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# INSPECTION PROCEDURE

## Exterior Property Maintenance

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### 1. Authority and Purpose

The Soapstone Cluster Association (the “Corporation”) Board of Directors (the “Board”) adopts this Inspection Procedure pursuant to its authority under the **Cluster Bylaws**, which provide that “the Directors shall have the authority to take whatever action they deem advisable to enforce the Protective Covenants and Restrictions of Reston’s Deed of Dedication within Soapstone Cluster,”<sup>1</sup> **including by identifying and referring observed exterior maintenance conditions for review under Reston Association procedures.**

This Inspection Procedure is adopted to document how the Board fulfills that authority in an administrative and procedural manner by **monitoring, documenting, and communicating** observed exterior property maintenance conditions, **and by coordinating, when appropriate, with Reston Association regarding potential violations** of applicable covenants, restrictions, and maintenance standards. Observations made under this Procedure are documented using a standardized inspection checklist attached as **Exhibit A**.

The Board’s authority under this Procedure is **procedural and administrative only**. This Procedure does not grant the Board independent enforcement, fining, self-help, or architectural control authority. The Board’s role is limited to:

- identifying observable exterior maintenance concerns;
- notifying property owners of those observations; and
- coordinating, when necessary, with Reston Association for further review and enforcement in accordance with Reston’s governing documents and procedures.

Inspections conducted under this Procedure are limited to exterior property maintenance conditions observable from common areas or neighboring properties and expressly **exclude review of compliance with Cluster Design Standards<sup>2</sup>** or Reston Association design approval requirements, **including architectural style, colors, materials, or prior design approvals**. Questions regarding Cluster Design Standards or design approvals should be directed to the Reston Association Covenants Office.

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<sup>1</sup> **Cluster Bylaws Authority:** Soapstone Cluster Association Bylaws (Amended February 24, 2007), Article IV, Section 1 (General Powers of the Board of Directors). <https://soapstonerestonhoa.github.io/governance/bylaws/Soapstone-Cluster-Bylaws-Amended-2007.pdf>

<sup>2</sup> **Soapstone Cluster Design Standards**, Reston Association Document Center, adopted September 2024. Available at: [https://www.reston.org/DocumentCenter/View/2078/Soapstone-Cluster-Book\\_FRSept2024](https://www.reston.org/DocumentCenter/View/2078/Soapstone-Cluster-Book_FRSept2024)

All owners remain individually responsible for maintaining their properties in good order and repair, consistent with the Reston Deed, Reston Association governing documents, and applicable Reston Use & Maintenance Standards.

## 2. Maintenance Standards

The conditions reviewed under this Procedure are based on **existing Reston Association governing documents and adopted Use & Maintenance Standards**, including the following Reston Association Board-adopted resolutions:

- **Resolution 2 – Vegetation**  
<https://www.reston.org/DocumentCenter/View/946/Resolution-2-Vegetation-PDF>
- **Resolution 3 – Refuse and Debris**  
<https://www.reston.org/DocumentCenter/View/947/Resolution-3-Refuse-and-Debris-PDF>
- **Resolution 8 – Maintenance of Improvements**  
<https://www.reston.org/DocumentCenter/View/952/Resolution-8-Maintenance-of-Improvements-PDF>

These resolutions establish owners' obligations to maintain their properties in good order and repair. They do not regulate architectural design, aesthetic choices, material selections, colors, or design approvals, which are administered separately by Reston Association through its established design review processes.

This Inspection Procedure **does not create new or independent maintenance or design standards** and does not grant the Cluster independent architectural or enforcement authority. Its purpose is limited to identifying observable exterior conditions, notifying owners, and coordinating, when appropriate, with Reston Association in accordance with Reston's established review and enforcement processes.

### 2.1 Exterior Surfaces

Owners are responsible for maintaining the exterior of their property — including the dwelling and all exterior elements — in a clean, sound, and well-repaired condition, consistent with the Reston Association Use & Maintenance Standards.

As set forth in **Reston Association Use & Maintenance Standards Resolution 8 (Maintenance of Improvements)**, exterior maintenance includes repainting, repair, replacement, or restoration, as needed, of exterior surfaces and elements that show visible deterioration due to weathering, fading, peeling, cracking, blistering, staining, rotting, mildewing, spalling, or similar conditions. Covered elements include, but are not limited to, siding, trim, doors, windows, shutters, fences, decks, railings, walkways, driveways, retaining walls, gutters, downspouts, and other exterior components.

The intent of this standard is to ensure that the exterior appearance of each property is maintained in good order and repair and is not detrimental to adjoining properties or the community.

Exterior elements subject to observation include, but are not limited to:

- siding, trim, fascia, doors, windows, and screens
- roofs, roofing, and flues
- decks, patios, walkways, pavement, and driveways

- gutters and downspouts
- fences, gates, walls, and retaining walls
- exterior light fixtures
- sheds and accessory or recreational structures

## 2.2 Refuse & Debris

Conditions observable from common areas or neighboring properties that may constitute refuse or debris are evaluated in accordance with **Reston Association Use & Maintenance Standards Resolution 3 (Refuse and Debris)**.

As set forth in Resolution 3, refuse or debris may include, when exposed to view and not temporarily awaiting pickup within allowable timeframes:

- Items not designed or intended for outdoor use, such as indoor furniture, rugs, mattresses, appliances, clothing, or electronic equipment;
- Outdoor items that are deteriorated, damaged, missing essential components, or no longer functional for their intended purpose;
- Garbage, loose debris, discarded materials, or other unserviceable items stored or placed beyond permitted pickup or removal periods.

For purposes of this Procedure, “exposed to view” has the same meaning as defined in Resolution 3, including areas visible from neighboring properties, upper-story windows or decks, common areas, or by passersby.

## 2.3 Vegetation

Vegetation conditions reviewed under this Procedure are limited to **maintenance-related observations** as set forth in the **Reston Association Use & Maintenance Standards Resolution 2 (Vegetation)**. This review focuses solely on whether vegetation is maintained in a manner that is not detrimental to neighboring properties or the community.

Consistent with Resolution 2, observable vegetation conditions that may warrant owner attention include, but are not limited to:

- Overgrown weeds or unmaintained vegetation in areas intended to be maintained as lawn or landscaped areas;
- Vegetation that encroaches onto neighboring properties or unreasonably interferes with neighboring owners’ use and enjoyment of their property;
- Trees, shrubs, or other plantings that obstruct sidewalks, pathways, or vehicular sight lines;
- Insufficient or deteriorated ground cover in maintained areas that contributes to erosion or runoff concerns.

This Procedure **does not establish new landscaping, planting, or design requirements**, does not regulate plant selection or aesthetics, and does not replace or supersede Reston Association review, approval, or enforcement processes under Resolution 2.

## 3. Inspection Procedure

### 3.1 Inspection Frequency and Triggers

The Board, or its designated agent, may conduct a **proactive visual inspection** of exterior property conditions within the Cluster approximately once every twelve (12) months.

Inspections may also occur in response to a resident request or observed condition requiring clarification.

### 3.2 Walk-Around Inspection Process

1. **Notice**

Owners will receive advance notice of a scheduled proactive inspection.

2. **Scope**

Inspections are visual only and limited to observable exterior conditions. No interior inspections or entry onto private property will occur.

3. **Documentation**

Observations will be documented using a standardized checklist attached as **Exhibit A**, which is incorporated by reference into this Procedure.

### 3.3 Notice and Referral Process

When potential exterior maintenance concerns are identified through this Procedure, the Board will provide written notice to the affected owner describing the observed condition(s) and referencing the applicable Reston Association Use & Maintenance Standards. Notices are intended to be informational and non-punitive, and to provide owners a reasonable opportunity to address identified concerns.

Consistent with Reston Association practice, initial notices may allow extended timeframes for correction depending on the nature of the condition, seasonal considerations, and the scope of work involved. Follow-up notices may be issued if conditions remain unresolved.

If, after notice and reasonable opportunity to cure, a condition remains unaddressed, the Board may, in its discretion, submit a formal complaint to Reston Association in accordance with Reston Association's complaint procedures. Complaints submitted on behalf of the Cluster must be signed by a Board member or authorized agent. Upon referral, Reston Association conducts its own inspection and administers any further review, enforcement, hearing, or appeal processes under its governing documents.

Nothing in this Procedure alters Reston Association's complaint review, enforcement, or appeal processes, or guarantees that a complaint will be accepted or acted upon within a particular timeframe.

### 3.4 Owner Response and Coordination

Owners may respond to a notice issued under this Procedure by:

- confirming that corrective action has been completed or scheduled;
- requesting clarification regarding the observed condition or applicable Reston standards; or
- contacting Reston Association directly, if desired.

The Board will allow a reasonable opportunity for owners to address identified conditions, taking into account the nature of the issue, seasonal considerations, and the scope of any required work.

If an observed condition remains unresolved after notice and reasonable opportunity to cure, the Board may, in its discretion, **coordinate with Reston Association** by submitting a formal complaint for review in accordance with Reston Association's established complaint procedures. Complaints submitted on behalf of the Cluster must be signed by a Board member or authorized agent, consistent with Reston Association requirements.

Upon referral, Reston Association conducts its own inspection and administers any further review, enforcement, hearing, or appeal processes under its governing documents.

The Board does not impose fines, perform corrective work, or assess costs to owners under this Procedure.

#### 4. Conclusion

This Inspection Procedure is intended to promote clarity, consistency, and transparency in how exterior property maintenance concerns are identified and communicated to owners, and, when appropriate, coordinated with Reston Association in accordance with the **Reston Deed of Dedication**<sup>3</sup> and the Protective Covenants and Restrictions established thereunder, and applicable **Reston Association Use & Maintenance Standards**<sup>4</sup>.

The Board's role under this Procedure is limited to **identifying observable conditions, notifying owners, and coordinating with Reston Association when appropriate**. All enforcement authority remains with Reston Association, and all appeal rights and review processes are governed by Reston's established procedures.

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<sup>3</sup> The Reston Deed of Dedication establishes the framework for Reston Association's authority and the obligations of property owners within Reston. The Deed, along with other Reston governing documents, is available on the Reston Association website at: <https://www.reston.org/270/Reston-Association-Deed> (Direct PDF: <https://www.reston.org/DocumentCenter/View/407/Deed-PDF>)

<sup>4</sup> The Reston Association has adopted Use and Maintenance Standards Resolutions pursuant to authority granted under the Reston Deed of Dedication, which set forth community-wide standards governing the maintenance and use of properties subject to the Deed and provide the basis for enforcement by the Association. See *Reston Association, All Use and Maintenance Standards Resolutions* (May 23, 2024), available at: <https://www.reston.org/DocumentCenter/View/944>.



## Exhibit A:

# Soapstone Cluster Property Maintenance Checklist

**Property Address:** \_\_\_\_\_ **Inspection Date:** \_\_\_\_\_

### Scope of Review

This checklist is used solely to document exterior property maintenance conditions observable from common areas or neighboring properties, based on Reston Association Use & Maintenance Standards (Resolutions 2, 3, and 8). This inspection **does not** evaluate architectural design, aesthetic choices, materials, colors, or compliance with Cluster or Reston design approval requirements.

### A. Exterior Surfaces & Improvements *(Reston Resolution 8 – Maintenance of Improvements)*

- Peeling, faded, or deteriorated paint on exterior surfaces
- Rotted, cracked, or damaged wood or trim
- Missing, broken, or deteriorated exterior elements
- Excessive mold, mildew, or staining on surfaces
- Spalled, cracked, or deteriorated concrete or stucco
- Other visible exterior deterioration affecting upkeep

Notes: \_\_\_\_\_

### B. Refuse & Debris *(Reston Resolution 3 – Refuse and Debris)*

- Items not intended for outdoor use stored outside
- Deteriorated or non-functional outdoor items
- Garbage, loose debris, or discarded materials visible
- Refuse present outside allowable collection timeframes

Notes: \_\_\_\_\_

### C. Vegetation (Maintenance-Related Only) *(Reston Resolution 2 – Vegetation)*

- Vegetation encroaching onto neighboring properties
- Vegetation obstructing sidewalks, pathways, or sight lines
- Insufficient ground cover contributing to erosion

Notes: \_\_\_\_\_

This checklist is a **screening and documentation tool only**. The Board does **not** impose fines, perform corrective work, or assess costs. If conditions remain unresolved after notice, the Board may coordinate with Reston Association for review under its enforcement procedures.