

BY-LAWS  
OF  
BAYFIELD STATION CLUSTER ASSOCIATION

ARTICLE I  
OFFICES

The principal office of the corporation in the Commonwealth shall be located in the County of Fairfax. The corporation may have such other offices, either within or without the Commonwealth of Virginia, as the Directors may from time to time determine.

The corporation shall have and continuously maintain in the Commonwealth of Virginia a registered office and a registered agent whose office is identical with such registered office, as required by the Virginia Non-Stock Corporation Act. The address of the registered office and the registered agent may be changed from time to time by the Directors and the registered office may be, but need not be, identical with the principal office of the corporation in the Commonwealth of Virginia.

ARTICLE II

Section 1. Membership in the Corporation. The following shall be members of the corporation:

(A) All persons owning of record any dwelling unit on the property shown on the present or any subsequently recorded Deed of Dedication of land within Block 6, Section 45, Reston, for which Cluster common area is conveyed to the Cluster Association (the said land shown on any such Deed of Dedication being hereinafter referred to as the "Property"). A person

taking title to any dwelling unit or lot as security for the payment of money or the performance of an obligation shall not be a member of the corporation.

(B) No person shall be a member of the corporation after he ceases to be the owner of record of any dwelling unit on the Property.

(C) The Directors of the corporation may, after affording the member an opportunity to be heard, suspend any person from membership in the corporation during any period of time when there exists a violation of any of the provisions of the Deed of Dedication (including, but not limited to, the failure to make any fee payment to the corporation when due and payable under the terms of the Deed of Dedication) with respect to the unit he owns or when he is in violation of any rule or regulation adopted by the Board of Directors with respect to the Property.

(D) Each member of the corporation, by becoming such, agrees that he shall be personally responsible for the payment of the charges created under the Deed of Dedication with respect to the dwelling unit he owns and for compliance by himself, his family, guests, and invitees, with the provisions of the said Deed and the rules and regulations adopted by the Board of Directors and/or the corporation with respect to the Property.

The qualifications set forth herein for membership in the corporation shall be the only qualifications for such membership.

Section 2. Voting Rights. The members of the corporation shall have the right to vote for the election and removal of Directors. Each member of the corporation shall have one vote, except that:

(A) Any person owning more than one dwelling unit shall have the number of votes equal to the number of dwelling units owned.

(B) When any dwelling unit is owned of record in joint tenancy or tenancy-in-common, or in any other manner of joint or common ownership,

such owners shall collectively be entitled to only that number of votes to which one person would be entitled were he the owner of such dwelling unit. Such vote shall be exercised only by the unanimous action or consent of the owners of record of such dwelling unit who are entitled to vote with respect thereto.

(C) Both resident and non-resident property owners shall have the right to vote.

(D) Voting by proxy is expressly permitted; however, proxies may only be assigned to another individual who is a member of the corporation, the Board of Directors or the tenant residing at the property.

### ARTICLE III

#### MEETING OF MEMBERS

Section 1. Annual Meeting. The first annual meeting of the members shall be held when the Developer has sold and conveyed fifty percent (50%) of the dwelling units erected or to be erected on the Property and shall be held in the year in which such percentage of sales and conveyances is reached. Subsequent annual meetings shall be held each year thereafter at a date and time established by the Board of Directors for the purpose of electing Directors and for the transaction of such other business as may come before such meeting.

Section 2. Special Meetings. Special meetings of the members may be called by the President, the Board of Directors, or members of the corporation holding no less than one-fifth (1/5) of the votes.

Section 3. Place of Meeting. The Board of Directors may designate any place within or without the County of Fairfax as the place for annual or special meetings called by the Board of Directors and the President may designate any place within or without the County of Fairfax as the place of

meeting for any special meeting. If no designation is made or if a special meeting is called by the members of the corporation, the place of meeting shall be the principal office of the corporation.

Section 4. Notice of Meetings. The corporation shall publish notice of any annual or special meeting of members in the manner provided by law. Written notice stating the place, day, and hour of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall also be mailed or delivered not less than ten (10) or more than fifty (50) days before the date of the meeting, except as otherwise specified by law, either personally or by mail, by or at the direction of the President or the Secretary or the person calling the meeting, to each member of the corporation at his address as shown on the records of the corporation. A member may, in a writing signed by him, waive notice of any meeting before or after the date of meeting stated therein. Failure to mail or deliver any notice to any member shall not affect the validity of the published notice.

Section 5. Informal Action by Members. Any action required or permitted by law to be taken at a meeting of the members of the corporation may be taken without a meeting, if a consent in writing setting forth the action so taken shall be signed by all of the members of the corporation.

Section 6. Quorum and Manner of Acting. Members holding one-fifth (1/5) of the total votes shall constitute a quorum at any meeting. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting from time to time without further notice. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the members, unless the act of a greater number is required by law, or by the Articles of Incorporation of the corporation, or by these By-Laws.

Section 7. Conduct of Meetings. The Directors may make such regulations as they deem advisable for any meeting of members in regard to proof of membership in the corporation, evidence of the right to vote, the appointment and duties of inspectors of votes, and such other matters concerning the conduct of the meeting as they shall deem fit. Such regulations shall be binding upon the corporation and its members.

#### ARTICLE IV

#### DIRECTORS

Section 1. General Powers. The affairs of the corporation shall be managed by its Directors.

Section 2. Number and Tenure. The number of Directors shall be five (5). The length of the initial term of each of the Directors constituting the initial Board of Directors shall be as set forth in paragraph 6 of the Articles of Incorporation. After the designation of the initial Board of Directors, the first election of Directors by the members of the corporation shall be held at the annual meeting of the members provided for in Section I of Article III herein. The Directors elected by the members at the first election of Directors and thereafter, shall be elected for a term of three (3) years, or for the unexpired term of any resigning Director, and until their respective successors are elected. Any vacancy occurring in the initial or subsequent Board of Directors may be filled at any meeting of the Board of Directors by the affirmative vote of a majority of the remaining Directors, though less than a quorum of the Board of Directors, or by a sole remaining Director and if not previously so filled, shall be filled at the next succeeding meeting of the members of the corporation. Any Director elected to fill a vacancy shall serve as such until the expiration of the term of the Director, the vacancy in whose position he was elected to fill.

Only members in good standing of the Association whose fees are paid in full are eligible to serve on the Board of Directors.

Section 3. Regular Meeting. The organizational meeting of the Board of Directors shall be held during the thirty (30) day period following the annual meeting of members at such time and place, within or without the County of Fairfax, as may be specified in the notice thereof. The Board of Directors may provide by resolution the time and place, either within or without the County of Fairfax, for the holding of additional regular meetings of the Board without other notice than such resolution.

Section 4. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or any two (2) Directors. The person or persons authorized to call special meetings of the Board may fix any place, within or without the County of Fairfax, as the place for holding any special meeting of the Board called by them.

Section 5. Notice. Notice of any meeting of the Board of Directors shall be given at least two (2) days previous thereto by written notice delivered personally or sent by mail to each Director at his address as shown on the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. Any Director may, in a writing signed by him, before or after the time of meeting stated therein, waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law, by the Articles of Incorporation of the corporation or by these By-Laws.

Section 6. Quorum. Except as otherwise provided by law or by the Articles of Incorporation of the corporation, or by these By-Laws, a majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Directors are present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

Section 7. Manner of Action. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law, or by the Articles of Incorporation of the corporation, or by these By-Laws.

Section 8. Compensation. Directors as such shall not receive any stated salaries for their services, but by resolution of the Board of Directors a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained shall be construed to preclude any Director from serving the corporation in any other capacity and receiving compensation therefor.

Section 9. Informal Action by Directors. Any action required by law to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all the Directors.

## ARTICLE V

### OFFICERS

Section 1. Officers. The officers of the corporation shall be a President, one (1) or more Vice Presidents (the number thereof to be

determined by the Board of Directors), a Secretary and a Treasurer. The Board of Directors may elect such other officers, including one (1) or more Assistant Secretaries and one (1) or more Assistant Treasurers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed from time to time by the Board of Directors. Any two (2) or more offices may be held by the same person, excepting the offices of the President and Secretary. The President shall be a Director of the corporation. Other officers may be, but need not be, Directors of the corporation.

Section 2. Election, Term of Office and Vacancies. The officers of the corporation shall be elected annually by the Board of Directors at the organizational meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected. A vacancy in any office arising because of death, resignation, removal, or otherwise may be filled by the Board of Directors for the unexpired portion of the term.

Section 3. Removal. Any officer may be removed by the Board of Directors whenever, in its judgment, the best interest of the corporation will be served thereby.

Section 4. Powers and Duties. The officers of the corporation shall, except as otherwise provided by law, by the Articles of Incorporation, by these By-Laws, or by the Board of Directors, each have such powers and duties as generally pertain to their respective offices, as well as such powers and duties as may from time to time be specifically conferred or imposed by the Board of Directors. The President shall be the chief executive officer of the corporation.



## ARTICLE VI

### COMMITTEES

Section 1. Committees of Directors. The Board of Directors, by resolution adopted by a majority of all of the Directors in office, may designate one (1) or more committees, each of which shall consist of two (2) or more Directors, which committees, to the extent provided in the resolution, shall have and exercise the authority of the Board of Directors in the management of the corporation, provided, however, that no such committee shall have the authority of the Board of Directors to approve an amendment to the Articles of Incorporation of the corporation or a plan of merger or consolidation.

Section 2. Other Committees. Other committees not having and exercising the authority of the Board of Directors in the management of the affairs of the corporation may be designated by a resolution adopted by the Board of Directors, to perform such duties and to have such powers as may be provided in the resolution.

Section 3. Rules. Each committee may adopt rules for its own government not inconsistent with the terms of the resolution of the Board of Directors designating the committee or with rules adopted by the Board of Directors.

## ARTICLE VII

### CERTIFICATES OF MEMBERSHIP

Section 1. Certificates of Membership. The Board of Directors may provide for the issuance of certificates evidencing membership in the corporation, which shall be in such form as may be determined by the Board. Such certificates shall be signed by the President or a Vice President and

by the Secretary or an Assistant Secretary and shall be sealed with the seal of the corporation. All certificates evidencing membership shall be consecutively numbered. The name and address of each member and the date of issuance of the certificate shall be entered on the records of the corporation.

If any certificate shall become lost, mutilated or destroyed, a new certificate may be issued therefor upon such terms and conditions as the Board of Directors may determine.

#### ARTICLE VIII

##### SEAL

The Board of Directors shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the corporation, the year of its incorporation, and the words "Corporate Seal-Virginia".

#### ARTICLE IX

##### ASSESSMENTS

Section 1. Cluster Fees. As set forth in the Deed of Dedication, each member in the corporation shall be obligated to pay one-fiftieth (1/50) of the sum which the Board of Directors estimated as necessary to meet the annual expenses of the Association. Cluster fees shall be payable quarterly. Payment is due on the first day of each quarter and must be received by March 31, June 30, September 30, and December 31 in order to avoid late charges. Other assessments may be levied for specific purposes pursuant to the approval of a majority of the Board of Directors. Thirty (30) days written notice will be mailed to all homeowners prior to the imposition of any special assessments.

Section 2. Late Charges. Penalties shall be imposed for late payment of quarterly dues and special assessments. Payments not received by the designated due date of each quarter will be subject to a late charge in the amount of ten percent (10%) of the outstanding balance which is overdue. Penalties shall continue to accrue monthly until the principal and all outstanding penalties are paid in full. Should it become necessary to retain the services of an attorney to collect delinquent fees, the member will be liable for any costs of collection and attorney's fees incurred. In the event that legal action is required to collect assessments, the Board of Directors may, at their discretion, determine that the entire balance of Cluster fees for the remainder of the fiscal year is due in full.

Section 3. Annual Budget. At least thirty (30) days prior to the beginning of the fiscal year, the Board of Directors shall prepare an operating budget setting forth the anticipated expenses for the coming year. This budget will be mailed to all homeowners.

Section 4. Notice of an Increase in Cluster Fees. The Board of Directors shall determine the amount of the annual Cluster fees and notify the members of any increase at least thirty (30) days prior to the date on which the higher fee is due.

Section 5. Reserve Funds. The Association shall establish and maintain a reserve fund for replacement and maintenance of the common elements. That portion of the annual budget allocated as reserves shall be deposited in a special account during the course of the year.

## ARTICLE X

### AMENDMENTS

These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted by the Board of Directors.

ARTICLE XI

COVENANTS

The Cluster Covenants are an integral part of these By-Laws and are an attachment to this document. By resolution of the Board of Directors, the Covenants may be amended from time to time as determined necessary by the Board without changing or amending Articles I through X of these By-Laws.

CERTIFICATION

I, the undersigned, do hereby certify:

THAT I am the duly elected and acting secretary of the Bayfield Station Cluster Association, a Virginia non-stock corporation; and

THAT the foregoing By-Laws constitute the original By-Laws of said Association, as duly adopted at a meeting of the Board of Directors thereof, held on the 2nd day of March, 1986

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of said Association this 2nd day of March, 1986

Laura C. Kline  
Laura Kline, Secretary