

SOAPSTONE CLUSTER HANDBOOK



July 2016

FOREWORD

The first Soapstone Cluster Association Handbook was distributed in 1983 by the Board of Directors. Periodically, an updated version is produced.

Residents will find answers to many of their questions about Soapstone Cluster Association in this Handbook. Hopefully it provides an outline of how the organization and activities of the Cluster work.

Board of Directors
Soapstone Cluster Association

Current Board Membership can be found on the
Cluster webpage:
<http://soapstonereston.apphb.com/>

Handy References (Last Updated January 2016)

Annual Meeting:	February	page 6
Newsletter:	Soapstone News	page 6
Cluster Dues:	Billed Quarterly Gates Hudson Community Management/GHA 3020 Hamaker Ct #301, Fairfax, VA 22031 703-752-8300 x 355	page 8
Trash Collection:	American Disposal Services (703) 368-0500 or (866) 884-8700 Trash is picked up Tuesdays and Fridays Recycling is picked up on Fridays	page 11
Towed Vehicles:	To recover a vehicle, call: Fairfax County Police (703) 691-2131	page 14

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INTRODUCTION

The Soapstone Cluster Association

Soapstone Cluster is a Home Owners Association, required under VA law to be managed by an elected Board of Directors drawn from the owners of the properties. Soapstone Cluster is incorporated as a non-stock Corporation under the provisions of Chapter 2 of Title 13.1 of the Code of Virginia. All land common to a Cluster of townhomes was deeded by the developer to Soapstone Cluster Association. This includes streets, sidewalks, tot lots, playgrounds, wooded areas and perimeter areas.

Soapstone Cluster History

The Soapstone Cluster property is bordered on the west by Soapstone Drive, to the south of Soft Wind Court by Glade Drive, to the east by 30 acres of prime open space known as the Walker Nature Center, and on the north, by common land for utility easements.

The original model homes were located in Soft Wind Court and opened in the fall of 1972. The first Woodhollow Court residents moved into their homes in March 1973, followed by Hearthstone Court residents the following year. The last of the 80 Soapstone Cluster homes was sold by Gulf Reston in late 1977. In 1974 Gulf Reston turned over management of Soapstone Cluster to our elected Board of Directors.

Until 2005, Soapstone Cluster was managed by Members elected to the Board of Directors. In 2005, a property management company was hired to manage the Cluster's financial interests. The Board of Directors is responsible for monitoring the management company's work, conducting all other business of the Cluster and maintaining the common grounds. Soapstone Cluster has a tradition of relying on volunteer help to get projects completed for the benefit of all of the Members. The Board of Directors encourages everyone to help when asked and to serve on the Board of Directors when there are vacancies.

Board of Directors

The Board of Directors consists of up to six elected directors (minimum of three required by Association Bylaws.) These directors serve as officers of the corporation in the following positions: President, Vice President, Treasurer, Secretary and Members-at-Large. (If only three positions are filled, those shall be President, Treasurer and Secretary.) Length of terms and election procedures are described in the Bylaws. The Board's responsibilities include but are not limited to:

1. Maintaining sound financial policy for the Cluster.
 - a) Authorizing capital reserve studies every 5 years.
 - b) Ensuring safe investment of cluster funds
 - c) Maintaining proper types and levels of liability insurance
 - d) Determining annual contribution to capital reserve
2. Oversight of financial operations
 - a) Overseeing preparation of the annual budget.
 - b) Monitoring revenues and expenses
 - c) Determining actions on delinquent accounts
3. Management of all contracts entered into on behalf of the Soapstone Cluster Association.
4. Oversight of the maintenance of the common grounds and encouraging community participation in the upkeep of the Cluster.
5. Holding open meetings at least six times per year to conduct Cluster business.
6. Holding an annual Cluster meeting in February.

President

As the chief executive officer, the President presides over all meetings of the Board of Directors, Members and Associate Members. The President is the chief recipient of all Cluster mail. The President maintains liaisons when necessary with outside organizations such as Reston Association, other clusters and individuals. The President delegates duties and tasks as needed for the operation of the Cluster among Board Members and other Members; submits agenda items to the Secretary prior to each Board meeting; receives and mediates individual Member concerns and questions; and represents the Cluster in Reston activities.

Vice President

The Vice President assumes the duties of the President in his/her absence, including presiding over Board and Member meetings and delegating duties, as needed. The Vice President oversees contractual arrangements with companies providing Cluster services, such as, trash removal, snow removal and landscape maintenance. The Vice President is the liaison with community organizations such as the Reston Association and the Fairfax County government and participates on committees and projects as deemed necessary by the President and/or the Board.

Secretary

The Secretary distributes an agenda before meetings, takes the minutes of meetings, and

distributes approved minutes of all Board and general meetings. The Secretary maintains the official minutes book, files of resolution, contracts and correspondence.

Treasurer

The Treasurer monitors and directs the property management company in its responsibilities: the collection of the quarterly Cluster assessments; maintenance of the Cluster balance sheet and financial records, preparation of the draft annual Cluster budget, financial statements, annual tax returns for the Internal Revenue Service and the Commonwealth of Virginia, payment of valid Cluster bills and obligations as approved and directed by the Board and preparation of the annual audit. Further, the Treasurer confers with the Management Company and legal counsel regarding actions pertaining to delinquent accounts.

Members-At-Large (2)

The Member-At-Large is responsible for overseeing various Cluster projects as directed by the President of the Board. The Member-At-Large assists in coordinating Board sponsored activities and works with individuals and groups as needed regarding Cluster problems and issues.

Other Volunteer Positions

Editor - *Soapstone News*

A volunteer editor position is part of the continuing effort to keep all residents informed of Cluster activities and news. A periodic newsletter, *Soapstone News*, is published and sent via email. The editor is in charge of assembling each issue and sending out via email.

Information for this newsletter is selected from Board meetings, the annual Cluster Association meeting, and committee reports. It includes announcements of Cluster activities and Reston area news important to Soapstone Cluster residents. The newsletter is designed for the benefit and use of all Soapstone Cluster residents, and all homeowners are encouraged to contact the editor with any news or general comments.

Committees

The Soapstone Cluster Association uses committees to advise and assist the Board of Directors in researching problems and making recommendations.

Annual Meeting

The Annual Meeting of the Cluster occurs every year in February, and is usually held in the Glade Room on Glade Drive above the Glade Pool. Each Member (owner(s) of an individual townhouse unit) has one vote. Associate Members (non-owner resident) are eligible to vote on issues not involving budgetary matters. If Members are unable to attend the Annual Meeting, it is possible to vote by proxy. The proxy form is included with a mailed meeting announcement and is also available from any Board Member.

Budget

Each year at the Annual Meeting, the Board of Directors submits an Annual Budget for approval of the Members (Associate Members cannot vote on this issue). The Budget authorizes the Board of Directors to collect assessments and pay for the maintenance and management of Soapstone Cluster. At the same meeting, the Members (but not Associate Members) approve the quarterly assessment per unit.

A. Budget Categories

General description and purpose of each category used in the current budget, and the Annual Financial Report is as follows:

Administration

This provides for Board operating expenses such as printing, postage and bank fees.

Contracts

This provides for all contractual obligations / costs relative to the maintenance and upkeep of Cluster common property, including grounds maintenance, trash / recycling pick-up and snow removal (as necessary.)

Professional Fees

This provides for legal, audit and tax preparation fees in addition to management fees paid to a property management company for assistance with Board responsibilities (e.g. billing and collection of quarterly Cluster assessments.)

Repairs and Maintenance

This provides for general repairs and maintenance costs such as pruning and maintenance of trees and shrubbery, and limited repair of curbs, sidewalks and footpaths.

Capital Reserve

The Soapstone Cluster Association owns and maintains all the common property within the Cluster boundaries. This property was transferred from the builder to the Cluster at the time the Association was established. The Cluster ownership includes the woods, parks, playground, sidewalks, car entrances and parking lots.

The Board contracts with engineering consultants who conduct a study of our capital assets every five years. Based on the maintenance schedule that they produce with estimated costs, the Board determines the amount that should be maintained in the Capital Reserve. Deposits in the Reserve are factored into the budget.

Taxes and Insurance

The Cluster pays taxes on interest income of Cluster bank accounts to the Internal Revenue Service and the Commonwealth of Virginia. Assessment income expended for necessary Cluster functions is exempt from taxes.

The Cluster has a General Liability insurance policy covering risks involving our common property. A liability policy for the Officers and Directors covers the actions of our Directors in carrying out Cluster responsibilities.

Utilities

Cluster utility costs consist of Dominion Virginia Power electricity bills for watch lights along footpaths and parking lots and Fairfax Water for water usage for common grounds.

B. Operating Surplus

In the past the Cluster's income from assessments has been slightly in excess of the funds disbursed for Cluster expenses. Each year the Membership has voted to carry these funds over into the following fiscal year in an operating surplus category. The money is a financial cushion for emergency or extraordinary requirements, and balances the uneven flow of assessment income versus monthly expenses. Annual Membership approval is necessary under Internal Revenue Service regulations so the money involved will not be taxed.

C. Assessments/Income/Cluster Dues

Each house is assessed 1/80th of the approved budget. The assessments are billed quarterly at the beginning of each quarter and are payable within 30 days. Owners receive their quarterly bills from the Cluster management company and can pay by personal check, bank check, or through automatic payments. Owners can contact the management company (GHA) to set up automatic payments.

The Treasurer monitors the billing and collection of the assessment fees by the management company. The Board of Directors considers delinquent assessments to be a serious problem and strictly enforces collection procedures described in the Bylaws.

An assessment is delinquent if not received within the first 30 days of the quarter. A late charge is added to the account when it becomes delinquent. If the assessment remains unpaid after 60 days past the due date, the balance of the annual assessment may become due and payable at the discretion of the Board of Directors. If the account is still delinquent after another 30 days, it may be turned over to a lawyer for collection. A lien may be recorded against the property. The delinquent homeowner is responsible for the attorney's fees. The Membership rights of the delinquent owner may be suspended at the option of the Board of Directors until payment is received.

Within The Cluster

Good Neighbors

All residents are expected to comply with the policies outlined in this handbook. Non-resident landlords are responsible for ensuring that their tenants are aware of, and comply with, the policies as well. Compliance by all residents within the Cluster will help us maintain a clean, safe, and attractive environment for all.

Please remember - neighborliness extends through walls. Unfortunately, sound can travel through common walls. Carefully choose locations, volume and use of musical instruments and entertainment systems. Some noise penetration is unavoidable. Under special circumstances such as infants, illness, or unusual work and rest schedules, give additional consideration and respect for your neighbor. In the spring and fall, when windows are open, excess noise from parties inside and outside can be disturbing. Try to be a good neighbor.

Common Grounds

Soapstone Cluster consists of 13 acres. A map of cluster property is located at Appendix C. Cluster property extends into the wooded area that surrounds the cluster. Beyond Cluster property is the Walker Nature Center. All rules that apply to Cluster common grounds apply to all wooded areas including the Walker Nature Center. Following are some guidelines for the use and maintenance of the Cluster common grounds:

- Fairfax County laws regarding leash laws and pet waste apply to Cluster common grounds. All dogs must be on leashes. “The owner or custodian of any dog shall be responsible for the removal of excreta deposited by such dogs on the property of another including public areas.” (Fairfax County Code) Also, dog urine kills grass. Please take your dogs onto areas other than grass.
- Property owners will confine their landscaping, animal runs, storage and structural play areas to the land within their property lines. Easements – common ground immediately adjacent to private property – must be kept clear of shrubbery and items so that home owners and emergency crews can easily gain access to the rear entrance of every residence.
- No trash or yard waste is to be discarded onto common grounds, such as, Christmas trees, building materials, limbs from cut trees, large amounts of leaves and anything else that will take years to decompose. These items should be taken to the Fairfax County land fill (I-66 Transfer Station, see page 9) or bagged and put out for trash pickup. The State and Reston Association dumping regulations are listed below:

Virginia State Code – Illegal Dumping- 33.2-802:

“...It shall be unlawful for any person to dump or otherwise dispose of trash, garbage, refuse and litter...or other unsightly matter on public property without the written

consent of the owner...”

Reston Association bylaws – Deed Section V1.2:

(b) Refuse and Debris. Storage or disposal of refuse or debris on the Common Area or in the lakes is prohibited.

Reston Association- Common Area Rules& Regulations Resolution 1:

4. Dumping of any refuse including but not limited to grass clippings, leaves, Christmas trees, appliances, old sofas, crank case oil, etc. is prohibited.

- The storm sewers located in each parking lot empty directly into the Nature Center, streams and local lakes. Chemicals, such as antifreeze, oil, detergent and paint should be handled very carefully so as not to spill in the parking lot. Debris like litter, leaves and trash should be kept away from storm drains and ditches so that they do not end up in the woods and then the local streams and lakes. Cars that leak oil must be repaired promptly. The oil destroys the asphalt and also pollutes local streams and lakes.
- The common grounds will be retained in as natural a state as possible. Any development or change must be approved by Reston Association through the DRB application process.
- Removal of plants or soil is prohibited.
- No hunting or trapping of wildlife. No firearms, air guns, BB guns or archery equipment are to be discharged or carried onto common ground.

County ordinance prohibits the use of motor vehicles on the walkways or common lands of Reston, including Soapstone common ground, with the exception of maintenance vehicles and law enforcement vehicles.

Pets

Dogs should not be allowed to run free in the common property areas. Fairfax County leash laws are enforced. All dogs require licenses by Fairfax County. See the county Web site for detailed information: <http://www.fairfaxcounty.gov/living/animals/>.

The CDC (Centers for Disease Control) warns that one single dog dropping can contain 3 million fecal bacteria, including e.coli and Salmonella, along with parasites and viruses that can be passed to humans adults and children as well as other pets. Rain carries the contaminants into stream and lakes. It is Fairfax County law and common sense to pick up after your dog wherever he poops. Please deposit the bags of waste in your own trash can which is serviced twice a week. The public cans are not frequently emptied.

To report dog(s) running loose, problems with barking dog(s) or other noise problems that have not been resolved, call the Fairfax County Police non-emergency number, 703-691-2131.

Outside Lights

Residents are responsible for keeping the pole lights outside their homes in working order and

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should replace burnt-out bulbs without delay. Keeping the Cluster well lighted benefits all residents by preventing accidents and improving security throughout the Cluster.

Snow Removal

The Board of Directors is responsible for obtaining snow removal services. The snow removal contractor will clear the parking lots according to the contract. Parking is not allowed along the yellow painted curbs. This blocks traffic and presents hazards for snow removal equipment and emergency vehicles. When it snows sufficiently to require plowing, further consideration should also be given to not parking along the curbs near the entrances to the lots or in other constricted areas, as this will inhibit the plow's ability to clear the lots. Vehicles preventing snow removal from the lots are subject to towing. Residents are responsible for clearing their reserved parking spaces and walkways in front of their own homes. Deposit snow on front lawns or common areas. Do NOT pile snow in the open parking lot or unreserved spaces. If a neighbor removes snow from an unreserved parking space, give them consideration for their efforts by NOT parking in that space.

Trash Collection (current as of July 2016)

Soapstone Cluster has a contract to provide trash removal for residents at an amount less than possible on an individual basis. Trash is collected twice a week on Tuesday and Friday. Trash should be bagged or in reusable containers and placed on the curb of the parking lot the night before each pick up day. Trash and recycling containers should not be placed in the parking lot. This is especially important in winter when our snow removal service needs all the space available to push the snow off the lot. Please do not put your trash out for collection earlier. Trash left at the curb attracts animals and causes unsanitary and unsightly conditions.

Effective March 1, 2017, yard waste such as leaves, clippings, etc. must be placed in compostable paper bags or personal containers marked "Yard Debris." The disposal service will not accept yard debris in plastic bags.

In addition to regular service, the current trash company, American Disposal Services, will pick up special large items on Fridays; residents must call ADS at least 24 hours in advance. (There may be an extra charge for large/bulk items such as washing machines.) The telephone number for large items and customer service is 703-368-0500 or 866-884-8700. They also provide pick up of Christmas trees after the holidays.

Under the current contract, ADS will provide a 64 gallon trash and recycling container (Toter.) Please contact ADS regarding provision or replacement of these items.

Recycling

In addition to the twice-weekly trash collection, on Friday, there is collection of recycled items. Place all recycling on the curb on Thursday night. The recycling includes aluminum and tin cans, clear, brown, green glass, plastic bottles mixed paper and cardboard, and newspapers. Place recycled materials either in paper bags or in the reusable containers provided by the trash company. DO NOT use plastic bags for recycling products. Plastic bags may be recycled at the local grocery stores. For further information on materials that are appropriate for recycling in Fairfax County, see the Web site, <http://www.fairfaxcounty.gov/living/recycling/>. The current

recycling list is provided at Appendix A.

For additional disposal and recycling, the I-66 Transfer Station on 4618 West Ox Rd, Fairfax, VA 22030 will take a wide variety of materials including household toxic materials such as chemicals, pesticides, batteries, etc., old appliances, and building materials. Search on “I-66 Transfer Station” for complete information.

Communications

Formal business communication to residents such as invoices for Cluster dues and documents for the annual meeting are mailed out by the property management company. The Cluster newsletter and other informal communications, including public interest announcements, are sent to residents via email. Please make sure that the board has your updated email address or you may miss important information.

Cluster Association Webpage

The Cluster currently maintains a web page, on which can be found Cluster news, copies of the newsletters, and other cluster related items. The website can be found at the following address:

<http://soapstonereston.apphb.com/>

Cluster Directory

The Soapstone Cluster Directory is updated periodically. Please inform a Board Member if a telephone number changes. Landlords are required to notify the Board of Directors when new tenants move into a rented property. If you are new to our neighborhood, please contact a current Board Member to provide your information. New residents are added as soon as possible.

Common Walls

Soapstone dwellings are built in small rows of townhouses so that every house has at least one common wall with a neighbor, and most having two. When a wall projects away from the neighboring house, it then becomes an exterior wall that is the property and responsibility of the house it encloses. Further, the privacy fence between adjoining properties is considered common property. If a homeowner contemplates performing repairs or improvements (painting, plastering, siding, etc.), it is appropriate and neighborly to tell your neighbor of your plans. Notice is required if the exterior wall can only be reached easily through the property, yard or roof, of the house next door. Prior discussion could prevent embarrassment or problems, such as trespass. Please note Reston Association requirement for certain repairs/improvements in the Reston Association section.

Occupancy Limits

Fairfax County regulates the number of unrelated people who can live in one house. Please see <http://www.fairfaxcounty.gov/consumer/tenant/tl-handbook.pdf> for further information.

Parking Policy

Parking spaces in Soapstone Cluster are very limited, with slightly more than two spaces per household. This presents a serious problem when households park more than two cars in the lot. In addition to contributing to parking problems, unused, broken down cars are an eyesore. The following paragraphs outline a parking policy designed to maximize our limited parking, while maintaining a safe and aesthetically pleasing environment within the cluster. They address resident rights, requirements, resolution of disputes and enforcement of the parking policy.

Section 1. Parking Rights

Each Household in Soapstone Cluster is entitled to use at least one parking space for an approved motor vehicle, and to the right of ingress and egress in and upon the parking area. The reserved spot is marked with an R-# (associated to its designated townhouse). All visitor (unreserved) spots are first come first serve, and are not linked to any specific homes. This applies to the homeowners as well as visitors. An approved motor vehicle includes any conventional passenger vehicle, or truck of less than 2 1/2 tons (5000 lbs.) gross weight.

Parking of commercial vehicles should also be in compliance with local, county and state law. Section 82-5-7 of the Fairfax County Code prohibits parking of commercial vehicles in residential districts. Vehicles parked in violation are subject to a \$100 fine for each violation and may be towed at the owner's expense.

Other types of vehicles, including, but not limited to house trailers, motor homes, boats on trailers, utility trailers or vehicles occupying more than one parking space, are not permitted to park in the Cluster parking lot. Space for these vehicles can be rented from the Reston Association at a special lot off Sunset Hills Rd. Call 703 437-7658.

Section 2. Vehicle Requirements

All vehicles (cars, motorcycles, trucks) parked in the Cluster must have valid registration/inspection stickers, and valid/up to date VA license plates. The vehicle must be maintained in proper operating condition so as not to be a safety hazard or nuisance by noise, emissions or appearance. Any vehicle which is in disrepair such that it cannot be operated in its existing condition because the parts necessary, such as, but not limited to tires, windshield, engine, drive train, driver's seat, steering wheel or column, gas or brake pedals, are removed, deteriorating, damaged or destroyed, may not be parked on Cluster property. No vehicle (scooter, motorcycle, truck, car) or any other equipment/object can be used to reserve a visitor spot. Any vehicle not being actively used **MUST** be stored in your reserved spot. If you own a motorcycle or scooter, it **MUST** be stored in the front of your reserved spot or on your property. Households with greater than 3 vehicles must park the extra vehicles on Soapstone Drive so that they are not monopolizing the shared lot.

Section 3. Parking Areas

Vehicles may be parked only in designated parking spaces within the Cluster, bordered by either

a curb and white line, or two white lines. Vehicles are not allowed to park parallel to any other curbs, including, but not limited to the large island on Hearthstone Court. Residents may not park within 15 feet of a fire hydrant, except in a designated parking spot.

Residents are asked to consider their neighbors' needs and cooperate with each other in parking vehicles within the Cluster. If a legally registered and maintained car is out of use for an extended period of time, the owner is requested to park in their reserved space so as to not monopolize our limited parking.

On street parking along Soapstone Drive is recommended for guests to our community. We have a limited number of parking spaces available and they should be available to our residents. Please be considerate of your neighbors.

Section 4. Parking Disputes

Where possible, residents are asked to talk with neighbors to resolve parking disputes, including the use of reserved and non-reserved spaces. When a car is parked in one's reserved space, it is recommended that initially a simple request be placed on the windshield to inform the driver that they have parked in a reserved space.

Section 5. Notice of Violation

When exceptions to this parking policy are identified, a Board Member shall serve a written notice on the owner of the vehicle, if known, and upon the vehicle itself. Notice will be given at least ten (10) days before the vehicle is towed and shall be deemed as given when notification is posted on the door of the owner, if known, and upon the vehicle. Vehicle owners may contact a Board Member to negotiate an extension to this notice period, where appropriate

If a vehicle is found parked along a fire lane or blocking access to or egress from the parking areas, a warning will be posted on the vehicle at least 24 hours before towing. However, if an emergency vehicle (to include the snow plow) is unable to negotiate around a violating vehicle, a Board Member may have the vehicle towed immediately. Likewise, if a vehicle is blocking ingress or egress from the parking areas, a Board Member may have the vehicle towed immediately. If notice has been posted on a vehicle at least three times, it may, at the Board's discretion, be towed without notice the next time it is found to be in violation.

Section 6. Towing Vehicles in Violation of Parking Policy

Any vehicle not brought into compliance with the parking policy following notification of violation shall be towed. Towing companies are required to notify the Police Department when a car has been towed. A resident who finds their car has been towed should call 703 691-2131 (the police non-emergency number) to make arrangements to have their car released.

Section 7. Enforcement of the Parking Policy

Only a Member of the Association Board of Directors shall enforce the parking policy as stated

herein, including, but not limited to posting notices on cars and providing for towing of a vehicle.

These guidelines are designed to help the over crowded parking lot in our community, and to help encourage fairness and equal opportunity to all residents. Thank you for your consideration and helping our community remain a wonderful place to live. If you have any questions, please contact the Board Vice President or a Board Member in your section. Please feel free to join the parking committee; we are open to suggestions or concerns regarding parking issues.

A letter outlining this policy will be distributed on an annual basis to all townhouses within the cluster. A copy of Soapstone Cluster's parking violation warning notice and parking lot guidelines can be found at Appendix B.

Reston Association (RA)

As residents of Soapstone Cluster, we have two local levels of governance, Reston Association and Soapstone Cluster Association. While Reston is not a town, Reston Association provides a level of government-type services. It provides recreational facilities such as the pools and tennis courts, maintenance of public property within the limits of Reston and stewardship of Reston's environmental and natural resources. Reston is a planned community. When you purchased your property, you agreed to comply with the property covenants and so help to maintain the design standard that was established for Reston properties.

RA activities are funded primarily by assessments, established by its Board of Directors each year, against all residential property. (RA annual assessments are billed separately from Soapstone Cluster Association's quarterly assessments.)

Additional information is available at <http://www.reston.org/>.

The RA offices are located at 12001 Sunrise Valley Dr, Reston, VA 20191. The telephone number for information is (703) 435-6530.

Design Review Board (DRB)

The DRB controls all exterior renovations and additions to homes in Reston. The DRB was established by the protective covenants that are a part of every deed of home ownership in Reston. The DRB is charged with reviewing all applications for exterior alterations to make sure they are in keeping with the standards set forth in the covenants.

The DRB approval is not only limited to major changes—the Design Review Board considers everything from additions such as decks and fences to changes in house or door colors. Any external modifications or changes must have prior approval of the DRB. DRB approval applications and information about approved colors, materials and plans can be found on the Design Review Board section of the Reston Association website.

APPENDIX A



THINKBEFORE YOUTHROWSM



Place all items mixed together & unbagged into your recycling container. Give some items a quick rinse.

GLASS



All glass bottles & jars

PAPERS



Mixed paper, newspaper, office paper, junk mail & bagged shredded paper

Flattened cardboard & paperboard

Magazines, phone books, catalogs, & books

CARTONS



Juice boxes, milk, wine & broth cartons

PLASTICS



Plastics labeled #1-7

Wide-mouth plastics

Rigid plastics

METALS



Aluminum & steel cans, non-hazardous aerosols, pots & pans, small appliances

Look for alternative disposal methods for these items. Do not toss in your recycling container.



Batteries



Light bulbs



Sharps & medical waste



Polystyrene cups, plates, & bowls



Wrappers



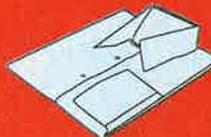
Plastic bags



Paper plates & napkins, bio-based plastics



Glassware, heat-resistant glass & ceramics



Clothing



Wires, cables, plastic binding & lights



Tires

why is this recyclable?
why is this **not** recyclable?

thinkbeforeyouthrow.org

*Acceptable materials are subject to change at any time





THINKBEFORE YOUTHROW

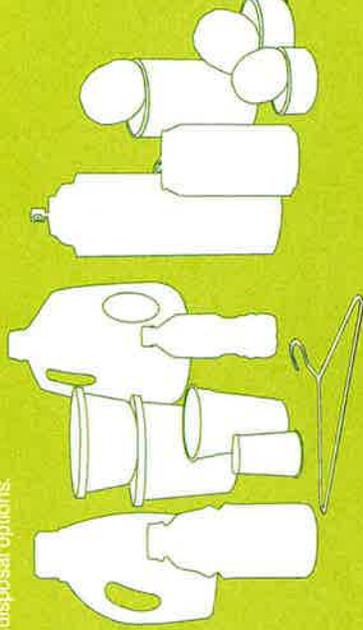
The decision to recycle is a simple choice to properly handle the waste streams which we create. American Disposal Services is committed to the promotion, education, and implementation of recycling programs for all customers we service. Think Before You Throw is a reminder that we make choices every day that have a significant impact on our future. We ask you to join American Disposal Services in our efforts to Think Before You Throw.

REDUCE • REUSE • RECYCLE



YES

Place ALL items in your recycling bin together. Some items may need a quick rinse, to avoid contamination in the recycling process. For items not listed, please contact your landfill for recycling and disposal options.



PLASTICS

ALL plastics labeled #1-7, milk jugs, rigid plastics, plastic coat hangers, wide-mouth plastics



GLASS

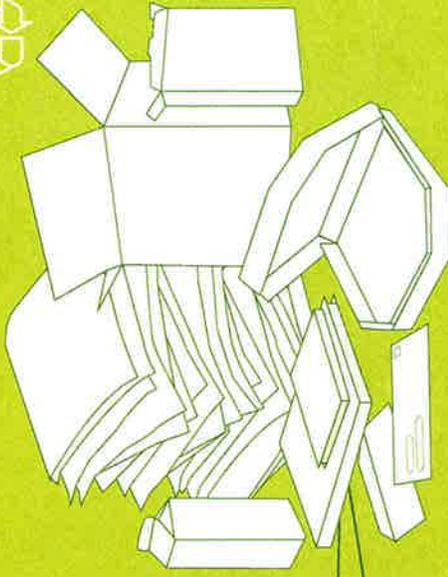
ALL glass bottles and jars are acceptable in your bin

METALS

Aluminum cans, steel cans like soup cans, aluminum foil and aluminum foil trays (rinsed), empty aerosol cans, metal coat hangers

PAPERS

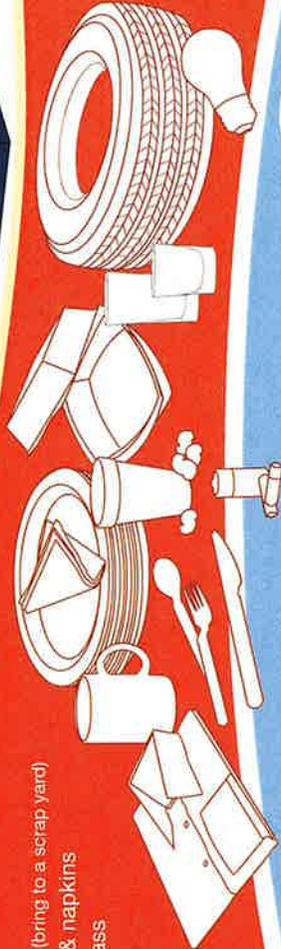
Mixed paper, office paper, junk mail, magazines, catalogs, phone books, paperback and hardback books, paperboard used to make food packaging like cereal boxes, juice cartons and boxes, newspapers and ALL inserts, cardboard boxes, pizza boxes (without grease)



NO

The following items **DO NOT** belong in your recycling bin.

- no heavy metal pots and pans (bring to a scrap yard)
- no food-covered paper plates & napkins
- no glassware/heat-resistant glass
- no Styrofoam products
- no light bulbs
- no ceramics
- no batteries
- no clothing
- no tires



APPENDIX B

Soapstone Cluster Parking Lot Guidelines

- Each home has ONE reserved spot, which is marked with an R-#or RESERVED (associated to its designated townhouse).
- All visitor (unreserved) spots are first come first serve, and are not linked to any specific homes. This applies to the homeowner as well as visitors.
- All vehicles (cars, motorcycles, trucks) parked in the cluster must have valid registration/inspection stickers, and valid license plates.
- All vehicles must be in working order.
- No vehicle (scooter, motorcycle, truck, car) or any other equipment/object can be used to reserve a visitor spot. Any vehicle not being actively used MUST be stored in your reserved spot. The cluster lot cannot be used for long term vehicle storage.
- If you own a motorcycle or scooter, it MUST be stored in the front of your reserved spot or on your property.
- On street parking on Soapstone Drive is recommended for guests to our community. We have a limited number of parking spaces available and they should be available to our residents.
- Households with greater than 3 vehicles must park the extra vehicles on Soapstone Drive so that they are not monopolizing the shared lot.
- Trash and recycling containers should not be placed in the parking lot. This will prevent possible damage to vehicles and trash/recycling bins. This is especially important during the winter season as our snow removal crew will need all the space available to push the snow off of the lot.

These guidelines are designed to help the overcrowded parking lot in our community, and to help encourage fairness and equal opportunity to all residents. Thank you for your consideration and helping our community remain a wonderful place to live. If you have any questions please contact the Cluster Association Vice President or a board member in your section. Please feel free to join the parking committee; we are open to suggestions or concerns regarding parking issues.

APPENDIX C

