Policies and Procedures were adopted by the Board of Directors of Reed's Landing Community Association, Inc. on September 21, 2009 and are effective on September 21, 2009.

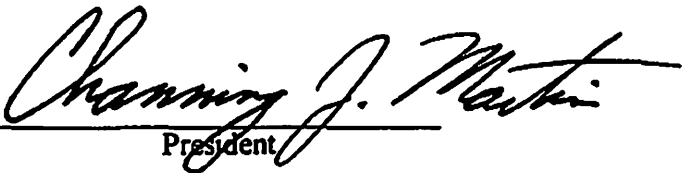
**REED'S LANDING COMMUNITY ASSOCIATION
10930 Reed's Landing Road
Midlothian, Virginia 23113**

RULE

No go-karts or motor bikes may be operated on the streets or Common Property of Reed's Landing, including but not limited to the park, except that motor bikes may be operated on the streets by licensed drivers.

Certificate

I hereby certify that the above-referenced rule was adopted by the Board of Directors of Reed's Landing Community Association, Inc. on November 10, 1997.



President



REED'S LANDING COMMUNITY ASSOCIATION, INC.

SOLICITORS

The purpose of this policy is to balance the interest of our residents in supporting other residents in charitable endeavors without compromising the safety of our community.

Residents of Reed's Landing may solicit other residents for any non-profit, charitable or school-related fundraising efforts. All other solicitations by residents are strictly prohibited. Non-residents of Reed's Landing are prohibited from soliciting for any purpose without the express permission of the President of Reed's Landing Community Association, Inc. or his designee.

Adopted by the Board of Directors October 16, 2017

Marty Beirne, President

10800 Midlothian Turnpike - Suite 305 - Richmond VA - 23235

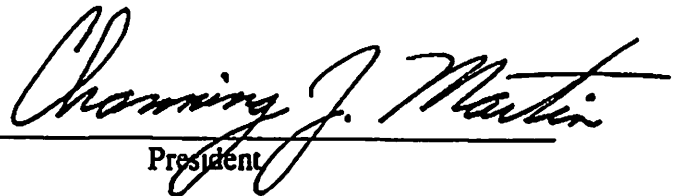
REED'S LANDING COMMUNITY ASSOCIATION

Policy on Vandalism

Vandalism has no place in Reed's Landing. It is destructive, costly and - above all - a crime. It is the policy of Reed's Landing Community Association, Inc. to prosecute persons found to be vandalizing the Association's Community Property to the fullest extent of the law. Additionally, it is the policy of the Association to seek to recover from the person(s) responsible for the vandalism, or in the case of a minor, the parents of such person(s), all of the costs incurred by the Association in replacing and/or repairing any damaged Community Property.

CERTIFICATE

This Policy on Vandalism was adopted by the Board of Directors of Reed's Landing Community Association, Inc. on this 14th day of May, 1997 and is effective immediately.



President

Reeds Landing Visitor Admission Pass

Visitor Admission Passes may be issued by Attendants as a convenience to minimize a resident's calling as well as delays at the entrance to Reed's Landing. The Gatehouse is to maintain a Visitor Admission Pass Log of all passes containing: the name of the visitor to whom the pass is issued, Resident Name, Company Name (if applicable), Category of the pass, Departure Date, License Plate, Make of vehicle, Model of vehicle, Year of vehicle, and the license plate number.

When the pass is no longer required or expires, it is to be returned to the Gatehouse by the person to whom it was issued.

Passes are to be displayed on the driver's side dash when approaching the Gatehouse and remain there while in Reed's Landing.

Request forms can be obtained at the gate house or from the Reeds Landing web site. Requests for the passes can be submitted at the gate house or email. Please send your email request to Supervisor James Robinson's email. reedslandinggate@gmail.com
One pass per vehicle will be issued. When approved the visitor admission pass can be obtained at gate house.

Categories

House Guest

For house guests staying with residents in Reeds Landing, Visitor Admission Pass is available. Passes will be issued for guests staying over one week or longer. Extended stay requests will be reviewed by our Security staff. A pass may be requested by a resident when house guests will be in and out of Reed's Landing frequently over a specific period of time. The pass will be issued with the expiration date requested by the resident, not to exceed 90 days. There will be no time-of-day limitation on the pass.

Car Pools

A pass may be requested by a resident for persons who regularly drive car pools that pick up school age children in Reed's Landing. The pass will be issued with the expiration date requested by the resident, not to exceed 90 days. Access to Reed's landing will be limited to 7:00 A.M. to 10:00 P.M., Monday through Friday.

Repairmen and Commercial Vendors

Attendants may issue a pass to repairmen and commercial vendors they recognize as regularly doing business in Reed's Landing. The pass will be issued with an expiration date set at the discretion of the Attendant, not to exceed 90 days. Access to Reed's Landing shall be limited to 7 A.M. until 6 P.M., Monday through Saturday. This pass may not be issued to construction workers.

Individual Service Providers

A pass may be requested by a resident for persons who provide services, but are not normally employees of a commercial enterprise. These include baby sitters, housekeepers, pet sitters, etc. The pass will be issued with the expiration date requested by the resident, not to exceed 90 days. Access to Reed's Landing will be limited to 7 A.M. to 10 P.M., unless the resident provides a compelling reason for different hours of access.

Construction Supervisory Personnel

At the request of the lot owner, the Attendant may issue a pass to construction supervisory personnel who will be entering Reed's Landing frequently. The pass will be issued with the expiration date requested by the resident, not to exceed 90 days. Access to Reed's Landing will be limited to 7 A.M. until 6 P.M., Monday through Saturday.

REED'S LANDING COMMUNITY ASSOCIATION, INC.
Parking Rule

The existing rule concerning parking on the street of Reed's Landing subdivision is amended and restated in full as follows:

No vehicle or trailer may be parked overnight on the streets of Reed's Landing, except that Owners of Residential Lots and their invitees and guests may park on the street if the Owner's driveway is full, is being resurfaced, or is otherwise inaccessible. When such circumstances exist, use of the street for parking shall be limited to no more than one week in total. Notwithstanding the foregoing, in no circumstances shall vehicles or trailers be parked on the street when a winter storm with snow or ice is forecast or during the storm. Any vehicles or trailers parked on the street when a winter storm is forecast or during the storm are subject to being towed at the owner's expense.

When hosting large events at your home, think about where your visitors will park their cars. With short notice to the Board the parking lot at the park is available for overflow vehicle parking. Some residents even hire area students to provide a valet-type parking service. Please notify the guard house of the date and times of your event. In addition, providing the guards with a list of people who will attend your event will expedite the entry of your guests into the neighborhood.

The foregoing rule was adopted by the Board of Directors at a duly called meeting at which a quorum was present on AUGUST 17, 2015 and is effective immediately.

REED'S LANDING COMMUNITY
ASSOCIATION, INC.

By: *Martin Beine*
President

REED'S LANDING COMMUNITY ASSOCIATION
POLICY ON COMMON AREAS ADJACENT TO ROADWAYS

This Policy on Common Areas Adjacent to Roadways was adopted by the Board of Directors of Reed's Landing Community Association, Inc. at a duly called meeting of the Board and is effective as of the date shown below. It applies within Reed's Landing subdivision in Chesterfield County, Virginia.

WHEREAS, the common area owned by Reed's Landing Community Association (the "Association") includes rights of way for the streets that exist in Reed's Landing subdivision; and

WHEREAS, the paved streets within Reeds Landing subdivision are narrower in width than the width of the common area rights of way owned by the Association, such that most Owners' lots begin approximately 8-10 feet back from the edge of the pavement.

WHEREAS, many Owners or their predecessors have installed yards and landscaping on the Association's common area rights of way to the edge of the paved street(s) in front of or adjacent to their lot(s).

WHEREAS, the Association is willing to allow such yards and landscaping to continue to exist on its common area rights of way provided any such Owner complies with this Policy.


NOW, THEREFORE, the Policy provides as follows:

Any Owner of a lot who has installed, or any Owner of a lot whose predecessor has installed, yards or other landscaping on the common area rights of way in front of or adjacent to that lot shall maintain the yard or other landscaping such that it is neat in appearance and does not become unsightly, unkempt or overgrown. The Association shall have no obligation to maintain such yard or landscaping.

This Policy was adopted at a duly called meeting of the Board of Directors held on 10-30-14, 2014 at which a quorum was present. It is effective as of that date.

REED'S LANDING COMMUNITY
ASSOCIATION, INC.

By: _____




President

REED'S LANDING COMMUNITY ASSOCIATION, INC.

Policy on Contracts and Authorization Limits

The Board of Directors of the Reed's Landing Community Association unanimously adopted the following policy as revised April 18, 2016:

1. Unless otherwise authorized by the Board, only the President and Vice President of the Association are authorized to sign contracts and other agreements for the Association, or otherwise obligate the Association. The President shall sign such contracts or agreements whenever possible. In all events, the President shall review or be advised of the contents of any such contracts.
2. The President or Vice President shall not execute any contract or agreement that obligates the Association in an amount greater than \$1,000 without the approval of the Board.
3. In emergency or dangerous situations, Board members are authorized to obligate the Association up to \$2,000, with concurrence from the President or Vice President.
4. Agents and Employees:
 - a. Unless otherwise authorized by the Board, Agents or employees of the Association shall have the authority to purchase materials and supplies for the Association for up to an amount of \$500 per purchase.
 - b. For purchases of materials and supplies for an amount greater than \$500, approval of the respective Director (Maintenance, Security, Roads, Communications, etc.) or of the President or Vice President is required prior to purchase.
 - c. For purchases to be made by employees or agents for materials and supplies in an amount greater than \$750, Board approval is required prior to purchase.
5. All Directors shall copy the President on all correspondence regarding any decision pursuant to this policy.



President

5.3.16

Date

**REED'S LANDING COMMUNITY ASSOCIATION, INC.
ELECTRONIC MEETING POLICY**

WHEREAS, §55.1-1832.F. of the Virginia Property Owners' Association Act, Va. Code §55.1-1800, et seq, as amended effective July 1, 2021 ("POA Act"), provides that any meeting of the Association, the Board of Directors, or any committee may be held entirely or partially by electronic means if the Board of Directors has adopted guidelines for the use of electronic means for such meetings, and that such guidelines shall ensure that the persons accessing such meetings are authorized to do so and that persons entitled to participate in such meetings have an opportunity to do so.

WHEREAS, §55.1-1815.H. of the POA Act provides that a Member of the Association may vote by electronic means at meetings of the Members provided that the Board of Directors has adopted guidelines for voting by electronic means.

WHEREAS, the Board of Directors of the Association desires to adopt a policy to establish guidelines for holding Member, Board of Directors, and committee meetings entirely or partially by electronic means and for voting at such meetings by electronic means and/or by absentee ballot.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the following policies and procedures shall apply to meetings of the Association that, in the Board's discretion, are held entirely or partially by electronic means, and to votes conducted by the Association, the Board of Directors, or any committee of the Association:

1. Any meeting of the Members of the Association, the Board of Directors, or any committee of the Association may be held either entirely or partially by electronic means. Electronic means may include teleconference, videoconference, Internet exchange, or other electronic means. For the purposes of this policy, any meeting held by electronic means shall be referred to as a "Virtual Meeting."

2. Virtual Meetings shall be open to Members of the Association, members of the Board of Directors, the Association's managing agent, and any other guests or attendees who are invited by the Board to attend to assist with the meeting or the operation of the Association. Members shall not share access information for the Virtual Meeting with non-Members who are not entitled to attend the meeting.

3. Access information for joining Virtual Meetings shall be provided, as applicable, to Members of the Association, members of the Board of Directors, members of the committee that is meeting, and/or to invited attendees by email, by posting on the Association's website, or in some other manner reasonably calculated to be available to those persons entitled to notice of the meeting at least twenty-four (24) hours in advance of the meeting start time.

4. Notice of the meeting must also be sent in advance of each Virtual Meeting as required by the Bylaws and applicable law and in compliance with the notice deadlines set forth in the Bylaws and applicable law. Notice may be given by email or other electronic means if consented to by the Member to whom the notice is given, provided that the officer or his agent who sends the notice certifies in writing that notice was sent and, if such electronic mail is returned as undeliverable, notice is subsequently sent by U.S. mail.

5. When possible, Members should use their name, as it appears on the Association's membership list, as their screen name or attendee name. If this is not possible, attendees whose identity cannot be ascertained by their screen name or other login information available to the meeting host should identify themselves at the start of the meeting so that their membership in the Association and right to attend the meeting can be confirmed. At any time during a Virtual Meeting, the meeting host, Association President, or other person presiding over the meeting may request that one or more attendees whose identity cannot be ascertained identify themselves and

any person who fails to identify themselves when requested may be disconnected from the Virtual Meeting.

6. If possible, meetings that are held entirely virtually shall be held using an electronic platform that allows members the option to join either by computer or by phone. The platform used for the Virtual Meeting should allow all Members to generally hear the person speaking.

7. As with a meeting held in person at a designated location, the President or other appropriate officer shall preside over the meeting. To avoid unnecessary interruptions and distractions, persons who are not speaking should mute themselves or may be muted by the host. A time period shall be provided during each Virtual Meeting to allow Members to speak on any item of Association business (at a membership or regular Board meeting) or any item on the agenda (at a special Board meeting or committee meeting). The President or Board may impose a reasonable limit on the amount of time each Member may speak during this “Member voice” time period so long as such time limit is imposed consistently as to all Members wishing to speak. Members shall avoid statements that are threatening, vulgar, offensive, defamatory, unrelated to Association business, or otherwise inappropriate for the forum and, if feasible given the platform utilized for the Virtual Meeting, may be muted by the host for failure to comply with this requirement.

8. Voting at Virtual Meetings of the Board or any committee shall require a motion, second, and a vote of those directors or committee members present that is reflected in the meeting minutes as would normally be required for in person meetings.

9. At meetings of the Members, whether in person or virtual, Members may vote in person, by proxy, or by absentee ballot. Such voting may take place by electronic means, which may include submitting votes by electronic mail in advance of the meeting, voting through the platform

used to host the Virtual Meeting, voting through some other platform that allows for electronic voting either in advance or the meeting or during the meeting, or any other means permitted by the Board of Directors in its discretion so long as the means used creates a record that may be retrieved and reviewed by the Association or its managing agent following the meeting. Members voting by absentee ballot or proxy shall be deemed to be present at the meeting for all purposes. If a vote is required to be by secret ballot (i.e. for election of directors), the means of voting utilized shall protect the identify of the voter or some other option shall be provided to allow Members to cast a secret ballot.

11. If any Member does not have the capability or desire to conduct business using electronic means (whether it be voting or participating in the meeting), the Association shall make a reasonable alternative available to such Member.

Effective date: July 20, 2021

REED'S LANDING COMMUNITY ASSOCIATION, INC.

VIOLATION ENFORCEMENT GUIDANCE

This document sets forth guidance to be followed by the Managing Agent of Reed's Landing Community Association (the "Managing Agent") in administering alleged violations of the Declaration of Covenants, Restrictions and By-Laws to Govern Reed's Landing Community Association, Inc. (the "Association Declaration"), including any Rules adopted pursuant thereto, and the Declaration of Rights, Restrictions, Affirmative Obligations and Conditions Applicable to All Property in Reed's Landing. It is to be followed by the Managing Agent as to any such alleged violations, unless the Board of Directors of Reed's Landing Community Association, Inc. (the "Board") determines that the circumstances of the alleged violation merit a different course of action. This document does not create any rights in Members of the Association and shall not bind, limit or restrict the Association in the means or methods of enforcement its Board selects in response to an alleged violation.

1. Upon receipt of a report that a violation has occurred, a conference shall take place between the Managing Agent and the Board or its designee to review the matter. If requested by the Board or its designee, the Managing Agent shall investigate the matter further to determine the facts concerning the alleged violation. If it appears that a violation has occurred and is deemed appropriate by the Board or its designee, a first notice of violation letter substantially in the form attached as Exhibit A shall be mailed by the Managing Agent to the Member(s) alleged to be in violation.

2. If the violation is not cured by the Member(s) within ten (10) calendar days of the date of the first notice of violation letter, a second notice of violation letter substantially in the form attached as Exhibit B shall be mailed by the Managing Agent to the Member(s) by certified mail, return receipt requested, unless good cause exists for delay in sending the letter. This letter shall advise the Member(s) of the date of a hearing by the Board which shall be at least fourteen (14) calendar days after the date of the letter. At the hearing, the Member(s) shall be given an opportunity to be heard and to be represented by counsel before the Board. Thereafter, the Board, in closed session or otherwise, may determine whether a violation has occurred and, if so, what action to take. Among other things, the Board may assess charges of up to fifty dollars (\$50) for a single offense or ten dollars (\$10) per day for any offense of a continuing nature. It may also authorize the imposition of legal proceedings against the Member(s). **FOR A COMPLETE DESCRIPTION OF THE RIGHTS AND DUTIES OF THE BOARD AND THE MEMBER(S) CONCERNING THE HEARING, PLEASE REFER TO ARTICLE VIII, SECTION 4 OF THE ASSOCIATION DECLARATION, WHICH IS INCORPORATED HEREIN BY REFERENCE.**

3. The date of the hearing shall be coordinated by the Managing Agent with the Board or its designee.

4. Notwithstanding the foregoing, the nature of the alleged violation may be such that it is not appropriate to send a first notice of violation, but instead a hearing should be scheduled to determine whether a violation has occurred. For example, if a Member clearly has knowledge of a requirement, or has been warned that their actions or inaction constitute a violation, but the Member disregards the requirement, takes the action or does not act to correct the violation, then the Managing Agent, if so authorized by the Board or its designee, may send a letter by certified mail, return receipt requested, to the Member(s) setting a date for a hearing before the Board at least fourteen (14) calendar days after the date of the letter. The letter shall be reviewed by the Board or its designee prior to transmittal.

5. Failure by the Board of Directors to impose sanctions or charges on Member(s) or take any other action with respect to any alleged violation shall not be deemed a waiver of the Association's right to enforce or take action against any other Member(s) or the same Member(s) for the same or any other violation.

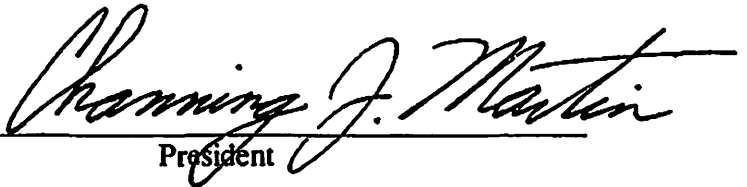
6. Any charge imposed for a violation shall be added to the Member(s)' assessment account and shall be collectable in the same manner as any other assessments.

7. The Board hereby appoints the President of the Association as its designee under this Guidance. For any alleged violations of Architectural Review Rules, the designee shall consult with the chairperson of the Architectural Review Committee.

8. The Managing Agent shall copy all Board members and the Chairperson of the Reed's Landing Architectural Review Committee on all letters it sends to alleged violators.

Certification

I hereby certify that this Violation Enforcement Guidance was adopted by the Board of Directors of Reed's Landing Community Association, Inc. on this 8th day of July, 1997.



President

[EXHIBIT A]

[Managing Agent's Letterhead]

Date

Midlothian, Virginia 23113

Dear Mr. and Mrs. ____:

[Name of Managing Agent] is the Managing Agent for Reed's Landing Community Association, Inc. It has come to our attention that you may be violating the covenants and restrictions, and/or rules adopted pursuant thereto, which apply to all Owners in Reed's Landing. Specifically, it appears that _____ [describe violation] _____.

The [state the title of the controlling document] states at [article, section no.] as follows:

[Quote from document]

On behalf of the Association, please take action within ten (10) calendar days from the date of this letter to [describe what Owner needs to do to correct the violation].

Thank you for your kind cooperation and attention to this matter. If you have any questions or need assistance, please don't hesitate to contact me.

Sincerely,

[Name]
Managing Agent
Reed's Landing Community Association, Inc.

cc: Site File
Board Members

0332811.01

SAMPLE

[EXHIBIT B]

[Managing Agent's Letterhead]

Date

**BY CERTIFIED MAIL; RETURN
RECEIPT REQUESTED**

Midlothian, Virginia 23113

Dear Mr. and Mrs. _____:

This letter follows-up the letter we sent you as Managing Agent for Reed's Landing Community Association, Inc., on _____, 19___. The alleged violation cited in that letter does not appear to have been corrected.

The Board of Directors of the Association will hold a hearing on _____ at _____ beginning at _____ p.m. at the offices of [Name of Managing Agent and its address]. The purpose of the hearing is to determine whether you are in violation as alleged in the letter referenced above. You have a right to attend that hearing, to present any evidence you deem appropriate, and to have an attorney present to represent your interests.

If the Board determines that a violation has occurred, it may impose charges on you or take any other action, including initiating legal proceedings, consistent with and as provided by the Declaration of Covenants, Restrictions and By-Laws to Govern Reed's Landing Community Association, Inc. (the "Declaration"). For a full description of your rights concerning this hearing and of the sanctions the Board may impose if a violation is found to have occurred, please refer to Article VIII, Section 4 of the Declaration.

Sincerely,

[Name]
Managing Agent
Reed's Landing Community Association, Inc.

cc: Site File (w/o encl.)
Board Members (w/o encl.)

0332811.01

SAMPLE