



KINGSTOWNE RESIDENTIAL OWNERS CORPORATION

**POLICY RESOLUTION NO. 1
Book of Regulations**

WHEREAS, Article III, Section 3(b) of the Declaration of Covenants and Restrictions of the Kingstowne Residential Owners Corporation states that “the Board of Trustees shall have all powers for the conduct of the affairs of the Residential Corporation which are provided by law or the Founding documents and which are not specifically reserved to Members or the Declarant in the Founding Documents,” and

WHEREAS, Article VI, Sections 8(c) and (d) of the Bylaws of the Kingstowne Residential Owners Corporation stipulate that it shall be the duty of the Board to:

“Adopt and follow procedures for adoption and publication of Board Resolutions to be included in the Book of Regulations, including the provision for hearing and notice to Members...” and

“Adopt and publish rules and regulations including fees, if any, governing the use of the common area and facilities and the personal conduct of the Members and their guests thereon and include these in the Book of Regulations,” and

WHEREAS, there is a need for the Board of Trustees to keep a record of the actions and decisions taken in the performance of its duties; and

WHEREAS, it is the intent of the Board of Trustees to maintain a record of its decisions in the customary Book of Minutes;

NOW, THEREFORE, BE IT RESOLVED THAT the Board shall create a Book of Regulations which shall be orderly and indexed record of the Rules and Regulations of the Association and of the resolutions that are adopted by the Board, specifically Policy Resolutions and Administrative Resolutions.

I. BOOK FORMAT

The Book of Regulations shall be composed of two main sections, one for Policy Resolutions and one for Administrative Resolutions, such resolutions to be arranged in each section in order of their adoption. These resolutions shall be classified as follows:

- A. “Policy Resolutions” shall mean and refer to resolutions adopted by the Board of Trustees which specifically relate to the long-term governance of the Association, including but not necessarily limited to, actions affecting Owners’ property rights, actions affecting Owners’ obligations, and protection of the equity of the Association and Owners. All Policy Resolutions shall be recorded in Part One of the Book of Regulations of the Association and attached to the Minutes of the meeting at which they were adopted.
- B. “Administrative Resolutions” shall mean and refer to those resolutions adopted by the Board of Trustees which deal with the internal operation and structure of the Association, including but not limited to, financial procedures, committee terms of reference, etc. All Administrative Resolutions

shall be duly recorded in Part Two of the book of Regulations and attached to the Minutes of the meeting at which they were adopted.

II. DEFINITIONS

This Book of Regulations shall incorporate by reference all definitions contained in Section 13.1 of the Code of Virginia and the Founding Documents. The terms defined below are used in this Book of Regulations:

- A. "Board" refers to the Board of Trustees of the Kingstowne Residential Owners Corporation.
- B. "Association" refers to Kingstowne Residential Owners Corporation.
- C. As the context may require, the terms "Owner" or "Unit Owner" shall refer to members of the Kingstowne Residential Owners Corporation, members of their families, their guests, tenants, employees and invitees.

III. RESPONSIBILITY

The secretary shall be responsible for maintaining the Book of Regulations and providing to the Owners appropriate and prompt notice of any additions or changes.

IV. INSPECTION

The Book of Regulations shall be made available for inspection by any Owner or representative of one of the project's Mortgagees upon request, during normal business hours.

V. CONFLICTS

If the Book of Regulations conflicts with the Code of Virginia or the Founding Documents, those documents shall prevail, according to the following hierarchy: the Code of Virginia, the Declaration, the Articles of Incorporation, the Bylaws, the Book of Regulations.

VI. SEVERABILITY

The invalidity of any portion of the Book of Regulations shall not impair or affect in any manner the validity, enforceability, or effect of the balance of the Book of Regulations.

VII. APPLICABILITY

Wherever in this Book of Regulations reference is made to the Association, such reference shall include the Association and the Managing Agent where such authority is delegated by the Association to the Managing Agent.

VIII. COMPLIANCE

All Owners shall comply with the provisions of the Book of Regulations.

IX. ENFORCEMENT

The Association or any Owners shall have the right to enforce, by any proceeding set forth herein or at law or in equity, all provisions of the Book of Regulations as well as the Founding Documents. Failure by the Association or any Owner to enforce any of the provisions of this Book of Regulations shall in no event be deemed a waiver of the right to do so thereafter. A waiver of such rights shall be effective only pursuant to an instrument in writing signed by the party to be charged with such waiver and shall be limited to the particular provision contained herein which is expressly set forth as being waiver.

X. VIOLATION AND NUISANCE

Every act or omission whereby any provision of this Book of Regulations is violated in whole or in part is hereby declared to be a nuisance and may be enjoined or abated, whether or not the relief sought is for negative or affirmative action the Association, or any Owner.

All Owners must observe and abide by all Regulations posted by the Association and/or local authorities.

If any Owners violate any of these Regulations, they will hold the Association harmless for any and all damages or losses that may ensue, and waive any and all rights and notices in connection herewith that they may have under the provisions of any applicable governmental laws and ordinances.

XI. VIOLATION OF LAW

Any violation of any applicable governmental law, ordinance or regulation, pertaining to the ownership, occupation, or use of any portion of the common area, lots or living units is hereby declared to be a violation of this Book of Regulations and is subject, at the discretion of the Board, to any or all of the enforcement procedures set forth herein.

XII. REMEDIES CUMULATIVE

Each remedy set forth in this Book of Regulations shall be in addition to all other remedies whether available at law or in equity, and all such remedies, whether or not set forth in this Book of Regulations shall be cumulative and not exclusive.

XIII. REFERENCE OF PRONOUNS

All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular and plural as the identity of the person or persons or entities may require.

XIV. METHOD OF ADOPTION

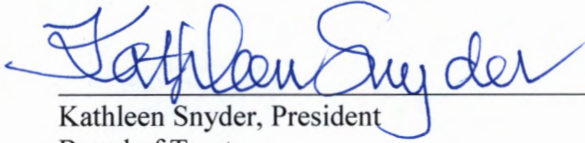
All resolutions shall contain an indication of whether they were adopted at a regular or special meeting of the Board, or by written consent, as well as the date of adoption.

XV. AMENDMENT

The Association reserves the right to amend, modify, delete, or replace any provisions set forth in this Book of Regulations at any time by a two-thirds vote of the Board of Trustees, or five votes. Notwithstanding the foregoing, amendments, modifications, deletions or replacements, which do not pertain to the use of the Property or are merely administrative in nature, require a majority vote of the Board of Trustees, with no advance notice to or hearing for the Association's membership.

EFFECTIVE DATE OF RESOLUTION

The policy was approved on this 1st day of August, 2018 by the Kingstowne Residential Owners Corporation Board of Trustees.



Kathleen Snyder, President
Board of Trustees
Kingstowne Residential Owners Corporation

Policy Name	Number	Approved	Revised
Book of Regulations	1		August 1, 2018
Book of Regulations	1		September 7, 2016
Book of Regulations	1	August 19, 1987	